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SD-010 - APPLICATION FOR REGISTRATION OF ADDITIONAL MENTORS/ TRAINERS OR TESTERS

Note: The Registration Form ONLY needs to be completed if an already accredited/approved/inspected site needs to register additional mentors/trainers or testers with the CHIETA.

SECTION 1: ORGANISATION

REGISTERED NAME																				
TRADING AS																				
BRANCH ACCREDITED (where applicable)																				
ACCREDITATION NUMBER (if applicable)																				
PHYSICAL ADDRESS	STREET1																			
	STREET2																			
	CITY/TOWN																			
	PROVINCE																			
	POSTAL CODE																			
POSTAL ADDRESS	PO BOX																			
	CITY/TOWN																			
	PROVINCE																			
	POSTAL CODE																			
CONTACT PERSON	TITLE																			
	FIRST NAME(S)																			
	LAST NAME																			
	POSITION																			
TELEPHONE NUMBER																				
FAX NUMBER																				
CELL NUMBER																				
E-MAIL ADDRESS																				

SECTION 2: TRAINER / MENTOR / COACH / TRADE TESTER

Please complete per trade all staff of your organisation that you apply to additionally register with the CHIETA. Each of these staff members must sign the Code of Conduct as outlined in Section 3.

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

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 Registration Form.

SECTION 3: 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	