**Professional development request to attend the BRC Global Standards Training Festival - India 2018**

**TO:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FROM:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATE:** \_\_ / \_\_ / 201\_

**SUBJECT:** Approval request for BRC Global Standards Training Festival – India 2018

I am writing to request approval to attend the BRC Global Standards Training Festival – India 2018, taking place on 13-15 March 2018 in New Delhi, India.

The BRC Global Standards Training Festival allows me to mix and match courses to achieve my personal food safety and product safety training goals, in addition to providing networking opportunities with my industry peers. Through the festival, I will gain knowledge by understanding the risks to our brand throughout the supply chain and will develop skills around the potential solutions for safeguarding our brand.

My attendance will allow me to enjoy the interaction the courses offer via a highly interactive format, enabling me to learn, question, discuss and practise techniques with my peers. I will leave the festival with a clear understanding of and ability to implement techniques and practices back in the business.

**Food safety topics covered include:** Hazard analysis and critical control points **(**HACCP) | Allergen awareness | Effective foreign body detection and removal | Cleaning and hygiene for food manufacturing | Effective pest control | BRC Global Standard for Food Safety Issue 7 - Understanding the requirements.

**Product safety management courses applicable to all BRC Global Standards include:** Internal auditor | Risk assessment | Root cause analysis.

Many of the courses included in the festival programme form part of the requirements of the BRC Global Standards Professional recognition programme.

Attending this event will help me perform my job more effectively and reach key learning objectives. The training courses deliver content that will teach me how to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Additionally, we will be better prepared to meet the needs of our customers and consumers, as well as protect the integrity of our brand based on the knowledge gained during this educational event. Attendance will support us in meeting the requirement of the BRC Global Standard for Food Safety around staying up-to-date with industry concerns and best practices, as well as confirm management’s commitment to food safety.

The knowledge and skills I will acquire will be immediately applicable to my current projects, such as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**You can see the full festival offering at** <https://brcglobalstandards.com/media/394173/brc-global-standards-training-festival-india-2018-programme.pdf>

**The cost of registration is shown below and includes the training sessions selected, access to the exhibitor hall and all networking opportunities over the three days of training.**

1 x one day training course ₹ 10,000

2 x one day training course ₹ 18,000

3 x one day training course ₹ 24,000

1 x two-day training course ₹ 16,000

1 x two-day training course and 1 x one day training course ₹ 23,000

**The following is an estimate of additional conference costs:**

Airfare or mileage ₹ \_\_\_\_\_

Ground transportation and parking ₹ \_\_\_\_\_

Accommodation ­₹ \_\_\_\_\_
Total cost to attend ₹ \_\_\_\_\_

Thank you for considering supporting my attendance at this important professional training festival.

Kind regards,

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