

Training Course Endorsement Scheme Information for Course Providers

Section 1: Benefits of endorsement

1. The use of the Society of Dairy Technology endorsed training logo (as above) on your course materials, advertising and website.
2. The use of the Society of Dairy Technology logo and words to indicate 'approved by' on your certificates and course materials, advertising and website.
3. Your course listed on the Society of Dairy Technology (SDT) website with a link to your own website and registration forms.
4. A listing on the Events Calendar in the monthly SDT newsletter (distributed to around 500 recipients) if details are supplied with sufficient time before the copy deadline of the nearest issue.
5. Course objectives and outcomes will be evaluated through the application process and therefore resulting approval for training will provide credibility within the dairy industry because the outcomes and objectives must be relevant to the dairy industry.
6. 15% discount on placing your own advertisement for the course in the newsletter.

Section 2: How does the Scheme work?

There are THREE activities to register with the SDT:

1. The Centre
2. The Trainer
3. The Course

To apply, please complete the attached application form and return it to the Executive Director of the SDT using the email address below. Ideally you should allow 2-3 months until the first date that the course is running. We will assess your application at our quarterly Council meetings (held in February, May, August and November) and will usually give a decision within 14 days.

Endorsement is valid for 3 years, subject to receipt of satisfactory feedback from delegates. All courses must be submitted for re-endorsement after 3 years.

When a previously endorsed course is repeated the following conditions apply:

- When there is a change within this period in the personnel delivering the course, or when improvements to the content are made specifically in response to feedback from delegates, details should be submitted to the Society.
- When the course content is changed by more than 25%, for any reason, a new application needs to be submitted.

Section 3: Criteria for endorsement

To be endorsed a course must satisfy the criteria below:

1. Centre Director is a member of the SDT. (Trainers registration reduction if member)
2. The course should have clearly defined objectives and be well-targeted at the intended audience in terms of subject content and course delivery.
3. Course trainers should have suitable qualifications and experience related to the dairy industry. Experience is measured at 5 years in the dairy industry as a minimum. This can be aggregated.
4. Course materials (hard or soft copy) should be provided and any materials should be well-matched to the course content and objectives.
5. Feedback from course delegates must be collected (see application form for details). We will provide a standard Society of Dairy Technology delegate feedback form and would prefer this to be used. After each course, delegate feedback forms must be collected and sent to us with a completed summary sheet within one month (approx) of the course.
6. Centre has a written quality statement displayed on its website or office location indicating its commitment to good quality training and delivery within dairy related topics.
7. The Centre¹, securely² within GDPR rules, keeps:
 - a) Centre details
 - b) Candidate details
 - c) Course registrations using a templated register which may be uploaded to SDT
 - d) Maintains a register of certificate numbers
8. Centre has a QA manual reviewed every 3 years.
9. The Centre must maintain a register of all SDT registered trainers.
10. The Centre must maintain a register of all training activity that is 'approved by the SDT'.
11. The Centre secures and delivers examinations prior to delivery.
12. Centre trainers attend 1 annual CPD (SDT Symposiums).
13. Each candidate must complete a one-page feedback (Centre derived or SDT)
14. Centres must allow access by a member of SDT for audit.
15. Maintain 3 yearly inspections by SDT staff audit action list.
16. Ensure trainers have a training Accredited (OFQUAL) qualification to level 3.

¹ Centre: Means the business

² Securely: means in a lockable storage or filing cabinet and when on a computer/cloud secures all data on these electronic means with a password.

Section 4: How much does it cost?

Fixed	Cost (incl VAT)
One off - Centre Registration	£500.00
Trainer Registration: one initial payment if section 3 criteria met, 50% reduction if an SDT Member	£100.00

Variable	Cost
At the three-year point is Centre re-registration	£100.00
Course approval (three-year lifespan before reassessed)	£100.00
Certification/head	£10.00
Examination	£5.00

Application for Training Course Endorsement

Centre Details

Contact Name	
Organisation	
<i>If Ltd - Company Number</i>	
Business Address	
Telephone	
Mobile if different	
Email	
Have you been approved before? (Please give dates)	
Are you affiliated with any other professional body? Eg IFST	

Trainer Details

Trainer Name		
Organisation if different to Centre		
<i>If Ltd - Company Number</i>		
Business Address		
Telephone		
Mobile if different		
Email		
Years in the dairy Industry		
Dairy Qualification title		
Year of achievement		
College or University name		
Food Qualification title		
College or University name		
Year of achievement		
Years of relevant dairy experience		
Training qualification title		
Year of achievement		
Member of the SDT Yes/No? <small>Note the trainer must be a member within the year of training</small>		

Course Details

Title	
Venue address if known	
Date(s) of course if known	
Outline of Content	
Objectives (Complete as appropriate)	1 2 3
Who is the course aimed at? (eg job roles, level of experience etc.)	
Is this a new course or has it been run before?	
Trainer details Please attach CVs for the main course presenters detailing their relevant qualifications and experience.	Name of Trainer(s): - - - - No of CVs attached? <input type="checkbox"/> (Full CVs are required for training courses, for other CPD events such as seminars with several speakers a short summary or biography is sufficient.)

<p>What course materials are provided?</p>	
<p>On successful completion of the course, are delegates awarded any credits or other certification?</p> <p>If so, please provide details.</p>	
<p>I confirm that the information supplied is correct to the best of my knowledge.</p> <p>I undertake to collect feedback from course delegates on the standards of:</p> <ul style="list-style-type: none"> <input type="radio"/> course content <input type="radio"/> course materials <input type="radio"/> course presenters <input type="radio"/> venue/facilities <input type="radio"/> general administration <input type="radio"/> overall rating <p>and to supply the Society of Dairy Technology with the completed feedback forms plus a summary sheet within 28 days of the course.</p>	
<p>Signature</p>	
<p>Date (please complete even if returning by email)</p>	

Please complete and return this form to:
 Society of Dairy Technology, 1 Anvil Close, Tibberton, Shropshire. TF10 8PT
 or email to execdirector@SDT.org

(Following acceptance for the course to be endorsed by the Society of Dairy Technology an invoice will be raised and a copy of the logo, stating terms and conditions of use, will be forwarded)

Elmete Lodge, 1 Anvil Close, Tibberton, Shropshire, TF10 8PT
 Tel: +44 (0) 845 528 0418 email: execdirector@sdt.org