

Southern Africa Professional Trainers Association (SAPTA)

SAPTA Membership Policy

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10 June 2014



SAPTA Membership Policy
Approved: 12 July 2014



Membership Policy Status:	Date:	Signed off by:	Signature:
Accepted by the SAPTA Board of Directors	12 July 2014	Derek Hendrikz National President	
Amended by the SAPTA Board of Directors			
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1. Authority of Policy:

- 1.1 The SAPTA Membership Policy is directly authorised by the SAPTA Constitution and has been approved by the SAPTA Board of Directors on
- 1.2 Purpose of the SAPTA membership Policy is to regulate all issues relating to registered members of SAPTA.
- 1.3 This policy purpose will manifest through the following policy objectives:
 - 1.3.1 Define SAPTA membership categories
 - 1.3.2 Outline the benefits of membership categories
 - 1.3.3 Provide a Professional Trainers Body of Competence (PTBoC)
 - 1.3.4 Provide minimum requirements for certification as a CPT
 - 1.3.5 Guide the certification process of professional trainers
 - 1.3.6 Guide the approval process of external providers who will assist SAPTA with the certification process
 - 1.3.7 Ensure quality continued professional development for all trainers
- 1.4 Any amendments to the SAPTA membership policy is recoded under the Annexure A of this policy statement.
- 1.5 The following policy issues is directly governed by the SAPTA Constitution and therefore not repeated in this policy document:
 - 1.5.1 Policy Scope
 - 1.5.2 Policy Definitions
 - 1.5.3 Delegation of Authority
 - 1.5.4 Responsibility, control and maintenance
 - 1.5.5 Policy Review

2. Membership Categories:

- 2.1 SAPTA Membership has two distinct categories, namely Associate membership and CPT (Certified Professional Trainer) membership.
- 2.2 Associate membership is open to all interested in SAPTA and the only entry requirement is the payment of an annual association membership fee.
- 2.3 CPT membership is open to members who qualify and have been certified as professional occupational training practitioners, and who is actively involved in the industry, and who hold relevant qualifications and/or have the relevant experiences.

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3. Prescribed Body of Competence (PTBoC):

- 3.1 The PTBoC is published and amended under Annexure B of this policy statement.
- 3.2 SAPTA acknowledges that the body of competence (BoC) within the domain of professional training are those core teachings, skills, practical experience, subject matter expertise and research contributing to excellence in the profession of occupational training. We subscribe to the principle that PTBoC forms the foundation for the competencies, qualification and curriculum of the prescribed professional programs for trainers. We strive to ensure epistemological access to the body of knowledge as defined for each role and assist members through coaching and mentoring to master each set of the essential competencies. Where possible, guidance will be provided to members on the application of the BoC and these principles in practice.
- 3.3 The PTBoC forms a base competency set which each professional occupational trainer must prove competent in before being SAPTA Certified as a practicing professional trainer.
- 3.4 We recognise that the required core competencies and the body of competence in training has to be a living reference of the collective knowledge and experience in our profession (Occupational Training) and therefore has to be dynamic and constantly adapted in order to incorporate new research and developments in the field, technological implications and to ensure the relevance of the curriculum.
- 3.5 The body of competence for training as prescribed by SAPTA is also accepted as the ontology for the domain of training.
- 3.6 At core of the SAPTA PTBoC is the ability to demonstrate core training methodologies. These methodologies are defined in the SAPTA Constitution and are:
 - 3.6.1 Presentation Skills;
 - 3.6.2 Facilitation Skills; and
 - 3.6.3 Experiential Learning.
- 3.7 The PTBoC is guided by a weighting system that will indicate achievement of any aspirant CPT in his or her certification progress, e.g. where an aspirant CPT has 45% competence, he or she still has a 55% competence to fulfil before being certified. 100% competence tested against the PTBoC is required for certification to be successful.
- 3.8 Mastery of the body of competence and implementation in practice is demonstrated by passing rigorous assessment and evaluation at single or multiple levels before certification by SAPTA. These include the associated activities, tasks and skills necessary to be effective in execution of professional training.

4. Membership Fees:

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- 4.1 SAPTA Membership Fees for each membership category is published and amended under Annexure C of this policy statement.
- 4.2 The SAPTA Board will determine the membership fees for Associate membership and CPT membership respectively during their last annual quarterly meeting.
- 4.3 Any changes in membership fees must be reported to all members through electronic mediums such as social media, e-mail, newsletters, etc.
- 4.4 Current membership fees must be reflected on the SAPTA web page and on official application documentation.
- 4.5 SAPTA will ensure that the annual rates and membership fees are comparable to that of similar professional associations/bodies both locally and internationally.

5. *Membership Benefits:*

- 5.1 SAPTA Membership Benefits for each membership category is published and amended under Annexure D of this policy statement.
- 5.2 The SAPTA Board will determine the membership benefits for Associate membership and CPT membership respectively during their last annual quarterly meeting.
- 5.3 Any changes in membership benefits must be reported to all members through electronic mediums such as social media, e-mail, newsletters, etc.
- 5.4 Current membership benefits must be reflected on the SAPTA web page and on official application documentation.

6. *Professional Trainer Certification (CPT):*

- 6.1 Acquiring SAPTA CPT Status is the highest form of SAPTA membership and will only be awarded through rigorous assessment against the SAPTA PTBoC.
- 6.2 To be accepted as a certified professional trainer (CPT) the applicant will have to prove competence against the PTBoC as defined under Annexure B of this policy statement.
- 6.3 Proof of compliance to the PTBoC must be submitted via a SAPTA prescribed Portfolio of Evidence (PoE).
- 6.4 Where members have been certified as CPT's, and want to retain such certification they will have to annually submit evidence that they, during the past 12-months, have spent 55% or more of their working time in the practice of occupational training.
- 6.5 CPT status will have two categories, namely CPT Local and CPT International. Where members want to receive CPT International status, they have to prove a further basic requirement that during the last

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36-months they have worked in 5 or more different countries, on at least 15 occasions. This requirement will also have to be submitted annually to retain international CPT status.

- 6.6 CPT certification will be approved by the SAPTA Board directly or indirectly via a Board Sub-committee during each sitting of the Board or Sub-committee.
- 6.7 Official record of all CPT applications and supporting evidence will be permanently filed by SAPTA in electronic format.

7. Service Provider Approval:

- 7.1 To assist SAPTA in the certification process, the Board may approve service providers to assist aspirant CPT's to compile a SAPTA prescribed portfolio of evidence (PoE).
- 7.2 Such Service providers may charge a service fee in addition to the normal SAPTA application fee.
- 7.3 Where an approved service provider provides training to aspirant CPT's, such training will be accepted as sufficient evidence of competence, provided that such competence is limited to the following PTBoC areas:
 - 7.3.1 Professional Training Methodology;
 - 7.3.2 Ethics in the Training Profession;
 - 7.3.3 The Training Process; and
 - 7.3.4 Research.
- 7.4 The acceptance of competence, as defined in paragraph 7.3, will only be valid where such training provider undergoes an annual audit, which should include the following audit dimensions:
 - 7.4.1 Training programme content which is aligned to the SAPTA PTBoC;
 - 7.4.2 Training programme duration which is acceptable for capacitating aspirant CPT's in proving competence against the PTBoC;
 - 7.4.3 Training programme methodology which is sufficient to capacitate aspirant CPT's in proving competence against the PTBoC;
 - 7.4.4 Trainers who are competent to capacitate aspirant CPT's against dimensions of the PTBoC; and
 - 7.4.5 Training Venues which presents a conducive learning environment for CPT development.
- 7.5 Where aspirant CPT's can prove competence against the PTBoC, based on prior learning and experience, an approved provider can charge such aspirant CPT a fee, in addition to the SAPTA application fee, for assisting in the development of a PoE.
- 7.6 It is the discretion of the Board to how many training providers to approve to assist them with CPT development and accreditation.

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- 7.7 It will be the discretion of the Board to decide whether they will accept direct PoE submissions or whether all submissions should be presented via an approved service provider.

8. Continued Professional Development:

- 8.1 To ensure that trainers continually update their professional knowledge and skills for the end benefit of the learner and/or client, SAPTA has implemented a Continuing Professional Development programme.
- 8.2 SAPTA will manage a Continual Professional Development (CPD) programme in which CPT's must participate to maintain their professional status.
- 8.3 It is required of CPT's to accumulate, either through SAPTA events or external CPD accredited events, 10 CPD points every 36 months. This is compulsory for retaining a CPT status.
- 8.4 SAPTA will host four developmental work sessions per annum which will focus on the development of professional trainers. Each session will allocate a CPT 2 CPD points.
- 8.5 50% of the CPD points earned should be done on training methodology or SAPTA accredited events.
- 8.6 Where trainers attend development programmes from other institutions, SAPTA will evaluate the programme and allocate CPD points based on its development value. The weight allocated to any external programme will depend on its contribution towards the CPT's PTBoC competencies.
- 8.7 Where a CPT fails to comply with CPD points, such member will be given six months to comply. Where a member fails to comply after the 6 month period, the Board will consider appropriate action which could include the stripping of CPT status.

9. Code of Conduct:

- 9.1 The code of conduct for SAPTA members are described in the SAPTA Code of Ethics.
- 9.2 As part of submission for application as a CPT, each applicant must prove competence against the SAPTA Code of Ethics and submit a signed declaration of continual loyalty and compliance to the code.
- 9.3 Where a CPT member breached the SAPTA Code of Ethics, a disciplinary hearing will take place which could lead to a fine, stripping of CPT status or expulsion from SAPTA.
- 9.4 Although compliance to the code of ethics apply to all SAPTA members and non-compliance to the code could lead to expulsion from SAPTA, it will not be required from Associate Members to sign the code.



Annexure B: SAPTA PTBoC

Primary Competencies (80%)...			
Competency:	Weight:	BoC	Weight:
Occupational Training Experience	.20	<ul style="list-style-type: none"> Two years' experience in the field of occupational training. During above experience, the occupational trainer must have spent 60% or more of his or her working time in the practice of occupational training as defined in the SAPTA Constitution. 	<ul style="list-style-type: none"> .10 .10
Subject Matter Knowledge	.20	<ul style="list-style-type: none"> Subject Knowledge. Experience in specific knowledge area. 	<ul style="list-style-type: none"> .10 .10
Professional Training Methodology	.40	<ul style="list-style-type: none"> Demonstration of competence the primary training methodologies*. Demonstration of the combination of the primary training methodologies* in one session. Experience in the primary training methodologies*. 	<ul style="list-style-type: none"> .10 .20 .10
Secondary Competencies (20%)...			
Competency:	Weight:	BoC	Weight:
Ethics in the Training Profession	.025	<ul style="list-style-type: none"> Evidence of demonstration of all SAPTA values. 	<ul style="list-style-type: none"> .025
The Training Process	.025	<ul style="list-style-type: none"> Demonstration of sound knowledge in the training process. 	<ul style="list-style-type: none"> .025
Research & Development	.15	<ul style="list-style-type: none"> Competence in research and knowledge creation. Competence in training materials development. 	<ul style="list-style-type: none"> .05 .10

* The Primary Training Methodologies are listed in this policy statement as presentation skills, facilitation skills and one other.



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Notes on the PTBoC...

- The Professional Trainer Body of Competence (PTBoC) represents the competencies with their respective importance weighting that each Certified Professional Trainer (CPT) should have when being certified as a professional trainer with SAPTA.
- The weighting system above only indicates weight of completion, e.g. if you have subject matter knowledge and you can apply the training process, then you have achieved a 22.5% competence towards proving competency against the PTBoC.
- To be certified as a professional occupational trainer (CPT) you need to prove 100% competence against the PTBoC.
- The PTBoC does not dictate or promote progressive development in terms of the body of competence, in other words, it is possible to first learn the training process, then to get subject knowledge, then to gain experience, etc. In other words the development of the competency set can take a myriad of routes.
- Where an aspirant CPT must prove that he / she has spent 60% or more of his / her working time on occupational training, then such time will be where a trainer spends 80% of his / her time in practicing training methodology and 20% of his / her time in research and development. Other activities will not be regarded as time spent on occupational training.
- SAPTA will approve service providers to develop professional trainers in areas of the PTBoC. Where external providers present such development programme, the following focus is prescribed:

Competency:	Weight:	BoC
Professional Training Methodology	.60	<ul style="list-style-type: none"> • Demonstration of competence the primary training methodologies*. • Demonstration of the combination of the primary training methodologies* in one session. • Experience in the primary training methodologies*.
Ethics in the Training Profession	.05	<ul style="list-style-type: none"> • Evidence of demonstration of all SAPTA values.
The Training Process	.05	<ul style="list-style-type: none"> • Demonstration of sound knowledge in the training process.
Research	.30	<ul style="list-style-type: none"> • Competence in research and knowledge creation. • Competence in training materials development.



Annexure C: Membership Fees

Membership fees are established and reviewed on annual basis by the SAPTA Board, and is currently set at the following rates:

- Associate membership: R500 per annum
- CPT Membership: R1000 per annum



Annexure D: Membership Benefits

Membership benefits are established and reviewed on annual basis by the SAPTA Board, and is currently set as follows:

Associate Member benefits:

- Invitation to and attendance of SAPTA events (e.g. annual convention) at discounted rates.
- Networking and affiliation opportunities.
- Subscription to a SAPTA newsletter.
- Access to SAPTA continued professional development opportunities at discounted rates.
- Guidance from experienced trainers on various aspects.
- Access to information on trainers and event's organisers.
- Opportunity to become a CPT.

CPT Member benefits:

- All benefits allocated to associate members.
- Certification and registration as a SAPTA CPT (Certified Professional Trainer).
- Use of CPT status on business cards, portfolios, CV's, etc.
- Enhanced reputational status and credibility.
- Use of SAPTA Logo on personal web page and profiles.
- Listed in the trainer ranking system.



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- Marketing and listing through the publicized on-line profile on the SAPTA webpage.
- Participation in mentoring, coaching and other capacity building programmes.
- Attendance of SAPTA endorsed development events which will qualify you for the required CPD points.
- Access to standardized training administration documentation.
- Legal assistance in cases of non-payment from training events companies.
- Risk assessment of various training events companies and collective negotiation processes with these training companies (to avoid exploitation and to maximise earning/income potential).