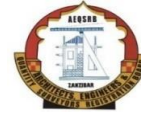


## APPENDIX 11: SAPAEQ TRAINING REGULATIONS AND RULES

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



### THE STRUCTURED APPRENTICESHIP PROGRAMME FOR ARCHITECTS, ENGINEERS AND QUANTITY SURVEYORS (SAPAEQ)

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#### SAPAEQ TRAINING REGULATIONS AND RULES

##### 1.0 INTRODUCTION

These rules and regulations have been established to ensure that the Structured Apprenticeship Programme for Architects, Engineers and Quantity Surveyors (SAPAEQ) is conducted in an orderly manner. All trainees are required to strictly follow them so as to win trust and cooperation of SAPAEQ providers, Mentors and Financiers as well as all other stakeholders in the architectural, engineering and quantity surveying sector. Proper implementation of the programme will not only ensure its expansion and sustainability, but it will also ensure that the nation gets value for money as the objectives of the programme will be achieved.

The Board, through respective SAPAEQ providers and mentors, will be responsible for enforcing these rules and regulations.

##### 2.0 THE REGULATIONS AND RULES

###### 2.1 Selection of SAPAEQ Trainees

**Selection of SAPAEQ trainees shall base on the selection criteria as provided in the SAPAEQ – Project Implementation Document**

###### 2.2 Acceptance of Offer of Training under SAPAEQ

A graduate architect/engineer/quantity surveyor selected to join the programme is required to indicate his/her acceptance, or otherwise, of the “**Offer of Training under SAPAEQ**” by filling the Declaration Form provided by the Board within three weeks from the date of the offer or the date the list of selected trainees is published in the public media. Failure to do so will result in the forfeiture of the offer.

###### 2.3 Reporting for Training

- ◆ A graduate architect / engineer / quantity surveyor selected for professional training under SAPAEQ is required to report for training within seven (7) days from the date of finalizing placement formalities with the Board.
- ◆ Upon arrival at the training organization (SAPAEQ provider), the trainee will produce the letter of introduction and “**Trainee Arrival Note**” to the SAPAEQ Provider. The SAPAEQ Provider will sign the Arrival Note and also indicate the date of arrival of the trainee. Soon thereafter, the trainee will return the Arrival Note to the AEQSRB Secretariat.

## **2.4 Commitment to the Programme**

Trainees are required to show great commitment to the Programme by:

- (i) Pursuing the Programme diligently and assiduously.
- (ii) Correctly completing the training logbook.
- (iii) Timely submission of quarterly reports. Reminders from the Board shall imply that the trainee is not serious with the programme.

## **2.5 Attendance**

- ◆ Trainees shall see to it that they attend all work schedules prescribed by their SAPAEQ Providers. Absenteeism will not be accepted. Excused absences will only cover:
  - illness for which documentary evidence will be required.
  - death in the immediate family.
  - spousal leave for childbirth.
  - court summons (verified by subpoena).
- ◆ Trainees shall not leave their training organizations without the express Permission of the Board and/ or the SAPAEQ Provider.

## **2.6 Looking for Employment during SAPAEQ Training**

- ◆ The Board encourages trainees to look for employment while pursuing the programme. This will enable the Board to select other trainees to fill the vacant training placements, created as a result of trainees securing employment. Trainees invited to appear for employment interviews will, however, require to obtain specific permission from the Board or the SAPAEQ Provider to the travel to the venue of the interview.
- ◆ Undertaking part-time employment during SAPAEQ training period is strictly not allowed. Trainees who do so, risk disciplinary action.

## **2.7 Follow up of Trainee's Progress and Attendance**

- ◆ The Board will visit trainees at their training places regularly to check on their progress. During the visits the Board will, among others, check the trainees' logbooks.
- ◆ The AEQSRB Secretariat will check the attendance of each trainee at least once a month.

## **2.8 Uniforms and Safety Gears**

A trainee is required to wear uniforms or safety gear provided by AEQSR / SAPAEQ Provider when at work.

## **2.9 Respect of SAPAEQ Providers Regulations**

Trainees shall identify themselves as part and parcel of the SAPAEQ Providers workforce and perform assigned tasks like employees of their respective training organizations. The trainees are therefore expected to obey and respect regulations of their SAPAEQ Providers.

## **2.10 Cooperation with SEAP Providers Workers**

In order to reap maximum benefits from the Programme, SAPAEQ Trainees are required to closely cooperate with the SAPAEQ Providers' employees to the extent that nobody can differentiate between an employee and a trainee.

## **2.11 Evaluation of Quarterly Reports and Feedback**

Trainees will be required to submit Quarterly Reports regularly to the Board written as per AEQSRB Format. Trainees will be given the feedback on the evaluation results/observations of their quarterly reports. Trainees shall resubmit their reports within one month, when required to do so, from the date of the advice.

## **2.12 Payment of Training Allowances**

- Payment of training allowances is subject to submission of Quarterly Reports;
- Failure by trainee to submit quarterly report **three weeks after** the end of the respective quarter training allowance for the subsequent month will be **withheld** and **non-repayable**. Non repayable allowances may be used to cater for other qualified trainees who are not paid for lack of funds.

## **2.13 Handling of Trainees' Problems/Complaints**

All problems or complaints on matters related to the SAPAEQ shall be handled by AEQSRB Secretariat. Where deemed necessary, the AEQSRB Secretariat shall involve mentors and SAPAEQ Providers.

## **2.14 Movement of SAPAEQ Trainees From one SAPAEQ Provider to Another**

Where Trainees are unable to complete their professional training in one organization due to lack of requisite training facilities, the Board in consultation with SAPAEQ Providers will facilitate for the transfer of such trainees to other SAPAEQ Providers.

## **2.15 Personal Demeanour and Conduct**

During the period of training all trainees are expected to comply with the laws of the country, employers' regulations, AEQSRB Training Regulations and the Code of Ethics for Architects, Engineers and Quantity Surveyors. Non-compliance will lead to appropriate disciplinary action being taken against defaulting trainees, which may include termination of training. Trainees whose training is terminated shall be required to reimburse the Board all costs incurred on them.

## **2.16 Completion of SAPAEQ Training**

At the end of the training programme, the Board will notify the trainees on the completion of the programme. The trainee will fill the SAPAEQ Completion form and be issued with a letter of completion. Unceremonial departure is prohibited.

## **2.17 Application for Registration**

After completion of the training, the trainee will be required to apply for registration without failure.