



**SACAP/R0006**

**MONTHLY TRAINING RECORD**

Submit the original form to the Registrar of the Council with copies to the employer or mentor within two weeks of the end of each month

It is hereby recorded and certified that the candidate underwent the following training under supervision and/or mentorship during the above period.

**MONTH & YEAR:** .....

<b>Employer/Mentor's Name:</b> .....	<b>Candidate's Name:</b> .....
<b>Registration Number:</b> .....	<b>Candidate's Number:</b> .....
<b>Signature:</b> .....	<b>Signature:</b> .....

SUMMARY OF TRAINING	EDUCATIONAL SESSIONS	TRAINING	EMPLOYER / MENTOR INITIALS
1. Project and Office Management			
2. Design and Design Documentation			
3. Construction Documents			
4. Contract Administration			
<b>TOTAL NUMBER OF TRAINING UNITS RECORDED DURING THE PERIOD</b>			

Training took place in the categories as indicated per unit hereafter:

CATEGORIES OF EXPERIENCE	WEEK OF THE MONTH					MONTHLY TOTAL PER ACTIVITY
	1	2	3	4	5	
<b>1. Project and Office Management</b>						
• Meeting with clients						
• Discussions with clients of the brief and the preliminary drawings						
• Formulation of client requirements						
• Pre-contract project management						
• Determination of contract conditions						
• Drafting of correspondence						
• Co-ordination of the work of consultants						
• Office and project accounting systems						
• Personnel issues						
• Statutory requirements for running an office						
• Professional Insurance						
• Other activities .....						
<b>TOTAL UNITS EARNED IN THIS CATEGORY PER WEEK</b>						
• Educational session not included above						

<b>Employer/Mentor's Name:</b> .....	<b>Candidate's Name:</b> .....
<b>Registration Number</b> .....	<b>Candidate's Number:</b> .....
<b>Signature</b> .....	<b>Signature:</b> .....

CATEGORIES OF EXPERIENCE	WEEK OF THE MONTH					MONTHLY TOTAL PER ACTIVITY
	1	2	3	4	5	
<b>2. Design and Design Documentation</b>						
• Site investigation and evaluation						
• Meeting with relevant authorities						
• Assessment of the implications of relevant regulations						
• Preparation of schematic and design development drawings						
• Checking design proposals against statutory requirements						
• Preparation of budgets, estimates, cost plans and feasibility studies						
• Other activities .....						
<b>TOTAL UNITS EARNED IN THIS CATEGORY PER WEEK</b>						
• Educational session not included above						
<b>3. Construction Documents</b>						
• Preparation of working drawings and specifications						
• Monitoring the documentation process against time and cost plans						
• Checking of documents for compliance with statutory requirements						
• Co-ordination of subcontractors documentation						
• Co-ordination of contract drawings and specifications						
• Other activities .....						
<b>TOTAL UNITS EARNED IN THIS CATEGORY PER WEEK</b>						
• Educational session not included above						
<b>4. Contract Administration</b>						
• Preparing, receiving and adjudication of documentation of bids or tenders and the procedures connected therewith						
• Site meetings						
• Inspection of works						
• Issuing instructions, notices and certificates to the contractor						
• Client reports						
• Administration of variations and monetary allowances						
• Resolution of Disputes						
• As built drawings						
• Final accounts						
• Other activities .....						
<b>TOTAL UNITS EARNED IN THIS CATEGORY PER WEEK</b>						
• Educational session not included above						