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**PROC – 005: CHIETA GUIDELINE: IMPLEMENT TRADE TESTS IN THE
 CHEMICAL INDUSTRIES SECTOR**

AMENDMENT RECORD		
REV.	SECTION AFFECTED/REFERENCE	DATE

CHIETA ETQA APPRENTICESHIP IMPLEMENTATION SERIES

CHIETA GUIDELINE IMPLEMENT TRADE TESTS IN THE CHEMICAL INDUSTRIES SECTOR

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THE CHIETA ETDQA APPRENTICESHIP IMPLEMENTATION SERIES

The CHIETA ETQA Apprenticeship Implementation Series consists of the following documents:

- 1 CHIETA Guideline: Accreditation As An Employer of Apprentices Training, Provider Of Practical Training Or Trade Test Center, Approval of A FET Institutions And Inspection Of An Employer To Implement Apprenticeships.
- 2 CHIETA Guideline: Accreditation As An Employer Of Apprentices Training, Provider Of Practical Training Or Trade Test Center And Approval of A FET Institutions Self-Evaluation.
- 3 CHIETA Guideline: Implementation of Apprenticeship Training In The Chemical Industries Sector Guideline.
- 4 CHIETA Guideline: Decentralized Trade Test Cost Structure For The Chemical Industries Sector.
- 5 CHIETA Guideline: Implement Trade Tests In The Chemical Industries Sector.

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The CHIETA ETDQA Executive Manager: Ayesha Itzkin extends appreciation to the Apprenticeship Unit for their input and dedication to this process.

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1. RATIONALE FOR THE TRADE TEST IMPLEMENTATION GUIDELINE

This Guideline is for CHIETA accredited Trade Test Centers (centralized and decentralized) that conduct trade tests against the trades that falls within the area of jurisdiction of the CHIETA.

The Trade Test Centres use the CHIETA ISOFY trade tests when trade tests are conducted. These trade tests are available to Trade Test Centres once accredited by the CHIETA. The CHIETA keeps records of all trade tests issued to the CHIETA accredited Trade Test Centres (Trade Tests Tracking System).

The Guideline outlines the administrative processes for the CHIETA trade test centers to administer trade tests.

This guideline includes the following sections:

Section 2:	Outlines the area of jurisdiction of the CHIETA.
Section 3:	Specifies who qualifies for a trade test.
Section 4:	Specified the trade test fees.
Section 5:	Specifies the acceptable form of payment.
Section 6:	Provides a step-by-step guide to implement trade tests.

2. THE AREA OF JURISDICTION OF THE CHIETA

The area of jurisdiction in respect of which the CHIETA has jurisdiction in terms of the Manpower Training Act, 1981 (Act No. 56 of 1981) [MTA] as published in Government Gazette No 16561 of 21 July 1995 (Notice No. R. 1076) includes the following designated trades:

- Boilermaker
- Diesel Mechanic
- Electrician
- Fitter
- Instrument Mechanician (Process Control)
- Motor Mechanic
- Rigger
- Turner
- Welder

The CHIETA accredits Trade Test Centres to conduct trade tests against the above-mentioned trades.

3. WHO QUALIFIES FOR A TRADE TEST

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Any person who has been trained in terms of the MTA or the Training of Artisans Act, No 38 of 1951, or any person who has not passed a trade test as contemplated in Section 13(2)(h) of the MTA or Section 16(2)(h) of the Apprenticeship Act No.37 of 1944, but who satisfied the ETDQA Review Committee that s/he has undergone training or gained experience in the trade in question of a nature and for a period which reasonably concurs with *Conditions of Apprenticeship* (Government Gazette No 16561 of 21 July 1995, Notice No. R. 1076) for the trade in question and in the opinion of the ETDQA Review Committee is adequate, and on payment of the prescribed fee, will admit him/ her to a trade test according to the said standards.

4. WHAT IS THE PRESCRIBED FEE THAT THE CANDIDATE MUST PAY

The trade test fee is payable when an apprentice or candidate applies for a section 13 or section 28 trade tests.

The fee payable to the Centralized Trade Test Centre i.e. INDLELA differs from the fee payable to Decentralized Trade Test Centers (DTTC).

The Minister of Labour has by virtue of powers vested in him under Section 57, gazette the Schedule of the Fees payable for a trade test conducted by INDLELA, The fees structure is outlined in the *MTA Amendment Regulations No. R 1005 of 26 October 2007*.

On the other hand, the fees payable to DTTC are standardized as per the CHIETA Scale of Tariffs as agreed upon across SETAs.

5. WHICH FORM OF PAYMENT IS ACCEPTED BY THE CHIETA

5.1. SECTION 13 TRADE TEST

When an employer / candidate make a request to the CHIETA for a trade test,:

1. The relevant trade test fee must accompany the Application Form. The payment of the trade test fee could be in the form of a cheque or a postal order. The cheque or postal order has to be made out to the relevant DTTC or INDLELA that will conduct the trade test (Note: INDLELA only accepts a cheque or postal order as a method of payment from the SETAs);
2. Proof of payment made to the DTTC must accompany the Application Form;
OR
3. Proof of a payment agreement between the employer and the DTTC.

The CHIETA will not process any Application Form without the required payment or agreement for payment.

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5.2. SECTION 28 TRADE TEST

The CHIETA embarked on a Section 28 Project to address the shortage of qualified artisans within the Chemical Industries Sector. For the duration of the implementation of the Section 28 Project, the CHIETA is responsible to fund the first trade test attempt and also the two re-tests.

6. SECURITY OF THE TRADE TESTS, MARKSHEETS AND DRAWINGS

As a CHIETA accredited DTTC, your organization is responsible to ensure the security of all trade test related documentation. The security process at the DTTC starts with signing the *CHIETA Confidentiality Agreement* and ends with submitting the *Consolidated Trade Test Report* to the CHIETA.

The security of the trade tests, mark sheets and drawings are divided into two phases. During the monitoring site visit the CHIETA monitors the DTTC against the implementation of these phases.

The security of the trade test related documentation should be accordingly to the *DTTC Security Policy and Procedure*. The two phases and the proposed steps to be taken are as follows:

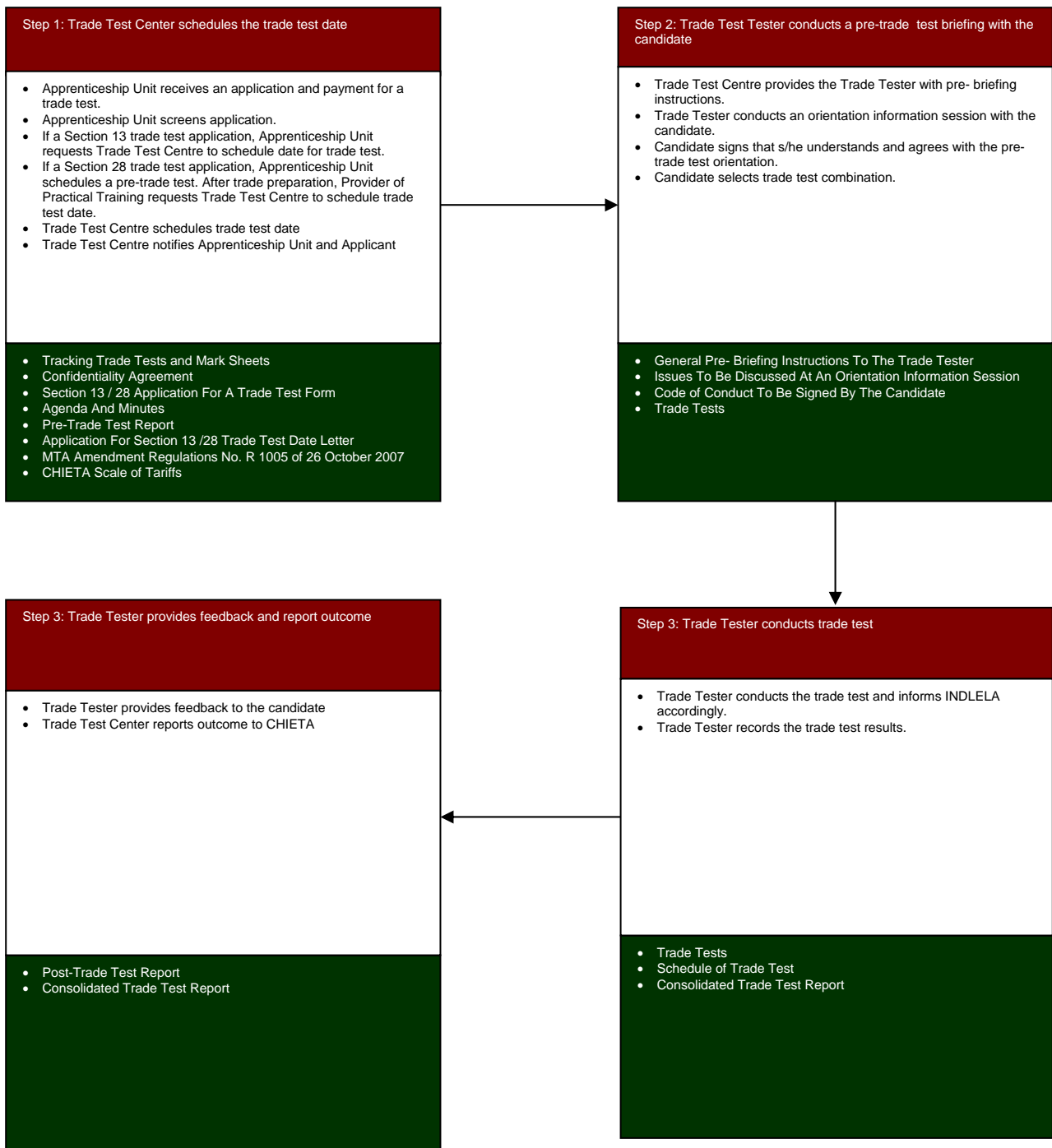
Phase One: CHIETA distribute the trade tests, mark sheets and drawings to the CHIETA accredited DTTC

SUB- STEPS	ACTIVITY	RESPONSIBILITY	DOCUMENT
1.	Approve the recommended accreditation of the DTTC.	NATC	o Minutes
2.	Submit the Confidentiality Agreement to the DTTC for signature.	Apprenticeship Unit	o SD-087
3.	Sign the Confidentiality Agreement and submit to the CHIETA for safekeeping.	DTTC	o SD-087
4.	Forward trade tests CD to the DTTC.	Apprenticeship Unit	o SD-099
5.	Sign receipt of the trade test CD and submit acknowledgement to the CHIETA.	DTTC	o SD-099
6.	Make one copy to the DTTC PC Hard drive.	DTTC	-
7.	Store original Trade Test CD securely.	DTTC	-

Phase Two: DTTC distribute the trade tests, mark sheets and drawings to the Trade Test Officer

SUB- STEPS	ACTIVITY	RESPONSIBILITY	DOCUMENT
1.	Provide a list of the number of learners, trade and trade test dates and request copies of trade test combinations.	Trade Test Officer	-
2.	Secure different trade test combinations into sealed envelopes, and provide to Trade Test Officer.	Responsible Person	SD-077 – SD-085
3.	Provide the candidates an opportunity to choose one trade test envelope.	Trade Test Officer	SD-077 – SD-085
4.	Conduct trade test and provide feedback to candidates.	Trade Test Officer	-
5.	Generate Consolidated Trade Test Reports.	Trade Test Officer	-
6.	Splits trade test evidence and Consolidated Trade Test Reports.	Responsible Person	-
7.	Store evidence securely for external moderation in accordance with National Artisan Moderation Body requirements	DTTC	-
8.	Send Consolidated Trade Test Report to the CHIETA to generate trade test certificate	DTTC	SD-077 – SD-085

7. STEP-BY-STEP GUIDE TO IMPLEMENT TRADE TESTS IN THE CHEMICAL INDUSTRIES SECTOR



7.1. STEP 1: TRADE TEST CENTRE SCHEDULES THE TRADE TEST DATE

The employer or the candidate lodges an application for a trade test (Application For Section 13 / 28 Trade Test). The Apprenticeship Unit evaluates the Application and checks that all required documentation and trade test fee have been submitted to the CHIETA.

If all required evidence and trade test fee have been submitted, and a Section 13 Application, the Apprenticeship Unit requests a trade test date at the relevant CHIETA accredited Decentralized Trade Test Center or INDLELA. If the required theoretical training, workplace experience or practical experience has not been completed, the Apprenticeship Unit tables a recommendation to the National Artisan Review Committee. The CHIETA accredited Decentralized Trade Test Centre or INDLELA schedules a trade test date and notifies the Apprenticeship Unit and employer of the trade test date.

If all required evidence has been submitted, and a Section 28 Application, a CHIETA Evaluator conducts a pre-trade test and submits a Pre-trade Test Report to the Apprenticeship Unit. After the pre-trade test, if the CHIETA Evaluator recommends that the candidate is eligible for trade preparation, the Apprenticeship Unit allocates a CHIETA accredited Provider of Apprentice Training to prepare the candidate for the trade test. The allocated CHIETA accredited Provider of Apprentice Training requests a trade test date from the allocated CHIETA accredited Decentralized Trade Test Center, informs the candidate of the trade test date and prepares the candidate for the trade test. The CHIETA pays the CHIETA accredited Provider of Apprentice Training and the CHIETA accredited DTTC after completion of respectively the trade preparation and the trade test.

The sub-steps are summarized as follows:

SUB- STEPS	ACTIVITY	RESPONSIBILITY	DOCUMENT
1.	Duly complete the application and attach required evidence and if section 13 trade test application payment or proof of payment.	Candidate	<ul style="list-style-type: none"> o SD-057 or MAN 615 o PROC-004 o MTA Amendment Regulations
2.	Screen and if needed forward application to the National Artisan Review Committee for approval.	Apprenticeship Unit	<ul style="list-style-type: none"> o SD-057 or MAN 615
3.	If it is a Section 13 trade test application, request Trade Test Centre to schedule date for trade test.	Apprenticeship Unit	<ul style="list-style-type: none"> o SD-076
4.	If it is a Section 28 trade test application, after being declared eligible for trade preparation, a trade test date is allocated by an CHIETA accredited Provider of Apprentice Training and a date is scheduled for a trade test at the CHIETA accredited Decentralised Trade Test Centre	Provider of Apprentice Training	<ul style="list-style-type: none"> o SD-060 - 066 & 074 - 075 o SD-076
5.	Organize trade test date and inform relevant parties.	Trade Test Centre	<ul style="list-style-type: none"> o SD-086 o SD-087

7.2. STEP 2: TRADE TEST TESTER CONDUCTS A PRE-TRADE TEST BRIEFING WITH THE CANDIDATE

The Trade Test Center conducts a pre-trade test briefing with the candidate / apprentice at the morning of the first day of the trade test. The purpose of the pre-trade test briefing is to give final instruction to the candidate / apprentice and for the candidate / apprentice to select a trade test combination.

The Trade Test Centre provides the Trade Tester with General Pre-Briefing Instructions To Trade Testers to ensure that the correct and similar information is provided to the candidate / apprentice.

The Trade Tester conducts an Orientation Information Session with the candidate / apprentice. During the orientation process you need to inform the candidate / apprentice of the requirements for the trade test in a clear and constructive manner.

Inputs are sought from the candidate / apprentice regarding special needs. Opportunity for clarification is provided to the candidate / apprentice. The Trade Tester confirms the candidate / apprentice's readiness for the trade test.

The candidate / apprentice signs a Code of Conduct that outlined his /her role and responsibilities during the trade test.

During the orientation you also need to inform the candidate / apprentice of the Trade Test Centre's Grievance / Complaint Procedures and that a Grievance / Complaint Form are available on request.

The Trade Tester instructs the candidate / apprentice to select a Trade Test Combination as specified per trade.

The sub-steps are summarized as follows:

SUB- STEPS	ACTIVITY	RESPONSIBILITY	DOCUMENT
1.	Provide the Trade Tester with pre- briefing instructions.	Trade Test Centre	o General Pre-Briefing Instructions To The Trade Tester
2.	Conduct an orientation information session with the candidate / apprentice.	Trade Tester	o Issues To Be Discussed At An Orientation Information Session

SUB- STEPS	ACTIVITY	RESPONSIBILITY	DOCUMENT
3.	Sign that s/he understands and agrees with the pre-trade test orientation.	Candidate / Apprentice	o Code of Conduct To Be Signed By The Candidate
4.	Select a trade test combination.	Candidate / Apprentice	o SD-077 - 085

7.3. STEP 3: TRADE TESTER CONDUCTS THE TRADE TEST

The trade test is conducted in an environment conducive to trade testing. The Trade Tester carries the trade test according to the Trade Test Tests to ensure fair, valid, reliable and consistent judgments are made. Adjustments are justified and unforeseen events and special needs of the candidate / apprentice are addressed without compromising the validity or fairness of the trade test.

The ratio between trade tester and candidate / apprentice must not be higher than 1:3. An acceptable ratio is needed to ensure quality of trade testing within chemical industries sector.

Throughout the process the Trade Tester ensures that the trade test practices promote effective, manageable, fair and safe trade testing. During the trade test authentic, current and sufficient results are obtained.

Recording of the trade test results are recorded in line with the Trade Test Center's Recording Procedure. The trade test results are consolidated on the CHIETA's prescribed Consolidated Trade Test Report. The recording ensures that the Trade Tester is able to make a judgment, provide meaningful feedback, and address any grievance / complaint.

The sub-steps are summarized as follows:

SUB- STEPS	ACTIVITY	RESPONSIBILITY	DOCUMENT
1.	Conduct the trade test and informs INDLELA accordingly.	Trade Tester	o SD-077 – 085 o SD-088
2.	Record the trade test results.	Trade Tester	o SD-077 - 085

7.4. STEP 4: TRADE TESTER PROVIDES FEEDBACK AND REPORT OUTCOME

The Trade Tester provides feedback that is clear and confined to requirements for further trade testing if the candidate / apprentice is not declared as competent. The Trade Tester ensures that the feedback is constructive and gender / cultural sensitive. Feedback is given to the candidate / apprentice in accordance with the Trade Test Center's Confidentiality Procedures.

The Trade Tester informs the apprentice / candidate of the CHIETA's policy on credit accumulation: Please note that this Policy is implemented from **Monday, 6 July 2009** on all trade tests attempted for the first time.

Where the apprentice / candidate was found not yet competent in some of the tasks / components the Trade Tester needs to inform the candidate / apprentice of the CHIETA's policy on credit accumulation:

Policy for Section 13 Trade Test:

An apprentice, who attempts a trade test and is found not yet competent in some of the categories after the assessment, will be credited with those categories s/he was found competent in, under the following conditions:

1. One credit is equal to one item as identified on the trade test report (statement of results).
2. Credits will be valid for a maximum period of three years (36 months) from the first trade test attempt.
3. During the three years (mentioned in point 2) the apprentice will have another two attempts to obtain all the categories. This is for all the CHIETA designated trades.
4. The apprentice can only attempt a re-test at the CHIETA accredited trade test centre where the apprentice attempted his / her first trade test. If the apprentice is of the opinion that the trade test centre discriminated against him / her, the apprentice may lodge a complaint against the trade test centre and thereafter submit an application to the CHIETA to attempt the trade test at another CHIETA accredited trade test centre.
5. An apprentice, who attempted a trade test and was found not yet competent in some of the categories after the assessment, will be credited with those categories found competent in, **provided** s/he has successfully **completed at least 50% of the categories** given during the trade test on the first attempt.
6. Where an apprentice is found to be **competent in at least 50% of the category** and fails to complete one category, s/he should only be allowed to re-attempt that category after 2 months; where 2 incomplete categories were found, s/he can only have the next attempt after 4 months, etc, until the 50% needed to be declared competent is reached. These re-attempts however **can only be two attempts**.

If the apprentice is not found competent in all the categories during these two (2) re-trade test attempts the entire trade test should be repeated, but not before a period of minimum 6 months has elapsed. This time period will allow the apprentice to effectively undergo re-training and/or gain more experience.

7. An apprentice achieving **competence in less than 50% of the categories** on the first attempt will have to repeat the entire trade test and no credits can be accumulated. The apprentices will be managed in terms of his/her Contract of Apprenticeship. The re-trade test cannot be conducted before a minimum period

of 6 months has elapsed to allow the apprentice to effectively undergo training and/or gain more experience.

Section 28 Trade Test:

A candidate, who attempts a trade test and is found not yet competent in some of the categories after the assessment, will be credited with those categories s/he is found competent in, under the following conditions:

1. One credit is equal to one item as identified on the trade test report (statement of results).
2. Credits will be valid for a maximum period of three years (36 months) from the first trade test attempt.
3. During the three years (mentioned in point 4) the candidate will have another two attempts to obtain all the categories. This is for all the CHIETA trades.
4. The candidate can only attempt a re-test at the CHIETA accredited trade test centre where the apprentice attempted his / her first trade test. If the candidate is of the opinion that the trade test centre discriminated against him / her, the candidate may lodge a complaint and thereafter an application must be submitted to the CHIETA to attempt a trade test at another CHIETA accredited trade test centre.
5. A candidate, who attempted a trade test and was found not yet competent in some of the categories after the assessment, will be credited with those categories found competent in, **provided** s/he has successfully **completed at least 50% of the categories** given during the trade test on the first attempt.
6. Where a candidate has been found to be **competent in at least 50% of the categories** and fail to complete one categories, s/he should only be allowed to re-attempt that categories after 2 months; For 2 incomplete categories, 4 months must elapse, etc, until the 50% is reached. These re-attempts however could only be two attempts.

If the candidate is not found competent in all the categories during these two (2) re-trade test attempts the entire trade test must be repeated, but not before a period of minimum 6 months has elapsed. This time period will allow the candidate to effectively undergo training or gain more experience. In a case where the candidate could not complete all the categories within three (3) attempts, the candidate will have to be registered on a formal type of training e.g. a Contract of Apprenticeship.

7. A candidates achieving **competence in less that 50% of the categories** on the first attempt will have to repeat the entire trade test. Also, the candidates; will have to pass another pre-trade test before the candidate can apply to reattempt the categories. This re-attempt of the pre-trade test will be to ensure that the candidate is eligible for a re-trade test.

The Trade Tester reviews the trade test process and obtains feedback from the candidate / apprentice. The post-trade test outcome is reported on the Post-Trade Test Report. During the post-trade test process opportunities are provided for clarification and explanations regarding the trade test.

If the candidate / apprentice identify a need to lodge a complaint / grievance, the Trade Tester provides the candidate / apprentice with the Trade Test Center's Complaint / Grievance Procedure and Form.

The sub-steps are summarized as follows:

SUB- STEPS	ACTIVITY	RESPONSIBILITY	DOCUMENT
1.	Provide feedback to the candidate / apprentice	Trade Tester	○ Post-Trade Test Report
2.	Report outcome to CHIETA	Decentralized Trade Test Center / Indlela	○ SD-077 - 085

ANNEXURE A: GENERAL PRE-BRIEFING INSTRUCTIONS TO THE TRADE TESTER

- Greet Candidate good morning and welcome him / her to the Trade Test Center.
- Introduce yourself to the Candidate.
- Allow the Candidate to introduce him / her to the group. Allow the group to introduce themselves to the Candidate.
- Explain the *Orientation Instructions* to the Candidate.
- Provide the *Orientation Instructions* to the Candidate to read and familiarize him / herself with the rules of the Trade Test Center.
- Ask the Candidate to sign that s/he understands the *Orientation Instructions*.
- Explain the time-frames and include the:
 - Start;
 - tea-break;
 - lunch time; and
 - finish time.
- Introduce the Trade Tester's Assistants to the Candidate/s and indicate the manner in which materials, tools, equipment and assistance will be given.
- Explain the manner in which technical information and machine operation will be conveyed – by consulting the Trade Tester.
- Explain the grievance / complaints flow pathway.
- Explain the appeal flow pathway as outlined in the MTA.
- Ask the Candidate to declare tools other than that which belongs to the Trade Test Center.
- Explain acceptable standards of work – also showing them samples of completed tasks.
- Explain that feedback will be given after the trade test.
- Ask the Candidate if s/he has any questions to ask at this stage.
- Ask the Candidate to select a *Trade Test Combination*.
- Wish the Candidate good luck.
- Allow the Candidate to start.

ANNEXURE B: ISSUES TO BE DISCUSSED AT AN ORIENTATION INFORMATION SESSION

1. Candidates are free to make any reasonable request which is relevant to the trade test.
2. Candidates are not allowed to bring any books, notes or papers into the trade test venue.
3. Candidates are allowed to bring any tools needed but it must be declared to the Trade Tester prior to commencement.
4. Under no circumstances may any question papers, drawings, tools, equipment or material belonging to the Trade Test Centre be removed from the Trade Test Centre.
5. Candidates will be held responsible for any loss of tools issued to them during the trade test.
6. No communication will be allowed between Candidates during the trade test period. Failure to comply with this rule, may lead to disqualification and termination.
7. No money, gifts and/or food may be offered to any staff member of the Trade Test Centre. In the event of any such staff member requesting the above, it must be reported immediately.
8. A *Complaint / Grievance Procedure* is available. Please ask the Trade Tester for more details and the necessary documentation.
9. Feedback will be given after the trade test to the Candidate. No results are to be disputed with the Trade Tester. In the event of a dispute, candidates are encouraged to complete the necessary *Grievance / Dispute Form* supplied after the trade test result has been made known.
10. Cell phones must be switched off during the trade test. Failure to comply, may lead to disqualification.
11. No smoking is allowed inside any building. Smoking is to be done in the designated outside.
12. Candidates arriving late in excess of ONE HOUR will be disqualified. The amount payable for the cost of the trade test shall not be reimbursed and shall be forfeited. Re-imburement will not take place in the event of re-application for a trade test.

ANNEXURE C: CODE OF CONDUCT TO BE SIGNED BY THE CANDIDATE

The candidate needs to complete the following before conducting the trade test:

No.	INSTRUCTION	YES	No	COMMENT
1	Candidate was informed that s/he is free to make any reasonable request for tools, equipment or components, which are considered necessary for correctly completing a task.			
2	Candidate was warned not to bring any books, notes or papers into the trade test room.			
3	Candidate was informed that s/he is free to bring any tools, which may be needed, for completing the tasks and that tools must be declared to the Trade Tester.			
4	Candidate was informed that s/he may under no circumstances remove any question papers, drawings, tools, equipment or material from the trade test venue.			
5	Candidate was informed that no communication is allowed between Candidates during the trade test. Failure to comply with this requirement may lead to disqualification.			
6	Candidate accepts responsibility for tools and equipment issued and undertake to reimburse the Trade Test Centre for any loss thereof.			
7	Candidate was informed that any complaints / grievance regarding equipment, tools, material or the manner in which the trade test was conducted must be made in writing and handed to the Trade Tester before leaving the Trade Test Centre.			
8	Candidate was informed that he / she may not distribute or sell any information regarding the trade test to the public. Failure to do so may lead to legal action.			
9	Candidate was informed that no money may be offered to a Trade Tester or his /her assistant. Also that should any Trade Test personnel ask for a fee, that it must be brought to the attention of the Trade Tester immediately.			
10	Candidate was informed that trade test result will be furnished after the trade test, and if needed the Candidate may lodge a complaint / grievance.			

I, the undersigned, have read and agreed to the above.

SURNAME AND INITIALS		TRADE	
SIGNATURE OF CANDIDATE		DATE	

ANNEXURE D: POST-TRADE TEST REPORT

The Trade Tester and Candidate complete the following after completion of the trade test:

AREA	YES	NO	COMMENT
<i>Trade Tester</i>			
During the trade test did the Candidate communicate with other Candidates?			
Did the Candidate offered money / gift to the Trade Tester or his /her assistant?			
On completion of the trade test tools or equipment were found missing? If "Yes" please list tools.			
On completion of the trade test were any question papers, drawings or material removed from the Trade Test Center?			
Any other issues?			
<i>Candidate</i>			
Was adequate equipment, tools, machinery, drawings, or material available for you to conduct a trade test?			
Did anyone request money or compensation from you during or after the assessment?			
Have you any comments or complaints about the manner in which the trade test was conducted? Please list.			
Do you wish to lodge a complaint / grievance with the Trade Test Center on the manner that the trade test was conducted?			
Any other issues?			

I, the undersigned, have read and fully understand the above.

SURNAME AND INITIALS OF CANDIDATE		TRADE	
SIGNATURE OF CANDIDATE		DATE	
SURNAME AND INITIALS OF TRADE TESTER		TRADE	
SIGNATURE OF TRADE TESTER		DATE	