Doc Ref No. POP 16

Course Administration

- Student supply copy of ID / Passport + 4 Coloured ID photos + Course booking confirmation
- Complete Exam application form and submit to Training Admin before lunch on first day of course

Submit to Examination Admin before end of first day

Application Forms

Welcome & Introduction

- Introduction to SAIW and venue
- Time allocation
- Student responsibilities & Code of Ethics
- SAQCC System & Processes
- Hand-out of Course Material & Goodies bag

Training Course

- General Theory
- Specific / Application Theory & Codes
- Calibrations and Practical Sessions
- Q & A Sessions

Issue of Proof of training record & Confirmation of Examination to student by Training Admin prior to examination,

Copy to be posted or e-mailed to all company & student at least 2 weeks after completion of course

Lecturers shall assist by handing out draft copies to students on the Third day of course so that information can be verified as being correct by the student.

Student to verify correctness of information by signing the draft document.

Proof of Training Record

Eligible (Successful Completion) for examinations if student complies with:

- Daily attendance of training course
- Comply with time arrangements
- Participate in group discussions
- Complete all classroom tasks & practical assignments
- Complete all homework assignments
- Optional: End of Course assessment

All tasks and assignments shall be marked and discussed by the lecturer.

Subject to Lecturer's discretion

Complete Course feedback forms

Submit to NDT Manager for review after which it is submitted to Training Administration for record purposes

Training Feedback