

## PROCESSING APPLICATIONS OF TRAINING COURSE PROVIDERS

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**SUMMARY:** THIS PROCEDURE DESCRIBES THE SYSTEM OF RECEIVING AND PROCESSING ENQUIRIES AND SUBSEQUENT APPLICATIONS FOR REGISTRATION OF TRAINING COURSE PROVIDERS (TCPs)

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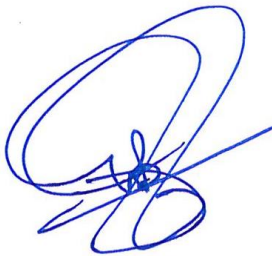
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**APPROVAL PAGE**



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OPERATIONS MANAGER

**10 JUNE 2017**  
DATE



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**10 JUNE 2017**  
DATE

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**AMENDMENT HISTORY**

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REV 1-7		History			
Rev 8	10 June 2017	Minor changes removed obsolete documents	DC 10147	Happy	H

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### **1. PURPOSE AND SCOPE**

This procedure describes the system of receiving and processing enquiries and subsequent applications for registration of Training Course Providers (TCPs) as well as the extension of scope to add additional training courses.

### **2. DOCUMENTS**

#### **2.1 Applicable Documents**

CRT 6.12	Criteria for Training Course Providers.
CPR 3.2	Evaluation of Training Course Providers.
QSP 1.6	Control of Suppliers
SF 55	Training Course Provider Fee Schedule
SF 74	Application for Training Course Providers
SF 118	SAATCA TCP Approval Certificate

#### **2.2 Reference Documents**

N/A

### **3. RESPONSIBILITIES**

The Operations Manager is responsible for ensuring this process if implemented. The Certification Manager is overall responsible for processing all applications, and may delegate administrative tasks to support staff. The SAATCA Board is responsible for the approval of all SAATCA Training Course Provider registrations.

### **4. PROCEDURE**

#### **4.1. Receipt of Enquiry**

On receipt of a request from an applicant course provider, for initial registration of a training course, the enquiry will be recorded on the SAATCA Database.

An application pack will be provided to the TCP consisting of the following:

- a. CRT 6.12 Certification Criteria Training Course Providers.
- b. SAATCA documentation and forms (SF documents), including relevant course criteria as related to the applicable scheme. (CRT documents).
- c. TCP Application form (SF74).
- d. Code of Conduct (SF29)
- e. Training course provider fee schedule (SF55)

#### **4.2. Processing new applications**

If a completed application form is received, the administrator will request an invoice from the finance department based on the application form and the Training Course Provider Fee Schedule (SF55)

The administrator will forward the invoice to the Training Course Provider together with a request for any outstanding documentation

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On confirmation of payment of the invoice a dedicated file will be opened for the applicant TCP both hard copy and electronically. All subsequent correspondence and TCP records will be filed on both the hard copy file and the electronic folder.

The Certification Manager will review the application for completeness. Any information submitted which requires clarification shall be communicated to the TCP in writing.

Once all necessary information has been obtained, the Certification Manager will commence with the evaluation process as described in document CPR 3.2.

Sub-contracted resources may be used for the evaluation process as per QSP 1.6 Control of Suppliers.

### **4.3. Processing applications for extension of scope.**

If a completed application form is received, the administrator will request an invoice from the finance department based on the application form and the Training Course Provider Fee Schedule (SF55) for extension of scope

The administrator will forward the invoice to the Training Course Provider together with a request for any outstanding documentation

The Certification Manager will review the application for completeness. Any information submitted which requires clarification shall be communicated to the TCP in writing.

Once all necessary information has been obtained and payment has been confirmed, the Certification Manager will commence with the evaluation process as described in document CPR 3.2.

Sub-contracted resources may be used for the evaluation process as per QSP 1.6 Control of Suppliers

### **4.4. Evaluations**

Refer to CPR 3.2

### **4.5. Registration**

Following a successful TCP evaluation, the TCP will be invoiced for initial registration according to the Training Course Provider Fee Schedule (SF55)

The Certification Manager will inform the TCP in writing of the approval decision

The training course provider shall be made aware of the following standard forms and procedures.

- a) SF48 Regulations Governing the Use of SAATCA Logo
- b) SF122 Declaration of Conflict of Interest
- c) CPR 3.3 Suspension and Withdrawal of TCP Approval
- d) SAATCA Notifiable changes,

A SAATCA TCP registration certificate will be prepared (SF 118).

The certificate shall contain the following information.

- a) TCP name
- b) Date of issue and date of expiry
- c) A unique TCP number
- d) The specific course and scope of the training
- e) SAATCA logo
- f) Will be signed by the Chairman of the SAATCA Board.

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The following details will be published on the SAATCA website.

- a) The name of the TCP including contact details
- b) The specific course details as approved by the SAATCA

### **5. RELATED RECORDS**

Training Course Provider files, for all records related to the TCP, including:

- Correspondence.
- Application and invoice records
- Evaluation records
- Certificate of Registration
- Website

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