



CHEMICAL INDUSTRIES EDUCATION & TRAINING AUTHORITY  
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## SD – 001 APPLICATION FOR ACCREDITATION / APPROVAL FOR APPRENTICESHIP IMPLEMENTATION

### SECTION 1: ACCREDITATION / APPROVAL DETAILS

#### 1.1 Type of Application

1.1.A To be completed by organizations which offer workplace experience, practical training and / or trade tests. Also Private Providers which offer the equivalent to N2-courses

<input type="checkbox"/>	ACCREDITATION	<input type="checkbox"/>	EXTENSION OF ACCREDITATION	<input type="checkbox"/>	RE-ACCREDITATION
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1.1.B To be completed by FET Institutions which offer theoretical training (N2 or equivalent)

<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	EXTENSION OF APPROVAL	<input type="checkbox"/>	RE- APPROVAL
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#### 1.2 Scope of Application

<input type="checkbox"/>	BOILERMAKER	<input type="checkbox"/>	RIGGER	<input type="checkbox"/>	TURNER
<input type="checkbox"/>	ELECTRICIAN	<input type="checkbox"/>	FITTER	<input type="checkbox"/>	WELDER
<input type="checkbox"/>	DIESEL MECHANIC	<input type="checkbox"/>	MOTOR MECHANIC	<input type="checkbox"/>	INSTRUMENT MECHANIC (PROCESS CONTROL)

#### 1.3 Type of Applicant (please tick appropriate box)

<input type="checkbox"/>	EMPLOYER OF APPRENTICESHIP TRAINING (WORKPLACE EXPERIENCE)	<input type="checkbox"/>	PROVIDER OF APPRENTICE TRAINING (PRACTICAL AND / OR N2 EQUIVALENT)
<input type="checkbox"/>	DTTC (TRADE TESTS)	<input type="checkbox"/>	PUBLIC FET PROVIDER (N2 AND/ OR EQUIVALENT)

#### 1.4 Type of Service (please tick appropriate box)

CATEGORY	TYPE	TICK BOX
WORKPLACE TRAINING (ON-THE-JOB TRAINING)	A	<input type="checkbox"/>
PRACTICAL TRAINING (OFF-THE-JOB)	B	<input type="checkbox"/>
THEORETICAL TRAINING – ONLY N2	C	<input type="checkbox"/>
THEORETICAL TRAINING – ONLY N2 EQUIVALENC	D	<input type="checkbox"/>
TRADE TESTING	E	<input type="checkbox"/>



### SECTION 3: TRAINER / MENTOR / COACH / TRADE TESTER

Please complete per trade all staff of your organisation involved in the apprenticeship implementation process. The original or certified copies of certificates and supporting documents need to be attached to the application. Any changes to the human resource should be communicated to the Apprenticeship Division. Each of these staff members must sign the Code of Conduct as outlined in Section 8. For any new staff member you need to complete Registration Form SD-110 and submit it for registration to the CHIETA.

CODE DESCRIPTOR	
TRAINER (FACILITATOR / INSTRUCTOR)	<b>A</b>
WORKPLACE MENTOR	<b>B</b>
WORKPLACE COACH	<b>C</b>
TRADE TESTER	<b>D</b>

TRADE	SURNAME / NAME	ID NO.	CODE DESCRIPTOR	TRADE CERTIFICATE & CODE	RELEVANT EDUCATIONAL QUALIFICATION	YEARS RELEVANT WORK EXPERIENCE

*Note: Certified copies of the Identification Document, Trade Test Certificate, any other educational certificates and proof of relevant workplace experience for each applicant applying for registration must be submitted with this Application Form.*

### SECTION 4: DECLARATION OF PROVISION OF OCCUPATIONAL HEALTH AND SAFETY FOR APPRENTICES

Please complete the Declaration of Provision of Occupational Health and Safety (OHS) for prospective apprentices. Please note that the acknowledged OHS designated 16.1 or 16.2 person should sign this form.

Our organisation, **[Please Insert Name]**, hereby declares that it is in compliance with the Occupational Health and Safety Act (Act No. 85 of 1993).

Our organisation, **[Please Insert Name]**, also hereby declares that it ensures the health and safety of the prospective apprentices, in accordance with the OHS Act.

If apprentices complete any component of the apprenticeship training programme off our premises, we ensure that the location where provision is taking place is also in compliance with the OHS Act.

NAME				
OCCUPATIONAL HEALTH AND SAFETY DESIGNATION	16.1		16.2	
	YES	NO	YES	NO
DESIGNATED ROLE IN THE ORGANISATION				
SIGNATURE				
DATE				

## SECTION 5: DECLARATION BY CHIEF EXECUTIVE OFFICER

- Every Chief Executive Officer shall as far as is reasonably practicable ensure that the duties of his employer as contemplated in this Act, are properly discharged.
- Without derogating from his responsibility or liability in terms of subsection (1), a chief executive officer may assign any duty contemplated in the said subsection, to any person under his control, which person shall act subject to the control and directions of the chief executive officer.

NAME	
SIGNATURE	
DATE	

## SECTION 6: DECLARATION OF READINESS TO BE PART OF THE APPRENTICESHIP PROCESS

*Please complete the declaration relating to apprenticeships below by initialising each applicable category, thereafter, by signature below. If a category is not applicable, please delete:*

### 6.1 Apprenticeship Regulations

Our organisation, **[Please Insert Name]** hereby declares that it bears knowledge of all relevant sections pertaining to the apprenticeship system, and if conducting training and providing experience, has received the training schedule/s applicable to the designated trades applied for in this application.

### 6.2 Apprenticeship Resources

Our organisation, **[Please Insert Name]** hereby declares that it has the required premises necessary materials\*, machinery\* and equipment / tools\* to provide apprenticeship training applicable to the designated trades applied for in this application. \* delete if not applicable

### 6.3 Apprenticeship Experience

As an Employer of Apprentice Training, our organisation, **[Please Insert Name]** hereby declares that it has suitably qualified artisans in the workplace, who,:

- agree to act as mentors to an indentured apprentice/s.
- conform to the maximum ratio of ONE (1) artisan : TWO (2) apprentices.
- on a weekly basis, are willing to endorse the logbook of an indentured apprentice/s.

### 6.4 Examination and Testing

As an Employer of Apprentice Training / Provider of Apprentice Training or FET Institution, our organisation, **[Please Insert Name]** hereby declares that it remains fully responsible for the qualitative management of all examination / testing\* \* (phase and / or module\*), that take place, against which we have accreditation / approval status.

We hereby confirm that we remain responsible for all examination / testing\*, in terms of this application. \* delete if not applicable

### 6.5 Certification

On completion of the three phases of training our organization as an Employer of Apprenticeship Training, **[Please Insert Name]** shall issue a certificate listing the apprentice's demonstrated skills relating to the modules comprising that phase.

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## 6.6 Trade Testing

As a Trade Test Centre, our organisation, **[Please Insert Name]**, hereby declares that it remains fully responsible for the qualitative management of all trade tests that take place, against which we have accreditation status.

We hereby confirm that we remain responsible for all trade tests, in terms of this application.

## 6.7 Apprenticeship Grant Allocation (for employers)

Our organisation, **[Please Insert Name]** hereby declares that it is familiar with the CHIETA's discretionary grant allocation policy for the financial year within which this application is made.

NAME	
SIGNATURE	
DATE	

## SECTION 7: CODE OF CONDUCT OF ORGANIZATION

As part of the team striving to ensure the provision of artisans of quality in the chemical industries sector, this organization agrees to abide by the following –

To comply with the Manpower Training Act No. 56 of 1981 (Read with Schedule 2 Item 4(5) of the Skills Development Act No. 97 of 1998) and criteria as prescribed by the CHIETA.

This includes –

- Ensure that employees are competent for the teaching & training, mentoring/coaching and/or testing duties assigned to them. (This should be demonstrated in terms of appropriate NQF aligned unit standards or equivalent expertise that is considered acceptable by the CHIETA.)
- Ensure the provision of an acceptable number of employees to carry out the teaching & training, mentoring/coaching and/or testing duties in the organization for the number of apprentices trained or assessed by the organization.
- Provision of adequate learning opportunities and resources for instance a variety of work, courses, assessment/evaluation of progress, tools, equipment, materials and work to address the training prescribed in the training schedule, or provision of acceptable trade testing, in accordance with the regulations and additional criteria that maybe prescribed.
- Provision of a safe, fair and equitable environment for work, learning and evaluation (testing).
- Keep acceptable reports and provide reports (including regular quarterly reports) to the CHIETA to ensure that management of apprentice training in the chemical industries sector is of an acceptable standard.
- Permit CHIETA representatives to conduct monitoring, interviews and visits as maybe required to ensure compliance with legislation and this code of conduct
- Advise the CHIETA if the organization is not able to achieve the required standards or criteria and participate proactively in addressing nonconformities.
- Partake in activities and share expertise to develop the training and evaluation of apprentices thereby striving for best practice and excellence in artisan training.
- Conduct all activities in a professional manner thereby enhancing the stature of artisans.

NAME	
SIGNATURE	
DATE	

## SECTION 8: CODE OF CONDUCT FOR INDIVIDUALS INVOLVED IN THE TRAINING AND TRADE TESTING OF APPRENTICES

As an important member of the team striving to ensure the provision of artisans of quality in the chemical industries sector individuals involved in the training of apprentices in the chemical industries sector agree to comply with the Manpower Training Act No. 56 of 1981 (Read with Schedule 2 Item 4(5) of the Skills Development Act No. 97 of 1998) and criteria as prescribed by the CHIETA.

This is achieved by conducting all activities in a professional manner thereby enhancing the stature of artisans and the training of artisans.

Duties and responsibilities included –

1. Ensure that one is competent to carryout any teaching & training, mentoring & coaching and/or testing which one is requested to carry out.
2. Partake in activities to improve one's expertise in teaching & training, mentoring & coaching and/or testing with particular focus on achieving 'best practice' in the training of apprentices
3. Support and promote the interests of the apprentices within the working/learning, testing and social/domestic environment. This includes -
  - Provision of adequate learning opportunities and resources including variety of work, courses, assessment/evaluation of progress, tools, equipment, materials and work to address the prescribed training schedules, or provision of an acceptable trade testing, in accordance with the regulations and additional criteria that maybe prescribed.
  - Provision of a safe, fair and equitable environment for work, learning and evaluation (testing).
  - Guidance and counselling of the individual apprentices in a fair equitable, sensitive and constructive manner.
  - Ensure acceptable reports (including logbooks) are produced and kept to ensure that the individual apprentice's training is recorded in an acceptable/the prescribed manner.
  - Provision of fair comment that is in the best interest of the apprentice to employers, representatives of the CHIETA and any other organization as required.
  - Ensure confidentiality of relevant information regarding individual apprentices as appropriate.
  - Advise employers or the CHIETA of matters regarding to an individual apprentice or apprentices when necessary.
  - Recluse oneself from duty regarding and apprentice if one is not able to comply with the above.

NAMES	
SIGNATURES	
DATE	

## SECTION 9: ATTACHMENTS TO THE APPLICATION

*Please attach copies of the following and submit with this application form. Please note that you application will be returned if the attachments are not part of your application.*

DOCUMENT TO BE ATTACHED	APPLICANT			
	FET	PRACTICAL TRAINING (OFF-THE-JOB)	(EMPLOYER) ON-THE JOB TRAINING	TRADE TEST
1. Document indicating the legal status of the organisation (not to be attached if the application is for an extension of accreditation / approval).	√	√	√	√ (not INDLELA)
2. Tax compliance certificate from SARS (not to be attached if the application is for an extension of accreditation / approval).	√	√	√	√ (not INDLELA)

DOCUMENT TO BE ATTACHED	APPLICANT			
	FET	PRACTICAL TRAINING (OFF-THE-JOB)	(EMPLOYER) ON-THE JOB TRAINING	TRADE TEST
3. Training plan for each period of training / experience.	√	√	√	
4. Signed equipment / tool list per trade (For FET institutions if proving workshop-based training).	√	√	√	
5. Original or certified copies of certificates and supporting documents of coaches/mentors, trainers, and trade testers.	√	√	√	√
6. If exempted from paying levy, exemption letter		√	√	√ (not INDLELA)

**SECTION 10: AUTHORISATION BY MANAGEMENT EXECUTIVE**

Signed at \_\_\_\_\_ on the \_\_\_\_\_ Of \_\_\_\_\_  
Place Day Month Year

Signature of duly authorised Company Representative \_\_\_\_\_

