



Training Events Companies (TEC's)
Endorsement Application Scorecard
Southern Africa Professional Trainers Association

Name of Applicant TEC:	
TEC Committee Finding:	

Compliance checklist for TEC applicants who requested SAPTA endorsement	Compliant	Not Compliant
Application is properly completed and information provided is sufficient		
Evidence provided is authentic and proves statements in the application		
Applicant is a registered company and all directors and other information is correctly declared		
TEC has more than 2-years' experience in delivering training programmes to client organisations		
Web page is honest representation of what they do and provides sufficient information		
TEC is accessible and easy to get hold of during office hours		
TEC has capacity and ability to sell training programmes		
TEC has physical office address		
Not the TEC or any of its directors are blacklisted with SAPTA		
The TEC as clear mission and objectives that relates to training delivery		
The TEC has a proven ability to produce highly effective training programmes		
The TEC has relevant accreditations which endorses their professional conduct		
The TEC uses accredited assessors where applicable		
The TEC uses competent trainers		

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

TEC Endorsement Committee Representative			
Name:			
Designation:			
Date:		Place:	
Signature:			