



**Training Events Company (TEC)
Endorsement Application
Southern Africa Professional Trainers Association**

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1 TEC Information...

Field:	Information:	Make publicly Available
TEC Registered Name:		
Trading as:		
Company Registration Number:		
Years in Business:		
URL:		
Contact Person:		
Contact Landline:		
Contact Mobile:		
Contact e-mail:		
Contact Fax:		
Physical Address (line1):		
Physical Address (line2):		
Town:		
City:		
Provence:		
Country:		
Postal Code:		
Postal Address (line 1):		
Postal Address (line 2):		
City / Town		
Postal Code:		
Social Media:	Media URL Link:	

2 Nature of Business:

What is the primary nature of your business? (your main function)

What is your organisations mission?

What are your primary objectives?

Weight:

1.		
2.		
3.		
4.		
5.		

3 Scope of Services

Which programmes / qualifications do you present?	Evidence Item:

Please indicate 'YES' or 'NO' to the following statements:	YES	NO	Evidence Item
We present Public Programmes			
We present in-house programmes			
We present e-learning programmes			
We have our own training facilities			
We outsource our training facilities			
We have a sales team			
We have permanently employed trainers			

Please indicate your numbers:	Quantity	Evidence Item:
Number of sales people		
Number of accredited assessors available to do assessments		
Number of SAPTA Certified CPT's available to do training		
Average workshops run per year		

Which Accreditations & Certifications does your organisation have?	Institution	Accreditation / Certification Number:	Evidence Item:

Please list your assessors below:	Certification Number:	Institution:	Evidence Item:

Please list your <u>permanently employed</u> trainers below:		E-mail:	CPT Certified	Not Certified	SAPTA Number
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					

Please list your <u>outsourced</u> trainers below:		E-mail:	CPT Certified	Not Certified	SAPTA Number
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					

In which SADC Regions are currently running training programmes

(please indicate both Country and province)

5 TEC Declaration

SAPTA undertakes to keep this information highly confidential. It is for our administrative purposes only, and none of this information will be made available to any unauthorised person.

We hereby declare:

1.	All information and evidence given in this document is true and correct	
2.	We have no outstanding fees owed to any SAPTA Trainers	
3.	Not our company nor any one of our directors are blacklisted with SAPTA	
4.	We will only use SAPTA Certified CPT's where trainers are trained (the TEC Committee can give a 12-month grace period here)	
5.	We will, within the next three months, request all trainers we work with to submit their SAPTA Certificates (associate or CPT membership certificates)	
6.	We commit to support the SAPTA Mission, Objectives and Code of Ethics	
7.	We accept to undergo an annual SAPTA audit at our own cost	
8.	All trainers we work with are members of SAPTA (TEC Committee can grant 6-month grace period)	

We have attached:

1.	All evidence pieces as indicated in the evidence register	
2.	Company registration documents	
3.	Identity document or passport copies of all directors	
4.	A company portfolio	
5.	Company organigram	

Full names:	
Date:	
Place:	
Signature:	

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

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