



ERB-PME-FRM-09

United Republic of Tanzania
Ministry of Works
Engineers Registration Board (ERB)
P.O BOX 2768, Mhandisi Annex, Plot Number 13, Block "A"
Tambukareli Street- NCC, Dodoma Tel: +255 26 2960086/87



Rev: 00

TRAINEES QUARTERLY REPORTS FORMAT

Doc: SEAP Trainees Quarterly Reports Format

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THE UNITED REPUBLIC OF TANZANIA THE ENGINEERS REGISTRATION BOARD

SEAP Trainees' Quarterly Reports Format

1.0 Introduction

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

2.0 Proposed Format of the SEAP Quarterly Reports

It is proposed that the Quarterly 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 SEAP Identification Number (SEAP ID No.),

Name of the Training Organization (SEAP 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 ERB approved Training Scheme as per ERB Training Guidelines for each respective engineering discipline. However, the individual SEAP Trainee's Training Scheme will, where applicable, incorporate the SEAP 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 SEAP 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.