
SRP Authorized Training Manual



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About the Sustainable Rice Platform (SRP)

The Sustainable Rice Platform (SRP) is a global multi-stakeholder alliance comprising over 100 institutional members from public, private, research, civil society and the financial sector. Co-convened by the International Rice Research Institute (IRRI), the United Nations Environment Programme (UNEP) and private sector partners, SRP is an independent member association, working together with its partners to transform the global rice sector by improving smallholder livelihoods, reducing the social, environmental and climate footprint of rice production, and by offering the global rice market an assured supply of sustainably produced rice.

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Definitions

Authorized Trainer (AT): an individual officially recognized and approved by the SRP Secretariat to provide training on SRP's behalf. S/he has been granted an official certificate and authorization by the SRP Secretariat to conduct training sessions and modify the training modules without altering the substance of the training.

Authorized Training Service Provider (ATP): an institution endorsed by the SRP Secretariat to develop and deliver SRP authorized trainings on SRP's behalf.

Normative Documents: a set of written instruments to define the rules, criteria and system that must be used as guidelines to implement SRP standards, assurance and traceability. **Training Task Force:** a committee to address training-related matters dedicated to the development, coordination, and oversight of training programs to ensure they align with SRP objectives.

Verification: issuance of a statement that compliance with specified requirements has been demonstrated, following a process of third-party (Conformity Assessment Body) assessment.

1. Introduction to the SRP Authorized Training

- 1.1. The SRP Authorized Training offers guidance, training and technical assistance to extension services, implementation partners and farmers to support the upscaling of sustainable practices. SRP Authorized Training Courses are centrally developed, reviewed, and approved with the support of the SRP Technical Committee.
- 1.2. SRP endorses selected institutions, known as SRP Authorized Training Providers, to deliver approved training courses and to administer course examinations. Institutions interested in becoming an SRP Authorized Training Provider should review the criteria and guidelines given in Sections 4 to 6 below.
- 1.3. Authorized trainers serve a vital role in building local awareness and capacity, and in driving wide-scale adoption of the SRP Standard for Sustainable Cultivation. SRP awards certificates to individuals who pass an online examination conducted at the end of each course offered through SRP Authorized Training Programs. Successful trainees are awarded a certificate by SRP as an 'SRP Authorized Trainer' and are included in the roster of Authorized Trainers on the SRP website. Individuals interested in becoming SRP Authorized Trainers should review the criteria and guidelines given in Section 7 below.
- 1.4. SRP currently offers the following courses delivered through Authorized Training Providers:
 - a) **Understanding the SRP Standard and Performance Indicators (SPI):** This Training-of-Trainers course aims to develop SRP Authorized Trainers, enabling them to expand capacity building on the SRP Standard and Performance Indicators globally. Through more than 40 requirements that are structured under eight major themes, the [SRP Standard for Sustainable Rice Cultivation](#) provides a normative framework for substantiating sustainability claims within rice supply chains. The [SRP Performance Indicators for Sustainable Rice Cultivation](#) allow for quantitative measurement and assessment of the sustainability impacts of adopting recommended practices at the farm level. Upon completion of this course, participants will understand all SRP standard requirements in rice cultivation. They will also acquire the skills to assess the impact of these requirements using SRP Performance Indicators. Furthermore, they will be empowered to serve as SRP Authorized Trainers for the course "Understanding the SRP Standard and Performance Indicators (SPI)" and conduct training sessions to educate others on these topics. This program is tailored for individuals aiming to train others in farmer outreach and capacity building activities.
 - b) **Understanding the SRP Assurance Scheme (AS):** This course is designed to develop an expert level understanding on the [SRP Assurance Scheme](#). The SRP Assurance Scheme allows rice value chain actors to verify compliance with the SRP Standard. This course empowers internal inspectors, auditors, in-house

trainers, producers, and producer group managers to conduct or prepare for audits according to the SRP Assurance Scheme requirements.

- c) **Understanding the SRP Internal Management System Standard and Guidelines (IMS):** The [SRP Internal Management System \(IMS\)](#) is a set of procedures and processes to be implemented by a producer group to ensure and demonstrate that it can achieve specified requirements. SRP Assurance Scheme requires producer groups to establish an IMS to provide transparent oversight and ensure with confidence that all individual producers within the group meet the requirements of the SRP Standard for Sustainable Rice Cultivation. This course provides essential in-depth knowledge to IMS managers, SPI and IMS trainers, in-house trainers, auditors and supply chain actors on functions, requirements, and expectations relating to the Internal Management System of producer groups. Completion of the course enables them to assist producer groups or individual producers with multiple sites in establishing and implementing an IMS in compliance with the IMS Standard.
- d) **Understanding the SRP Chain of Custody Policy and Standard (CoC):** The [SRP Chain of Custody \(CoC\) Policy and Standard](#) specifies requirements for all CoC-verified organizations with respect to sourcing, processing, labelling, and sale of 'SRP-Verified' rice-based products. All organizations in the supply chain—from farmers to the entity responsible for the final packaging of products carrying an SRP claim—are included in the scope of the SRP CoC verification system. This course equips internal inspectors, Authorized Trainers for other SRP training modules, in-house trainers, and supply chain partners with an in-depth understanding of the requirements and procedures for CoC verification, and prepares them for CoC audits.

2. Need for a common framework

- 2.1. In view of the institutional mix of SRP stakeholders collaborating under the SRP umbrella, there is a clear need for consensus on principles of engagement with participating organizations and individuals as well as their relationship with SRP. A set of common guidelines or ground rules allow us to underpin SRP's support for stakeholder capacity building in collaboration with interested training service providers.
- 2.2. The SRP Authorized Training aims to build a cadre of experts qualified to conduct training, verification, and other activities in support of registered SRP projects, SRP members, and other SRP stakeholders following the SRP training system.
- 2.3. This training manual provides guidelines for:
 - i. Individuals who are interested in becoming SRP Authorized Trainers or Auditors and/or maintain their qualification as such.

- ii. Organizations seeking SRP endorsement as SRP Authorized Training Providers.
- 2.4. The criteria and guidelines stated in this document aim to ensure consistency and coherence in implementing the SRP Training around the world. Moreover, they are necessary components of good governance and will help uphold quality of service delivery and protect SRP's brand value.

3. Validity

- 3.1. This document has been reviewed and approved by the SRP Secretariat and will be valid until a revised version is published.
- 3.2. SRP endorsement of an Authorized Training Provider will be valid for three years from the latest date of signature of the Memorandum of Understanding between the parties. The endorsement can be renewed for a further three years by mutual agreement, subject to continued compliance with prescribed criteria and responsibilities.
- 3.3. If both parties fail to notify each other at least one month prior to the MoU expiration, the MoU will be automatically renewed for a period of one year.
- 3.4. The Certificate of Authorization for Authorized Trainers is valid for three years unless there is a new major revision before the end of the validation period. Authorized Trainers are responsible for ensuring renewal of their qualifications; SRP will not issue reminders.
- 3.5. Authorized Trainers whose qualifications have expired must calibrate their recognition and pass the examination in order to reactivate their qualification. Review fee might be charged on the matter.
- 3.6. Authorized Trainers who fail to maintain their qualifications will no longer be authorized to provide SRP trainings and will be delisted from the SRP website.

4. Guiding principles for Authorized Training Providers

SRP Authorized Training Providers recognize the following guiding principles:

- 4.1. **Recognition:** Understand the need for a consistent, unified interpretation of SRP tools and frameworks, while acknowledging the diverse context of local implementation of SRP across countries and the needs of different stakeholders.

- 4.2. **Collaboration:** Foster an inclusive and transparent multi-stakeholder cooperation to develop and deliver SRP Authorized Training Courses and contribute to SRP through revenue-sharing from course fees to maintain and strengthen the SRP Training System.
- 4.3. **Innovation:** Support innovation for global solutions that empower local implementation.

5. Eligibility criteria to become an Authorized Training Provider

- 5.1. To be eligible to become an SRP Authorized Training Provider, an interested training provider must fulfil the following:
 - 5.1.1. Be a member of SRP for at least one (1) year.
 - 5.1.1. Be able to demonstrate existing training infrastructure and capacity within the organization to support SRP trainings.
 - 5.1.2. Have a track record of at least five (5) years in providing public or customized training activities in agriculture.
 - 5.1.3. Commit to adherence to the requirements and rules set out in the SRP Brand Manual and Claims Guideline regarding co-branding and logo usage.
 - 5.1.4. Submit a proposal to become an SRP Authorized Training Provider to the SRP Secretariat.
- 5.2. Proposals to become an SRP Authorized Training Provider must meet the following criteria (checklist approach):
 - 5.2.1. Demonstrate compliance with the eligibility criteria as per Section 5.1 above.
 - 5.2.2. Commit to deliver at least 3 SRP Authorized Training Course(s) within the first 18 months (about 1 and a half years) of authorization.
 - 5.2.3. List all training course(s) to be offered and/or proposed.
 - 5.2.4. Identify priority audiences (e.g., specify geographic coverage, role or function of target trainees).
 - 5.2.5. Determine the structure and systems for tailoring standard training modules and materials and/or designing supplementary training content.
 - 5.2.6. Determine the structure, systems and methodology for delivery of trainings.

- 5.2.7. Recognize the multi-stakeholder approach in developing SRP training modules and materials, which are published in the public domain under a Creative Commons license.
- 5.2.8. Provide information regarding available training resources, training plans, current human resource capacity to conduct the trainings (available SRP Authorized Trainers as in-house trainers) and mention any support from SRP Secretariat if required.
- 5.2.9. Indicate fees to be charged to participants for training course(s).
- 5.2.10. Provide a revenue projection showing anticipated financial contribution to SRP to support management and strengthening of the SRP Training System (based on a revenue-sharing arrangement where 25% of course fees are shared with SRP); and
- 5.2.11. The proposal may request authorization status for up to three years, contingent upon satisfactory performance in the annual reviews conducted by SRP.

6. Applying for Endorsement as an SRP Authorized Training Provider

Step 1	Step 2	Step 3	Step 4
Eligible training service provider submits proposal to the SRP Secretariat	Secretariat provides written feedback within two (2) weeks, following the plans, criteria and procedures set forth in this document	SRP Secretariat approves or rejects the proposal. In case of refusal, the applicant will have the right to appeal, revise and re-submit the proposal within sixty (60) days	If the proposal is approved, a Memorandum of Understanding is signed between the Secretariat and training service provider to confirm agreed arrangements. If the proposal is still rejected, SRP Secretariat's decision is final and abiding. ATP candidates can re-apply after two (2) years.

7. Responsibilities of Authorized Training Providers

7.1. SRP Authorized Training Providers are expected to design, organize and implement SRP Authorized Trainings, based on standard SRP-authorized pedagogy (e.g. training curriculum/learning modules, resource materials, training process and qualification requirements). Specifically, Authorized Training Providers are expected to fulfil the following roles:

- 7.1.1. Define training courses to be offered.
- 7.1.2. Adopt SRP training modules and materials as a standard basis for trainings.
- 7.1.3. Tailor SRP training modules and materials and/or design supplementary training content to meet identified needs of specific target audiences.
- 7.1.4. Secure SRP approval to develop new SRP Authorized Trainings.
- 7.1.5. Select qualified experts to develop new courses development (if applicable);
- 7.1.6. Select qualified in-house trainers to serve as SRP Authorized Trainers.
- 7.1.7. Ensure that SRP Authorized Trainers possess and continue to meet the necessary qualifications, skills, and knowledge required for their roles as SRP Authorized Trainers.
- 7.1.8. Keep the SRP Secretariat informed about the status of the qualifications of SRP Authorized Trainers. This may involve providing updates on their training, certifications, or any changes in their expertise or qualifications.
- 7.1.9. If there is a need to enhance the skills or capabilities of SRP Authorized Trainers, address this internally through in-house capacity building.
- 7.1.10. Publicize trainings, giving priority to Registered SRP Projects and SRP Members.
- 7.1.11. Follow the requirements of the SRP Brand Manual and Claim Guidelines¹, particularly regarding co-branding and logo usage.
- 7.1.12. Manage organization and delivery of training courses with a high level of professionalism and integrity.

¹ [SRP-Brand-Manual-Claim-Guidelines_Nov23.pdf \(sustainablerice.org\)](https://sustainablerice.org/SRP-Brand-Manual-Claim-Guidelines_Nov23.pdf)

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- 7.1.13. Prepare training plans and notify details of course(s) scheduled at least 30 days in advance, including dates, location, fees, registration link and maximum number of participants.
 - 7.1.14. Submit to SRP the lists of trainees completing courses using a reporting format to be provided by SRP within 14 days after completion of each course. This report should contain:
 - 7.1.14.1. Shareable communication materials (e.g., pre-training course banner, post-training group photo story) to be highlighted and recognized through SRP's global network, social media channels, and the SRP Annual Report
 - 7.1.14.2. A list of questions raised during the training session to support the development of FAQs and responses for common use.
 - 7.1.14.3. Post-training feedback from participants and trainers.
 - 7.1.15. Contribute financially to SRP according to the agreed revenue-sharing arrangement.
 - 7.2. The SRP Secretariat will provide the following essential support services to SRP Authorized Training Providers at no cost, subject to budget availability:
 - 7.2.1. Provide standard SRP training materials on SRP instruments to serve as the core of the training content.
 - 7.2.2. Review and endorse concept notes and content for proposed new or expanded SRP Authorized Trainings.
 - 7.2.3. Develop and arrange authorized trainer and auditor qualification exam using online exam portal to facilitate Authorized Training Providers/Conformity Assessment Bodies.
 - 7.2.4. Issue official training certificates to successful participants no later than 14 working days after receipt of completed training reporting from the SRP Authorized Training Provider and maintain an updated list of Authorized Trainers on the SRP website.
 - 7.2.5. Provide reporting template for training activities.
 - 7.2.6. Provide in-house capacity building to enhance skills or competencies of SRP Authorized Training Providers as necessary.
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8. Governance

- 8.1. SRP has the right to observe and participate in online and/or face-to-face kick-off meetings/trainings at no cost.
- 8.2. SRP will schedule quarterly update meetings to capture feedback and lessons learned with the Authorized Training Providers every March, June, September and December.
- 8.3. Authorized Training Providers who do not actively participate in 3 consecutive update meetings by email, with no prior communication are considered to be doing a serious violation of the Agreement on Endorsement.
- 8.4. SRP will notify partners of any violation or non-compliance with agreements as per MOU and/or co-branding guidelines as stipulated in the SRP Brand Manual & Claim Guidelines; and
- 8.5. Withdraw endorsement after three recorded instances of violation or non-compliance by the designated Authorized Training Provider.

9. Guidelines for Authorized Trainers

- 9.1. Candidates seeking recognition as an SRP Authorized Trainer must first participate in the respective authorized training course(s) and pass the examination corresponding to the trainer's selected topic and trainer designation (see table below).

Designation	SRP Authorized Training Courses			
	SPI	AS	IMS	CoC
SRP Authorized Trainer (SPI)	✓			
SRP Authorized Trainer (AS)	✓	✓		
SRP Authorized Trainer (IMS)	✓		✓	
SRP Authorized Trainer (CoC)				✓

Acronyms: Understanding the SRP Standard and Performance Indicators (SPI); Understanding the SRP Assurance Scheme (AS); Understanding the SRP Internal Management System (IMS) Standard and Guidelines; Understanding the SRP Chain of Custody (CoC) Policy and Standard.

- 9.2. Participants of SRP Authorized Trainings will be qualified as Authorized Trainers once they complete the course and pass the exam with a minimum score of 80%. Should this score not be achieved, they shall have a second opportunity to pass the exam. Those who still fail to reach the passing score of 80% on the second attempt must re-attend the training.
- 9.3. SRP will administer the examination at the requested time, based on the report by the Authorized Training Providers, within 7 days after completion of the course.
- 9.4. SRP will grant successful participants with official training certificates in English, stipulating scope of certification achieved, no later than 21 days after receipt of completed training report from the SRP Authorized Training Providers;

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- 9.5. SRP Authorized Trainers are registered and displayed in a public listing on the SRP website, complete with registration number issued by SRP.
 - 9.6. SRP Authorized Trainers should communicate and conduct training as per their designation e.g., SRP Authorized Trainer SPI, SRP Authorized Trainer AS, SRP Authorized Trainer CoC or SRP Authorized Trainer IMS.
 - 9.7. SRP Authorized Trainers may serve as part of the in-house capacity of Authorized Training Providers (ATPs) or Conformity Assessment Bodies (CABs). When associated with an ATP, the training they conduct must be registered as an SRP Authorized Training. Conversely, when functioning as an in-house trainer within a CAB, the training is intended to enhance the auditor's capacity within that specific CAB, thus, this kind of training doesn't need to be registered as an official SRP training.
 - 9.8. SRP Authorized Trainers can conduct training as independent personnel hired by Registered SRP Projects, SRP Members, or SRP producers to facilitate capacity building on the SRP Standard and Performance Indicators, Assurance Scheme, Internal Management System Standard, and Chain of Custody Standard (limited to the topics for which they are endorsed to provide training). However, this type of training will not be considered SRP official training unless it involves an Authorized Training Provider.
 - 9.9. SRP Authorized Trainers have the authority to:
 - 9.9.1. Conduct training needs assessments on behalf of their client to identify specific training requirements and support needs related to SRP.
 - 9.9.2. Access ready-to-use core training modules and supplementary SRP training materials in English language.
 - 9.9.3. Translate core training modules into local languages in compliance with Guidelines for Translating SRP Tools and Publications; and
 - 9.9.4. Deliver training on topics for which they are certified to their target audiences (e.g., local trainers and implementers, farmers, value chain actors).
 - 9.10. SRP Authorized Trainers shall NOT conduct inspection or auditing for the same company to which they have delivered training.
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10. Capacity Building in Relation to Revision of Normative Documents

As part of our commitment to continuous improvement, SRP's normative documents are subject to regular review and revision. This process involves experts and stakeholders through feedback collection and public consultation. Training materials and examination questions must be updated to reflect revision of SRP normative documents, and Authorized Trainers must familiarize themselves with all revisions. To facilitate familiarization, any major revision leading to release of a new version of a normative document (e.g. version 1.0 migrating to 2.0) requires official SRP training provided by an SRP Authorized Training Providers. Minor revisions resulting from stakeholder input, which involve updates to an existing version (e.g. 1.0 changing to 1.1.), require only that Authorized Trainers undergo a mandatory and free online calibration session facilitated by the SRP Secretariat.

10.1. What Happens in Case of Major Revisions?

- 10.1.1. Any major revision to a normative document will be accompanied by a list of changes. SRP Authorized Training Providers, Authorized Trainers, Scheme Managers, In-house trainers and auditors will be required to participate in a mandatory online calibration webinar to provide updates on the new version, to be held within one month of its release.
- 10.1.2. Following the calibration webinar, SRP will update the respective Training Module to incorporate changes and ensure compatibility with the new version.
- 10.1.3. SRP will organize and host two pilot refresher sessions followed by exams within three months of the release of a new major revision. This approach offers flexibility in scheduling and aims to maximize participation for Authorized Trainers. These sessions are free of charge; only Authorized Trainers and In-house Trainers are entitled to participate.
- 10.1.4. After these sessions, Authorized Training Providers are encouraged to organize training sessions to offer training on the new version to all its Authorized Trainers. This is because within six months of release of a new version of the normative document, all Authorized Trainers must participate in the official SRP training sessions to maintain their recognition.
- 10.1.5. Authorized Trainers are required to calibrate and pass the refresher exam within six months of release of a new version either through SRP Pilot Refresher Sessions (Authorized Trainers and In-house Trainers) or by participating in training courses organized by Authorized Training Providers. Successful Authorized Trainers will receive a new certificate of recognition. Authorized Trainers/ In-house Trainers

who fail to attend or qualify for the refresher session examination will no longer be authorized to provide training or conduct verification of the relevant module.

10.2. What happens in case of minor revision?

- 10.2.1. Minor revisions are documented as a list of changes in the existing document.
- 10.2.2. The SRP Secretariat will communicate the changes to all Authorized Training Providers, Authorized Trainers, Inhouse Trainers and Auditors through a free online calibration webinar.
- 10.2.3. Following the calibration webinar, SRP will work in consultation with SRP Authorized Training Providers to update the relevant Training Module to ensure compatibility with the revised version. Updated training modules become available for relevant stakeholders immediately on approval by the SRP Technical Committee.
- 10.2.4. Authorized Trainers and In-house Trainers are not required to attend a refresher course or examination because of minor revisions to a normative document and will continue to be recognized as Authorized Trainers based on their participation in the mandatory calibration webinar; and
- 10.2.5. In-house trainers for Conformity Assessment Bodies (CABS) are required to update auditors and other in-house trainers on changes and updates to SRP normative documents using the new training modules. Calibration sessions/trainings are mandatory if the auditors do not attend the Calibration webinar arranged by SRP.

11. Guidelines for Auditors

- 11.1. SRP approved Conformity Assessment Bodies (CABs) shall establish a system to monitor compliance of their auditors with all requirements stipulated in the SRP Assurance Scheme v 2.0. This includes successfully completing the SRP online test before conducting any SRP audits.
- 11.2. All SRP auditors are required to pass the examination for the SRP Assurance Scheme and either SRP SPI or SRP CoC, depending on the auditor's qualifications. For auditors conducting audits of Producer Groups, successful completion of the training for SRP IMS is also required.
- 11.3. SRP auditors must participate in either an SRP Authorized Training or an internal SRP training conducted by the CAB's in-house trainer(s).
- 11.4. In case the auditors have completed the SRP Authorized Training through an Authorized Training Provider, the training qualification certificate can be admitted

as prove of qualification, and in case it matches to the AT qualification they will also be registered as Authorized Trainers.

- 11.5. In case the auditors have completed the SRP Training through CAB's in-house training, the CAB should forward the in-house training details to the SRP Secretariat with a request to arrange an online examination within one month of the in-house training. SRP Secretariat will arrange the online exam through its online exam portal. They can qualify as an auditor to conduct SRP Verification Audit if they have completed all auditor's qualification requirements.

12. Annex

Annex – I The SRP Training System at a glance

