

# SAPTA Founders Meeting 03 November 2012

## SAPTA Inaugural Meeting Feedback

Compiled by Derek Hendrikz

11/2/2012

This document aims to set out the major discussion points and decisions made during the SAPTA founding meeting on 03 November 2012. Please note that the basis of the discussions during the founding meeting was based on a discussion document called 'SAPTA de Integro'. It is therefore important to read these documents in conjunction with each other.

# SAPTA Founders Meeting Feedback

Saturday 3 November 2012

## *Contents:*

1. SAPTA Genesis – building a business case .....	page 3
2. Defining SAPTA .....	page 4
3. Governance Frame .....	page 5
4. Strategic Frame .....	page 6
5. Membership & benefits .....	page 8
6. The executive council .....	page 11

## *Attended:*

1. Charles Cotter
2. Derek Hendrikz
3. Dharsh Pillay
4. Henk de Jager
5. Elijah Miti
6. Graham Reid
7. Irene Nelufule
8. Johan Bosman
9. Joyce Mingard
10. Judy Molefi
11. Muctaru Kabba
12. Salomi Visagie
13. Theuns Eloff
14. Toni McGregor

*Next meeting scheduled for 1 December 2012*

## 1. SAPTA GENESIS - BUILDING A BUSINESS CASE:

A lengthy discussion took place on the reason for SAPTA's existence and its reason of being. Current organisations and associations such as SABPP, CIMAP, SAQA, Skills Universe, PSASA, etc were also discussed and the following conclusions were reached:

- There is no current organisation or institution that effectively represents the significant problems and needs that professional trainers face.
- That there is a need for an association to address the unique and specific needs of the 'occupational or organisational' trainer. Thus SAPTA has a reason for existence.
- That SAPTA should include the SADEC region.

Furthermore, it was agreed that currently the main problems that SAPTA might face are the following:

- Standardising processes and procedures with 'training events companies (TEC's)', whom currently 'feed' most of our independent trainers.
- Claiming Trainer independence within the SAQA system (separating the trainer role from the assessor role, being certified as a professional trainer not ETDP, etc...);
- Linking independent roles such as TEC's, trainers & assessors (SAQA designed to support system inclusive of all three);
- Establishing the trainer role as a professionally recognised occupation;
- Generating the resources to bring about a fully accepted and credible SAPTA.

## 2. DEFINING SAPTA:

- There was agreement on the SADC reference to Southern Africa. (Angola, Botswana, Democratic Republic of Congo, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, United Republic of Tanzania, Zambia, and Zimbabwe)
- In terms of what a 'professional trainer' is still needs much debate. This is an important definition since it will determine who can join and benefit from SAPTA.
- The following definition was proposed, but was not fully accepted: "A person who makes a living out of training people within a specific occupational field, thus ensuring that organisational performance is enhanced through effective task execution. The occupational trainer is typically a knowledge expert who summarises a specific discipline or topic to the extent where he / she can present it to a selected audience in a short period of time. The average duration of a training intervention is three days and most training interventions are between one and five days. Due to the time limitation there is often pressure on the occupational trainer to be entertaining and extremely knowledgeable. The occupational trainer will use a variety of methodologies to transfer the summarised learning, e.g.; facilitation techniques, experiential learning techniques, presentation, public speaking, etc."
- In terms of what a professional trainer is will still need much input and debate. Furthermore, we will have to clearly define what the difference is between a professional trainer, a facilitator and a educator (tertiary lecturer).

### 3. GOVERNANCE FRAME:

The following mission was proposed and generally accepted, but still open for debate and adjustments...

#### ***Mission:***

We represent the interest and professional status of occupational trainers in the Southern Africa Region through

1. Narrowly defining the role and function of a occupational trainer to enable absolute performance focus;
2. Constantly negotiating the professional status of the occupational training professional with any and all relevant authorities and bodies, both locally and internationally;
3. Supporting occupational trainers in terms of standardised processes, shared systems and a united structure; and
4. Developing occupational trainers to ensure the highest possible performance when executing their task.

Values were presented but not discussed. Thus no decisions made in this regard.

#### ***Values:***

- Our associates are our **FAMILY** whom we support, assist, develop and look out for.
- We constantly exceed the expectations of our constituency trough delivering **EFFECTIVE SERVICE** that is beyond comparison.
- We **RESPECT** the difference in people.
- What we want to do is unimportant - it's what we do, our **ACTION**s, which matters most.
- We constantly create and renew our systems, processes and structure in order to stay relevant trough **INNOVATION**.
- We demonstrate **EFFICIENCY** through our units of task achievement that always exceeds our units of energy expenditure.
- We **FOCUS** all our energy on our mission, vision and objectives.

#### **4. STRATEGIC FRAME:**

Vision and strategic objectives were presented but not discussed. Thus no decision was made in this regard.

## **V5...**

### **V1 – Ultimate Vision**

To be the international authority on occupational training (We create the world of occupational training)...

### **V2 – 2028 Vision**

SAPTA is internationally influential on the role and practice of occupational trainers.

### **V3 – 2023 Vision**

It is not possible for an occupational trainer within the SADC region to work without SAPTA Certification.

### **V4 – 2018 Vision**

SAPTA is the accepted association of choice for occupational trainers within the SADC region.

### **V5 – 2013 Vision**

SAPTA has more than 500 registered members.

### **Strategic Objectives for Executive Council's Term of Office:**

1. Establishment of at least four SAPTA regional councils.
2. Finalise a SAPTA constitution with code of ethics.
3. Provide a solid frame for good governance of SAPTA (policies, procedures, etc).

4. Well marketed and branded to the extent of being within the consciousness of each occupational trainer within South Africa.
5. Fully accredited as a body with SAQA and the SABPP.
6. Established processes, procedures and association programme with training events companies.
7. Membership benefits and association programmes fully launched and established.
8. Narrowly accepted definition of the occupational trainer role with specific reference to separation of the trainer and assessor role.

## 5. MEMBERSHIP & BENEFITS:

- Firstly, it is generally accepted that all registrations prior to the founding meeting will be accepted as founding registrations, thus such preliminary members will receive the status of founding members, provided that official registrations are received once SAPTA is a registered entity.
- The following people are therefore regarded as the founding members of SAPTA:
  1. Charles Cotter
  2. Derek Hendrikz
  3. Des Patel
  4. Dharsh Pillay
  5. Henk de Jager
  6. Elijah Miti
  7. Graham Reid
  8. Irene Nelufule
  9. Johan Bosman
  10. Joyce Mingard
  11. Judy Molefi
  12. Robert Ahimbisibwe
  13. Salomi Visagie
  14. Shameem Bhikhoo
  15. Suretha Esterhuysen
  16. Theuns Eloff
  17. Toni McGregor
  18. Casper McDonald
  19. Coleen Engelbrecht
  20. Des Patel
  21. Gorette Doria
  22. Herman de Vries
  23. John Steward
  24. Jurie van der Walt
  25. Laurene Engelbrecht
  26. Marlise Wessels
  27. Mante Mphahlele
  28. Palesa Mputhing
  29. Ronni Israelstam
  30. Swarika Singh
- Three categories to SAPTA were generally accepted, but the naming of these categories was not agreed on. The presented categories were as set out below:



## Professional Occupational Trainer

Characteristic:	Benefits:
<ul style="list-style-type: none"> <li>• Makes a living as freelance trainer, be it alone or in association with other trainers.</li> <li>• Does not earn a salary, but derives more than 60% of average monthly income from independent training projects.</li> <li>• Can provide proof of a minimum of 30 paid training engagements per annum <u>or</u> provide proof of a minimum income of R250 000 per annum from training engagements.</li> </ul>	<ul style="list-style-type: none"> <li>• Standardised booking procedure</li> <li>• Standardised payments &amp; cancellation policies</li> <li>• Established relationships &amp; negotiated processes with Training Events Companies</li> <li>• Risk rating of Training Events Companies</li> <li>• Enrolment to a Certified Professional Occupational Trainer Programme (no fee)</li> <li>• Legal assistance with non-payments, etc</li> <li>• Marketing and listing on the SAPTA web page</li> <li>• Listed in a trainer ranking system</li> <li>• Joint SAQA accreditation programme</li> <li>• Listed in a trainers ethics programme</li> <li>• Networking opportunities</li> <li>• Venue rating</li> <li>• Mentorship, coaching and development opportunities</li> <li>• Attendance of monthly regional meetings (no fee)</li> <li>• Attendance of annual trainers boot camp (reduced membership rate)</li> <li>• Attendance of annual SAPTA convention (reduced membership rate)</li> </ul>

## Occupational Training Professional

Characteristic:	Benefits:
<ul style="list-style-type: none"> <li>• Is employed full time as a trainer.</li> <li>• Earns a salary and spends more than 60% of working hours as a trainer of which at least 40% is in-class training.</li> <li>• Can provide proof of the above.</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment to a Certified Occupational Training Professional Programme (no fee)</li> <li>• Legal and other assistance where the members professional status as trainer is involved</li> <li>• Listed in a trainers ethics programme</li> <li>• Networking opportunities</li> <li>• Venue rating</li> <li>• Mentorship, coaching and development opportunities</li> <li>• Attendance of monthly regional meetings (no fee)</li> <li>• Attendance of annual trainers boot camp (reduced membership rate)</li> <li>• Attendance of annual SAPTA convention (reduced membership rate)</li> </ul>

## Associate Occupational Trainer

Characteristic:	Benefits:
<ul style="list-style-type: none"> <li>• Is interested in becoming a trainer, is a novice trainer <u>or</u> currently does training, but not in such a way that it falls in the categories of 'professional' or 'occupational' trainer <u>or</u> does not do training but has an interest in being part of SAPTA.</li> </ul>	<ul style="list-style-type: none"> <li>• Networking opportunities</li> <li>• Venue rating</li> <li>• Mentorship, coaching and development opportunities</li> <li>• Attendance of monthly regional meetings (no fee)</li> <li>• Attendance of annual trainers boot camp (reduced membership rate)</li> <li>• Attendance of annual SAPTA convention (reduced membership rate)</li> </ul>

- Membership fees were proposed, but not accepted. The following fees were proposed, and it was suggested that more research be done regarding this matter:
  - ✧ Professional Occupational Trainer: R3 850 per annum
  - ✧ Occupational Training Professional: R2 750 per annum
  - ✧ Associate Trainer: R1 925 per annum

## 6. THE EXECUTIVE COUNCIL:

- It was decided that an executive council will hold office from 1 July to 30 June in every calendar year.
- Due to the amount of work to be done and getting things of the ground, it was decided that this executive council's term will end on 1 July 2014.
- It was also decided that membership enrolments prior to the official registration of SAPTA as section 21 company will be valid until 1 July 2014 – this is done to get as much as possible membership.
- The following executive council was elected. All work done by this council will be voluntarily, thus members outside this council are encouraged to get involved and enrol as assistants to the council.

<b>Role:</b>	<b>Objectives for Term of Office:</b>	
<b>President</b>	<ul style="list-style-type: none"> <li>• Development of SAPTA strategy</li> <li>• Establishment of- and guidance to regional councils</li> <li>• Establishment of productive relationships with similar associations, both local and international</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Derek Hendrikz</b></li> </ul>
<b>Vice President</b>	<ul style="list-style-type: none"> <li>• Writing of first constitution &amp; governance principles</li> <li>• Writing of Code of ethics</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Charles Cotter</b></li> </ul>
<b>Treasurer</b>	<ul style="list-style-type: none"> <li>• Writing of financial policy</li> <li>• Registration of Sec 21 Company</li> <li>• Opening of bank account</li> <li>• Appointment of auditor</li> <li>• Appointment of bookkeeper</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Graham Reid</b></li> <li>• Johan Bosman (assistant role)</li> </ul>

<b>Role:</b>	<b>Objectives for Term of Office:</b>	
<b>Director of Marketing</b>	<ul style="list-style-type: none"> <li>• Development of SAPTA Logo</li> <li>• Establishment of phenomenal web page</li> <li>• Establishment of social media presence</li> <li>• Development of recruitment strategy (500 members before end of 2013)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Elijah Miti</b></li> <li>• Dharsh Pillay (assistant role)</li> </ul>
<b>Director of Compliance</b>	<ul style="list-style-type: none"> <li>• Registration as official body with SAQA</li> <li>• Registration as official body with SABPP</li> <li>• Feedback &amp; recommendations on any other compliance issues</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Joan Bosman</b></li> </ul>
<b>Director of TEC's Liaison</b>	<ul style="list-style-type: none"> <li>• Development of a Training Events Companies Database</li> <li>• Establishment of meaningful relationships with Training Events Companies</li> <li>• Conditioning of Training Events Companies (processes, bookings, payments, trainer selection, etc)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Henk de Jager</b></li> </ul>
<b>Director of Events</b>	<ul style="list-style-type: none"> <li>• Planning and execution of first SAPTA members boot camp in 2013</li> <li>• Planning and execution of the first SAPTA Convention in 2014</li> <li>• Writing of an awards policy</li> <li>• Proposal of SAPTA awards with criteria</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Dharsh Pillay</b></li> <li>• Elijah Miti (assistant role)</li> </ul>

<b>Role:</b>	<b>Objectives for Term of Office:</b>	
<b>Director of Membership Relations</b>	<ul style="list-style-type: none"> <li>• Writing of Membership Policy &amp; Procedures</li> <li>• Development of Application Process</li> <li>• Development of Trainers Ethics programme</li> <li>• Development of trainers ranking programme</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Salome Visagie</b></li> </ul>
<b>Director of Membership Certification</b>	<ul style="list-style-type: none"> <li>• Development of policy relating to 'Professional Occupational Trainer' and 'Occupational Training Professional' Certification</li> <li>• Development of formal coaching &amp; mentorship policy and procedure</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Theuns Eloff</b></li> <li>• Irene Nelufule (assistant role)</li> </ul>
<b>Director of SAQA Compliance</b>	<ul style="list-style-type: none"> <li>• Development of policy for shared SAQA Accreditation</li> <li>• Transfer of SAQA accreditation from Derek Hendrikz Consulting to SAPTA</li> <li>• Separating the training role from the assessor / moderator role and negotiating such separation with official bodies and org's (SAQA, CIMAP, SABPP, etc)</li> <li>• Proposed process of linking the trainer with the assessor with the sponsor (training events companies, direct customers, etc)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Joyce Mingard</b></li> </ul>

<b>Role:</b>	<b>Objectives for Term of Office:</b>	
<b>Pretoria Regional President</b>	<ul style="list-style-type: none"> <li>• Establishment of the Pretoria regional councils</li> <li>• Holding of exiting monthly regional meetings (developmental in nature)</li> <li>• Establishing a membership base for the Pretoria region</li> </ul>	•
<b>Regional Presidents (regions not prescribed – own initiative used)</b>	<ul style="list-style-type: none"> <li>• Establishment of regional councils</li> <li>• Holding of exiting monthly regional meetings (developmental in nature)</li> <li>• Establishing a membership base for each region</li> </ul>	•

Regional Presidents:

<b>Region:</b>	<b>President:</b>
Pretoria	<ul style="list-style-type: none"> <li>• Tony McGregor (Co-President)</li> <li>• Judy Molefi (Co-president)</li> </ul>
Centurion	<ul style="list-style-type: none"> <li>• Irene Nelufule</li> </ul>
Eastern Gauteng	<ul style="list-style-type: none"> <li>• Theuns Eloff</li> </ul>
Sandton	<ul style="list-style-type: none"> <li>• Dharsh Pillay</li> </ul>

We are looking for volunteers to represent other regions within Southern Africa