



Employer / Customer Record of Competence

CPT Application Attachment

Southern Africa Professional Trainers Association

Employer / Customer is only required to complete relevant sections!

Table of Contents

1	Contact Details	2
2	Scope of Evidence.....	3
3	General Experience	4
3.1	Years' Experience as Occupational Trainer	4
3.2	Number of training interventions conducted.....	4
3.3	Number of people trained.....	4
3.4	Scope of Experience (Countries, Organisations, Departments).....	5
3.5	Coaching / mentorship programmes undergone in occupational training.....	6
3.6	Workshops presented	6
3.7	Workshops / training materials developed	7
3.8	Training Projects	7
3.9	General Research Conducted in Occupational Training	8
4	Training Methodology Application.....	9
5	Understanding of the Training Process.....	10
6	Applicant Declaration.....	11

1 Contact Details

Name of Applicant (SAPTA Member):	
SAPTA Membership Number:	

Employer / Customer Information – As currently relevant

Name of Person Giving Testimony:	
Contact Landline:	
Contact Mobile:	
Contact e-mail:	

Employer / Customer Information – As was relevant during the existence of relationship

Designation:	
Organisation:	
Department:	
Physical Business Address (line1):	
Physical Business Address (line2):	
Town:	
City:	
Province:	
Country:	

Relationship with Applicant

Duration of relationship	Date From:		Date To:	
Applicant Designation / Role during relationship:				

Give detail on relationship:

--

2 Scope of Evidence

I can provide evidence to the following aspects of the applicant's portfolio:		
Scope of Evidence:	Yes	No
Years' Experience as Occupational Trainer		
Number of training interventions conducted		
Number of people trained		
Scope of experience (countries, organisations, departments)		
Coaching mentorship programmes undergone in occupational training		
Workshops presented		
Workshops / training materials developed		
Other projects in occupational training		
General research conducted in the field of occupational training		
Training methodology application		
Understanding of the training process		

3 General Experience

3.1 Years' Experience as Occupational Trainer

Indicator	Numbers Years
How many years' experience as occupational trainer did the applicant gain whilst working with you?	

3.2 Number of training interventions conducted

Indicator (measured on balance of probabilities, in other words, based on evidence presented is more likely than unlikely that figure is correct)	Actual Numbers
Estimated number of training interventions conducted as occupational trainer whilst working with you?	
<i>Explain how this figure was derived at?</i>	

3.3 Number of people trained

Indicator (measured on balance of probabilities, in other words, based on evidence presented is more likely than unlikely that figure is correct)	Actual Numbers
Estimated number of people that the applicant trained whilst working with you?	
<i>Explain how this figure was derived at?</i>	

3.4 Scope of Experience (Countries, Organisations, Departments)

In which countries did the applicant conduct training interventions whilst working with you? (where space is not sufficient, please attach list and sign)		Number of Interventions
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
For which organisations did the applicant conduct training interventions whilst working with you? (where space is not sufficient, please attach list and sign)		Number of Interventions
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
For which departments (employed trainers) did the applicant conduct training interventions whilst working with you? (where space is not sufficient, please attach list and sign)		Number of Interventions
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

3.5 Coaching / mentorship programmes undergone in occupational training

Which coaching / mentorship programmes did the applicant undergo whilst working with you?

NB: Actual days spent in the programme must be recorded, not duration.

Coaching / mentorship programme	Duration (days)	Coach / Mentor	Year Completed

3.6 Workshops presented

Please list your work experience in occupational training (workshops presented in specific topics)

Workshops (topic / field)	Total Days Claim	Number of Workshops

3.7 Workshops / training materials developed

Which training programmes has the applicant developed whilst working with you?

NB: The training programme must be completely developed, if part of a development team, link it to 'projects'.

Workshops / Materials Developed	Level Pitched	Date Developed	Workshop Duration:

3.8 Training Projects

Which specific projects was the applicant involved with in terms of occupational training whilst working with you? (excluding the development and presentation of specific workshops)

Project:	Days Claim	Duration	Date Completed

4 *Training Methodology Application*

How able is the applicant to combine various training methodologies in one session?

Please explain...

6 Applicant Declaration

We hereby declare that the above information is accurate, true and correct:

Employer / Customer Representative		Applicant	
Name:		Name:	
Date:		Date:	
Place:		Place:	
Signature:		Signature:	

Please forward this document with all attachments to the [SAPTA Office Manager](#):

- Annelize Burger
- (T) +27 12 567 2824
- (M) +27 71 873 2568
- hello@saptaonline.org