

香港有機資源中心
IOIA 《有機農場檢查培訓課程》及《有機加工處理檢查培訓課程》

課程簡介

為配合本地有機農業的發展及加強本地有機認證系統符合國際認可的專業水平，香港浸會大學香港有機資源中心將於 2014 年 1 月再度與國際有機檢查員協會(International Organic Inspectors Association, 簡稱 IOIA)合辦《有機農場檢查培訓課程》及《有機加工處理檢查培訓課程》。

課程由 IOIA 委任的海外經驗導師教授，內容涵蓋 IOIA 《有機農場檢查培訓課程》及《有機加工處理檢查培訓課程》課程綱要，旨為香港培訓具國際認可的有機檢查專業人員，以協助進一步推動本地有機農業、漁業及加工業之發展。

香港有機資源中心將於 2014 年 1 月再度與國際有機檢查員協會(IOIA)合辦《有機農場檢查培訓課程》及《有機加工處理檢查培訓課程》。課程現已接受報名，截止日期為 **2013 年 11 月 29 日**。

完成課程並獲得合格證書之人士，除可申請中心兼職有機農場及/或有機加工場檢查員之職位*，還可申請海外其他的相關職位。

* 現時中心正招聘兼職有機檢查員，歡迎瀏覽 <http://ioia.net/> 或 <http://www.hkorc.org/tc/contact02.php>。中心也會考慮 2014 年 1 月培訓班學員的申請，經本中心甄選和通過職位面試之申請者，將有機會獲得本中心錄取，並獲退回有關課程的款項；惟中心並不保證能錄取所有獲得合格並通過 IOIA 課程要求的學員為有機檢查員。

舉辦日期

日期：	2014 年 1 月 11 日至 2014 年 1 月 15 日 (星期六至星期三)	2014 年 1 月 17 日至 2014 年 1 月 21 日 (星期五至星期二)
課程：	《有機農場檢查培訓課程》	《有機加工處理檢查培訓課程》

課程收費

《有機農場檢查培訓課程》：港幣 4,500 元正
《有機加工處理檢查培訓課程》：港幣 4,500 元正
IOIA 操作指引費用：每個課程港幣 450 元正

導師

由 IOIA 委任的海外經驗導師教授。兩名專業導師均具逾 10 年以上有機檢查工作，並於檢查培訓課程擔任導師逾 7 年。

教授語言

英語(學員必須具良好英語溝通技巧：包括書寫、聆聽及會話)

上課地點

九龍塘香港浸會大學

截止報名日期

2013年11月29日(星期五)

報讀資格

《有機農場檢查培訓課程》

- 必須具備最少一年有關有機耕種之訓練或經驗(正在修讀相關課程之學生*亦可申請)；及
- 對傳統的農業運作有認識。

《有機加工處理檢查培訓課程》

- 必須具備最少一年有關食物加工處理之訓練或經驗(正在修讀相關課程之學生*亦可申請)；及
- 對會計及/或審計監管有認識。

*如正在修讀農業、生物、環境科學、食品管理、食品科技學位/文憑等相關課程之學生，詳情請參考(Annex 1)。

報名方法

有興趣之人士，請填妥申請表格連同個人履歷及課程費用支票(請將課程學費及 IOIA 操作指引費用以兩張支票繳付)，劃線支票抬頭請書「香港有機資源中心認證有限公司」。有關文件及支票可郵寄或親身遞交香港有機資源中心(地址：香港九龍塘香港浸會大學善衡校園呂明才中心 505 室)。

查詢

電話：(852) 3411 2384

傳真：(852) 3411 2373

電郵：hkorc@hkbu.edu.hk

傳真：www.hkorc.org

IOIA ORGANIC INSPECTION TRAININGS 2014, HONG KONG

Basic Organic Crop Inspection Training (4.5 days):

January 11-15, 2014

Basic Organic Processing Inspection Training (4.5 days):

January 17-21, 2014

The trainings are co-sponsored by the Hong Kong Organic Resource Centre (HKORC). **All registration is through the HKORC.** If you have any questions, please email to hkorc@hkbu.edu.hk or contact us by phone (852) 3411 2384 / fax (852) 3411 2373. **The application form and information can also be downloaded from the HKORC website at <http://www.hkorc.org>.** For registration, please mail application, resume, and cheque for tuition fee to Hong Kong Organic Resource Centre, Hong Kong Baptist University, Kowloon Tong, Hong Kong SAR, China.

WHO IS IOIA?

The **International Organic Inspectors Association (IOIA)** is a non-profit organization made up of Organic Inspector Members and Supporting Members representing: certifying agencies, universities, individuals, organic companies and NGOs. IOIA is training inspectors worldwide and its courses are recognized internationally.

WHO IS HKORC?

Hong Kong Organic Resource Centre (HKORC) is a non-profit organization promoting organic certification, organic production, funded by the Agricultural Development Fund of Vegetable Marketing Organization.

COURSES CONTENT

The trainings follow IOIA's curriculum requirements and include:

Basic Organic Crop Inspection Training:

Core instruction includes: certification process, applicable organic standards, how to inspect organic farms, inspection field trip, audit trail (record keeping) requirements, approved materials, assessing soil fertility, regulatory requirements, risk assessment, investigative skills, inspection report writing, inspector ethics, communication skills, and whole systems awareness. *All Basic Crop courses include an inspection field trip and final test.*

Basic Organic Processing Inspection Training:

Core instruction includes: how to conduct processing facility inspections, applicable organic certification processing/handling standards, regulatory requirements, audit control, HACCP/Organic Control Points, structural pest management, sanitation, ingredients, labelling, inspection report writing, communication skills, and inspector protocols. *All Basic Processing courses include an inspection field trip and final test.*

CERTIFICATE for Crop and/or Processing Course

Certificate of Completion:

- ◆ will be issued to those who attend all sessions and receive at least a 75% in the final test and a satisfactory on class assignments as well as a satisfactory on field validation report.

Certificates of Attendance:

- ◆ will be issued to those who fail either the test or written assignments or only audit the course (if auditing, test and written assignments not required).

The IOIA Organic Certificate of Completion of courses is internationally recognized. Inspectors can gain part-time organic inspection opportunities from different organic certification agencies worldwide. Few

inspectors realize full-time income from organic inspection, due to the seasonal nature of farm inspection work. However, there are opportunities to work year-round in processing and at an international level.

WHO SHOULD ATTEND?

The courses are recommended for those:

- ◆ who want to contribute his/her time to the local organic movement and the conservation of our farming environment;
- ◆ involved in certification agency, certification committee, organic processors and industry activists; or
- ◆ who want to become organic inspectors.

COURSES INSTRUCTORS

Mr. Luis Brenes from Costa Rica and **Ms. Lisa Pierce** from Canada will be the instructors of the Basic Organic Crop and Processing Inspection Trainings. Both of them have more than 10-year experience in organic inspection. Apart from providing inspections for major certifiers in different countries, they have offered organic inspector trainings for over 7 years.

ACCEPTANCE CRITERIA

Attendance to IOIA courses is limited. Once you are accepted to the course, an instructional letter, curriculum materials as well as pre-course exercises will be mailed to you. Please take the time to read these in full and complete the pre-course exercises before attending the course. All applicants to IOIA trainings must meet the following acceptance criteria:

BASIC COURSES

Although we refer to our primary inspector training courses as “basic”, our assumption is that while the “organic inspection process” may be new, the participant has a good background in agronomic or processing (whichever is applicable) principles and practices. Our basic courses are *not* about organic agriculture production or processing, but rather how to inspect and *audit* organic operations.

Acceptance Criteria for all Basic Courses:

- ◆ Submission of complete application and resume;
- ◆ Full payment of all fees;
- ◆ Fluency of the English language;
- ◆ Demonstration of good communication skills (written, verbal and listening);
- ◆ Understanding of and commitment to enforcement of organic certification principles;
- ◆ Demonstration of continuing education (courses, conferences, trade shows); and
- ◆ Appropriate physical and mental health.

Additional Course Acceptance Criteria

Basic Organic Crop Inspection Training

- ◆ A minimum of 1 year training and/or 1- year experience in organic agriculture;
- ◆ Good knowledge of conventional agricultural practices.

Basic Organic Processing Inspection Training

- ◆ A minimum of 1 year training and/or 1 year experience in food processing; Knowledge of accounting and/or audit control procedures.

TUITION

Fees for each course include tuition, course materials, **but exclude IOIA Manuals**. All fees are due with the application. Crossed cheques should be made payable to “**Hong Kong Organic Resource Centre Certification Limited**” in Hong Kong Dollars.

- End -



2014 IOIA INSPECTION TRAINING APPLICATION

Basic Organic Crop Inspection Training (4.5 days):

January 11-15, 2014

Basic Organic Processing Inspection Training (4.5 days):

January 17-21, 2014

The trainings are organized and cosponsored by the Hong Kong Organic Resource Centre (HKORC), Hong Kong. The entire training courses are conducted in Hong Kong.

Instructions: This form will be used to determine your eligibility to attend an IOIA Organic Inspection Training. Please review the enclosed course acceptance criteria. Type or Write legibly. Include your current résumé. All fees are due with the application. If you are not accepted to the course of your choice, your fees will be refunded. No refund will be made after acceptance of the course application. Course materials will be mailed to you after acceptance to the course.

All applications must be received by November 29, 2013 (Friday)

Part I: General Information

Company	_____	Phone	_____
Name	_____	Fax	_____
Address	_____		
City	_____	Email	_____

- Specify which courses you are applying for:

<i>Basic Organic Crop Inspection Training:</i>	Yes _____ No _____
<i>Basic Organic Processing Inspection Training:</i>	Yes _____ No _____
- Are you currently an organic crop/processing inspector? Yes _____ No _____
 Number of years you have been inspecting organic? _____
 Approximately how many inspections have you done during this period? _____
 For what organizations have you inspected? _____
- List Inspector Training Seminars attended, and year:

- Academic education:

- Circle the level which best describes your current communication skill in each area.

Writing (grammar, spelling)	Poor	Good	Excellent
Listening	Poor	Good	Excellent
Verbal	Poor	Good	Excellent
Computer literacy	Poor	Good	Excellent
- What are your plans to continue your education as it relates to organic agricultural production, aquaculture and/or organic inspection?

OFFICE ONLY: Date received _____ Amt. Fees Received _____ Date course materials mailed _____
Method of payment: cheque__ traveler's checks__

7. List 2 professional references: Name, address and phone #.

The information given in this application is true and accurate to the best of my knowledge. I understand that falsely representing my experience and background is grounds for disqualification from IOIA trainings. I understand that it is necessary to achieve a passing score on all course assignments to receive a Certificate of Completion. I also understand that successful completion of this course does not guarantee future inspection contracts or employment as an inspector. IOIA is independent from any certifier enrollment process or any additional requirements by a certifier or the cosponsor. HKORC as cosponsor is in no way managing content or grading. Strong background and experience in organic agriculture or respectively organic processing is a must. See specific acceptance criteria in the additional information about the trainings. Courses include evening home work every day. **IOIA courses are very rigorous and it is generally not advised to take both of these courses back to back, but rather one or the other.**

Signature: _____ **Date:** _____

**STOP: To apply for the Basic Organic Crop Inspection Training, please complete Part II and IV.
To apply for the Basic Organic Processing Inspection Training, please complete Part III and IV.**

If you are applying to audit the course, please explain on another sheet of paper how the IOIA training will help you and why you would like to participate. The full course fee is due with applications for audit.

Please answer the below questions concisely. Your writing skills are evaluated as part of the acceptance criteria. Use additional pages if necessary. We do not expect you to know all the answers but we use these to assess your knowledge base.

Part II: Basic Organic Crop Inspection Training Application

1. What do you feel are your responsibilities as an organic inspector?

2. Please describe your background in the following areas:
 - a. Professional/technical background in agricultural production. Please list employment and/or experience, including organic and conventional agricultural activities.

 - b. Agricultural seminars attended:

 - c. Organic or environmental activities:

3. What types of organic farming operations have you inspected, if any?
4. As a candidate for this training, you are expected to have prior knowledge of organic practices. Define the following terms as they relate to organic farm inspection:
 - a. Residue analysis
 - b. Fertility management
 - c. Buffer zones
 - d. Seed sources
 - e. Audit trail

Part III: Basic Organic Processing Inspection Training Application

1. What do you feel are your responsibilities as an organic inspector?
2. Please describe your background in the following areas:
 - a. Professional/technical background in food processing (include employment experience):
 - b. Food processing seminars attended:
3. What types of organic operations have you inspected, if any?
4. As a candidate for this training, you are expected to have prior knowledge of organic practices. Describe the importance of the following aspects of an organic processing operation:
 - a. Documentation of ingredients:

b. Pest control procedures/products:

c. Organic control points:

d. Lot numbers:

e. Product flow:

Part IV: Registration

Registration Fees (HK dollars):

Course/ Manual	Fee	Early registration on or before October 31, 2013
Basic Organic Crop Inspection Training	HK\$4,500	HK\$4,000
Basic Organic Processing Inspection Training	HK\$4,500	HK\$4,000
IOIA manual (to be used in the Crop and Processing course)		HK\$450

(Each attendee of the Crop and/or Processing Course **MUST** have one IOIA manual for the training.)

Fee Calculation: TOTAL FEES DUE WITH THIS APPLICATION

Basic Organic Crop Inspection Training _____
Basic Organic Processing Inspection Training _____
IOIA Manual _____
TOTAL FEES ENCLOSED _____

Information: Cheques should be made out to “**Hong Kong Organic Resource Centre Certification Limited**” in Hong Kong Dollars. Mail application, résumé, and tuition fees to:

Hong Kong Organic Resource Centre (HKORC)
LMC 505, Lui Ming Choi Centre
Ho Sin Hang Campus, Hong Kong Baptist University
Kowloon Tong
Hong Kong, China

For enquiries, please email to hkorc@hkbu.edu.hk or contact us by phone (852) 3411 2384 / fax (852) 3411 2373.