

# Procedure for Endorsing RSPO Training Providers (ETP) and Trainers (ET)

*31 March 2025*



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Document Title : Procedure for Endorsing RSPO Training Providers (ETP) and Trainers (ET)  
Document Code : RSPO-PRO-F05-001 V1  
Scope : Global  
Document Type : Procedure  
Contact : [technical@rspo.org](mailto:technical@rspo.org)





# 1. OBJECTIVES

The purpose of this procedure is to define the process and requirements for organizations and individuals to obtain RSPO endorsement as training providers (i.e. Endorsed Training Providers – ETP and Endorsed Trainers – ET) authorized to deliver RSPO training courses. These courses include topics like RSPO Principles & Criteria, RSPO Independent Smallholders Standards, RSPO Supply Chain Certification, and other related subjects.

The process and requirements aim to:

- To ensure that RSPO-endorsed trainers possess the necessary qualifications, expertise, and skills to deliver impactful and effective training sessions that empower participants.
- To support RSPO’s mission to promote sustainable practices by enhancing the credibility, compliance, and integrity of assurance services across all training programs.
- To align all training sessions with RSPO’s sustainable palm oil standards, guidance documents, certification system requirements, and strategic objectives, including the Theory of Change, to drive meaningful and sustainable outcomes.

# 2. SCOPE

This procedure applies to organizations and individuals seeking RSPO endorsement as training providers (ETPs) to deliver RSPO training courses including, but not limited to:

- RSPO Lead Auditor Training Courses, for the RSPO Principles & Criteria, the RSPO Independent Smallholder Standard, the RSPO Supply Chain Certification Standard. These courses will be applicable for RSPO Lead Auditors and team members as defined in the RSPO P&C and RSPO SCC Certification Systems document.
- RSPO Lead Auditor Refresher Courses, as required every 3 years for all RSPO Lead Auditors and team members as defined in the Certification Systems document.
- RSPO Internal Auditor Course
- Other relevant RSPO training programs

This procedure defines the requirements and processes for organizations applying for RSPO endorsement as ETPs including, but is not limited to:

- Minimum qualifications
- Roles and responsibilities of ETPs and ETs
- Application, Endorsement, and Appointment Processes
- Evaluation and maintenance of ETP status
- Endorsement and Withdrawal Procedures

Additionally, this procedure establishes the exclusive rights and responsibilities of the RSPO Secretariat, that includes receiving, reviewing, and evaluating applications, granting endorsements, and withdrawing endorsements when necessary. The endorsement of ETPs does not restrict the RSPO Secretariat’s rights to organize, promote, and conduct similar training courses that are approved for ETPs.





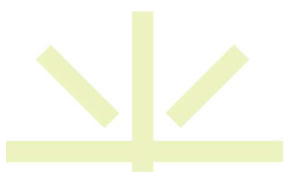
### 3. ROLES AND RESPONSIBILITIES

Parties	Description
RSPO Secretariat	<ul style="list-style-type: none"> <li>● Develop and maintain high-quality training syllabi, modules, case studies, examination banks, and related resources for RSPO-endorsed training programs. Ensure these materials are accurate, relevant, and aligned with RSPO standards, certification systems, and strategic objectives.</li> <li>● Oversee the endorsement process for Training Providers (ETPs) and Trainers (ETs). This includes receiving applications, conducting thorough reviews and evaluations, and granting endorsements to qualified applicants based on established criteria.</li> <li>● Organize and deliver comprehensive Train-the-Trainer (TTT) sessions to ensure aspiring trainers (ETs) acquire the qualifications, skills, and knowledge required to deliver RSPO-endorsed training. Facilitate practical and theoretical training to maintain high standards of trainer competence.</li> <li>● Monitor the delivery of RSPO-endorsed training programs by ETPs and ETs to ensure consistency, quality, and alignment with RSPO Standards. Conduct regular evaluations and audits to uphold the credibility and effectiveness of the training.</li> <li>● Gather feedback from stakeholders, participants, and endorsed parties to assess the effectiveness of training programs and materials. Use this input to make necessary revisions and improvements to maintain the relevance and impact of RSPO training.</li> <li>● Address complaints and feedback from stakeholders regarding the quality or integrity of training programs conducted by ETPs or ETs. Conduct investigations and take corrective actions, including revocation of endorsements if necessary.</li> <li>● Work collaboratively with ETPs, ETs, and internal RSPO divisions to ensure seamless coordination of training initiatives. Provide guidance and support to endorsed parties to maintain alignment with RSPO expectations.</li> <li>● Maintain and manage the RSPO training platform, such as the Learning Management System (LMS). Regularly update the platform with new courses, resources, and schedules, ensuring accessibility and functionality for all users.</li> <li>● Actively promote RSPO-endorsed training courses to increase visibility and participation among stakeholders. Utilize marketing, communication channels, and strategic outreach to achieve broader engagement.</li> <li>● Ensure all training initiatives align with RSPO’s mission, strategic objectives, and evolving standards. Adapt training materials and processes to reflect updates in RSPO policies, standards, and global sustainability practices.</li> <li>● Uphold RSPO’s commitment to promoting sustainable practices, enhancing the credibility of assurance services, and fostering compliance and</li> </ul>





Parties	Description
	<p>integrity across all training programs. Ensure that endorsed training programs serve the broader objectives of sustainable palm oil production and certification.</p>
<p>Endorsed Training Providers (ETPs)</p>	<ul style="list-style-type: none"> <li>● Develop internal control system to manage and organise endorsed RSPO Training Courses on behalf of RSPO Secretariat.</li> <li>● Consistently review the performance of the ETs and the training team appointed by the organisation to achieve the training objectives, at the highest level of productivity, efficiency ethics and professionalism.</li> <li>● Ensure that all trainers engaged in delivering RSPO training have attended the RSPO Train-the-Trainer (TTT) sessions and possess the required qualifications, skills, and expertise to conduct the courses effectively. Ensuring every RSPO Training courses organised by the ETPs are conducted by at least one (1) ETs together with the other team of trainers in every session.</li> <li>● ETPs are responsible for organizing and delivering RSPO-endorsed training courses in accordance with the approved syllabi, modules, and methodologies provided or endorsed by the RSPO Secretariat.</li> <li>● Conduct training programs that align with RSPO standards, principles, and certification requirements, maintaining the integrity and credibility of the content delivered to participants.</li> <li>● Manage participant registration, provide clear pre-training information, and ensure participants have access to all necessary materials and resources during the training.</li> <li>● Collect and analyze feedback from participants to identify areas for improvement. Implement necessary adjustments to enhance the training experience and effectiveness.</li> <li>● Submit regular reports (i.e. annually) to the RSPO Secretariat, including details of training sessions conducted, participant attendance, and evaluations. Ensure all records are accurate, complete, and submitted on time.</li> <li>● Cooperate with the RSPO Secretariat during audits, reviews, or evaluations to ensure compliance with RSPO endorsement requirements. Provide access to training records, materials, and participant feedback when requested.</li> <li>● Actively promote RSPO training programs to relevant stakeholders, ensuring accessibility and awareness of the courses offered.</li> <li>● Uphold all conditions and requirements set by the RSPO Secretariat to maintain endorsement status. Notify the Secretariat of any significant organizational changes, such as changes in trainers, ownership, or management structure.</li> <li>● Respond promptly and professionally to complaints or inquiries from</li> </ul>





Parties	Description
	<p>stakeholders regarding the quality or delivery of training programs. Take corrective actions to resolve issues and inform the RSPO Secretariat as required.</p>
<p>Endorsed Trainers (ETs)</p>	<ul style="list-style-type: none"> <li>● Endorsed Trainers (ETs) are responsible for delivering RSPO training courses in alignment with the approved syllabi, modules, and methodologies established or endorsed by the RSPO Secretariat.</li> <li>● Attend and complete the RSPO Train-the-Trainer (TTT) sessions and demonstrate the required qualifications, expertise, and skills necessary to deliver effective and impactful training sessions.</li> <li>● Ensure that all training delivered aligns with RSPO’s principles, certification systems, and guidance documents, upholding the credibility and consistency of the RSPO training program.</li> <li>● Foster an interactive and supportive learning environment by engaging with participants effectively, addressing their questions, and clarifying complex topics to enhance their understanding of RSPO standards and requirements.</li> <li>● Actively seek and consider participant feedback to evaluate the effectiveness of training sessions. Use this feedback to identify opportunities for personal improvement and enhance future training delivery.</li> <li>● Maintain professionalism, impartiality, and ethical behaviour during training sessions, ensuring that the training represents the RSPO’s standards and mission effectively.</li> <li>● Work closely with the ETPs to ensure smooth delivery of training, including coordination of logistics, materials, and schedules, and adherence to RSPO guidelines and requirements.</li> <li>● Accurately document training activities, such as participant attendance, evaluation results, and session summaries. Provide this information to the ETPs and RSPO Secretariat as required.</li> <li>● Stay updated on changes to RSPO standards, certification systems, and guidance documents. Participate in refresher courses or additional TTT sessions to maintain alignment with the latest RSPO requirements.</li> <li>● Address participant or stakeholder concerns or complaints professionally and promptly. Inform the ETP and RSPO Secretariat about any issues that may impact the quality or integrity of the training.</li> <li>● Serve as an ambassador for RSPO’s mission by promoting sustainable practices, integrity, and compliance throughout the training process.</li> </ul>





## 4. DEFINITION

Parties	Description
Endorsed Training Provider (ETP)	RSPO Endorsed Training Provider (ETP) is an organization formally recognized and authorized by the RSPO Secretariat to organise, coordinate, and deliver RSPO-approved training programs.
Endorsed Trainer (ET)	Endorsed Trainer (ET) are individuals formally recognized by the RSPO Secretariat as qualified to deliver RSPO-approved training programs on behalf of RSPO Endorsed Training Providers (ETPs) and RSPO.
Lead Auditor Training Course	<p>The Lead Auditor Training Course is a comprehensive program organized by RSPO Endorsed Training Providers (ETPs) or RSPO to equip participants with the foundational knowledge, technical skills, and competencies required to qualify as Lead Auditors under RSPO standards.</p> <p>The course includes detailed modules covering technical information, practical case studies, role plays, and examinations, ensuring participants are well-prepared to conduct audits effectively and in alignment with RSPO requirements.</p> <p>This course is open to a diverse audience, including fresh graduates and experienced professionals/individuals, providing an opportunity to obtain preliminary qualifications necessary for pursuing a career as an RSPO Auditor/Lead Auditor. Additionally, the course may be attended by individuals who seek to gain an understanding of RSPO certification processes and standards requirements, even if they do not intend to pursue a career as auditors or lead auditors.</p>
Lead Auditor Refresher Course	<p>The Lead Auditor Refresher Course is a specialized training program designed for qualified Lead Auditors and Auditors to update their knowledge and skills in alignment with the latest RSPO certification standards, requirements, and guidance documents. This course is mandatory every three years to ensure auditors remain current with evolving RSPO practices and maintain their competency in conducting audits.</p> <p>The Refresher Course is exclusively for existing qualified Lead Auditors and Auditors, particularly those preparing to audit against newly endorsed RSPO certification standards. It is not intended for fresh graduates or individuals without prior completion of the Lead Auditor Training Course.</p>
Internal Auditor Training	The RSPO Internal Auditor Training is a course designed for stakeholders who seek a general understanding of RSPO standards,







Parties	Description
	<p>certification systems, and processes related to conducting internal audits within their own organizations. This training provides the foundational knowledge required to assess compliance with RSPO requirements, enabling participants to carry out internal audits effectively.</p> <p>It is not intended to qualify participants as Lead Auditor/Auditor for the Certification Bodies (CB) or Accreditation Body (AB).</p>
<p>RSPO Learning Management System (LMS) Platform</p>	<p>The RSPO Learning Management System (LMS) Platform is an online digital platform, as part of the RSPO's Palm Resource Information and Sustainability Management (PRISMA) developed by RSPO to facilitate the organization, management, and delivery of RSPO-approved training courses. The LMS serves as the main tool for both RSPO and Endorsed Training Providers (ETPs) to manage training activities, regardless of whether the training is conducted physically or virtually.</p> <p>For ETPs, the LMS handles key aspects such as participant registration, course materials, pre-course requirements, examinations, and the issuance of certificates, ensuring a seamless and efficient training process. The platform also provides access to RSPO training materials, resources, and updates, making it available to any individuals seeking to access RSPO-related content and enhance their knowledge of RSPO certification systems and standards.</p> <p>The platform facilitates the management of training records, including but not limited to pre-course assignments, reference materials for both facilitators and students, examinations and student grading, field training assessments, and more.</p>
<p>Train the Trainer (TTT) Training</p>	<p>The Train-the-Trainer (TTT) Program is a specialized training designed for individuals who wish to become qualified Endorsed Trainers (ETs) authorized to deliver RSPO-approved training courses on behalf of RSPO Endorsed Training Providers (ETPs) and RSPO. The program equips participants with the necessary knowledge, skills, and techniques to effectively facilitate RSPO training sessions, ensuring they are well-prepared to conduct audits and deliver content aligned with RSPO standards and certification systems.</p> <p>This program is specifically aimed at individuals seeking to achieve RSPO Endorsed Trainer status, enabling them to support their organizations in conducting internal audits and delivering RSPO training courses, without qualifying as external auditors for Certification Bodies.</p> <p>This program is a prerequisite for trainers intending to conduct RSPO-approved training courses on behalf of RSPO Endorsed Training</p>





Parties	Description
	Providers (ETPs).
RSPO Learning Series	<p>The RSPO Learning Series refers to a range of specialized, customized training programs organized by the RSPO Secretariat (e.g. addressing non-conformities, root cause analysis, biodiversity management, and other relevant RSPO-related subjects).</p> <p>The training is designed to support RSPO members, stakeholders, and entities in enhancing their knowledge and skills to better align with RSPO standards, certification systems, and operational requirements.</p> <p>Unlike regular ETP-led courses, the RSPO Training Series is developed, managed, and delivered directly by the RSPO Secretariat to address specific needs, challenges, and capacity-building efforts within RSPO's membership and stakeholder base.</p>
Competence	The demonstrated ability to apply knowledge, skills, and personal attributes in order to achieve intended results
RSPO Principles & Criteria (P&C) Certification Standard	The RSPO P&C for the Production of Sustainable Palm Oil is structured as a series of principles, criteria, indicators and guidance, and is designed to be used by palm oil growers and millers to implement sustainable production practices. The RSPO National Interpretation (NI) of the RSPO P&C shall be used when the applicable NI has been endorsed by the RSPO Board of Governors (BoG).
RSPO Independent Smallholder (ISH) Certification Standard	The RSPO Independent Smallholder Standard was developed in response to the growing recognition by stakeholders for the need to increase smallholders' inclusion into the RSPO system through a mechanism that takes into consideration the diversity of challenges and situations faced by smallholders globally, together with their varying needs and concerns. This standard complements the RSPO Principles and Criteria for the Production of Sustainable Palm Oil and is only applicable to those smallholders that qualify as Independent Smallholders as defined in the standard.
RSPO Supply Chain Certification Standard (SCC)	This standard describes the requirements related to the control of RSPO certified oil palm products in the supply chain, including flows of RSPO certified oil palm products and associated claims. This RSPO Supply Chain Certification Standard is presented as a series of auditable requirements, designed for use by organisations in the palm value chain to demonstrate implemented systems for control of RSPO certified oil palm products.
RSPO Certification	A set of rules designed to verify the implementation of certification





Parties	Description
System Document	against the requirements of the RSPO Standards such as P&C and the ISH standard or Supply Chain Certification Standard
RSPO National Interpretation (NI)	The interpretation of the RSPO P&C on a national level following the procedures
Endorsement	An act of giving approval and support to Endorsed Trainer (ET) and/or Endorsed Training Provider (ETP) by RSPO Secretariat
Recognition	An act of recognizing a trainer position as Endorsed Trainer (ET) by an Endorsed Training Provider (ETP) organization
Applicant(s)	An individual who has applied to be recognized as Endorsed Trainer (ET) or Organization who has applied to be authorized as Endorsed Training Provider (ETP).
Participant(s)	An individual who has fulfilled specified prerequisites and has been admitted to the training/course, but has yet passed the training/course examination.
Certified Person	An individual who has fulfilled and passed training/course examination and awarded with RSPO Lead Auditor Course Certificate.
Appeal	Request by participant(s) or certified person for reconsideration of any decision made by the Endorsed Training Providers (ETP) related to her/his desired training status.
Complaint	Expression of dissatisfaction, other than appeal, by any individual or organization to a Endorsed Training Providers, relating to the activities of that body or a certified person, where a response is expected.
Skill*	Learned capacity to perform a task to a specified expectation.
Knowledge*	Human or organizational asset enabling effective decisions and action in context – acquired through learning or experience.
Learning*	The act of obtaining or acquiring new knowledge, skills and abilities and occurs through the impact of education, training and instruction, practice or study on the individual.





Parties	Description
Training*	Process by which an individual or a group of people obtain knowledge, skills and abilities.

\*) From ISO 17024:2012

## 5. ACRONYM / ABBREVIATION

RSPO	Roundtable on Sustainable Palm Oil
ETP	Endorsed Training Provider and Trainer/s
P&C	Principles & Criteria
HCV	High Conservation Value
LMS	RSPO Learning Management System/Learning Centre
CB	Certification Body
ASI	Assurance Services International
HCV	High Conservation Value
ISH	Independent Smallholder
SCC	Supply Chain Certification
SCCS	Supply Chain Certification Standard
LA	Lead Auditor
LAC	Lead Auditor Course
SOP	Standard Operating Procedure
prisma	Palm Resource Information and Sustainability Management





## 6. REQUIREMENTS

### 6.1 Endorsement as RSPO Endorsed Training Provider (ETP)

#### 6.1.1 Application to become ETP

Organizations that are interested in becoming RSPO ETP (ETP applicant) shall be a legal entity in the country in which their registered office is located.

ETP applicant shall request an application form from the Director, Technical via email to [technical@rspo.org](mailto:technical@rspo.org). The RSPO Technical Division will provide the application form. ETP applicant shall complete the application form and return by email to [technical@rspo.org](mailto:technical@rspo.org).

The application form includes details as:

- Name of organization
- Evidence of Legal Status
- Registered address
- Main Contact details
- Corporate Purpose: Description of the organization's mission and objectives
- Scope of services: RSPO endorsed P&C LAC, ISH LAC, SCCS LAC

The application shall be accompanied by supporting evidence, not limited to the following:

- Training Experience:** Proven history of training delivery on sustainability and/or auditing, along with references from past clients of stakeholders.
- Training Resources:** Training materials relevant to RSPO Standards to deliver RSPO endorsed Training (see Procedure on RSPO endorsed Training Delivery); The information on the proposed Endorsed Trainers that are known to the ETP at the time of application. ETP can propose additional ETs, referencing the procedure below.
- Facilitation Skills:** Evidence of strong engagement and facilitation capabilities for diverse audiences.
- Language Proficiency:** Demonstrated ability to deliver training in language relevant to RSPO stakeholders and participants.

Applications received by RSPO Secretariat will be screened by the Capability Manager to verify the completeness and adequacy of information within seven (7) days of the applications received date. Any applications that are incomplete will be returned to the organisation.





## 6.1.2 Review and Endorsement Process of the ETP

The ETP applicant shall develop written procedures for the implementation of this procedure as well as the management of the RSPO Training Courses within the organisation. The documented management system shall cover all requirements below:

- A structure and responsibilities chart and a definition of the competencies of all personnel involved in the training delivery process, including the individual endorsed trainers.
- The management of responsibility and performance of all personnel involved in the training delivery process.
- The management and implementation of conflict of interest, including the use of RSPO Conflict of Interest Declaration Form.
- Evidence of sufficient personnel available with the necessary competence to perform training functions relating to the type, range and volume of work performed.
- The management and implementation of selection, monitoring and evaluation process for ET and/or trainers and/or interpreters.
- The management and maintenance of ET knowledge through regular monitoring and evaluation of ET performance, ET knowledge on relevant changes, interpretations, updated in RSPO standards, certifications system documents and requirement.
- The management and maintenance of accurate and secure record keeping related to the training registration, training delivery, including attendance, assessment result, feedback, and other relevant documentation.
- The management and implementation of confidentiality, information security and impartiality including taking corrective action when security breaches occur (see Section below).
- The management and implementation of evaluation and certification recommendations for training participants.
- The management and implementation of training certificate recommendation issuance and withdrawal.
- The management and implementation of gathering, analysis, making improvements in response to the feedback from the participants on all aspects of the training being delivered.
- The management and implementation of control over RSPO Training Course(s) publicity, advertising, and the use of the RSPO trademark, if applicable.
- The mechanism to receive, evaluate and make recommendation on appeals.
- The mechanism to receive, evaluate and make decisions on complaints.

The Capability Manager and Head, Technical shall thoroughly evaluate the organisation's profile, track records and applicable information provided by the organisation to determine the suitability and fulfilment of all requirements.

- The review may take into consideration inputs from the other division within the RSPO Secretariat.
- This process will take approximately twenty-one (21) days to complete.
- When the evaluation is completed and the results are satisfactory, the Head, Technical together with the Director, Technical shall plan for an interview session (physical/virtual) and/or site visit (where required) to verify the organisation's facilities and resources.
- If the outcome of the evaluation is unsatisfactorily, the organisation will be informed of the results, the organisation may resubmit the application.





- Based on the positive outcome from the interview and/or the on-site evaluation, the Director, Technical will issue a letter to provide 'interim endorsement' for the organisation's application as an ETP. This 'interim endorsement' will allow the organisation to organise their first RSPO Training Course within twelve (12) months from the date of issuance of the letter, under witness/evaluation by the RSPO Secretariat.
- Based on the satisfactory feedback and positive recommendation from the evaluation during the first RSPO Training Course, the Director, Technical will issue a letter to officiate the 'full endorsement' of the ETP detailing the information such as the validity and scope of RSPO training courses that the ETP's is authorized to conduct. The full endorsement will have a validity of five (5) years from the date of issuance, subject to the satisfactory annual evaluation by RSPO Secretariat.
- Endorsement as ETP will be renewed every five years or earlier where new RSPO standard(s) endorsed by the RSPO BoG.
- Upon 'full endorsement', the new ETP will be registered on the RSPO Learning Centre platform, and the RSPO website.

## 6.1.3 Record Management by the ETP

The ETP applicant shall develop written procedures for the implementation of this procedure as well as the management of the RSPO Training Courses within the organisation. The documented management system shall cover all requirements below:

- Record shall be maintained for a minimum of seven (7) years.
- Records shall be accurate, complete, legible, and readily accessible for evaluation by RSPO Secretariat
- The records shall include, but not limited to:
  - a. The Endorsed Trainers (See 6.2 below)
    - Their qualifications.
    - Date of endorsement
    - Evaluation results of their training
  - b. The training delivery
    - The title
    - The venue and dates
    - The endorsed trainer(s) delivering the course
    - The list of participants
    - Examination and assessment records as applicable
    - Feedback forms from participants and action taken as a result – if any

## 6.1.4 Confidential Information Management by the ETP

The ETP applicant shall develop written procedures for the managing and release of confidential information.





- The ETP applicant shall establish adequate measures to safeguard the confidential information shared by participants during the training.
- The ETP and ET shall not disclose any information about a participant to a third party without obtaining the participant's written consent, except where explicitly specified by RSPO procedures. Certificates of completion or attendance are excluded from this confidentiality requirement.
- The ETP and ET shall implement appropriate safeguards to ensure that sensitive or confidential matters discussed during training sessions are not disclosed to third parties without proper authorization. This includes prohibition to share information of training participants between ETPs.
- When the ETP and ET are required by law to release confidential information, the participant or certified person concerned shall, unless prohibited by law, be notified as to what information will be provided.

Sharing relevant information about a participant's performance during a training course with their human resource department or designated manager is not subject to the confidentiality requirements outlined in this section.

## 6.1.5 Monitoring and Maintenance Evaluation

RSPO Secretariat reserves the right to conduct perioding evaluations on the ETPs and ETs performance via participating/observing an RSPO Training Course organised by the ETP, participants feedback, interviews or any other methodology that is deemed required. The evaluation shall be conducted with key focus areas on the adherence to RSPO training standards and continuous improvement of training delivery. Monitoring and evaluation will be carried out on annual basis or in case where ETP apply for additional scope of service.

- The ETPs shall give full cooperation to the assessor from RSPO Secretariat during the perioding evaluation.
- Where required, RSPO Secretariat may request additional information or conduct site visit/office assessment to the ETPs premises.

## 6.1.6 Sanctions and Withdrawal of Endorsement

RSPO Secretariat reserves the right to provide sanctions and/or withdrawal of the endorsement where there is evidence of the ETPs or ET has:

- a. Displayed unprofessional conduct, including conflict of interest or ethical breaches. For example: receiving bribe to pass the exam for training participant.
- b. Failed to comply with this procedure or RSPO Learning Centre requirements. For example: organize a training where the ETs have not registered with RSPO Secretariat.







- C. Given negative participant feedback or recurring training deficiencies. For example: RSPO P&C Lead Auditor Course receive negative feedback because ETs do not cover RSPO Certification System.

Upon verification of any evidence, RSPO Secretariat will notify the ETP or ET of the evidence and provide an opportunity for corrective action within one (1) month from the date of notification. Failure to address issues may result in suspension or withdrawal of endorsement.

## 6.2 Requirements of Endorsed Trainer (ET) - Individuals

Individuals that are interested in becoming RSPO Endorsed Trainer (ET applicant) must make an application to Director, Technical with all relevant documentation such as qualifications, CV, and experience.

This can be done in two ways:

- The RSPO Endorsed Training Provider (ETP) submits the application
- The individual submits their application directly to Director, Technical

ETP applicant shall request an application form from the Director, Technical via email to [technical@rspo.org](mailto:technical@rspo.org). The RSPO Technical Division will provide the application form. ETP applicant shall complete the application form and return by email to [technical@rspo.org](mailto:technical@rspo.org).

Note: Individuals applying for ET directly to RSPO Director, Technical will be allocated with "pool ETP", operated by RSPO Secretariat until ET can engage with one or more ETP for training delivery.

Upon receipt of the application, the RSPO Capability Manager will review the qualifications and experience and if the applicant meets the minimum qualifications and register their name for the Train the Trainer session.

- Applicants must attend and successfully completed a RSPO Train the Trainer session on the use of RSPO Learning Management System platform, its functionalities and training materials.
- The applicant will then be awarded with an Endorsed Trainer Certificate.
- The certificate will outline the scope of the RSPO Training Course for which the ET is qualified.
- The TTT certificate is valid for five (5) years from the date of the successful completion of the TTT session, or until the next version of RSPO Standards is endorsed and new training modules for the ETP are available, whichever occurs first.
- Any ETP who wishes to employ an ET must conduct an evaluation of the ETs first training to ensure proficiency before being recognized by the ETP.
- Qualification of ET stays with the individuals.

### 6.2.1 Minimum qualification of ET

To qualify as an ET, individuals must meet the following minimum qualifications:





- Possess a relevant degree in fields such as environmental science, forestry, agriculture, sustainability, or related disciplines. Any relevant certifications in training, sustainability, auditing, or any applicable field may also be accepted.
- At least five (5) years of professional experience in a relevant field such as sustainability in palm oil or forestry, certification, auditing, or training.
- Strong understanding of relevant standards, practices, and regulations (e.g., RSPO Principles & Criteria, sustainability standards, certification process, etc.). This may be obtained through participating in any RSPO training to develop his/her technical skills and knowledge.
- Applicants must attend and successfully complete a RSPO-approved TTT session designed to build capacity and competency in delivering RSPO-related training.
- Proven experience in delivering training sessions, workshops, or seminars.
- Strong verbal and written communication skills to effectively engage and interact with diverse audiences.
- Ability to design and deliver engaging and interactive training materials.

## 6.3 Impartiality and Conflict of Interest

### 6.3.1 Impartiality and Conflict of Interest Management for ETP

Clear and robust Conflict of Interest procedures shall be documented and implemented by ETPs and any ETs working for them. All ETPs shall

- All ETPs must be a legal entity in the country in which their registered office is located.
- RSPO Accredited Certification Bodies shall not be ETP.
- Active RSPO Lead Auditors and Auditors shall not be ET.
- ETPs shall be demonstrably and wholly independent from any form of RSPO certification or advisory services given to the RSPO Secretariat.
- ETPs shall establish a clear, transparent, accessible and regularly reviewed conflict of interest policy to include
  - Definition of situations where conflict may arise.
  - Mitigation measures for all situations identified.
  - An impartiality framework should be in place, demonstrating how conflicts of interest are managed effectively.
- Conflict of interest policy and procedures for training shall be fair among all participants and certified persons. Training shall not be restricted on the grounds of undue financial or other limiting conditions, such as membership of an association or group. The ETPs shall not use procedures to unfairly impede or inhibit access by participants.
- ETPs shall be responsible for the impartiality of its training activities and shall not allow commercial, financial or other pressures to compromise impartiality.





## 6.3.2 Conflict of Interest Declaration for ET

All ETs shall declare any perceived, potential and/or actual conflict of interest in performing their duties by completing the Conflict of Interest Declaration Form.

- Declaration is to be made with no delay upon identification of the conflict.
- The completed form is to be submitted to any applicable ETP, or directly to the RSPO Secretariat if they are not contracted by an ETP at the time the conflict is declared.
- The applicable ETP will liaise with the RSPO Secretariat.
- The RSPO Secretariat will refer to process regulated in Section 6.1.6 Sanctions and Withdrawal of Endorsement, for any evident conflict of interest breaches.

## 6.4 Training on the Use of RSPO Learning Management System

ETPs and ETs selected through the evaluation process will be invited to attend a Train the Training session (TTT) on the use of the RSPO Learning Management System platform, its functionalities and training materials.

- RSPO Secretariat will organize and facilitate the onboarding and TTT session to familiarize them with the RSPO Learning Management System according to its availability and resources.





## About Us

Rspos is an international non-profit organisation formed in 2004 with the objective to promote the growth and use of sustainable oil palm products through credible global standards and engagement of stakeholders.



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