

Southern Africa Professional Trainers Association (SAPTA)

SAPTA Membership Procedures

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SAPTA Membership Procedures

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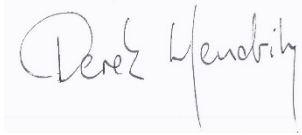
Membership Procedure Status:	Date:	Signed off by:	Signature:
Accepted by the SAPTA Board of Directors	12 July 2014	Derek Hendrikz National President	
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Summary of Abbreviations:

- CPD - Continuing Professional Development
- CPT - Certified Professional Trainer
- EFT - Electronic Funds Transfer
- PoE - Portfolio of Evidence
- PTBoC - Professional Trainers Body of Competence
- RPL - Recognition of Prior Learning
- SAPTA - Southern Africa Professional Trainers Association

1. Associate Membership Application Procedure:

- 1.1 Persons interested to associate with SAPTA need to apply for Associate Membership by submitting an Application form. The Application form can be downloaded from the SAPTA website or through e-mail services if required. The Applicant must return the completed Application to the SAPTA Office, along with payment of an Associate Membership fee which will be indicated on the Application form.
- 1.2 Where prospective associate members need an invoice, they can indicate so on their application, on which the SAPTA office manager will submit such.
- 1.3 All fees will be paid into a SAPTA bank account either via EFT or a direct bank deposit - no cash will be accepted.
- 1.4 An Applicant can only become an Associate Member if the Membership fee has been paid. All relevant fees will be posted on the SAPTA web page and revisited annually.
- 1.5 Although the SAPTA office manager will accept all applications for associate membership on receipt of payment of the annual associate membership fees, the SAPTA Board reserves the right to cancel or suspend membership.
- 1.6 The details of a new associate member will be captured on the SAPTA database.
- 1.7 Upon approval, the Applicant will receive an Associate Membership Certificate indicating validity of his or her membership period.
- 1.8 A summary of the Application process:
 1. Person requests application form or downloads it from the website
 2. Application form is completed and returned to SAPTA with proof of payment
 3. If needed, the SAPTA office manager generates an invoice and sends to Applicant
 4. New Member receives Membership certificate and is welcomed to SAPTA

2. CPT Certification Procedure:

- 2.1 An Applicant CPT's must be a registered Associate SAPTA Member to become an approved CPT. Non-SAPTA Members wanting to become a CPT's are required to follow the full process as set out in Clause one (1) of the membership procedures.
- 2.2 Any SAPTA Member can apply to be a registered CPT. The CPT application process will be fully outsourced by SAPTA to preferred providers. Such providers will manage the application process and submit the CPT application to SAPTA on behalf of the applicant.
- 2.3 Preferred providers for CPT Applications will be listed on the SAPTA website. The Applicant will contact one of the Preferred Providers and supply them with all the information needed for their

- application. Such information can be downloaded from the SAPTA website. The preferred provider will also assist the applicant in this regard.
- 2.4 The Preferred Provider selected by the applicant will evaluate the application using the information provided.
 - 2.5 A Portfolio of Evidence submitted together with an interview and Recognition of Prior Learning should be sufficient to determine whether the Applicant is qualified to be registered as a CPT. In the case where more information is required, it could be requested by the Preferred Provider from the Applicant. The Applicant will pay a fee to the Preferred Provider for the process of evaluating the Applicants RPL and PoE.
 - 2.6 The criteria for the approval of the Applicant will be in accordance with the SAPTA PTBoC.
 - 2.7 If the Preferred Provider established that the Applicant is not sufficiently qualified, but that the Applicant can be qualified through training, the Preferred Provider will notify the Applicant of his/her shortcomings. It will be suggested to and required from an Applicant to do additional training as set out by SAPTA and the Preferred Provider.
 - 2.8 If the Preferred Provider established that the Applicant is not sufficiently qualified and that training only will not be sufficient for qualification, he/she will be sent for training and will be requested to fulfil all the relevant shortcomings, such as experience etc.
 - 2.9 The Application approval by the Preferred Provider will be sent to SAPTA, to be reviewed and registered. The SAPTA Board will approve all CPT applications.
 - 2.10 On approval, the Applicant will receive a CPT Certificate for either Local or International training from SAPTA, pending payment of CPT fees. The certificate will also indicate the CPT's area of expertise.
 - 2.11 CPT fees will be available on the SAPTA website, and will be reviewed annually.

3. Appeal Against Board Findings on CPT Application Procedure:

- 3.1 CPT Applicants can lodge an Appeal against any of the findings of a Preferred Provider or SAPTA. This Appeal will be delivered to SAPTA for review by the SAPTA Board. The SAPTA Board can reverse the decision previously made, if it is found that the original decision was misapplied. If the original decision was found to be correct the Board could request the Applicant to appear before them to argue his case. The original decision can be reversed and the Application can be approved if the Board found the Applicants argument satisfactory.
- 3.2 The Board could suggest to/request the Applicant, to submit more information, gather more experience or undergo more training.

- 3.3 If the Board rejects the appeal they will notify the Applicant in writing of their findings. The Applicant must then restart the process as set out in Clause two (2) of these procedures if needed.

4. Management, Updating and Renewal of Membership and Member Information:

- 4.1 Application forms will be preserved on a Database for reference when required. A Register will be kept of all SAPTA Members as well as a Register of CPT's. The Membership will be updated annually for all Members. Invoices will be generated by SAPTA and will be sent to each Member by email. Membership can only be renewed on receiving the Membership fee. Members will be required to update any changes in their particulars. This will be reiterated on the Membership Invoice.
- 4.2 CPT's will pay a single fee which includes SAPTA Membership fees as well as the Certification of being a CPT. A CPT will validate annually that he/she has worked more than 55% of their time as a Trainer. This evidence will accompany the payment of the invoice. CPT's will need to renew their Certification every three years by substantiating that sufficient CPD points have been collected. SAPTA will, together with the Invoice, request from the CPT any Supporting documents that will be required annually and every three years.
- 4.3 Members can withdraw their Membership. These Members will be scrapped from the Member Register. However, records will be kept of these Members. Should an ex-Member wish to become a Member again, he/she will need to pay the required Membership fee, and update all their information as requested.
- 4.4 CPT Members can withdraw their Membership. Should the ex-CPT Member wish to be re-registered, he/she will have to follow the complete process as set out in Clause 2 of these procedures.
- 4.5 SAPTA will send reminders two months prior to the expiry of the three years CPT period.

5. Membership Disciplinary Procedure:

- 5.1 The SAPTA Code of Ethics and Constitution should be adhered to at all times by Members of SAPTA. A SAPTA Member that was found to be in misconduct of any of the Code or Constitution will be served a Notice or a Warning depending on the severity of the wrongdoing. The Notice or Warning will be delivered to the email address of the Member.
- 5.2 Where a Member has received a Warning it will be required of him/her to respond regarding the incident. The response should include a Statement from the Member on how the issue will be solved. SAPTA will keep record of all incidents. If SAPTA finds the Members Statement sufficient, it will be

agreed that the issue was resolved. Further communication will commence if the Statement was unsatisfactory.

- 5.3 Where a Member has received a Notice, he/she will be requested to appear in front of the SAPTA Board. The Member, with no representation, will be questioned by the Board. If the Board necessitates further enquiry, they will do so.
- 5.4 The Board could expel the Member and/or revoke the Members CPT status. This will be done in writing.
- 5.5 Records will be kept on all disciplinary procedures and expulsions, and no refund will be provided on the Membership fees.

6. Claim to Legal Assistance Benefits Procedure:

- 6.1 The CPT will download the Claims form from the website or request to be emailed.
- 6.2 Claims form should be completed and submitted with all the relevant required information attached.
- 6.3 The information will be reviewed and more information could be requested.
- 6.4 Information will be gathered and accessed by the Member and a Delegated Authority.
- 6.5 Evidence will be reviewed and evaluated, if sufficient evidence was gathered.
- 6.6 From the evidence a statement will be compiled and will be presented before the Board.
- 6.7 Approval could be granted or denied by the Board regarding any Dispute Resolution that is required.
- 6.8 The Dispute Resolution process should commence with an Amicable Settlement. Any form of Amicable Settlement could be utilised, e.g. Mediation, Negotiation, Conciliation etc. The Neutral party to the amicable process could be any approved person or SAPTA or a SAPTA Member.
- 6.9 If the process of Amicable Settlement is ineffective, Litigation procedures will be followed.
- 6.10 The Board will make a decision whether Legal Assistance will be paid for by SAPTA. If approved the Board will appoint Preferred Legal Assistance, which should assist the CPT in their case.

7. CPD Points Allocation Procedure:

- 7.1 CPT Members are required to accumulate 10 CPD points within every 36 months cycle. Fifty percent (50%) of the points should be done on training methodology; the other 50% could be on subject matter expertise.
- 7.2 SAPTA will, with the last Invoice in every three year cycle, attach the required Application form. With each annual invoice the Member should attach that year's CPD points accumulated. This will assist in the rapid review and evaluation of the required CPD points on a three year basis.

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- 7.3 The form will be submitted to SAPTA by the Member together with all supporting documents, and reviewed and approved by SAPTA Members or a Delegated Authority.
- 7.4 SAPTA will allocate CPD points to their own events.
- 7.5 External CPD points must be accredited by External Authorities, provided they are on the approved accreditors list of SAPTA.
- 7.6 CPD points could be acquired through various methods:
 - Attending CPD accredited events that are relevant to the Members industry
 - Writing articles or blogs
 - Subscribing to relevant Newsletter or Magazines
 - Attending or Presenting a SAPTA event
 - Development of new training materials
 - **NOT** by presenting an accredited event privately or through another Service Provider
- 7.7 CPT approval will depend on CPD points accumulated, PoE of work done for the period and payment of fees.
- 7.8 It must be noted that all CPT points must either be accumulated for training methodology or for subject matter expertise on which the CPT is registered.

8. CPD Points to Programmes Allocation Procedure:

- 8.1 Whenever a SAPTA event is organised the Board will decide on the points to be allocated to the event, depending on the information and knowledge that will be shared and the amount of time spent at the event. The Board will evaluate each event independently to determine the appropriate amount of points to be allocated.
- 8.2 Each event can have a maximum of two points allocated. There is no minimum amount of points to be allocated. A guideline to the Board is 0.20 points per hour for a SAPTA event.
- 8.3 A CPT is eligible for CPD points, if he/she attends the event and signs the register as proof of attendance. No representatives are allowed. The CPT should keep record of events, to be submitted on the application form, for review of his/her CPT certification.

9. Preferred Provider Appointment Procedure:

- 9.1 Preferred providers will be appointed by the SAPTA Board.
- 9.2 Such appointment can be for Preferred Evaluator or preferred Trainer.
- 9.3 The purpose of preferred providers will be to:

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- Assess prospective CPT's against the SAPTA PTBoC;
 - Train prospective CPT's to achieve competence against the PTBoC; and
 - Assist prospective CPT's to prepare their CPT applications for submission to the SAPTA Board.
- 9.4 The Provider has to prove his/her competency in how to evaluate RPL and PoE, in order to become an Evaluator, and has to prove his/her competency in the Training of Training Methodology e.g. Train the Trainer.
- 9.5 Each Provider that is interested in becoming a Preferred Provider should submit an Application form that can be downloaded from the website or requested from the SAPTA office manager. A SAPTA Member can recommend a Provider who then needs to complete the Application form. The Application form will be for either an Evaluator/Trainer or both.
- 9.6 SAPTA will recommend an assessment and training process in line with the SAPTA PTBoC.
- 9.7 The Provider is required to submit a Method Statement to SAPTA, of by what means they can evaluate an Applicant CPT on their RPL and PoE, and by what method they will train them on Training.
- 9.8 This Method Statement will be evaluated by Members of the Board against the SAPTA PTBoC.
- 9.9 If approved the Provider will become a Preferred Provider. The Preferred Provider will be publicised on the website and be sited on the Register of Preferred Providers, as Preferred Evaluator, Preferred Trainer or both.
- 9.10 If the Method Statement does not seem sufficient, SAPTA will notify the Provider of any shortcomings. The Provider will still have the opportunity to resubmit if they revised the Method Statement favourably.
- 9.11 If a Provider is found to be incompetent in evaluating or training a CPT they will not be registered as a Preferred Provider.

Preferred Provider Audit Procedure:

- 9.12 Preferred Providers will be audited every three years by a SAPTA appointed authority.
- 9.13 SAPTA will send to the Preferred Provider a Renewal Request Form, so as to renew their 3 year period. This request will be sent two months prior to the end of the 3 years.
- 9.14 The Provider will have to submit the Renewal Form, on which the SAPTA appointed authority will do an on-site audit on the provider's competence and compliance to SAPTA regulations.
- 9.15 Based on the audit report, the Board will decide whether they can renew Preferred Provider status or not.

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9.16 Each new Member that has been evaluated or trained by the Provider will also complete an Evaluation form supplied by SAPTA, regarding the service provided. These records will be preserved and used for the review process.

10. Modification of Procedures:

- 10.1 The SAPTA procedures may be reviewed and modified from time to time by the Board to enhance understanding or clarity, or address certain needs.
- 10.2 Fundamental changes to the Membership criteria or terms may need to be referred to Membership for comments.
- 10.3 All amendments and changes should be recorded in the attached Annexure.

