



## APPLICATION FORM FOR SABPP ENDORSEMENT OF HR PRODUCT/SERVICE

### 1. APPLICATION PROCESS

The application process consists of the steps outlined in the table below:

Step	Description
<b>Step 1:</b>	Submit the SABPP Application for learning event approval. This form can be obtained by emailing a request to Learning and Quality Assurance at LQA@sabpp.co.za
<b>Step 2:</b>	The applicant will receive a notification: "Application receipt". The SABPP will have 14 working days to complete the process.
<b>Step 3:</b>	The Manager will review the application and recommend for endorsement subject evaluation of the product/services as well as performing monitoring visit (cost will be carried by the applicant). If the recommendation is approved, the application will be forwarded to the committee for final approval. If the recommendation is not approved at this level, the applicant will be notified.
<b>Step 4:</b>	Approval of the endorsement will be assessed against the following criteria: <ul style="list-style-type: none"> <li>• The quality of the product or services it renders.</li> <li>• The relevance to the HR profession and significance to the industry.</li> <li>• Alignment to the SABPP National HR Standards and Competency Model</li> <li>• The professional reputation and credibility of the applicant must be found to be in line with the SABPP values. If the applicant has a negative reputation in the market, then SABPP will decline the application.</li> </ul>
<b>Step 5:</b>	The application must be accompanied with proof of payment.
<b>Step 6:</b>	If approved, the Head: Learning and Quality Assurance will forward the relevant documentation and request proof payment. If payment is not made within 7 working days of notification, the approval will not be valid. When payment is made the applicant will be forwarded the following for signature: <ul style="list-style-type: none"> <li>• Product Endorsement Agreement</li> <li>• Product Endorsement Policy</li> <li>• Policy on the use of the SABPP logo</li> </ul>
<b>Step 7:</b>	A <b>formal letter</b> with an endorsement number will be issued to inform the applicant on the finalisation of the endorsement.
<b>Step 8:</b>	The applicant is allowed to place the <b>SABPP logo on their marketing material in compliance with the Policy on the use of the SABPP logo</b> . The logo will be forwarded to the applicant by the SABPP's Marketing Manager. The required process must be followed. The "marketing material" must be signed-off by the Head Knowledge and Innovation and the Marketing Manager. <b>Note:</b> The use of logo must be approved by all stakeholders. Abuse of logo, name(s) and false pretenses will be dealt by law.
<b>Step 9:</b>	The endorsement will be monitored on a yearly basis and monitored in compliance to the: <ul style="list-style-type: none"> <li>• Product Endorsement Agreement</li> <li>• Product Endorsement Policy</li> <li>• Policy on the use of the SABPP logo</li> </ul>
<b>Step 10:</b>	<b>The Learning and Quality Assurance Team will do annual audit at a fee of R 1250.00. The travelling (at R 3.50 per kilometer) and accommodation (where applicable) cost be carried by training provider.</b>

<b>Step 11:</b>	Renewal after 2 years will ensure an application for renewal and payment procedure will follow in line with the: <ul style="list-style-type: none"> <li>• Product Endorsement Agreement</li> <li>• Product Endorsement Policy</li> <li>• Policy on the use of the SABPP logo</li> </ul>
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Product Endorsement Application Form 2018

**2. APPLICANT DETAILS**

<b>Registered name</b>					
<b>Trading name</b>					
<b>Email address/addresses</b>					
<b>Physical address</b>					
<b>Postal address</b>					
<b>Website (where applicable)</b>					
<b>Legal status</b>	<input type="checkbox"/> Registered Company or Closed Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> NGO (Not for Gain Organisation) <input type="checkbox"/> Statutory Body <input type="checkbox"/> Other: _____				
<b>Tax number</b>					
<b>VAT number</b>					
<b>TAX Clearance Certificate</b>	<b>Have you submitted the TAX CLEARANCE CERTIFICATE?</b>				
<b>SABPP Professional Registration number</b>					
<b>Nature of core business (Eg: OD Consulting; Wellness Provider etc.)</b>					
<b>Please provide client references</b>	<b>Name</b>	<b>Position</b>	<b>Company</b>	<b>Nature of business</b>	<b>Tel no:</b>
<b>Client Reference 1</b>					
<b>Client Reference 2</b>					
<b>Client Reference 3</b>					

### 3. APPLICANT'S CONTACT DETAILS

Please provide the contact details of a director with whom the SABPP will liaise with. The director will be the person held liable for all agreements and payments with the SABPP.

	Main Contact Person	Alternative Contact Person
<b>Name</b>		
<b>Designation</b>		
<b>SABPP Professional registration no.</b>		
<b>Telephone/Cellphone</b>		
<b>Fax (where applicable)</b>		
<b>Email address</b>		
<b>Status of position</b> (Full-time, Employee, Fixed term contract, Consultant, etc.)		

### 4. The description of product

#	Description of product
1.	<p><b>Submission of product information:</b> Applicants are to submit the following information for each product for the endorsement:</p> <p><b>Title:</b></p> <p><b>Abstract:</b> A description of the purpose of the product or service (not exceeding one short paragraph).</p> <p><b>Scope:</b> A detailed outline of the product.</p> <p><b>Competence / Category</b> List/State the area/range of HR/Management competence covered in the following fields Organisational Development (OD); HR Practices; Learning and Development; Recruitment and Selection; Reward Management; Safety, Health and Environment; HR Information System; HR Administration; Employment Relations; Coaching and Mentoring; Risk and Compliance. 1 or more of the 13 HR Standards to be covered. 1 or more of the 14 HR Competency areas to be covered.</p> <p><b>Assessment:</b> Where relevant the forms of assessment to be applied to clients to measure</p>

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## 5. PRODUCT OR SERVICE FILE

Please ensure that a detailed product file is submitted to the SABPP with this application form. This file should ensure the full product development; alignment to the SABPP National HR Standards and plan of implementation.

## 6. ENDORSEMENT FEE

This fee is applicable should the endorsement be approved

#	Product	Duration	SABPP Fee
	Endorsement	2 years	R5000
	Renewal	2 years	R 2500
<b>Total SABPP fee</b>			
<b>Vat @ 14%</b>			
<b>Total</b>			

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Signature

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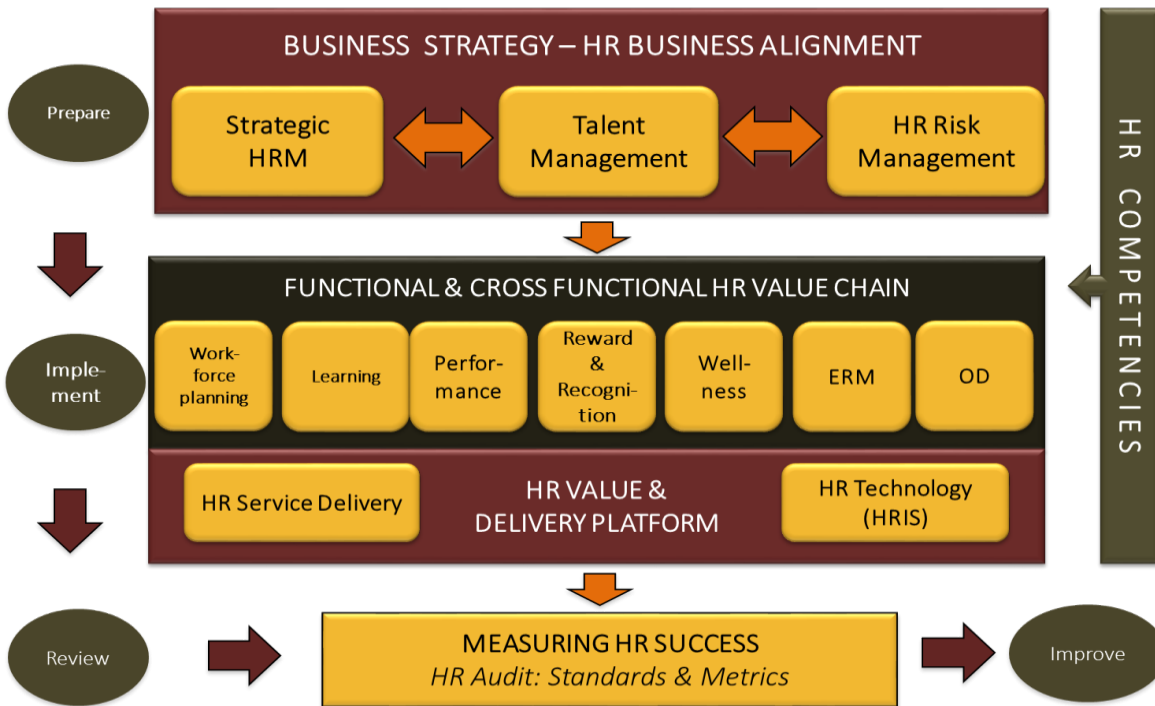
Date

***PAYMENT FOR ENDORSEMENT MUST BE PAID IN FULL AT THE TIME OF THE APPLICATION. PROOF OF PAYMENT MUST BE PROVIDED TO SABPP ONCE APPLICATION IS APPROVED FOR ENDORSEMENT.***

## ANNEXURE A: GLOSSARY OF TERMS

Term	Description
<b>Product</b>	Any HR product delivered to a client.
<b>Service</b>	Any HR service delivered to a client.
<b>Endorsement</b>	A written or a public statement declaring the virtues and recommending the use of a product.
<b>HR Competences</b>	The 14 HR competencies of the SABPP HR Competency Model.
<b>HR Standards</b>	The 13 HR Standards elements of the SABPP HR System Standards Model.

## SABPP HR SYSTEM STANDARDS MODEL



## SOUTH AFRICAN HR COMPETENCY MODEL

