



ZIMBABWE INSTITUTION OF ENGINEERS

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APPLICATION FOR ACCREDITATION OF TRAINING PROGRAMME/SCHEME

- ❖ Form ET&M/A1 should be submitted by organizations requesting for accreditation of professional training programmes.
- ❖ The form should be completed legibly in CAPITAL letters.
- ❖ In order to minimize the duration of the accreditation and ensure its smooth operation, would you please let us have the following information:

SECTION A

1. Company/Organisation whose course or training programme is to be accredited

Physical Address

Telephone No:..... Fax No:

2. Location (s) at which the programme operates

Physical Address

Telephone No:..... Fax No:

3. Chief Executive

Name Qualifications

Job Title Location

Telephone No:..... Fax No:

4. What is the organisation's nature of business?

.....
 (Brief details of the organisation's products and services; a pen picture of the organisation's history; relationship to associated, parent or subsidiary companies and its structure should be given on a separate sheet).

SECTION B

1. Name, qualifications and position of person with ultimate responsibility for training programmes:

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2. Name, qualifications and position of person responsible for day to day running of the training programme:

.....

3. Name, qualifications and position of training tutors/course directo:

Name	Qualifications	Position
a.		
b.		
c.		
d.		
e.		

NB: Continue on separate sheet if necessary.

4. Attach copy of Training Organisation chart

5. Why is your company /organisation/institution operating a Professional Engineer Training Programme?

.....

6. What intake standard do you demand for course participants: Engineering students, graduates/ post-graduates?

.....

7. Do you sponsor undergraduates? If so how many per annum?

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 8. How many participants are targeted per session?

.....

 9. What method of internal assessments is used? Attach any copies of any relevant task sheets, assessment instruments etc.

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 10. What feedback mechanism of training is used? Attach copies of relevant paperwork, including sample logbooks etc.

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 11. Has your CPD course/programme been approved by any other Institution or Training Board? If so, who and when? **(State reference number and confirmation of accreditation thereof were applicable)**

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 12. Have you a career plan/patch for course participants/graduate engineers?

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 13. **Please attach any other relevant documentation or statistics. If you have any quires do not hesitate to contact the ZIE Training Section for help and advice.**

SECTION C

- 1. Course Title/Name:
- 2. Mode of Education / Training (i.e. undergraduate, postgraduate or sandwich/short course)

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 3. Type of training e.g. thick, thin,3-daycourse, 1week, 2 weeks etc

.....
 4. Total training time in weeks/ hours

.....
 5. Training Elements

Code	Element	Code	Element
A	Induction	C5	Application (System) Engineering
B	Practical Skills	C6	Installation, Commissioning, Operation &Maintenance
C	General Engineer Training	C7	Marketing & Sales

C1	Product and or Service Specification	C8	Company or Service Organisation including Finance & Management
C2	Design & Development	HS	Health & Safety
C3	Documentation & Data Preparation	CS	Communication Skills
C4	Procurement, Manufacture, Testing & Quality Assurance	D	Direct Objective Training

Time Span in hours/weeks	Content of Training	Training Element Code(s)

Declaration

(To be signed by the Chief Executive or other person having the authority to allocate the resources required to support this programme)

On behalf of the named organisation, I apply for accreditation of the training course/programme described in this document. This training programme is designed to conform to current ZIE continuous professional development requirements and training in general. I declare that qualified staff and resources are available to support this programme.

Name..... **Position**.....

Signature..... **Date**.....

E-Mail Address:.....

NB: Application Form to be returned together with:

- a) Detailed Course Curriculum (both soft and hard copies) indicating course synopsis, target group, course objectives and content/programme,
- b) Company Profile,
- c) Certificate of Incorporation/Registration, and
- d) Requisite accreditation fees (1 day \$750.00; 2 days \$1000.00; 3 to 7 days 1250 & more than 7 days/engineering programme \$2000.00)

For Office use only

Received	Fee Paid (US\$)	Decision	Date	Ref No:
Date:		a) Approved		
By:		b) Deferred		
Signature:		c) Rejected		

ZIE Chief Executive Officer's Signature:.....

Date:.....

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