IHAF/G 001: 2019

Guideline for IHAF Training System

Revision 0 / Issue Date: 18-10-2019

Date of Application: Immediate

Table of Content

I. Forward

The International Halal Accreditation Forum (IHAF) is an independent, non-government network of accreditation agencies all mandated to enforce halal standards in their countries and regions. It has been established with the aim of unifying and harmonizing halal accreditation practices on global level to comply with Islamic principles (Sharia), and to develop and maintain Halal Multi-Lateral Recognition Arrangements (MRA) among IHAF member accreditation bodies, this will result in removing technical barriers facing halal products and services, and facilitating international halal trade, hence protecting the growing number of halal consumers.

This guideline outlines the policies, procedures and tools applied for managing and organizing trainings under IHAF, and for developing technical and management skills of trainees in the field of Halal conformity infrastructure. It specifies the main steps for organizing a training program/session starting from designing a training course till the evaluation for feedbacks and provide acknowledgement for attendees. It also introduces IHAF electronic system tools for training and describes its structure and main features.

IHAF considers training as a vital tool for capacity building and for improvement in different halal scopes. The guideline is prepared by IHAF Secretariat and reviewed by Board of Directors. The effective date for implementation of this guideline is the date of endorsement by General Assembly, once endorsed it is published on IHAF website www.ihaf.org.ae under members corner to be accessed freely by all IHAF members.

II. Purpose of IHAF Management Training System

The purpose behind establishing IHAF training system is to assist members/potential members to build their capacity in halal conformity assessment field, this includes:

1. Providing basic knowledge and general information about halal concept, halal related definitions, halal market, halal industries, halal trade, halal conformity assessment activities, halal conformity assessment infrastructure, regulations related to halal, halal schemes, IHAF goals and objectives…etc. to members/potential members to target governments, regulatory authorities, trade authorities, industries, and associations of conformity assessment bodies.

2. Qualifying Halal Assessors: through providing with the skills and competency required and enhancing their personality and management skills to perform halal assessments in different scopes as per (IHAF/RD-MRA 001)

3. Qualifying Halal Peer Evaluators: to qualify halal peer evaluators to meet the competency criteria specified in IHAF/PR- MRA 003:2019) document and to ensure they have the required management skills and personality to carry out evaluations in an objective and impartial manner, in addition to familiarizing them with the halal accreditation criteria and the procedure that describes the management of IHAF Multi-lateral Recognition Arrangement among Accreditation Bodies (IHAF/RD-MRA 001:2017). Qualified peer evaluators will be assessed and registered as IHAF approved halal peer evaluators.

4. Qualifying IHAF Members and Potential Members: to be able to enter the field of halal and perform halal accreditations through IHAF technical support programs that aim at building their capacity in all sectors of halal conformity assessment infrastructure and halal accreditation.

III. Definitions

- **IHAF Awareness Training Program:**

  An activity organized to provide elementary knowledge and basic information related to halal industry and its relation to global market along with halal accreditation by means of face to face training.

- **IHAF Building Capacity Training Program:**

  A training organized and managed for the aim of helping individuals and/or organizations to improve and retain the skills, knowledge, tools, and other resources required to perform halal conformity assessment activates and halal accreditations competency or to a greater efficiency.

  Note: Capacity building training may be provided also on other areas that forms part of halal conformity assessment infrastructure; e.g. metrology and standardization areas.

- **IHAF Halal Assessor/Lead Assessor Training Program**

  An organized activity aimed at imparting information and/or instructions to improve the recipient's performance or to help him/her attain a required level of knowledge or skill.

- **IHAF Peer-Evaluator Training Program:**

  An organized activity aimed at qualifying the potential halal peer evaluators in order to participate in peer evaluations in accordance with IHAF MRA (Multilateral Recognition Agreement) to ensure harmonization of halal accreditations provided by IHAF members.

Part A: IHAF Training Policy

A1. It is the policy of IHAF to organize trainings program and creating courses focuses on meeting challenges in halal field. All training activities and programs shall support IHAF's objectives and be cost-effective. Relevant training programs and activities shall be planned and monitored systematically. IHAF members and potential members, committees and stakeholders could be coordinated.

A2. The following principles are crucial for designing a training programme under IHAF system:

- Training programs required for qualifying halal assessors and halal peer evaluators shall be defined and documented by MRA Committee and Technical Affairs Committee.
- Accessibility to skilled and competent trainers shall be ensured.
- Pre-requisite qualifications of trainees shall be defined for some training courses that have technical nature, especially those designed for halal assessors and halal peer evaluators.
- The training material must be meaningful and relate to the purpose of the training programme and shall be made available to the trainees.
- Avoid language barriers in training programs and ensure that all attendees can understand the language used.
- Records of trainings programs and all supporting documents shall be kept for each training course and for each halal assessor/peer evaluator.
- Getting a feedback on training from the trainees is a must to help improving the training programme.

A3. Training needs within IHAF training system are identified by any of the followings:

- Systematic analysis of IHAF's goals, initiatives, resources, and growth potentials to determine on which trainings IHAF needs to focus so the effectiveness of its processes and activities increases and its goals achieved.

- Task analysis where it is required to study the various types of skills and trainings required to perform a specific job effectively (e.g. assessment or evaluation). required knowledge, skills

and aptitudes needed to perform the job. The important aspects are the tasks to be performed, the methods to be used, the way the employees learn these methods as well as the performance standards required from the employees.

A4. Training evaluation system is necessary to measure the success of the training program, feedback at the end of the training helps determine the amount of learning achieved and indicates any necessary reviews and developments on the training program.

A5. Methodology for Training (tools)

Different tools can be used for managing and delivering the required training under IHAF training system, depending on the type, objective and targeted attendees of the training.

Mainly the following two methods are applied:

- Face to Face Training: this is used for awareness trainings programs where attendees seek basic knowledge and information about the training topic. This facilitates communication and interaction with trainees and leads to better understanding and achievement of the training objectives.

- Remote Training through using IHAF electronic training system (eHAT): this is used when it is difficult for the trainees to be present in the training room and shall be extremely useful for those who reside in other countries. E-learning courses and face-to-face live training on the web can be organized to make it easy for trainees to get the information they want and to be qualified for a specific task. This tool aids in minimizing the travel and lodging expenses for the trainees.

Part B: Training Procedure

1. **Objectives of IHAF Managing Training Courses**

   1.1   To prepare IHAF resources to meet the varying and challenging needs in halal accreditation field.

   1.2   To provide knowledge and skills to members and help qualifying them to be able to work on halal accreditation through capacity building programs.

   1.3   To educate accreditation bodies, conformity assessment bodies, stakeholders and related bodies about IHAF, halal conformity assessment and halal accreditation.

2 **Scope**

   IHAF training system includes different types of trainings depending on the targeted group as defined below in clause 3, each type of IHAF trainings has different aim and different planned outputs that support IHAF objectives and help achieving its goals, the scope for each training shall be varied accordingly.

   Groups who can benefit from IHAF training system are IHAF committees' members and IHAF General Secretariat staff in addition to the targeted groups specified below.

3 **Targeted Groups**

   3.1 Regulatory Bodies and Governmental Sectors:

   Regulatory Bodies and Governmental Sectors play vital role in halal trade facilitation, specifically in assuring that halal products; either exported or imported, have been thoroughly examined and certified based on accepted standards, and in assuring that halal conformity assessment bodies are verified and regularly monitored.

3.2 Industries:

The potential for the halal industry is enormous and it will develop more if common practices are followed for accreditation of halal conformity assessment bodies worldwide. IHAF provides through its training system, a tool for capacity building of halal industry to expand their production of halal products and services.

3.3 Accreditation Bodies:

Accreditation bodies; either member or potential members, can benefit from IHAF training courses. The following courses are organized under IHAF training system and are headed to accreditation bodies:

- Awareness Training - IHAF role in halal accreditation practices.
- Halal Assessor Trainings (based on IHAF Criteria for Halal Assessors).
- Halal Peer-Evaluator Trainings (based on IHAF Criteria for Halal Peer-evaluators).
- Building Capacity Trainings.

3.4 Religious Bodies

IHAF training system aims to provide an   awareness program for IHAF role and how religious parties could add value to the global halal market and with qualifying their expertise in halal requirements within religious bodies to take part in halal assessments and be part of halal assessment teams.

4. Procedure:

4.1 Assessing Training Needs:

Training needs shall be defined based on the followings:

4.1.1 IHAF Goals and sufficiency of available resources to achieve these goals.

IHAF Secretary in cooperation with the IHAF committees shall perform analysis and surveys of available resources to determine the availability of the required competencies who enable IHAF to achieve its goals, e.g. availability of competent halal assessors and halal peer evaluators. Based on the results of the analysis, training activities shall be designed and arranged.

4.1.2 The targeted group for each training activity, and this can be summarized as:

4.1.2.1 Training programs needed for halal assessors and halal peer evaluators are defined in IHAF following documents that were set by IHAF MRA Committee and TA Committee:

- IHAF RD-TAC 001:2019: Guideline on Qualification of Halal Assessors and Halal Experts.
- IHAF/PR- MRA 003:2019: IHAF Procedure for Qualification, Training and Monitoring of Peer Evaluators.

Each halal assessor or halal peer evaluator shall be qualified as per IHAF criteria and shall complete the trainings defined in IHAF documents. MRA committee and halal accreditation bodies shall define the training needs and coordinate with IHAF to organize the required training.

4.1.2.2 Training programs prepared for capacity building of countries in halal conformity infrastructure and halal accreditation shall be initiated and organized based on the gap analysis done by experts to decide what kind of trainings are needed and in which milestone of the structure.

4.2 Pre-Training Planning

4.2.1 Identify goals and objectives of the training activity.

4.2.2 Identify the trainees (targeted group) for the training activity.

4.2.3 Determine the method best fit for conducting the training (refer to Part A, clause 3), consider pros and cons for each method of training.

4.2.4 Prepare the expected budget and the sources of fund.

4.2.5 Select the trainer(s) (who shall have the knowledge of the subject and the teaching ability) and prepare the terms and conditions (TOR).

4.2.6 Prepare "IHAF/ Event Management Checklist-F08:2017" for managing training logistics. If needed; select and approve an external agency to handle logistics. Consider that logistics required will vary based on the method selected for delivering the training.

4.2.7 Prepare training agenda and approve it.

4.2.8 Develop the training material and get it approved by IHAF. Training material shall be designed in a way that facilitate achieving the objectives of the training.

4.2.9 Ensure readiness of logistic arrangements two days prior to the date assigned for the training.

4.3 Delivering Training

4.3.1 Training material shall be well organized and properly presented by the trainer(s).

4.3.2 The training shall allow attendees to participate in the training activity and to practice their skills or knowledge, to the extent possible.

4.3.3 Trainer(s) shall ensure every trainee has been given the necessary information and skills and achieve the training objectives.

4.4 Training Evaluation

The aim of the "Training Evaluation" process is to assess the effectiveness of the provided training on periodic and objective manner and evaluate if the training program achieved the expected results. To evaluate a training, it is essential to collect information for and about the training activity, this information can be used later for guiding decision making and for assessing the effectiveness and relevance of the training components.

Training Evaluation Process shall ensure the followings:

- The trainee shall be asked to give a feedback on the effectiveness of the training program.
- Feedbacks received shall be analyzed to identify weakness and strengths in the training program.
- After evaluation, if the training been ineffective, the training program shall be revised.
- The trainee should be given feedback on how well he/she performed during the training, where applicable.
- Records of evaluations shall be kept.

Part C

E-Training system

(Note for members: this part is not finalized yet, it includes general ideas only since the system is under discussion with the supplier, once it is agreed on and a "User Guideline" is provided, it will be reflected in this document)

1. **Purpose:**

IHAF has established an electronic training system (Name for the system) to create an engaging online experience that guides its members, committees, stakeholders and evaluators to the training they need, and to manage training programs and information sharing. The system shall provide attendees with the required course information and reminders that are time limited, in addition to give users the flexibility to access it from their workplace or home.

a. Categories training courses that form part of the system

Awareness Sessions	Halal Assessor Trainings	Halal Peer - Evaluator	Trainings for Capacity Building

b. Define trainings addressed to halal assessors in different scopes

Training 1	Training 2	Training 3	Training 4

c. Define trainings addressed to halal peer -evaluators

Training A	Training B	Training C	Training D

d. Define trainings required for capacity building programs.

Training a	Training b	Training c	Training d

2. Structure:

Need to agree on it with the company, the company shall propose a suitable structure.

3. Process:

It will depend on the provided structure and way of managing it.
It can include following points:

- Create an account for each member.
- Create username and passwords to those who shall got the training to log in.
- Have access for outsiders to get training after paying the training fees (e.g. potential members, potential evaluators and assessors, normal people seeking training in halal).
- Assign training and send notification to candidates

Part D

Finance Policy

D1. IHAF remains dedicated to support halal training and development, and the process for considering financial assistance. The level of financial support is dependent on the type of course being undertaken and funding available and may not necessarily cover the full costs.

D2. Training fees are dependent on the type of training/program arranged.

D3. IHAF is dedicated to support the process of promoting its role, and the halal accreditation role, for that IHAF shall bear the expenses resulted from awareness programs arranged for countries and no fees applied on such awareness programs. (Refer to Table 1).

D4. Peer-evaluation trainings shall be organized by IHAF General Secretariat in coordination with MRA Committee. Fees are not applicable for these trainings. Candidates must bear the cost of travel and accommodations and daily allowance.

D5. Training/Program Budget shall be prepared during the planning stage before determining the fees.

D6. Fees for technical trainings like trainings within capacity building programs and halal assessor trainings shall be determined on individual bases. Terms of Reference shall be prepared for such trainings to determine the fees and any financial commitments for the involved parties.

D7. For halal assessor trainings, if a member or a potential member requested the training on a national level, then IHAF will cooperate to organize the training and the requesting body will bear the training expenses including trainers' expenses.

Matrix for Training Expenses:

	Awareness Programs	Technical Training Programs for individual potential member	Technical Training Programs for groups	Halal Assessor Training Programs for individual member	Halal Assessor Training Programs for group of the members (regional/international)	Peer-evaluation Training Programs
Trainer	IHAF	IHAF	IHAF	Host	IHAF	IHAF
Training Fees	Not Applicable	Applicable	Applicable	Not Applicable	Applicable	Not Applicable
Travel expenses	IHAF	IHAF	Participant	Host	Participant	Participant
Accommodation	IHAF	Host	Participant	Host	Participant	Participant
Venue	Host	Host	IHAF	Host	IHAF	IHAF
Breaks	Host	Host	IHAF	Host	IHAF	IHAF
Transportations	Host	Host	IHAF	Host	IHAF	IHAF
Translators (when needed)	Host	Host	IHAF	NA	NA	NA

Annex A: Main Types of Trainings within IHAF System

1. IHAF Awareness Programs

Objective:
Introduction of IHAF and how it could facilitate the Halal trade on global level.

Target Groups:
Countries who could potentially have effect on Halal trade globally and their Halal conformity infrastructures are either in early stage or their ABs are not involved in their evaluation/approval systems.

Activities:
One Day awareness program for all stakeholders followed by 1-2 days meeting key public and private organizations to encourage utilizing IHAF facilitation systems.

2. IHAF Building Capacity Training Programs

Objective:
Facilitating with some AB for training for their staff and some other sectors that affect Halal trade to understand Halal Conformity systems & essential requirements, and how IHAF contributes to Halal conformity and trade on global level.

Target Groups:
Countries that are part of IHAF memberships and demands for these kinds of trainings.

Activities:
facilitating training (A 5 days technical course) covered the overall IHAF introductory session and Slaughtering house requirement and verification systems.

3. IHAF Halal Assessor Training Programs

Objective:
In Depth training program for assessors who shall perform halal assessments to assure their competency.

Target Groups:
assessors that are recommended by MRA committee, TA Committee and IHAF Members.

Activities:
A 2-3 days training for experts and assessors to be used for halal assessments. The program can be on national, regional or international levels.

4. IHAF Peer-evaluation Training Programs

Objective:
In depth training program for halal peer evaluators to assure their competency.

Target Groups:
- Peer-evaluators who are recognized by ILAC/IAF
- Peer-evaluators who are recognized regional accreditation bodies
- Assessors who wish to be qualified as halal peer evaluators.

Activities:
A 2-3 days training for peer evaluators and assessors to be used for IHAF peer evaluations. The program shall be on regional and international levels.

I. Amendment Record:

Page No.	Revision No.	Description of the Change