



Document Name	TETA Logbook check list
Document Ref	MATA-CON-022
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TETA Logbook & Document check list

Please make a copy of ALL documents that you will be submitting and place in a separate plastic sheet at the back of the logbook.

Do not Staple any of the documents! All documents and logbooks to be printed in colour and one sided only!

Supporting documentation	PLEASE READ ALL CAREFULLY! I will not submit if all is not in order!!!	Done
TETA Trade Test Application Form		
TETA Contract (Clear colour copy of Original)		
2x Certified ID Doc (Clear colour copy)		
2x Certified Matric Certificate (Clear colour copy)		
2x Certified SAQA Letter (Foreign Matric only)		
2x Certified Basic Training Certificate or N Qualification (Clear colour copy) * Your MATA certificate if you are a MATA student, The gold one!		
Service letter from employer (As per TETA Template)		
All copies less than 3 months old?		
All copies original? (TETA does not accept photocopies of certified copies)		
Documentation neatly placed in plastic sheet in the front of the logbook		
Logbook Requirements		Status
Learner & Employer Information in Logbook (All companies you have worked for, and hours logged with in your logbook will need to added under the employer info)		
Start Dates and End Dates		
Signatures in all necessary places, make sure there is a stamp with every signature		
80% of Tasks and Required OJT Hours Completed as Indicated in Logbook		
All Tasks Signed and Stamped		
No more than 8 hours booked per day		
No tippex, No corrections or numbers scratched out, No Pencil		
No weekends, No public holidays		
Only black pen used		
Not more than one company or year per page		
Each section separated with title page		
Monthly Monitor signed off for every month worked		
Filed Neatly (No loose pages)		
Unused pages removed from book (once removed you will have to re-number all the pages to collate, make this the last thing you do)		
Empty task blocks and pages closed off with ruler from corner to corner		
Page Numbers in order (The only correction you are allowed to make is your page re-numbering if you need to)		
Task Numbers correct (only relevant for older logbooks or specific trades)		
If you need assistance with paperwork or logbook, please get hold of me. I have how to guides for the documents should you need them in helping you complete everything.		