

Training Registration Form



SA Paint Manufacturing Association & Training Institute
 PO Box 751605, Gardenview, Johannesburg, 2047
 Tel: 010 900 6823 / 076 792 0048 | www.sapma.org.za
 1 Casino Road, Foundershill, Modderfontein, 1609, Johannesburg

How to complete this form

- Please type in the blocks. No more hand written forms are acceptable
- To avoid administration delays, please make sure this form is completed in full.
- **Once it is complete, please email this form to: training@sapma.org.za**

OFFICE USE ONLY

Assessment Result:	
Credentials Attached:	
A/c No:	
Amount:	
Invoice No:	
Module:	
Letter/Card:	

SECTION A: PERSONAL DETAILS - APPLICANT

Have you registered/studied with SAPITI before? No Yes If yes, please state your student number here

Mr Mrs Miss Ms Initials Surname

First Name:

Known as

Gender: Male

Female

Home Language:

Nationality:

Marital Status:

Single

Married

Divorced

Widowed

Race: Black

White

Coloured

Indian

Other (please specify)

(Required by Government for statistical purposes)

SA Identity Number or Passport number if not SA Citizen

Please supply a certified copy of your ID/Passport

Highest School Qualification attained:

Highest Tertiary Qualification attained:

Do you have any disabilities? No

Yes

If Yes, Please state your disability and/or impairment:

Work No:

Home No:

Fax No:

Cell No:

Email (for course correspondence)

SECTION B: EMPLOYMENT DETAILS - APPLICANT

Company Name:

Is your Company a member of SAPMA? No Yes

Postal Address:

Postal Code:

Physical Address:

Postal Code:

Switchboard Tel:

Your Occupation

Number of years in the industry:

Department:

My Line Manager's name:

Email:

My HR Manager's name:

Email:

My Training Officer's name:

Email:

Course results for my personal file must be sent to:

Name:

Email:

Applicant's Signature:

Date

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SECTION C: COMPANY MANAGEMENT APPROVAL (to be completed by Departmental Head)

I agree to the applicant being registered for the specified module/skills programme and confirm the Company is responsible for the upfront payment of the course fee. Invoice to be sent to the following address for payment:

Postal Address:

Postal Code

Physical Address:

Postal Code

Company Name as per VAT certificate:

Vat Registration No:

Your Order number/reference:

Name of contact person responsible for account payment:

Email Address:

Tel:

Fax:

Authorising Signature:

Name of Signatory:

Date:

I have read and agree to the terms and conditions of my staff member being registered for the specified module/skills programme, and to abide by the course rules and payment policy printed herein.

We ask that your nominated person responsible for payments, sign as confirmation of acknowledgement and agreement to pay SAPITI training fees on time.

I, _____ representative of (Company Name):

agree to the advance payment policy stated in Points 1 to 3, herein.

Signed:

Name of Signatory:

Date:

Witness:

Name of Witness:

Title of Witness:

(eg: Accountant, Financial Manager, etc)

Date:

SECTION D: TERMS OF ADVANCE PAYMENT POLICY – Attention of Accountant/Financial Manager/Bookkeeper**SAPITI TERMS OF ADVANCE PAYMENT POLICY**

We wish to advise, the South African Paint Industry Training Institute (SAPITI) is a cash business and training fees are required to be paid before training can commence for your staff. In order for us to get all our clients on these payment terms, we ask that, you agree to and implement the policy by signature, and provide the information requested.

1. ADVANCE PAYMENT POLICY

Course fee for each registered student must be paid into the SAPITI bank account on presentation of the invoice.

Payments not received by the final due date on the invoice may incur a late payment penalty fee of prime + 1% of the total value outstanding.

Please ensure your accounting systems are changed to accommodate the advance payment policy.

The SAPITI bank account details are:

Name of account: SAPITI

Name of bank: First National Bank

Name of branch: Bedford Gardens, Bedfordview, Johannesburg

Branch code: 252155

Account number: 50210010208

Proof of payment: Proof of payment must be e-mailed to sapma@sapma.org.za

Payment reference: Please use your invoice account number as a reference of payment

2. LATE REGISTRATION FEE

Clients who register students after the course starting date may be charged the laid down registration fee per student.

3. LATE PAYMENT PENALTY FEE

Clients who do not comply with the advance payment policy and settle payment after the final due date specified on the invoice may be charged a late payment penalty fee of prime + 1% of the total value outstanding.

SECTION E: ONLINE COURSES - Please select which type of training programme☐ **BCF**

SAPMA now offers online courses through the BCF (British Coatings Federation). These courses are available online, are shorter technical courses and offer a wide variety of coatings, ink and powder coating modules to suit your training needs.

Please select the applicable module within the levels below

☐ Level 2 Foundation ☐ Level 3 Intermediate ☐ Level 4 Intermediate ☐ Level 5 Advanced

☐ **Online video training**

SAPMA has launched online training videos to fulfil the requirements of the training for all staff members within the industry. After each module is viewed, the trainee will be required to complete an online assessment on the video, before the trainee can move to the next module, until all ten modules are successfully completed. Once the trainee has successfully completed all ten assessments, the trainee will be required to pass an over-all assessment of all the modules and will receive a Certificate of Competence from SAPMA. These videos are also available for in-house training through company intranet site. For more information, contact training@sapma.org.za

Please select the applicable module/video

- ☐ Painting new and previously painted gutters and downpipes ☐ Painting new and previously painted internal cement plastered walls
☐ Painting new and previously painted external cement plastered walls ☐ Painting previously painted concrete roof tiles ☐ Painting rhino board ceilings
☐ Painting new and previously painted window frames ☐ Painting palisade fencing ☐ Painting of bathroom tiles
☐ Varnishing and sealing of exterior wood ☐ Painting of new and previously painted metal roofs

☐ **SURFACE COATINGS TECHNOLOGY TRAINING**

Please select the module applied for (tick applicable)

- | | | |
|---|---|--|
| <input type="checkbox"/> 01 Basic Technology | <input type="checkbox"/> 05 Modifiers | <input type="checkbox"/> 08 Formulating Principles |
| <input type="checkbox"/> 02 Paint Application | <input type="checkbox"/> 11 Basic Science | <input type="checkbox"/> 09 Powder Manufacture & Application |
| <input type="checkbox"/> 06 Evaluation | <input type="checkbox"/> 03 Solvents & Media | <input type="checkbox"/> 10 Powder Formulation Principles |
| <input type="checkbox"/> 04 Pigments & Dispersion | <input type="checkbox"/> 07 Convertible Media | |

Previous students, please list modules already completed:

SECTION F: SUMMARY OF SURFACE COATINGS TECHNOLOGY TRAINING

- **01 BASIC TECHNOLOGY**
Provides a solid foundation.
- **02 PAINT APPLICATION**
Surface preparation & pre-treatment, all major & minor application methods, drying & curing.
- **06 EVALUATION**
Methods of testing paint films; selection of suitable tests.
- **04 PIGMENTS & DISPERSION**
Colour principles, rheology, manufacture, properties & uses of the common pigments & extenders; theory & methods of dispersion.
- **05 MODIFIERS**
The nature, chemistry, properties & uses of most classes of additives.
- **11 BASIC SCIENCE**
This module provides potential students with sufficient science knowledge to cope with Surface Coatings Technology Part 2.
- **03 SOLVENTS & MEDIA**
The nature, chemistry, properties & uses of the common solvents & binders.
- **07 CONVERTIBLE MEDIA**
Further study of the chemistry, properties & uses of convertible binders, including water-soluble media.
- **08 FORMULATION PRINCIPLES**
Uses information from all previous modules to formulate coating for specific applications from first principles, which leads to a National Certificate NQF 5
- **09 POWDER MANUFACTURE & APPLICATION**
Provides a basic knowledge of powder coatings.
- **10 POWDER FORMULATION PRINCIPLES**
A more detailed study of the chemistry & properties of the common powder coating material, leading to formulating principles.

SECTION G: CONDITIONS OF REGISTRATION**SAPMA PAINT TECHNOLOGY COURSE REGISTRATIONS**

Senior certificate or higher qualification is pre-requisite to be accepted as a candidate for the Surface Coating Technology training. A copy of the applicant's relevant qualifications must accompany the enrolment form. All new registrations must complete a basic science and maths literacy assessment to determine prior knowledge.

WITHDRAWAL

A withdrawal will be accepted within 3 weeks of the course starting date, provided all study material is returned in good condition to our Head Office, no charge will be made. No refunds or credits will be entertained for any withdrawal at a later time.

DEFERMENT

Students wishing to defer studies must adhere to the following policy:

- Make written application for such deferment.
- The deferment form to be signed by the student's superior, accompanied by the laid down deferment fee.
- If no deferment application is submitted, the student may re-register at a prescribed fee.
- The student must complete the module by the end of the next semester.
- Any further deferment will not be granted and such a student will have to re-register and pay the full course fee.

RE-WRITING FINAL EXAMS

Students wishing to re-write exams would be charged the laid down fee.

PAYMENT TERMS

Payment must be effected before course starting date. Please e-mail to sapma@sapma.org.za to 086 623 5121.

Fully completed and signed Payment Policy document must be e-mailed together with the fully completed application form.

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