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**Assurance of Quality to be Applied to Dairy Pro Training Partners**

**Procedure to be followed before accepting any training event not previously Dairy Pro pointed**

1. Appropriateness of the training event
	1. A training event offered by a Dairy Pro registered training partner should fit within the portfolio of training agreed by the Steering Committee. An offered training event that fits that portfolio will be signed off by the Secretariat
	2. Advice will be sought from the Steering Group and the Secretariat for any offered event that doesn’t fit with the portfolio
2. Quality of the content
	1. The content of a training event will be agreed by BASIS if their staff are competent to assess it. If the subject matter is outside their experience, the application will be referred to the Secretariat who will seek an opinion from suitably qualified experts in the topic. The opinion will be recorded and the advice acted upon.
	2. The quality of the information being communicated will be assessed by BASIS based on either:
		1. Registration of the trainer and the subject with another CPD scheme, which will be considered to be acceptable, or
		2. Trainers not registered with other schemes will be asked for references to illustrate their experience and competence. A suitable experienced representative from the Steering Group or DairyCo will attend the first event provided by the trainer and a report on course quality made to the Steering Group.
3. Ability to communicate
	1. All potential trainers will be asked to submit a CV showing their experience
	2. If the trainer is known to a member of the Steering Group or DairyCo, and their communications skills are considered to be good this will be recorded.
	3. If the trainer is not known but is registered with another CPD scheme, the managers of that scheme will be asked for an opinion of their communication skills
	4. If none of the above apply, then an opinion on the abilities of the trainer will be sought by peer review from other experts in this topic.

The information and decisions resulting from this process will be recorded on a pro-forma and maintained by the Dairy Pro Secretariat for use in any disputes.