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[October 2022]

Dear Sir/Madam,

## **NIAB HERBAGE CROP INSPECTORS TRAINING COURSES AND APHA EXAMINATIONS 2023**

### **Initial course**

Initial crop inspector candidates will be required to attend a two-part training course. Part 1 will be held online. Part 2 will be held in training plots at NIAB. Details of both parts of training will be given once applications are complete. The closing date for applications is: **07/02/2023**.

### **Part 1**

The part 1, 1 day initial training course for prospective herbage seed crop inspectors will be held on **28/02/2023**

Inspectors are invited to complete online training on the 28/02/2023, which concludes with the official examination on the 28/02/2023 the examination will also take place online. The training course will contain botany, classification, and identification of herbage species, and the theory and practice of crop inspection. Further details regarding the course online content will be sent once booking is confirmed.

Candidates must have the use of a computer or laptop with reliable internet access (a mobile phone or tablet with internet capability is not suitable). Please contact us as soon as possible if you have additional or specific access requirements.

### **Part 2**

The part 2, 1 day training course, for prospective herbage seed crop inspectors will be held on 09/05/2023.

Inspectors are invited to complete in person, plot-based training at NIAB HQ in Cambridge. The training will conclude with an examination, which will complete the assessment for initial candidates. The training course will contain botanical identification and admixture identification for the species covered by this licence.

All candidates will be required to attend, complete, and pass both parts of training in the same calendar year to become fully licenced to inspect seed crops in this species. Candidates who have successfully passed Part 1, are actively encouraged, and permitted to complete crop inspections whilst supervised by a fully qualified inspector, with no less than two years' experience in the appropriate licence.

Candidates should note paragraph 5 of the Crop Inspectors Licence. Which states that a crop inspector may charge a reasonable fee for making an inspection, but otherwise shall not derive any private gain in carrying out his/her functions.



Features of the initial course include:

- Detailed instructions of crop inspection techniques.
- Comprehensive literature.
- Theoretical training in botanical characteristics and inspection theory
- Practical training in botanical characteristics and admixture identification
- NIAB Certificate of Proficiency indicating PASS, MERIT or DISTINCTION for those who reach the required standard.

The fees are:

Training sessions on 28/02/2023 & 09/05/2023 (zero rated VAT)	= £288.00
APHA examination on both sessions (zero rated VAT)	= £183.00
<b>Total</b>	<b>= £471.00</b>

Please return the completed application form to [cert.training@niab.com](mailto:cert.training@niab.com) and make all payments by BACS. **Applications will not be accepted after 07/02/2023. Payment must be received prior to the course closing date otherwise bookings will be deleted. Please use the correct payment reference as shown on the application form and at least 1 surname when making a payment.**

Cancellations received before the course closing date are refundable, less an £80 administration charge. After that, cancellations are subject to the entire course fee. **Fees will not be carried over to the following year. PLEASE NOTE – Booking alterations/amendments will not be permitted after the course closing date, except under exceptional circumstances.**

**NIAB has the right to cancel the Part 2 training element if health and safety is believed to be at risk. If this should happen, candidates will be informed, and alternative methods will be implemented to achieve a full qualification.**

It is a requirement under the Seeds Marketing Regulations 2011 that a person applying for a crop inspector's licence has "completed an appropriate training course relating to the inspection of seed crops of that species and category".

To apply, please return the completed application form to NIAB via email.

If you have any queries, please contact [cert.training@niab.com](mailto:cert.training@niab.com)

This letter should be retained for future reference.

Yours faithfully,

Claire Carpenter  
Seed Certification Senior Technical Specialist

*Note:*

*Patron Her Majesty The Queen*

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ISO 9001 : 2008 Certified



*Your contact details will be included in APHA's online register of Crop Inspectors. For information on how APHA handle personal data please go to [www.gov.uk](http://www.gov.uk) and search Animal and Plant Health Agency personal information charter.*