

Southern Africa Professional Trainers Association (SAPTA)

SAPTA Training Events Companies (TEC) Procedures

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Compiled by Derek Hendrikz

11 September 2014





Membership Procedure Status:	Date:	Signed off by:	Signature:
Accepted by the SAPTA Board of Directors	01 February 2015	The SAPTA President: Derek Hendrikz	
Amended by the SAPTA Board of Directors			
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Summary of Abbreviations:

- TEC – Training Events Company
- CPT - Certified Professional Trainer
- SAPTA - Southern Africa Professional Trainers Association

1. TEC Endorsement Application Procedure:

- 1.1 Where a TEC wishes to be endorsed by SAPTA, such TEC must submit an official endorsement application form with all required evidence pieces to the SAPTA Office Manager.
- 1.2 SAPTA Endorsement Application form will be coded in Annexure B of this Procedure and published on the official SAPTA website, www.saptaonline.org
- 1.3 On receipt, the SAPTA Office manager will review the application and its evidence pieces to ensure that the application is compliant and complete.
- 1.4 Where necessary to verify the authenticity, the office manager will complete the official authenticity verification form and attach such to the TEC Endorsement Application.
- 1.5 SAPTA Office Manager Authenticity Verification form will be coded in Annexure B of this Procedure and published on the official SAPTA website, www.saptaonline.org
- 1.6 Where the application is not complete or not compliant, the office manager will return such to the TEC with the necessary recommendations.
- 1.7 Where application is both complete and compliant, the office manager will submit such to the TEC Endorsement Committee, who will evaluate the application on their next sitting.
- 1.8 Where the TEC Endorsement Committee finds the application compliant they will instruct the office manager to issue a compliance certificate to the compliant TEC.
- 1.9 Where the TEC Endorsement Committee finds the application non-compliant, they inform the TEC in writing of remedial steps to be taken.
- 1.10 After each sitting of the TEC Endorsement Committee they will submit a Specialised Committee Recommendations Report to the Board.
- 1.11 Specialise Committee Recommendations Report will be coded in Annexure B of this Procedure and published on the official SAPTA website, www.saptaonline.org

2. Appeal Against Endorsement Application Procedure:

- 2.1 TEC Applicants can lodge an Appeal against any of the findings of an Auditor or TEC Endorsement Committee. 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.

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- 2.2 The Board could suggest to/request the Applicant, to submit more information, gather more experience or undergo more training.
- 2.3 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.



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Annexure B: TEC Endorsement Support Documents

The following documents are published on the SAPTA Web Site www.saptaonline.org and are a binding extension to this procedure:

- SAPTA TEC Endorsement Application Process
- SAPTA 13: TEC Endorsement Application
- SAPTA 14: TEC Endorsement Application
- SAPTA 26: Specialised Committee Recommendations
- SAPTA 27: Office Manager Authenticity Verification
- SAPTA 28: TEC Appeal Application
- SAPTA 29: TEC Complaints Form