

BRCS

BRCS Professional

Welcome pack

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WELCOME TO THE BRCGS PROFESSIONAL COMMUNITY

We're passionate about our recognition scheme and we look forward to working with our members to enhance safety management practices all over the world.

This training programme has been designed by the BRCGS Technical team in response to demands from industry for training on the skills necessary to implement effective product safety management.

Gaining certification as a BRCGS Professional will:

- Enhance your understanding of product safety management;
- Provide you with a globally recognised status;
- Provide you with opportunities to develop your professional network and share industry best practice.
- Enable you to contribute as part of the brand protection team your company needs; and
- Help you stand out to your employer

This welcome pack will cover some key principles you will need to be aware of and should you have any questions please do not hesitate to contact us at:

professional@brcgs.com.

We look forward to developing this community over the coming years and are always open to any ideas and suggestions on how we may enhance your membership.

Yours sincerely



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COURSE REQUIREMENTS



The component courses must be delivered by either the BRCGS Academy or one of our many Approved Training Partners (ATPs) all over the world. The only exception is for the Hazard and Risk Management courses, which can be delivered by any training provider.

To complete the programme, you need to complete the following:



BRCGS Standards courses

You must complete and pass ONE of the following courses relevant to a BRCGS Global Standard, run by either the BRCGS Academy or an ATP:

- Sites training (2 days)
- Lead Auditor course (5 days)
- Auditor training (3 days)
- Conversion courses from previous Standard



Hazard and Risk Management

PLUS ONE of the following from the BRCGS Academy or any other training provider:

- HACCP course (2 days)
- Hazard analysis risk assessment course (HARA) (2 days)
- HARPC course (2 days)
- FSPCA PCQ/FSMA course (2.5 days)



Product Safety Management

PLUS THREE of the following courses run by the BRCGS Academy or an ATP:

- Risk assessment (1 day)
- Root cause analysis (1 day)
- Validation and verification (1 day)
- Internal auditor (2 days)
- Vulnerability Assessment for Food Fraud (1 day)

You can book the specific courses via the BRCGS [website](#), by contacting professional@brcgs.com or by contacting your ATP.

All courses must be classroom based unless it is a pre-approved Virtual course delivered by BRCGS.

HOW CAN I COMPLETE THE COURSES?

You can choose to complete the courses via either the BRCGS Academy or an Approved Training Partner (ATP). BRCGS Academy courses are generally run within the UK, North America and some parts of Europe whereas our ATPs operate all over the world.

BRCGS ACADEMY

Visit <https://www.brcgs.com/training/courses/> for upcoming course information and to book online. Please ensure that you select 'BRC ACADEMY' as the course type on the left-hand menu to view the relevant upcoming courses. If you have any queries please email us at professional@brcgs.com.

If you book a course delivered by the BRCGS Academy, it will automatically appear in your BRCGS Educate profile once your enrolment is confirmed.

APPROVED TRAINING PARTNERS

Some ATP course are listed on our website and you find them by visiting <https://www.brcgs.com/training/courses/> and selecting 'ATP COURSES' as the course type on the left-hand menu.

You can search for an ATP near you by visiting <https://www.brcgs.com/training/approved-training-partners/>.

If you book a course through an ATP they will provide with an enrolment code for the course. You will need to enter this enrolment code into BRCGS Educate to link the ATP course to your profile so you can manage and complete your assessments online.

If you have any queries regarding locating an ATP near you please email us at: professional@brcgs.com

Please note that our ATPs all operate independently of BRCGS, therefore their course timetable and pricing structure may differ from ours. Please liaise directly with your preferred ATP regarding course availability and fees.

BRCGS EDUCATE

HOW WILL MY PROGRESS BE MONITORED?

All courses associated with this programme are managed by our online portal, BRCGS Educate, which enables you to:

- Monitor your progress in completing the programme
- View upcoming enrolments
- Manage and complete course assessments
- Download certificates
- Upload evidence of previously attended courses for us to review

USER INSTRUCTIONS

When you first login to BRC Educate you will find the BRCGS Professional dashboard. Here you can monitor your progress, complete exams/assignments and upload evidence of previously completed courses.

You'll find the courses are allocated into three groups; **Entry Requirements (Our Standards)**, **Hazard and Risk Management** and **Safety Management**. Clicking on the circles will show the specific courses allocated to that group. Your status will update automatically as you work to complete the courses.

General guidance on how to use BRCGS Educate can be found under 'Delegate Help', on the main menu of the home screen. For further information please contact us at professional@brcgs.com.

ENROLMENT CODE

Enter your enrolment code in the box below to get access to your course / exam.

This code is provided once you've booked a course through an Approved Training Partner.

BRC GLOBAL STANDARDS PROFESSIONAL

0% COMPLETE



ENTRY REQUIREMENTS



HAZARD AND RISK MANAGEMENT



PRODUCT SAFETY MANAGEMENT

HAZARD AND RISK MANAGEMENT

At least 1 course(s) in this set must be completed.

HARPC	HACCP	EVIDENCE OF PRIOR HARPC/HACCP/HARM/PCQI COURSE
NOT YET STARTED	NOT YET STARTED	NOT YET STARTED
EFFECTIVE HAZARD AND RISK ANALYSIS (HARA)		
NOT YET STARTED		

UPLOADING EVIDENCE OF PREVIOUSLY COMPLETED COURSES

If you have previously completed one of the programme courses, you can upload evidence of this via BRCGS Educate.

To do so:

1. Login to BRCGS Educate to view the BRCGS Professional dashboard
2. Click on the circle for the relevant group of courses then click on the box that contains either;
 - a. **Evidence of prior attendance at any current BRC Global Standards course**
(for Entry Requirements/Our Standards courses)
 - b. **Previous evidence of HARPC/HACCP/HaRM/PCQI**
(for Hazard and Risk Management courses)
 - c. **Evidence of prior BRC Global Standards Product Safety Management course**
(for Product Safety Management courses)
3. Follow the prompts to upload your certificate

The BRCGS Academy will be notified and will review your certificate. If you have met the course requirements we'll issue you a pass, if not, we will explain why.

WHAT HAPPENS WHEN I COMPLETE?

Once you've successfully passed each of the required courses, the 'BRCGS Professional' status bar in your BRCGS Educate homepage should appear full. The BRCGS team will be notified and will be in contact with you within two business days to congratulate you and issue your certificate and post your lapel pin. Your certificate will then be available to download via BRCGS Educate.

HOW TO USE YOUR OPEN BADGE

Upon completion you will also get access to an electronic 'open badge', a visual representation of your learning achievement. This can be used to replace the traditional paper certificates and can be shared with current/prospective employers, colleagues, clients, or other interested parties to provide secure digital evidence of your qualification.



You'll receive an automated email containing the URL for your electronic open badge once you've completed the programme. The URL is a secure link to your active profile in BRCGS Educate and will confirm your status as a BRCGS Professional and its expiry date.

To use the open badge, attach the BRCGS Professional badge image (which will be emailed to you) in your document or website of choice and attach the URL to your open badge via a hyperlink.

FREQUENTLY ASKED QUESTIONS

HOW LONG DOES IT TAKE TO COMPLETE THE PROGRAMME?

In total, the programme should take you between 8 to 9 days to complete, depending on the courses you select.

HOW LONG DO I HAVE TO COMPLETE THE REQUIRED COURSES?

There is no determined timeframe to complete the course, however we generally recommend you try to do so within a 12-month period.

CAN I COMPLETE THE COURSES ONLINE?

No. All courses must be face to face, tutor lead, in a classroom unless it is a pre-approved virtual course delivered by BRCGS Academy.

I'VE ALREADY COMPLETED SOME OF THE COURSES. CAN THEY BE ATTRIBUTED TOWARDS THE PROGRAMME?

Yes, providing you successfully passed, can provide evidence of our completion certificate, and that they meet the following programme requirements;

- **Entry Requirements Courses:** must be delivered by the BRCGS Academy or one of our ATPs;
- **Hazard and Risk Management Courses:** can be delivered by any training provider;
- **Product Safety Management Courses:** must be delivered by the BRCGS Academy or one of our ATPs
- The courses were face-to-face, tutor lead, and required you to pass an assessment/exam.
- The courses met the required duration outlined in the BRCGS Professional programme specification.

CAN I CONTRIBUTE MY EXPERIENCE IN INDUSTRY OR TERTIARY QUALIFICATIONS IN LIEU OF COMPLETING A COURSE?

No.

I CAN'T FIND AN ATP NEAR ME

If you've already searched online (<https://www.brcgs.com/training/approved-training-partners/>) then please contact us at professional@brcgs.com and we will help you.

I WORK FOR A BRCGS CERTIFICATED SITE. CAN MY COLLEAGUES JOIN TOO?

Yes, BRCGS Professional is free to enrol for anyone working in a BRCGS certificated site. So, if you can join, your colleagues can too. Please contact professional@brcgs.com for further information.

WHAT HAPPENS AFTER I HAVE COMPLETED THE PROGRAMME?

Once you've successfully completed all the required courses, the BRC Academy team will be notified and will activate you as a BRCGS. We will be in contact within two business days with advice on how to download your certificate and install your electronic open badge.

We will also advise you on the forthcoming steps for maintaining this certification via continuing professional development.

USEFUL CONTACTS

FOR QUERIES ABOUT:

- All queries about the BRCGS Professional programme
- BRCGS Educate
- Finding an ATP near you

Contact: professional@brcgs.com

FOR QUERIES ABOUT:

- BRCGS Academy course enquires and bookings

Contact: training@brcgs.com

FOR QUERIES ABOUT:

- ATP course timetable
- ATP course availability
- ATP fees

Contact: your preferred ATP provider.

FOR QUERIES ABOUT:

- BRC Directory & MyBRC, Certification – support@brcgs.com
- BRCGS Events – events@brcgs.com
- BRCGS eLearning – training@brcgs.com

For all other general queries about BRCGS please contact enquiries@brcgs.com.