



## 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 measuring of the SIZA Code are carried out in a manner that is consistent with the SIZA Standards. If a trainer (or training company) or a consultant (company that offers consultancy services) would like to be recognised by SIZA, they must comply with the criteria specified in this document.

Trainers will be individuals who present participatory workshops aimed at increasing knowledge of the SIZA Code and the SIZA Social and Environmental Standards to people in the agricultural sector in South Africa, to implement best practice and minimise risk to their businesses. Regarding training companies, 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 Standards and Audit Process and Methodology (APM). Consultation will be aimed at increasing clients' knowledge of the SIZA principles and the SIZA Standards in the South African agricultural industries and advise on implementing good practice and to minimize risk to their clients' businesses. Regarding consulting companies, 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 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, where applicable:

- Introduction to social and/or environmental responsibility and accountability.
- Basic course on audit principles, procedures, and techniques.
- Management systems on farms and supporting documents.
- SIZA Audit planning, approach, and methodology.
- SIZA Process.
- Relevant labour and/or environmental legislation.
- Occupational health and safety legislation and regulations.
- South African based ethical codes as well as the International Labour Organization's labour standards, and standards such as those of SIZA Social.

- South African and international environmental regulations, codes and standards such as SIZA Environmental.
- *MySIZA* online training.

Further:

- Approved trainers and consultants will need to register as a member on *MySIZA* and maintain their annual membership.
- Approved trainers and consultants will have to attend annual training on the SIZA Standards and APM, so that they can stay abreast of changes and amendments of and to the SIZA programme.
- Trainers and consultants will need to pass a competency test prior to approval.

#### 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.

*Important proviso:* In line with the Trademarks Act 194 of 1993, and in particular, Clause 34 (1) (a – c), it is important that no consultant or trainer shall use the SIZA name, logo or brand in any manner that may infringe on the company's internal policies or procedures. No unauthorized use of the registered SIZA trademark will be tolerated. All consultants and trainers that are recognised by SIZA, shall not deceive or cause confusion to the SIZA brand in any way. In any event, independent consultants and trainers are recognized as an independent person/company that may consult or train on the SIZA principles but does not constitute as training offered by SIZA.

It is also important to note that certificates cannot be issued with a SIZA logo that specifies that individuals have completed SIZA training. To use the SIZA logo, a formal application has to be submitted to SIZA management for approval, which will relate into signing a service level agreement (SLA) that specifies the rules pertaining to the use of the SIZA logo.

#### 5. CANCELLATION OF ENDORSEMENT/RECOGNITION

- If the approved trainers or consultants fail to maintain the above-mentioned standard, SIZA reserves 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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