

Ethical Auditor Training Plan

Essential Requirements

- All auditors at Verner Wheelock (VWA) must commit to a programme of Continuous Professional Development (CPD) in line with the APSCA Code and Competency Framework, and Sedex Audit Quality Programme (AQP).
- Auditors are required to complete the APSCA CSCA Part I, Part II and Part III exams within required deadlines and VWA will offer support and training as necessary. Auditors are recommended to refer to the exam guides and webinars on the APSCA website.
- Before commencing work for VWA, all auditors must complete the SA8000 Lead Auditor training and successfully pass the exam. Proof of qualification will be required and kept on file.

Preferred Requirements

- Auditors will need to show a background of 2 years' experience in Human Resources (including robust understanding of Employment Legislation) and Health & Safety Management, or qualifications obtained in both subjects.

Training Provision

- Training will be provided for both ASCA and CSCA/RA auditors by VWA as required throughout the year, including at an Annual Auditor Meeting/Training Session. Subjects will include specialist and topical subject areas e.g. Human Trafficking and Modern Slavery and other case studies.
- Training on the VWA Code of Conduct and Business Ethics Policies will be provided on induction and signed off. Written training materials are available
- Auditors must complete all modules on the Sedex Auditor Academy e-learning on an annual basis, as part of the Sedex AQP. Subjects covered include:
 - SMETA Foundation
 - SMETA Organisation
 - SMETA Elements
 - Supplementary Reports and Alert Notifications
 - Interviewing
 - Child Labour
 - Forced Labour
 - Discrimination
 - The Closing Meeting
 - Reporting
- The Sedex Auditor Academy provides training materials to enable a consistent level of understanding and to identify any further training needs
- Annual Observed Audits will also be used to identify any further training needs
- ASCAs will receive guidance, supervision and field training from CSCAs and RAs during live audits

Assessment

- Each module on the Sedex Auditor Academy is followed by an assessment. The results for each auditor will be monitored and recorded on the training record.
- A report will be written for each observed audit and subsequent training will be recorded on the training record

Quality Control

- As part of our Quality Management System, feedback from all training courses at Verner Wheelock is gathered through a feedback survey, sent to each delegate following the training.
- Feedback results are logged and monitored.
- Any negative feedback is dealt with through our Non-compliance and Complaints Procedure.

Training Records

Training and education records for all auditors will be kept and will include, at a minimum:

- Date of training
- Training topics
- Name of trainer
- Training outcomes

Proof of successful completion of the following qualifications should be made available to VWA as soon as available:

- SA8000 certificate
- APSCA CSCA Part I, Part II and Part III exam reports
- Sedex Auditor Academy e-learning results for all modules
- Human Resources and Health & Safety qualifications