

RecyClass Auditor Training Courses

Terms and Conditions of Participation

These Terms and Conditions apply to auditors who apply to and participate in the RecyClass Auditor Training Courses. By submitting an application, applicants acknowledge to have read, understood, and agreed to comply with the following terms.

1. Eligibility and Application

1.1. Participation in the Auditor Training Courses is limited to auditors employed or under contract with a Certification Body recognised by RecyClass.

1.2. All applicants must meet the eligibility criteria as outlined in the latest version of the document “Certification Bodies & Auditors Requirements”, including but not limited to background and experience in recyclability, recycling and use of recycled plastics when it applies.

1.3. Applicants must submit a complete application including a current Curriculum Vitae (CV). Submission of the application does not guarantee acceptance on an Auditor Training Course.

1.4. RecyClass limits the participation to Auditor Training Courses to 20 participants. Applications will be evaluated on a first come first serve basis. 1.5. RecyClass reserves the right to accept or reject any application at its sole discretion based on eligibility criteria or internal organisational considerations.

2. Course Format

2.1. All RecyClass Auditor Training Courses take place over a 5-week period, consisting of:

Week 1 – 3: Learning Phase

- Access to audit documentation
- Access to a series of instructional videos
- Completion of a partial exam (depending on the Audit Scheme)
- Live Q&A session

Week 4 – 5: Examination Phase

- Access to the final exam to be completed in 2 weeks.

3. Course Requirements and Completion

3.1. Review of all audit documentation and instructional videos, and completion of the pre-exam when applicable, before the Live Q&A session is mandatory. Failure to comply with these requirements will result in disqualification from the Auditor Training Course.

3.2. Attendance at the Live Q&A session is mandatory. Absence from this session will result in disqualification from the Auditor Training Course.

3.3. Completion of the final exam by the established deadline is mandatory. Failure to submit the exam within the specified timeframe will result in disqualification from the Auditor Training Course.

3.4. Candidates are granted two attempts to pass the pre-exam (when applicable). A second attempt is permitted after the live Q&A session.

3.5. Candidates are entitled to one attempt to pass the final exam of an Auditor Training Course. To requalify, candidates must reapply for a future Auditor Training Course session and pay the full course fee again.

3.6. A minimum score of 80% is required to pass the pre-exam. A minimum score of 70% is required to pass the final exam.

3.7. The use of artificial intelligence (AI) software or AI-assisted tools is strictly prohibited during exams. RecyClass reserves the right to use AI detection tools during the final exam in case of suspected misuse. The use of AI tools will result in disqualification and failing grades for the exam.

3.8. Candidates may review the details of their exam results in the RecyClass Training Hub and appeal the decision. RecyClass will review the appeal but reserves the right to make the final decision on the outcome.

3.9. Applicants are expected to act professionally and in accordance with the principles outlined in the RecyClass Code of Conduct.

4. Fees and Payment

4.1. The course fee is 1,000 EUR, which must be paid in full prior to the start of the course.

4.2. Access to the Auditor Training Course content will only be granted after successful evaluation of the application and confirmation of payment.

4.3. RecyClass prioritizes payment by card. An invoice will be automatically generated. Candidates may complete payment by bank transfer, provided that correct invoice details are submitted by the specified deadline and payment is made before the start of the course, to access the course materials in due time. In case that correct invoicing details are not provided on time, participation to the Auditor Training Course cannot be guaranteed. Amendments to these invoicing details will incur an additional charge.

4.4. Recognised auditors must pay an annual registration fee of 250 EUR to maintain their auditor status. This fee is subject to change. If this is the case, it will be promptly communicated to all Certification Bodies in advance.

5. Recognition of New Auditors

5.1. Successful completion of the Auditor Training Course and final exam does not automatically confer the status of RecyClass recognised auditor allowing auditors to perform RecyClass audits.

5.2. Upon successful completion of a RecyClass Auditor Training Course, candidates must sign and upload to the Audit Tool the RecyClass Code of Conduct.

5.3 Recognised auditors must pay the annual registration fee.

5.4. Recognised auditor status is subject to ongoing compliance with RecyClass auditor requirements, Code of Conduct and RecyClass policies.

6. Cancellation and Refunds

6.1. No refunds are available once the course fee has been paid, regardless of participation or completion status.

6.2. In case of unforeseen circumstances or delays, candidates must notify RecyClass as soon as possible. Extensions or deferrals are not guaranteed and will be considered on a case-by-case basis.

7. Confidentiality of Data

7.1. By enrolling in a RecyClass Auditor Training Course, applicants consent to the processing of their personal data for the purpose of course administration, and future communications related to auditor activities.

7.2. All course materials are proprietary to RecyClass and must not be shared, copied, or distributed without prior written consent.

8. Final Provisions

8.1. RecyClass reserves the right to update or modify these Terms and Conditions at any time. Any changes will be communicated in writing.

8.2. These Terms are governed by the laws applicable in Belgium, and any disputes shall be subject to the exclusive jurisdiction of the competent courts in Brussels.

By submitting an application, applicants acknowledge and agree to these Terms and Conditions in full.