

SubCom Product Portfolio

EHEDG Training & Education

1 Purpose

The Training and Education Working Group (T&E WG) is tasked with the following responsibilities:

- To develop and maintain training modules based on the criteria within EHEDG Guidelines.
- To develop and maintain quality and process control of the content and format of the training modules developed.
- To develop and maintain required minimum qualifications and skills for the designation of an Authorized EHEDG Trainer.
- Assist with training upon request and when available.

1.1 New Members

Individuals interested in becoming a member of the T&E WG shall send a request to the Chair of the T&E WG. The request should include all background information that demonstrates a knowledge of the EHEDG Guidelines and purpose, experience in hygienic design, participation as a member of any of the EHEDG Working Groups and experience with structuring or providing training. The applicant should also speak and be able to read English. The request will then be presented to the other members of the T&E WG for concurrence of accepting the request.

2 Authorities

The T&E WG is within the SubCom Product Portfolio area of responsibilities and reports to the Chair of the SubCom.

T&E WG meetings and conference calls are scheduled and conducted independently by the T&E WG Chair under the guidance of the strategic planning goals established by the SubCom Product Portfolio.

The T&E WG shall provide all members of the WG and the SubCom Product Portfolio copies of meeting and conference call minutes.

3 Training Modules

Each training module is to be based on the information and criteria presented in a published EHEDG Guideline. The individual modules may be assembled together to establish a comprehensive training course for a particular focus.

Each training module shall contain a list of key learning points established by the relevant Working Group to assure the effective and uniform transfer of the knowledge of EHEDG hygienic design principles to training course participants.

3.1 Training Module Distribution

EHEDG training modules and the key learning points will be made available to only authorized EHEDG Trainers on request by the Secretariat.

3.2 Module language

The official language for all training modules is English. However, translation into the audience native language is encouraged whenever possible.

Authorized trainers in their Regional Sections may volunteer to translate training modules into their native languages. The translators shall provide sufficient quality control to assure and certify to the SubCom Products Portfolio Chair that the translations are accurate and do not alter the intent of the EHEDG hygienic design principles or the key learning points established for the module. No information may be added or deleted from the module during the translation. All translations are to be sent to the Secretariat, who shall have the authority to share the translation with other Regional Sections.

4 Authorized EHEDG Trainer

All Authorized EHEDG Trainers shall meet the requirements of SCP 3-2 EHEDG Trainer Authorization Procedures.

The Secretariat shall maintain a list of authorized trainers.

5 EHEDG Training Programs

5.1 Training Materials

Training programs shall be conducted by EHEDG-authorized trainers as referenced in SCP 3-2. The training program shall use only approved modules provided by EHEDG.

5.1.1 Training provided by College and Universities

EHEDG supports and encourages the use of EHEDG prepared materials on hygienic design by colleges and universities as part of their curriculums. In order to maintain the integrity of the EHEDG prepared materials, it is required that any college or university individual presenting the material become an EHEDG Authorized Trainer or be able to demonstrate to EHEDG the technical knowledge to transmit the key learning points during lectures and hands-on learning exercises.

5.2 Final Test Questions

Authorized Trainers shall administer all of the test questions provided for each training module. Satisfactory completion of the training course shall be exhibited by correctly answering 70% of the test questions administered.

5.3 Training Program Logistics

EHEDG training programs shall be structured to follow the general scheme for training programs available from the Secretariat.

The training program notifications and announcements shall meet the minimum lay-out requirements established by SubCom Products Portfolio and available from the Secretariat. See Appendix 1.

5.4 Supervision of new EHEDG authorized trainers or EHEDG trainers still on their probation

To receive the support described below the programme organiser shall schedule a course with at least 10 participants.

To supervise a new EHEDG authorized trainer or a trainer still on their probation, enabling them to run the EHEDG courses independently, senior EHEDG authorized trainer are requested to support them with their knowledge. The senior EHEDG authorized trainer shall get a reimbursement for their travel and accommodation costs plus an expense allowance on request.

For the support of an EHEDG training of 1 day, the senior EHEDG authorized trainer shall receive a compensation of € 500. For the support of an EHEDG training event of 3 days or more, the senior EHEDG authorized trainer shall receive a compensation of € 1,500.

These service costs shall be put in the budget and paid by the EHEDG regional groups.

5.5 Financing of training courses

The trainer/organizer is financially responsible for all costs associated with the presentation of the training course.

6 Royalty

All Authorized Trainers shall sign the EHEDG Authorized Trainer Royalty Contract. See Appendix 2.

All Authorized EHEDG Trainers shall remit to the EHEDG Treasurer a royalty of the total fees collected for the EHEDG training courses presented. See appendix 5.

All Authorized Trainers shall be notified in advance of any change in the royalty rate. The old royalty rate shall apply to any training course for which the Authorized Trainer can show has been contracted for and scheduled prior to the date of the rate change.

7 Participant Certification

Each participant who successfully completes an EHEDG authorized training program (see section 5.2) shall receive a certificate. See Appendix 3.

The trainer shall submit a copy of the successful participants to the secretariat. The participants may indicate if they do not wish their name to be published on the EHEDG website. See Appendix 3.

Appendix 1

Minimum lay-out requirements for training program notifications and announcements

Front Page

- Name and logo of the organization
- EHEDG logo
- Course title

Inside

- Introduction / summary
- Target groups
- Program details and time schedule
- Trainers
- Course certificate
- Registration details
- Course fees / member discounts

Rear side

- General information (venue, travel, hotel)



Appendix 2

EHEDG Authorized Trainer Royalty Contract

I, *name*, the undersigned hereby agree to remit to the EHEDG Treasurer a royalty as specified in SCP 3-1, Section 6. The royalty amount shall be based on the fees collected from participants in authorized training activities.

Remittance of the royalty fee along with the associated training course information to EHEDG shall be within 30 days of completion of the authorized training.

This contract shall remain in effect from the date of signing until canceled by either party.

Authorized Trainer:

EHEDG President:

Signature

Signature

Date

Date

Appendix 3

Certificate of Successful Completion

EHEDG Advanced Course on Hygienic Design

(Insert Participants Name)

Organized by

(Insert the name of the organization, location and date of the course)

(insert Name)

Chairman WG Training & Education

**Insert Organization Logo
if appropriate**

(insert Name)

Trainer / Organizer



Appendix 4

Royalty Remittance Form

Course Title:

Course Date(s):

Authorized Trainer:

Participation Fees Collected:

Royalty Remitted:

Participant	Test Score	Successful Completion		Do Not List Name on Website *
		Y	N	

Use additional pages as necessary.

Authorized Trainer

Date

Appendix 5

Royalties for EHEDG Training Courses (5 % of Course Revenues)

The following course fees are recommended for Western Europe and are subject to price adjustment in any other countries as customary in the particular market

Advanced 3-Day Course in Hygienic Design	
Minimum 10 participants All at-site organisation by trainers / Promotion via EHEDG Secretariat	
Non-members (full price):	EUR 1,500.00 to EUR 2,000.00
Recommended EHEDG member discount	25 %

Advanced 2-Day Course in Hygienic Design	
Minimum 10 participants All at-site organisation by trainers / Promotion via EHEDG Secretariat	
Non-members (full price):	EUR 1,000.00 to EUR 1,550.00
Recommended EHEDG member discount	25 %

1-Day Course in Hygienic Design	
Minimum 10 participants All at-site organisation by trainers / Promotion via EHEDG Secretariat	
Non-members (full price):	EUR 500.00 to EUR 750.00
Recommended EHEDG member discount	25 %

Use of EHEDG Training Material:	
Members of EHEDG WG T&E	Free of charge
Use of T&E material by any other party:	Upon request only, to be individually decided by T&E Subgroup