

SAPTA Manifesto

Southern Africa Professional Trainers Association

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SAPTA is a non-profit body who ensures professional training and supports professional trainers throughout the Southern African Region.

SAPTA Manifesto

A founding frame for the professional training industry

Saturday 3 November 2012

The purpose of this manifesto is to establish a foundational philosophy and belief system that will govern the conduct and decisions of the SAPTA organisation. It is with this intent that this manifesto provides SAPTA with...

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This manifesto will guide the establishment of –

- Our Constitution
- Our Code of Ethics
- Our Governing Policies

1. OUR BASIC PHILOSOPHY

What we believe...

In establishing the Southern Africa Professional Trainers Association, we include all occupational trainers within Southern Africa. With occupational training, we imply all trainers who train people with the aim of ensuring organisational effectiveness; and with Southern Africa we imply all countries within the SADC region.

Our philosophy is contained in the following presuppositions:

1. That the occupation of professional training is a noble one and a profession that should demand respect from the environment within which it operates.
2. That occupational training always was, currently is and always will be a crucial and non-replaceable part for organisational effectiveness.
3. That it is meaningful for occupational professional trainers to associate with each other in order to regulate the occupational training industry.
4. That there is and always will be a strong need for the regulation of the professional training industry.
5. That the primary competencies of any professional trainer is firstly being a knowledge expert, secondly being a training methodology expert and thirdly being experienced in both.
6. That our primary task as guardian and regulator of the training industry implies a primary function of ensuring that the people who train other people within organisational setting must be able to do what they set out to do in the field of training. We do this by firstly certifying their knowledge expertise and methodological ability and secondly by ensuring that they have sufficient application knowledge of the training industry and its various components.
7. That although the regulations regarding occupational training will change from country to country and from year to year, the basic principles of training are universal and will be valid in any region and within any century.
8. That the internalisation of a collective value system will ensure a family culture and professional conduct amongst trainers.
9. That standardised processes will unite and strengthen the training industry.

2. THE SAPTA MISSION AND VALUES

Who we are and how we do what we do...

Our Mission and Objectives:

We ensure professional training and support professional trainers throughout Southern Africa by...

1. Creating a community of professional trainers;
2. Regulating and quality assuring the standards for professional trainer certification;
3. Pressurising the institutions and agents who make use of professional trainers to only contract SAPTA Certified Professional Trainers; and
4. Supporting and developing professional trainers to ensure the highest possible performance when executing their task.

Our Values:

- We practice one of the oldest professions and therefore the **PROFESSIONALISM** that we demonstrate when doing what we do is not negotiable.
- We prescribe and regulate a very well defined and specific body of knowledge. The **COMPETENCE** of professional trainers is therefore our business.
- We will not under any circumstance compensate or negotiate our mission and values, we will earn trust of our environment through being trustworthy, and therefore our **INTEGRITY** is to us what matters most.
- Our associates are our **FAMILY** whom we support, assist, develop and look out for.
- We are thoughtful and considerate towards our members and associates, we accept and enhance our differences and mostly we **RESPECT** our industry and the people who create and maintain it.
- We are the custodian of professional standards and practice in the training industry and we demonstrate this **STEWARDSHIP** through a service that is beyond comparison.

3. OUR ENVIRONMENT

Our people and area of operation...

Professional Trainer...

A person whose profession entails intervention-based development through the application of training methodologies with the aim of enhancing performance within a specific occupation or within a specific organisational setting and who spends more than 60% of his or her time on such activity.

Primary characteristics of a Professional Trainer...

- Knowledge expert
- Training methodology expert

Southern Africa...

Trainers in the SADC Region (Angola, Botswana, Democratic Republic of Congo, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, United Republic of Tanzania, Zambia, and Zimbabwe)

Association...

A not-for-profit body that represents the interests and professional status of occupational trainers within the SADC region.



4. OUR BODY OF COMPETENCE

Defining our field of expertise...

At SAPTA we promote a body of competence for professional trainers (PTBoC). This body of competence encapsulates the basic skill set, knowledge base, and attitude which a professional trainer must have and it will be regarded as an entry requirement for Certification as Professional Trainer with SAPTA.

On proving competence within the SAPTA PTBoC, a professional trainer will be able to be certified as such and then be authorised to write the acronym CPT (Certified Professional Trainer) behind his / her name.

Our PTBoC (Professional Trainers Body of Competence) is divided into the following six core competency areas... These competence areas in turn are subdivided into primary and secondary competencies:

Primary Competencies:

- Experience
- Subject Matter Knowledge
- Professional Training Methodology

Secondary Competencies:

- Ethics in the Training Profession
- The Training Process
- Research

The effect of the PTBOC (Professional Training Body of Competence) is that where a professional trainer wants to be certified by SAPTA, such trainer will have to prove competence against the PTBoC's primary competencies for each training area in which he / she wants to train in, but the secondary competencies only has to be proved once.

E.g. if a trainer wants to train professionally in the field of project management, then he / she will have to declare the following:

- I have experience as trainer in the field of project management;
- I want to train up to the level of senior management and want to train other project managers and can prove the expertise to train at this level.
- In terms of training methodology, I want to use facilitation skills, presentation skills, and experiential learning, and I can prove my competence in these methods.

The above declaration refers to the primary competencies of the PTBoC, and will have to be proven for each training field which the trainer wants to train in.

In terms of the secondary competencies, the professional trainer only has to prove competence once.

The PTBOC... Core Competence Areas...

1. Experience:

The training practitioner will have to prove that he / she respectively has experience in the field of occupational training and in the discipline within which the trainer wants to train.

2. Subject Matter Expertise:

Here the training practitioner will have to prove competence in the areas of training which he / she wants to deliver. The implication of this core knowledge area is that a professional trainer has to declare his / her area of training delivery and be assessed and certified for such area of training as well as the level at which it will be presented.

3. Professional Training Methodology:

Here the training practitioner will have to prove competence in three primary training methodologies, namely...

- Presentation
- Facilitation;
- Experiential Learning or similar;

4. Ethics in the Training Profession:

Here the training practitioner will have to prove that he / she can apply the SAPTA Code of Ethics beyond dispute. Evidence relating to the entire SAPTA Code of Ethics has to be provided in this regard.

5. The Training Process:

Here the training practitioner will have to prove that he / she has sound knowledge of the general training process. The training process is generally understood as...

- a) Training needs analysis;
- b) Training Design
- c) Training Intervention
- d) Training Intervention Evaluation
- e) Summative Assessment

6. Research

Here the training practitioner will have to prove that he / she has sound knowledge of the general research process, especially as it pertains to the development of training materials. The research process is generally understood as...

- a) Identification of research problem
- b) Literature review
- c) Specifying the purpose of research
- d) Determine specific research questions or hypotheses
- e) Data collection
- f) Analysing and interpreting the data
- g) Reporting and evaluating research