



## Person-in-Charge (PIC) Trainer Award Certification Terms and Conditions

The below terms and conditions apply to certified Person-in-Charge Trainers

### 1. The Trainer's Responsibilities

#### 1.1. At all times The Trainer shall:

- Not do anything that would negatively impact the reputation of The Award Certification or The Awarding Body,
- Conduct all training to the highest professional standards,
- Adhere to the specifications for training delivery, as outlined in Schedule 1,
- Not make any claim about The Award Certification that is not accurate,
- Not reproduce the award certificate except for personal records,
- Discontinue all usage of the award certificate and cease any claims with regards to certified status upon suspension or withdrawal of certification status by The Awarding Body,
- Return the award certificate to The Awarding Body upon request,
- Not prevent the observation by The Awarding Body of any Level 1, Level 2 or Level 3 PIC training session provided 24 hours notice has been given by The Awarding Body,
- Provide schedule, candidate, venue and other details as may be requested in relation to any and all training sessions to The Awarding Body no later than five (5) days before the session,
- Ensure application forms are completed by all candidates at the start of each session at the latest,
- Provide candidate data to The Awarding Body as per templates provided by The Awarding Body and as per the timing and medium requested by The Awarding Body,
- Agree examination session schedules with The Awarding Body no later than ten (10) days in advance of the requested examination date,
- Only request examinations for candidates who will meet the criteria of eligibility, i.e. candidates who have completed or will complete the required training in advance of the evaluation, and,
- Keep confidential all contents of the PIC Trainer examination and not conduct any fraudulent activity during or after the examination.

1.2. Failure to adhere to the responsibilities shown in Section 1.1 may result in a suspension of certification.

### 2. The Awarding Body's Responsibilities

#### 2.1. At all times The Awarding Body shall:

- Not do anything that would negatively impact the reputation of The Trainer,
- Make all reasonable efforts to accommodate examination session schedule requests with The Trainer,
- Provide all ordered materials within 14 days of confirmed receipt,
- Keep candidate data confidential (with the exception of pre-agreed usage of the data and / or the submission of data to Dubai Municipality or another governmental organisation upon request),
- Observe at least 10% of The Trainer's PIC training sessions each year, and,
- Provide recommendations for Continuing Professional Development (CPD).

### 3. Duration

This agreement (and The Award Certification) shall have a duration of three (3) years unless the approval is revoked earlier by the Dubai Municipality Food Control Department, The Awarding Body, or is surrendered voluntarily by The Trainer.

#### **Schedule 1: Training Specifications**

**Trainer:** Only trainers certified by The Awarding Body may deliver the TSI Quality Services PIC training courses.

**Class Size:** The maximum number of trainees per class shall be 16.

**Course Duration (and training contact time):** The duration shall be in line with the course specification documentation maintained by The Awarding Body and provided to The Trainer.

**Lesson Plan:** The lesson plan provided by The Awarding Body shall be followed. Amendments are acceptable provided permission is given in advance by The Awarding Body.

**Course Materials:** The course materials provided by The Awarding Body shall be used. Amendments are acceptable provided permission is given in advance by The Awarding Body.