

Checklist for Admission

Advisors/Examiners/Trainers



Qualified Metalworker

Evidence of the below-listed qualifications must be produced in order to acquire authorization as an **advisor/examiner/trainer** (please enclose copies). After a positive check of the documents has been made by SystemCERT, authorization is granted per letter of appointment.

We also request that you enclose a personal data sheet with this checklist (incl. proof of legitimation in the form of a copy of your photo ID).

Please complete and return to SystemCERT with the appropriate supporting documents!

	Title	First name	Last name
Name:			

Area of authorization: (please mark with a cross as applicable)

- Advisor
- Examiner

Advisors/examiners/trainers must possess the latest level of skills and knowledge in their specialized area in particular.

An advisor/examiner/trainer recognized by SystemCERT for the training of **“qualified metalworkers”** must provide the following supporting documents (extract from the certification programme):

Trainers

substantiated by:

<input type="checkbox"/> Completed apprenticeship in the metal sector	
<input type="checkbox"/> 5 years of experience in the metal sector as a skilled worker	
<input type="checkbox"/> Completed specialist instructor training	
<input type="checkbox"/> Employment in the relevant technical profession	

Examiners

substantiated by:

<input type="checkbox"/> Min. one appropriate qualification as a master craftsman	
<input type="checkbox"/> 2 examinations as a test accompanist under the supervision of an approved examiner OR	
<input type="checkbox"/> Experience as an examiner at a final apprenticeship examination	

Place, date

Checked by SystemCERT Zertifizierungsges.m.b.H.

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