

Institute of Organic Training and Advice Accreditation Registration Form

Section 1: Personal details

Forename/s:		Surname:	
Title:	Date of birth:	Age:	
Business name (if any):			
Primary contact address:			
Town:			
Postcode:		Telephone:	
Fax:		Mobile:	
E-mail address:			

Are you covered by Professional Indemnity Insurance? Yes No

Please insert expiry date here: ----/--/--

Which category(s) of Accredited Membership are you applying for?

- | | |
|--|--------------------------|
| Adviser | <input type="checkbox"/> |
| and/or Trainer | <input type="checkbox"/> |
| Organic Production | <input type="checkbox"/> |
| and/or Organic Processing, Distribution, Marketing | <input type="checkbox"/> |
| Organic Helpline | <input type="checkbox"/> |
| and/or General Information Provider | <input type="checkbox"/> |

Section 2: Qualifications/professional membership, continued

Please attach proof of qualifications and continue on an additional sheet if necessary

Your Qualifications:

Office use only	Qualifications	Date Awarded	Awarding body

Section 2: Qualifications/professional membership, continued

Please attach proof of qualifications and continue on an additional sheet if necessary

Professional Membership (or other relevant memberships):

Office use only	Professional body	Membership category	Date of entry

Section 3: Current job role

Please continue on an additional sheet if necessary

Please give a brief description of your current job role and responsibilities:

Section 4: Relevant experience

Please indicate how many years' relevant organic advisory and/or training experience you have:

Experience of delivering organic advice and/or training _____

Experience of organic agricultural sector _____

Please detail your relevant business advisory experience below. Use additional sheets if necessary.

Please detail your relevant agricultural experience below. Please use additional sheets if necessary.

Section 5: Professional biography

Please provide a professional biography using a maximum of 100 words.

In addition to your contact details, the information provided here and your areas of expertise noted in section 6 will be available on the online register to assist farmers and others commissioning advice to identify the adviser most suitable for their needs.

Section 6: Areas of expertise

Please select the relevant professional section/s in Section 6 and complete as appropriate. There are 3 sections: (1) Organic producer advisers and trainers, (2) Organic food supply, processing and marketing advisers and trainers and (3) Organic helpline and general information providers.

1) Organic Producer Advisers and Trainers

Please ✓ the box(es) that best describe the organic farming services that you offer, and include details of any advisory skills training courses that you have attended.		
	Tick	Evidence/Comments
Technical advice		
Financial planning and business management		
Marketing advice		
Food processing advice		
Conversion planning - technical		
Conversion planning - financial		
Training		
Other: please specify		

Accredited Members are expected to have a sound, general working knowledge of organic farming, including farming systems, practices, UK and international standards, business, relevant regulations, wildlife management and environmental impact.

In addition, Accredited Members are expected to have in-depth knowledge of at least two of the main subject areas listed overleaf, in an organic farming context, including:

- **technical expertise**
- **relevant standards, regulations and codes of practice (such as animal welfare and agri-environmental codes of practice)**
- **basic financial knowledge.**

Please provide evidence to support each of your areas of specialist expertise, for example a report from your work, articles that you have written, training received or other information.

Section 6: Areas of expertise, continued

Please ✓ the boxes below that specify the areas in which you have in-depth expertise:		
	Tick	Evidence/Comments
Arable		
Horticulture and fruit		
Beef and sheep		
Dairy		
Pigs		
Poultry		
Grassland		
Composting		
Manure management		
Soil management and fertility		
Animal nutrition (species specific)		
Wildlife and nature conservation		
Conversion planning – technical (1)		
Conversion planning – financial (2)		
Financial planning and business management (2)		
Marketing		
Food processing		
Other relevant areas		

The information provided in this section, together with your contact details and professional biography, will be listed in the IOTA register of Accredited Members.

(1) It is important that you specify “Conversion planning – technical” if you are intending to undertake government funded conversion information work – such as OCIS.

(2) It is important to specify “Conversion planning – financial” and “Financial planning and business management” if you are intending to undertake Government funded conversion planning and farm business management work.

Section 6: Areas of expertise, continued

(2) Organic Food Supply, Processing and Marketing Advisers and Trainers

EXPERIENCE

Organic food supply, processing and marketing advisers and trainers are required to have the following experience:

A sound working knowledge of their discipline including practices, relevant regulations, basic financial implications and a general understanding of organic food and associated health and environmental implications.

In addition, Accredited Members are expected to have in-depth knowledge of one or more of the main subject areas in the table below in an organic food and farming context, including:

- technical expertise
- relevant standards, regulations and codes of practice
- basic financial knowledge.

Please ✓ the box(es) below that best describe your specialist business management skills and technical expertise. These are areas in which you can provide specialist advice or training and will be listed on the online register together with your contact details and professional biography.

Please detail evidence/comments to support your claim providing copies of certificates of technical and skills training courses that you have attended.

Please ✓ the box(es) that best describes your skills and/or discipline.		
	Tick	Evidence/Comments
Food supply and distribution		
Food processing		
Business management (1)		
Fair trade		
Farm retail		
Other: please specify		

(1) It is important to specify “business management” if you are intending to undertake Government funded work.

Section 6: Areas of expertise, continued

(3) Organic Helpline and General Information Providers

EXPERIENCE

Accredited Organic Helpline and General Information Providers are expected to have a sound, general working knowledge of organic farming and growing, including farming systems, practices, business implications, factors affecting the opportunities for conversion, grant schemes, current market prices and trends, UK standards, relevant regulations and environmental impact.

Please ✓ the box(es) below that best describe your technical expertise and skills.

Please detail evidence/comments to support your claim providing copies of certificates where appropriate, including any technical or advisory skills training courses that you have attended.

Please ✓ the box(es) that best describes your skills and/or discipline.		
	Tick	Evidence/Comments
Horticulture		
Livestock		
Arable		
Standards		
Farm business		
Marketing		
Other: please specify		

Section 7: Geographical areas

Please indicate below the areas in which you are willing to deliver advice. This information will be available on the online register. Where applicable, advisers will need to demonstrate a knowledge of key regional variations in the policy and support framework, such as differences in the OELS, Agri-environment Schemes, support infrastructure etc.

Country	Tick
England	
Northern Ireland	
Scotland	
Wales	

Section 8: Referees

Please list the names, addresses and telephone numbers of three referees who will support your Accreditation. At least two must have been clients within the previous 18 months. Immediate family members may not act as referees.

1) Referee contact details

Name:

Address:

Town:

Postcode:

Telephone:

Email:

2) Referee contact details

Name:

Address:

Town:

Postcode:

Telephone:

Email:

3) Referee contact details

Name:

Address:

Town:

Postcode:

Telephone:

Email:

Section 9: Reports

Applicants for Accreditation as an Adviser are required to submit 2 reports from recent consultations completed within the last 24 months. Please refer here (http://www.organicadvice.org.uk/accred_reports_apr07.doc) for guidance on the submission of reports. If you do not have Internet access, please contact IOTA on 01547 528 546.

Section 10: Invoicing

There is an annual IOTA subscription fee of £175.00 *plus* an initial Accreditation fee of £111.00 (**total including VAT at 17.5%: £336.05**) for applicants of Accredited Membership. This is payable to the Institute of Organic Training and Advice with your application.

The initial Accreditation fee allows for one single re-submission of your application free of charge. This is non-refundable should your application be unsuccessful.

If invoicing address is different to primary contact address please detail below.

Invoicing details

Purchase Requisition Number (if applicable): _____

Section 11: Declaration

To the best of my knowledge and belief the information given here is correct. I understand that if my application is successful and this information is found to be incorrect then my Accreditation may be withdrawn

I agree to accept the IOTA Accreditation Criteria (see <http://www.organicadvice.org.uk/criteria.htm>) and to abide by the Code of Conduct (see <http://www.organicadvice.org.uk/conduct.htm>). I accept full responsibility and liability for the work that I undertake on behalf of clients and I agree that I will not hold IOTA responsible for work that I undertake or for rejection or termination of IOTA Accredited Membership.

Under the Data Protection Act 1998, IOTA will process the information contained in this application for the purposes of accounts and records, administration of IOTA, consultancy and advisory services and educational information. My details will be accessible through www.organicadvice.org.uk and may be passed to individuals and organisations seeking an adviser.

Signature: _____

Print Name: _____ Date: _____

Section 12: Application for Company Membership

IOTA is a registered Company (No. 5058337) and up to four members of the Board may be elected by Company Members.

Company Membership is distinct from IOTA Membership, since it entitles you to vote for IOTA Board Members and to be voted on to the Board.

Only Accredited IOTA Members are eligible for Company Membership, which is available to you by signing the brief form below.

I apply to be a Company Member of the Institute of Organic Training and Advice and agree that, if my application is accepted, I undertake to contribute such amount as may be required (not exceeding £1) to the Company's assets for payment of the Company's debts if the Company should be wound up while I am a Company Member or within one year of my ceasing to be a Company Member.

Name : Mr/Mrs/Miss/Ms.....(please print)

Signature.....Date.....

Address

Please send your completed application form with signatures on pages 10 and 11 to:

**Sarah Jameson
Institute of Organic Training and Advice
Cow Hall
Newcastle on Clun
Craven Arms
Shropshire
SY7 8PG**

Thank you.

Please ensure you enclose in your application:

- 1) completed Accreditation registration form (this form)
- 2) completed IOTA Membership form
- 3) two reports from consultancies completed within the last 24 months (advisers only)
- 4) the names of three referees
- 5) set up/application fee

[updated March 2010]