



## COMPETENCY GUIDELINES FOR INDEPENDENT TRAINERS / CONSULTANTS WHO WANT TO BE RECOGNISED BY SIZA

### 1. BACKGROUND

SIZA is committed to establishing processes to ensure that monitoring and measurement of the SIZA Code are carried out in a manner that is consistent with the SIZA Standard. If you would like to be recognised by SIZA as a trainer (or training company) or a consultant (company that offers consultancy services) you must comply with the specified criteria in this document.

Trainers will be individuals who present participatory workshops aimed at increasing knowledge of the SIZA Code and the SIZA Standard to people in the agricultural sector in South Africa to implement best practice and minimise risk to their businesses. In the case of a training company, each trainer who represents that company should comply individually with the specified requirements.

Consultants will be individuals who assist businesses to implement the SIZA social or environmental standard according to the SIZA principles laid out in the SIZA Standard and Audit process and methodology, aimed at increasing their knowledge of the SIZA principles and the SIZA Standard in the agricultural industries in South Africa advise on implementing good practice and minimise risk to their clients' businesses. In the case of a consulting company, individual consultants who represent the company should comply individually with the specified requirements.

### 2. CONTEXT

- SIZA aims to ensure that independent training and consulting service providers comply with appropriate legislation, the SIZA Code of Conduct and the SIZA social and environmental standards.
- Trainers and consultants should be competent, possess the necessary agricultural knowledge, and display the required interpersonal and vocational training skills.

### 3. REQUIREMENTS FOR TRAINERS / CONSULTANTS

#### Profile of a Trainer / Consultant

Given the environment in which training is presented and in which consultants have to work, it is imperative that the chosen workshop facilitators/consultants possess the following characteristics, skills and experience:

#### 3.1 Education

- The individual will have successfully completed a 2–3-year tertiary qualification with a preference in law, social sciences, human resource management, business

development, health and safety, environmental practices, agriculture or other related areas.

- Should the candidate demonstrate equivalent experience other than stated above, submissions along with the individual's CV may be made to SIZA for consideration by SIZA management.

### 3.2 Work Experience

The individual will have:

- Knowledge and working life experience relevant to the agricultural workplace environment. A minimum of 5 years' post tertiary experience with at least 3 years in the agricultural sector is required.
- An excellent understanding of the South African agricultural industry and of the local and international markets it supplies.
- An in-depth understanding of local and international practices and requirements around responsible sourcing.
- Experience of working with businesses on health and safety, and social and environmental ethical business behaviour, either working internally within a business or externally in partnership or on a consultancy basis.

### 3.3. Characteristics / Interpersonal Skills

The individual must have:

- Excellent interpersonal and communication skills, including listening and summation skills.
- The ability to read the audience and to steer discussions.
- An unbiased perspective.
- A strong commitment to collaboration with the participants with the purpose of fostering a safe space.
- Good mediation skills in the event that participants might have strong responses to information shared.
- Confidence in speaking both English and Afrikaans fluently.

### 3.4 Additional Skills and Knowledge Related to the SIZA Operational Environment

- Training applicants must submit a CV stating their training or experience in the following categories:
  - Introduction to social responsibility and accountability
  - Basic course on audit principles, procedures and techniques
  - Management systems on farms and supporting documents
  - Audit planning, approach and methodology
  - Relevant labour and/or environmental legislation
  - Occupational health and safety legislation and regulations
  - SA based ethical codes as well as the International Labour Organization's labour standards, and standards such as those of SIZA
  - SIZA Platform online training
- Approved trainers and consultants will need to register as a member on the SIZA Platform and maintain their membership.
- Approved trainers and consultants will have to attend annual training on the Standard and APM, so that they can stay abreast of changes and amendments of and to the SIZA programme.
- Trainers and consultants will be asked to pass a competency test.

#### **4. ENDORSEMENT / ACCEPTANCE**

- SIZA will publish a list of all accepted and endorsed trainers/consultants on the SIZA website.
- SIZA will distribute the names of the accepted and endorsed trainers/consultants annually via the SIZA newsletters.
- Training companies/consultants that are accepted by SIZA will be allowed to display the SIZA logo on approved documentation, websites and other appropriate places.

#### **5. CANCELLATION OF ENDORSEMENT / RECOGNITION**

- If the approved trainers or consultants fail to maintain the above mentioned standard, SIZA holds the right to withdraw the endorsement with immediate effect.
- If SIZA receives any queries related to training or consultancy work, the individual or company will be suspended from recognition, until the query was investigated and an outcome determined. Where applicable the individual/company can be reinstated.

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