



# totrain Virtual Courses

Last updated: 20.7.2020

TOTRAIN PRODUCT SAFETY WEEK JUNE						
ACCREDITED BY	DURATION	COURSE	DATE	PRICE	PACKAGE 1	PACKAGE 2
<b>totrain</b>	Half day	Securing your Supply Chain	25 June (pm)	£90.00	<b>£160.00</b>	
<b>totrain</b>	Half day	Food Defence PAS 96	26 June (am)	£90.00		
<b>BRCGS</b>	2 Day	Internal Auditor	29-30 June	£650.00		

TOTRAIN PRODUCT SAFETY WEEK JULY						
ACCREDITED BY	DURATION	COURSE	DATE	PRICE	PACKAGE 1	PACKAGE 2
<b>BRCGS</b>	1 Day	Risk Assessment	6 July	£350.00	<b>£750.00</b>	<b>£1100.00</b>
<b>BRCGS</b>	1 Day	Root Cause Analysis	7 July	£350.00		
<b>BRCGS</b>	1 Day	Validation and Verification	8 July	£350.00		
<b>BRCGS</b>	2 Day	Internal Auditor	9-10 July	£650.00		

TOTRAIN PRODUCT SAFETY WEEK AUGUST						
ACCREDITED BY	DURATION	COURSE	DATE	PRICE	PACKAGE 1	PACKAGE 2
<b>totrain</b>	Half Day	Securing your Supply Chain	6 Aug (am)	£90.00	<b>£160.00</b>	
<b>totrain</b>	Half Day	Food Defence PAS 96	7 Aug (pm)	£90.00		



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TOTRAIN PRODUCT SAFETY WEEK SEPTEMBER						
ACCREDITED BY	DURATION	COURSE	DATE	PRICE	PACKAGE 1	PACKAGE 2
<b>BRCGS</b>	1 Day	Risk Assessment	14 Sep	£350.00	<b>£750.00</b>	<b>£1100.00</b>
<b>BRCGS</b>	1 Day	Root Cause Analysis	15 Sep	£350.00		
<b>BRCGS</b>	1 Day	Validation and Verification	16 Sep	£350.00		
<b>BRCGS</b>	2 Day	Internal Auditor	17-18 Sep	£650.00		
<b>BRCGS</b>	2 Day	Food Sites Training	24-25 Sep	£650.00		

TOTRAIN PRODUCT SAFETY WEEK OCTOBER						
ACCREDITED BY	DURATION	COURSE	DATE	PRICE	PACKAGE 1	PACKAGE 2
<b>BRCGS</b>	1 Day	Risk Assessment	19 Oct	£350.00	<b>£750.00</b>	<b>£1100.00</b>
<b>BRCGS</b>	1 Day	Root Cause Analysis	20 Oct	£350.00		
<b>BRCGS</b>	1 Day	Validation and Verification	21 Oct	£350.00		
<b>BRCGS</b>	2 Day	Internal Auditor	22-23 Oct	£650.00		

TOTRAIN PRODUCT SAFETY WEEK NOVEMBER						
ACCREDITED BY	DURATION	COURSE	DATE	PRICE	PACKAGE 1	PACKAGE 2
<b>BRCGS</b>	5 Day	Lead Auditor	16-20 Nov	£1100.00		



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TOTRAIN PRODUCT SAFETY WEEK DECEMBER						
ACCREDITED BY	DURATION	COURSE	DATE	PRICE	PACKAGE 1	PACKAGE 2
<b>BRCGS</b>	1 Day	Risk Assessment	14 Dec	£350.00	<b>£750.00</b>	<b>£1100.00</b>
<b>BRCGS</b>	1 Day	Root Cause Analysis	15 Dec	£350.00		
<b>BRCGS</b>	1 Day	Validation and Verification	16 Dec	£350.00		
<b>BRCGS</b>	2 Day	Internal Auditor	17 – 18 Dec	£650.00		

PACKAGING ISSUE 6 COURSES						
ACCREDITED BY	DURATION	COURSE	DATE	PRICE	PACKAGE 1	PACKAGE 2
<b>BRCGS</b>	2 Day	Packaging - Issue 6 Sites Training	23 – 24 June	£650.00		
<b>BRCGS</b>	2 Day	Packaging - Issue 6 Sites Training	5 – 6 August	£650.00		

AGENTS & BROKERS ISSUE 2						
ACCREDITED BY	DURATION	COURSE	DATE	PRICE	PACKAGE 1	PACKAGE 2
<b>BRCGS</b>	2 Day	Agents & Brokers – Understanding the Requirements for Companies	13 July	£350.00		



### Internal Auditor

#### Course outline:

This two-day course will enable you to undertake internal audits and prepare companies for third party audits. It's delivered via a series of workshop-led discussions, presentations and an interactive case study. During the live case study, you will be given feedback and support to enable you to carry out an audit at your own workplace.

You will be assessed throughout the course (50%) and you will also need to undertake a workplace audit and submit an audit report for assessment (50%). You will need to gain a 75% pass for this assessment.

This course is part of the BRC Global Standards Professional recognition programme.

#### The course is aimed at:

- quality and technical managers;
- operations managers;
- staff responsible for managing an internal auditing schedule; and
- staff responsible for undertaking internal audits as required by BRC Global Standards.

#### At the end of the course you will:

- understand the roles and responsibilities of auditors;
- be able to plan and conduct an internal audit;
- know how to write concise, accurate and factual audit reports; and
- be able to undertake audit follow-up activities.

Due to circumstances surrounding COVID-19 this session has been approved by BRCGS to be delivered in a Virtual Format. All content utilized in this course was designed for a face to face session.

### Lead Auditor

#### Course Outline:

This five-day in-depth course will provide an understanding of the Standard in terms of the protocol, requirements and how to audit effectively.

Delegates will gain an in-depth guide to the requirements of the Standard, and learn how to undertake a BRCGS audit, including effective planning, conducting and reporting of the audit.

Auditing techniques will be practised and developed, to include the auditor competency skills required of Global Food Safety Initiative (GFSI) scheme auditors.

Delegates must have a prior working knowledge of quality management systems and auditing within the relevant manufacturing sector, and also have completed a hazard analysis and critical control points (HACCP) course of at least two days duration.

**Successful completion of this course, including the exam, forms part of the training necessary to become a BRCGS auditor. The steps necessary to complete your training must be arranged with a BRCGS approved certification body.**

Before the course you must have read and reviewed a copy of the Standard which is available free of charge from the BRCGS Bookshop. At the end of the course you will be assessed with an exam.

This course is part of the [BRC Global Standards Professional](#) recognition programme.

**The course is aimed at:**

- certification body auditors or new auditors seeking registration;
- technical and quality managers who wish to gain an in-depth understanding of the audit process; and
- consultants.

**At the end of the course you will:**

- Understand the background and benefits of the Global Standard for Food Safety.
- Understand the relationship with other Standards: ISO and the GFSI - benchmarked standards
- Know the fundamental clauses and statements of intent.
- Understand the BRCGS audit methodology, the enrolment program and the unannounced audit schemes.
- Know how to close an audit and deal with corrective actions.
- Know how reports are uploaded onto the BRCGS Directory and how certificates are issued.
- Understand the benefits of a BRCGS Directory and how certificates are issued.
- Understand the benefits of a BRCGS Directory listing.
- Understand how certification bodies are monitored for compliance by BRCGS

## Food - Sites Training

### Course Outline:

This course has been designed to enable delegates to gain a full understanding of the general principles of the Standard, and how to comply with the requirements. Delegates will also gain an understanding of what to expect during the process of certification, and actions needed prior to, during and after the audit.

Before the course you must have read and reviewed a copy of the Standard which is available free of charge from the BRCGS Bookshop. At the end of the course you will be assessed with an exam.

This course is part of the BRC Global Standards Professional recognition programme.

### The course is aimed at:

- technical and quality managers and their teams;
- retailers; and
- consultants.

### At the end of the course you will:

- be able to describe the scope of companies and products covered by the Standard;
- know what is required to comply with the requirements of the Standard;
- be able to prepare for an audit to the Standard; and
- understand the protocol for audits to the Standard.

## Root Cause Analysis

### Course outline:

This one-day course will provide delegates with a thorough understanding of root cause analysis (RCA) to know its importance and be able to perform it competently. This is especially helpful when implementing some of the requirements in the BRC Global Standards.

This course is part of the BRC Global Standards Professional recognition programme.

### The course is aimed at:

- quality and safety management staff at manufacturing, storage and distribution and retail sites;
- auditors; and
- consultants.

### **At the end of the course you will:**

- be able to define root cause analysis;
- understand the difference between symptoms and root cause analysis (RCA);
- understand the role and importance of RCA in compliance with the BRC Global Standards;
- have explored some common methods for undertaking RCA; and
- be able to perform RCA and document it effectively.

## **Risk Assessment**

### **Course outline:**

This one-day course will provide delegates with a thorough understanding of risk assessment and enable them to use different risk assessment models. This is particularly useful when implementing product safety management systems onsite, and when implementing the requirements of the BRC Global Standards.

This course is part of the BRC Global Standards Professional recognition programme.

### **The course is aimed at:**

- technical and quality personnel;
- auditors; and
- consultants.

### **At the end of the course you will:**

- understand risk assessment terminology;
- be able to choose and use different risk assessment models for processes onsite; and
- understand what BRC Global Standards expects from a thorough risk assessment.

## **Validation And Verification**

### **Course outline:**

This one-day course will provide delegates with a thorough understanding of validation and verification so they know the level of detail required for each process and are able to use validation and verification in practice. This is especially helpful when implementing some of the requirements in the BRC Global Standards.

This course is part of the BRC Global Standards Professional recognition programme.

**The course is aimed at:**

- quality and safety management staff at manufacturing, storage and distribution and retail sites;
- auditors; and
- consultants.

**At the end of the course you will:**

- be able to define and understand the terms validation and verification;
- understand the level of detail required for each process;
- be able to use validation and verification in practice; and
- appreciate how validation and verification relate to conformance to the BRC Global Standards.

Due to circumstances surrounding COVID-19 this session has been approved by BRCGS to be delivered in a Virtual Format. All content utilized in this course was designed for a face to face session

### Securing Your Supply Chain

**Course outline:**

This half-day course will provide delegates with an understanding of vulnerability assessment for food fraud and enable them to use techniques to better identify and mitigate risks associated to raw materials in the supply chain. The course covers the Vulnerability requirements for BRCGS Global Standards Food Safety.

**The course is aimed at:**

- purchasing, technical and quality personnel;
- auditors; and
- consultants.

**At the end of the course you will:**

- Understand vulnerability assessment requirements for BRCGS.
- Understand what is meant by the term 'food fraud'.
- Be able to identify the difference between vulnerability assessment, threat analysis critical control point and food defence.
- Understand the tools required to undertake a vulnerability assessment.

## Food Defence PAS 96

### Course outline:

This half day course provides an overview of the requirements of PAS 96:2017 'Guide to protecting and defending food and drink from deliberate attack'. The course covers economically motivated adulteration, malicious contamination, extortion and counterfeiting. It aims to assure the authenticity and safety of food by minimizing the chance of an attack and mitigating the consequences of a successful attack.

### The course is aimed at:

- purchasing, technical and quality personnel;
- auditors; and
- consultants.

### At the end of the course you will:

- Understand PAS 96:2017 & TACCP – Terms & Definitions
- Understand the difference between threat and vulnerability assessments
- Understand the requirements of Vulnerability and Threat Assessment Critical Control Point (TACCP)
- How Threat Assessment tools can be used for Vulnerability Assessment

## Packages

**Package 1** is aimed at students who want to become BRCGS Global Standards Professionals and comprises of the following BRCGS Product Safety courses:

- Risk Assessment
- Root Cause Analysis
- Validation and Verification
- Internal Auditor

**All courses delivered by a BRCGS Approved Virtual Tutor**

**Cost: £1100.00**

**Package 2** provides a stepping stone for students towards BRCGS Global Standards Professional status and already have a BRCGS Auditing qualification.:



## **totrain Virtual Courses**

- Risk Assessment
- Root Cause Analysis
- Validation and Verification

**All courses delivered by a BRCGS Approved Virtual Tutor**

**Cost: £750.00**

**Package 3** Provides delegates with an understanding of Vulnerability Assessment & Critical Control Points (VACCP) based on BRCGS Global Standards Food Safety requirements and Threat Assessment & Critical Control Points (TACCP) based on PAS 96.

- Securing your supply chain
- Food Defence PAS 96

**Cost: £160.00**

**BRCGS Approved Virtual Trainer**

### **Agents and Brokers**

#### **Understanding the requirements for auditors**

##### **Course outline:**

The aim of this two-day course is to ensure that prospective auditors of the Global Standard for Agents and Brokers Issue 2 have an in-depth and practical understanding of the format and requirements of the Standard, the protocol for the audit and actions following the audit.

##### **The course is aimed at:**

- BRCGS auditors who wish to add this Standard to their audit capabilities.

##### **At the end of the course you will:**

- be able to describe the scope of companies and products covered by the Standard;
- know what is required to comply with the requirements of the Standard;
- be able to prepare for an audit to the Standard; and
- understand the protocol for audits to the Standard.

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## Agents and Brokers

### Understanding the requirements for companies

#### Course outline:

This one-day course is designed for agents and/or brokers, and those trading with them, who want to understand the scope and requirements of the Standard, the audit protocol and certification process.

The course is led by an experienced tutor, who will guide you through practical exercises to consolidate your learning.

Introduced in 2014, the Global Standard for Agents and Brokers provides essential certification for companies in the food and/or packaging supply chain that provide the services of purchase, importation or distribution of products.

Before the course you must have read and reviewed a copy of the Standard, which is available to download free of charge from the BRCGS Bookshop.

This course is part of the [BRC Global Standards Professional](#) recognition programme.

#### The course is aimed at:

- Agents and brokers who want to know how to implement the requirements of the Standard;
- retailers and foodservice staff; and
- importers and exporters of food products.

#### At the end of the course you will:

- Know the scope of the Standard requirements, understand what companies may be certificated to the Standard, and what products are applicable for certification.
- Understand the format and structure of the requirements of the Standard.
- Be able to identify what is needed to comply with each requirement.
- Know how to prepare for an audit to the Standard.
- Be aware of the scope and duration of an audit.
- Understand the procedure for closing out corrective actions on non-conformities.
- Be familiar with how an audit will be reported and how companies will be certificated.



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### **Packaging**

#### **Packaging - Issue 6 Sites Training**

##### **Course outline:**

This two-day course has been designed to enable delegates to gain a full understanding of the requirements of Issue 6, including the objectives of fundamental clauses and statements of intent.

Delegates will learn how audits against the Standard operate including preparation, the audit, non-conformities, corrective actions and certificate issue.

A good technical knowledge of the packaging industry is essential.

Delegates should download and read a copy of the Standard before attending this course. The Standard is available to download free of charge from the BRCGS Bookshop.

##### **The course is aimed at:**

- manufacturers; and
- technical and quality managers.

##### **At the end of the course you will:**

- understand the background and benefits of the Standard;
- be able to outline the details of the audit and certification programme;
- determine audit scope and plan the audit;
- understand what it is to have an audit, non-conformities and corrective actions; and
- know how to report issues and use BRCGS resources.

Due to circumstances surrounding COVID-19 this session has been approved by BRCGS to be delivered in a Virtual Format. All content utilized in this course was designed for a face to face session.