



**THE REVOLUTIONARY GOVERNMENT OF ZANZIBAR
THE ARCHITECTS, ENGINEERS AND QUANTITY
SURVEYORS REGISTRATION BOARD**



SAPAEQ Trainees' Semi Annual Reports Format

1.0 Introduction

The format of the Training Logbook for the SAPAEQ Trainees is detailed in **Appendix 3** of Volume 1 of the SAPAEQ Documentation (Design and Operationalization).

2.0 Proposed Format of the SAPAEQ Semi Annual Reports

It is proposed that the Semiannual Reports should adopt the following major sections of the Logbook:

Section 1: Introduction

Section 2: Details of the Training Agreement

In this section, the Trainee shall provide the following details:

- Full Name of the Trainee and his/her SAPAEQ Identification Number (SAPAEQ ID No.),
- Name of the Training Organization (SAPAEQ Provider), Address, Telephone Numbers, Facsimile and E-mail address,
- Name of the Professional Training Supervisor (PTS) and his address and telephone numbers, and
- Period of Training.

Section 3: The Training Scheme

This section should clearly indicate the training programme to be followed by the Trainee. Essentially, this will be the AEQSRB approved Training Scheme as per AEQSRB Training Guidelines for each respective engineering discipline. However, the individual SAPAEQ Trainee's Training Scheme will, where applicable, incorporate the SAPAEQ Provider's internal training programme. The elements of the training programme undertaken during the period under review (quarter) should be clearly highlighted.

Section 4: Record of Technical and Professional Experience

This is a core section of both the **Quarterly** and **Final Reports**. The Trainee shall be required to state in chronological order, the dates, brief details of the projects in which he/she participated, including the size, costs and position held during the project execution indicating the time span/duration in months. The presentation of the technical and professional experience should be made in a tabular format as presented in the SAPAEQ Training Guidelines. The PTS comments should be incorporated in this presentation.

Section 5: Concluding Remarks

This section should include both the Trainee's and the PTS's remarks on the training activities undertaken during the quarter under review.