



2009 ~ MDT Scheme ~ 2009

Streamlined Administration Guidance Notes for Service Providers

It is the responsibility of the **approved service provider** to supply documents to the candidate or to direct them to the website to download the relevant documents.

Please Note: You are licensed Service Provider of the MDT to undertake training and/ or assessment. The MDT only has financial and contractual dealings with Service Providers. The MDT is only an administrative, quality setting, monitoring and assurance body and has no contractual obligations to the candidates. Therefore, how you reclaim the Registration and Assessment fees from the candidate is up to the Service Provider personally. The fees you will be invoiced are “Licence fees” and are owed by the Service Provider and not the candidate.

1. Registration Application Form (May be faxed to 086 517 5047 and then original posted)

A **Registration Application Form** is to be filled in and submitted within 14 days, to the MDT Administrator by the Approved Provider after being signed by the Candidate. The Service Provider will be invoiced at the end of each month for the Registrations received. (R150 per registration)

On receipt of the Registration Application Form, the Administrator will send the candidate a welcome letter confirming their registration number.

2. Training Course Report (May be faxed to 086 517 5047 and then original posted)

The Trainer must be satisfied that the candidate has met the pre-training requirements.



A **Training Course Report** is to be filled in after each training course and submitted to the MDT. This information is now separate from the **Registration Application Form** and only one form is filled in per course.



The trainer must supply at the end of the training course, a **Training Course Quality Assurance Form**, (1 per person) which is downloadable from the MDT website. This must be returned with the **Training Course Report**.

If the candidate is not already registered with the MDT for this level, a **Registration Application Form** must be sent in as well.

The Administrator will issue a Training Attendance Logbook insert which will be sent to the candidate.

3. Prospectus & Syllabus

The candidate must receive the Scheme **Prospectus, Syllabus & Candidate Handbook** not later than 14 days prior to the commencement of a Training Course or RPL Assessment, unless a late application is received. In which case they must receive the documents at least 24 hours prior to commencement of training / assessment. Candidates may be directed to download these from the website.

4. Mountain Logbook

The candidate must receive the Mountain Training Scheme's Mountain **Logbook** at the start of or prior to the Training Course. They may download an electronic version from the website if preferred.

5. Assessment Reports (May be faxed to 086 517 5047 and then original posted)

The Assessor must after an assessment course, fill in an **Assessment Course Report** and send it to the MDT Administrator not later than 14 days after the assessment.



The Assessor must supply at the end of the assessment course, an **Assessment Course Quality Assurance Form**, (1 per person) which is downloadable from the MDT website. This must be returned with the **Assessment Course Report** to the MDT.

The Service Provider will be invoiced at the end of each month for the Assessments received. (R150 per Assessment)

On receipt of an Assessment Course Report, the Administrator will send the candidate a quality assurance questionnaire. Once this is returned to the Administrator, the Certificate will be sent.

At the start of the Assessment Course, the Assessor must be satisfied that the candidate has met the requirements of the consolidation period and produced a valid approved First Aid Certificate. Certification will not occur unless the Administrator has verified the candidate has a valid first aid. **A copy of the first aid certificate must accompany the Assessment Course Report.**

All Documents are available from the MDT Website

TRAINING COURSE & REGISTRATION

You Need:

1. **MDT Registration Form** (1 per person)
2. **Training Course Report** (1 per course)
3. **Course Quality Assurance Form** (1 per person)
4. Prospectus
5. Syllabus
6. MDT Logbook
7. Candidate Handbook
8. Course QA Form

SP Licence Fees:	
Registration	R150
RPL Assessment	R300
<small>(R150 Registration + R150 Assessment)</small>	

RPL Assessment applies where a MDT Training course has not been undertaken

Check:

1. Candidate meets scheme entry requirements.

Requirements:

1. Give Syllabi & Prospectus to Candidate
2. Run Course
3. Get candidate to fill in course QA form
4. Fill in and submit **MDT Registration form, Training Course Report & QA Form** to Administrator (Within 14 days)

Administrator will send a Welcome letter to the Candidates with their registration numbers. If a MDT Training course was done, the Administrator will send a **Training Attendance Logbook Insert** indicating their attendance at a training course.

ASSESSMENT COURSES

You Need:

1. **MDT Assessment Course Report Form** (1 per course)
2. **Assessment Quality Assurance Form** (1 per person)

Check:

1. Consolidation Period Completed
2. First Aid certificate is current

SP Licence Fees:	
Assessment	R150
RPL Assessment	R300
<small>(R150 Registration + R150 Assessment)</small>	

Requirements:

1. Run Assessment
2. Submit **MDT Assessment Course Report form, Assessment QA forms** and **Copy of First Aid Certificate** to Administrator. (Within 14 days)

Certification will be issued once all documentation has been received

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