




SOUTH AFRICAN PROFESSIONAL FIREARM TRAINERS COUNCIL

229 Voortrekker Road 
Monument, Krugersdorp
1739

011 664 8655 
086 517 0506 
admin@pftc.co.za 
www.pftc.co.za 

SECTION 1: TRAINING PROVIDER ACCREDITATION APPLICATION FORM

Please use black pen and print clearly when completing the form.

Registered Name of Training Provider:

(Please Attach CIPRO/CIPC Registration Documents)

Trading As (Name of Training Provider):

Type of Business:

(CC/Pty Ltd/Trust/Sole Proprietor, etc)

Company Registration No.:

(CIPRO/CIPC/National ID Number if Sole Proprietor)

SARS Reference No.:

(Please Attach Your Current SARS Tax Clearance Certificate)

Physical Address of Training Centre:

Postal Code:

(Please Provide MOU/Lease Agreement)

Postal Address:

Postal Code:

Email Address

Contact Person's Details: (Responsible Person)

Name of Contact Person:

Telephone No.:

Cell No.:

Email Address:

Are you BBBEE Compliant?

☐

Yes

☐

No

(Please Attach Latest Certificate)

Human Resources at your Training Centre:

Total Number of Full-Time Staff:

Total Number of Part-Time Staff:

Total Number of Assessors:

Total Number of Instructors:

Please provide a list of Assessors:

Name of Assessor:		No.:	
Name of Assessor:		No.:	
Name of Assessor:		No.:	
Name of Assessor:		No.:	
Name of Assessor:		No.:	
Name of Assessor:		No.:	
Name of Assessor:		No.:	
Name of Assessor:		No.:	
Name of Assessor:		No.:	
Name of Assessor:		No.:	

Name/s of Moderators:

Name of Moderator:		No.:	
Name of Moderator:		No.:	
Name of Moderator:		No.:	

(Please Attach Latest Moderator MOU)

Please Provide Names and ID Numbers of all Qualified Instructors Employed at your Training Centre:

Name of Instructor:																	
ID No.:																	
Name of Instructor:																	
ID No.:																	
Name of Instructor:																	
ID No.:																	
Are you Currently Accredited with any SETA?																<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES which SETA?																	

(Please Provide Supporting Evidence i.e. Attach Proof of Accreditation and the List of Unit Standards)

Are you Currently Accredited as a Firearms Training Provider with the SAPS?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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(If YES Please Provide a Copy of your SAPS Accreditation Certificate)

Shooting Range Information:

Which Accredited Shooting Range/s do you use?

Name of Shooting Range:	
Name of Shooting Range:	
Name of Shooting Range:	

(Please Attach Your Current MOU's for the Use of the Shooting Range/s)

Approved Training Material is Needed for Each and Every Unit Standard.

Please Provide Proof of your Access to Accredited Training Material for the Unit Standard that you Wish to Present / Access.

(Name of Author and Company Supplying your Training Material and Assessment Tools)

(Attach MOU or Relevant Approval Letter)

A Copy of your Quality Management System (QMS) Must Accompany your Application.

Form PFTC 1

PLEASE NOTE:

1. Tick only the Unit Standards for which you are applying for accreditation.
2. Tick only the Unit Standard for which you are properly qualified to present. **DO NOT** tick the Unit Standards that you have successfully completed as a learner but only the Unit Standards that you will be offering to learners at your training centre.
3. Supporting evidence must be supplied (eg. Grading Shoots, Certificates & Qualifications)

CATEGORY 1

() TICK

Unit Standard Title:	Knowledge of the Firearms Control Act 2000 (Act No 60 of 2000)	SAQA ID:	117705	
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CATEGORY 2

Unit Standard Title:	Handle and Use a Handgun	SAQA ID:	119649	
Unit Standard Title:	Handle and Use a Self-Loading Rifle or Carbine	SAQA ID:	119650	
Unit Standard Title:	Handle and Use a Manually Operated Rifle or Carbine	SAQA ID:	119651	
Unit Standard Title:	Handle and Use a Shotgun	SAQA ID:	119652	

CATEGORY 3

Unit Standard Title:	Handle and Use a Handgun for Business Purposes	SAQA ID:	123515	
Unit Standard Title:	Handle and Use a Self-Loading Rifle or Carbine for Business Purposes	SAQA ID:	123511	
Unit Standard Title:	Handle and Use a Manually operated Rifle or Carbine for business purposes	SAQA ID:	123519	
Unit Standard Title:	Handle and Use a Shotgun for Business Purposes	SAQA ID:	123514	

CATEGORY 4

Unit Standard Title:	Apply Tactical Knowledge in the Use of Firearms	SAQA ID:	123510	
Unit Standard Title:	Demonstrate Tactical Proficiency with a Handgun	SAQA ID:	123513	
Unit Standard Title:	Demonstrate Tactical Proficiency with a Self-Loading Rifle	SAQA ID:	123518	
Unit Standard Title:	Demonstrate Tactical Proficiency with a Shotgun	SAQA ID:	123512	

CATEGORY 5


Unit Standard Title:	Supervise Shooting Exercises	SAQA ID:	123516	
Unit Standard Title:	Safely Supervise the Operation of a Shooting Range and Tactical Shooting Exercises	SAQA ID:	123517	
Unit Standard Title:	Supervise Firearm Training	SAQA ID:	123520	
Unit Standard Title:	Apply Moral Decision Making & Problem Solving Strategies	SAQA ID:	116483	
Unit Standard Title:	Conduct Targeted Training & Development Using Given Methodologies	SAQA ID:	117870	

ELECTIVES

Unit Standard Title:	Handle and Use a Muzzle-Loading Firearm	SAQA ID:	243200	
Unit Standard Title:	Use Firearms in a Military and Law Enforcement Environment	SAQA ID:	120487	



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SECTION 2: APPLICATION FORM FOR THE REGISTRATION OF ASSESSORS

Please use a black pen when completing the form.

Name:

Surname:

National ID No:

(Please Attach Certified Copy of ID)

Alternate ID No. (If Applicable):

Alternate ID type (If Applicable):

(Please Attach Certified Copy)

Physical Address:

Postal Code:

Postal Address (If Different From Above):

Postal Code:

Telephone No:

Cell No:

Fax No:

Email Address:

Town and Province in Which the Assessor Resides:

Name of the Training Centre Where You Will Be Conducting Assessments i.e. Who is Your Employer?

Assessor No. (If Applicable):

(Please Attach SETA Registration Letter)

Have You Successfully Completed the Assessor Unit Standard 115753 "Conduct Outcomes-Based

Assessment" at NQF level 5?

☐

Yes

☐

No

(Please Attach ETDP SETA or PFTC Statement of Results)

Please Mark the Unit Standards You Wish to be Registered For With a Tick on the PFTC 1 Form Attached.

Form PFTC 1

ASSESSORS REGISTRATION

CATEGORY 1

() TICK

Unit Standard Title:	Knowledge of the Firearms Control Act 2000 (Act No 60 of 2000)	SAQA ID:	117705	
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CATEGORY 2

Unit Standard Title:	Handle and Use a Handgun	SAQA ID:	119649	
Unit Standard Title:	Handle and Use a Self-Loading Rifle or Carbine	SAQA ID:	119650	
Unit Standard Title:	Handle and Use a Manually Operated Rifle or Carbine	SAQA ID:	119651	
Unit Standard Title:	Handle and Use a Shotgun	SAQA ID:	119652	

CATEGORY 3

Unit Standard Title:	Handle and Use a Handgun for Business Purposes	SAQA ID:	123515	
Unit Standard Title:	Handle and use a Self-loading Rifle or Carbine for Business Purposes	SAQA ID:	123511	
Unit Standard Title:	Handle and Use a Manually Operated Rifle or Carbine for business purposes	SAQA ID:	123519	
Unit Standard Title:	Handle and Use a Shotgun for Business Purposes	SAQA ID:	123514	

CATEGORY 4

Unit Standard Title:	Apply Tactical Knowledge in the Use of Firearms	SAQA ID:	123510	
Unit Standard Title:	Demonstrate Tactical Proficiency with a Handgun	SAQA ID:	123513	
Unit Standard Title:	Demonstrate Tactical Proficiency with a Self-Loading Rifle	SAQA ID:	123518	
Unit Standard Title:	Demonstrate Tactical Proficiency with a Shotgun	SAQA ID:	123512	

CATEGORY 5


Unit Standard Title:	Supervise Shooting Exercises	SAQA ID:	123516	
Unit Standard Title:	Safely Supervise the Operation of a Shooting Range and Tactical Shooting Exercises	SAQA ID:	123517	
Unit Standard Title:	Supervise Firearm Training	SAQA ID:	123520	
Unit Standard Title:	Apply Moral Decision Making & Problem Solving Strategies	SAQA ID:	116483	
Unit Standard Title:	Conduct Targeted Training & Development Using Given Methodologies	SAQA ID:	117870	

ELECTIVES

Unit Standard Title:	Handle and Use a Muzzle-Loading Firearm	SAQA ID:	243200	
Unit Standard Title:	Use Firearms in a Military and Law Enforcement Environment	SAQA ID:	120487	



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SECTION 3: APPLICATION FORM FOR THE REGISTRATION OF FIREARMS INSTRUCTORS

Please use a black pen and print clearly when completing the form.

Name:			
Surname:			
National ID No:			
Physical Address:		Postal Code:	
Postal Address:		Postal Code:	
Telephone No:			
Cell No:			
Fax No:			
Email Address:			
At Which Accredited Training Provider Will You Be Presenting Training (i.e. Who is Your Employer)?			
Have You Completed the Unit Standard "123520 Supervise Firearm Training NQF" Level 5?	Y	N	
Provide Relevant Evidence?	Y	N	
Have You Completed the Unit Standard "123516 Supervise Shooting Exercises NQF" Level 4?	Y	N	
Provide Relevant Evidence?	Y	N	
Have You Completed Your PFTC Assessor / Instructor Grading Shoots?	Y	N	
What is Your Grading?			

(Please provide a copy of the Grading Document)

Please Provide a Copy of Your CV and Certified Copy of Your Document.

Please Mark the Unit Standards That You Wish to be Registered as an Instructor for With a Tick on the PFTC 2 Form Attached.

INSTRUCTOR REGISTRATION

CATEGORY 1

() TICK

Unit Standard Title:	Knowledge of the Firearms Control Act 2000 (Act No 60 of 2000)	SAQA ID:	117705	
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CATEGORY 2

Unit Standard Title:	Handle and Use a Handgun	SAQA ID:	119649	
Unit Standard Title:	Handle and Use a Self-Loading Rifle or Carbine	SAQA ID:	119650	
Unit Standard Title:	Handle and Use a Manually Operated Rifle or Carbine	SAQA ID:	119651	
Unit Standard Title:	Handle and Use a Shotgun	SAQA ID:	119652	

CATEGORY 3

Unit Standard Title:	Handle and Use a Handgun for business purposes	SAQA ID:	123515	
Unit Standard Title:	Handle and Use a Self-Loading Rifle or Carbine for Business Purposes	SAQA ID:	123511	
Unit Standard Title:	Handle and Use a Manually operated Rifle or Carbine for Business Purposes	SAQA ID:	123519	
Unit Standard Title:	Handle and use a Shotgun for business purposes	SAQA ID:	123514	

CATEGORY 4

Unit Standard Title:	Apply Tactical Knowledge in the Use of Firearms	SAQA ID:	123510	
Unit Standard Title:	Demonstrate Tactical Proficiency with a Handgun	SAQA ID:	123513	
Unit Standard Title:	Demonstrate Tactical Proficiency with a Self-loading Rifle	SAQA ID:	123518	
Unit Standard Title:	Demonstrate Tactical Proficiency with a Shotgun	SAQA ID:	123512	

CATEGORY 5


Unit Standard Title:	Supervise Shooting Exercises	SAQA ID:	123516	
Unit Standard Title:	Safely Supervise the Operation of a Shooting Range and Tactical Shooting Exercises	SAQA ID:	123517	
Unit Standard Title:	Supervise Firearm Training	SAQA ID:	123520	
Unit Standard Title:	Apply Moral Decision Making & Problem Solving Strategies	SAQA ID:	116483	
Unit Standard Title:	Conduct Targeted Training & Development Using Given Methodologies	SAQA ID:	117870	

ELECTIVES

Unit Standard Title:	Handle and Use a Muzzle-Loading Firearm	SAQA ID:	243200	
Unit Standard Title:	Use Firearms in a Military and Law Enforcement Environment	SAQA ID:	120487	



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SECTION 4: APPLICATION FORM FOR THE REGISTRATION OF MODERATORS

Please use black pen and print clearly when completing the form.

Name:

Surname:

National ID No:

Moderator No. (If Applicable):

(Please Attach SETA Registration Letter)

Postal Address:

Postal Code:

Physical Address:

Postal Code:

Telephone No:

Cell No:

Fax No:

Email Address:

Town, Province and Areas in Which the Moderator Operates:

Have You Completed the Unit Standard 115753 "Conduct Outcomes-Based Assessments"

at NQF level 5? Yes ☐ No ☐

Have You completed the Unit Standard "Conduct Moderation of Outcomes-Based Assessments"

at NQF Level 6? Yes ☐ No ☐

How Many Years of Firearm-Related Experience Do You Have?

Please Provide the Following Supporting Evidence:


1. CV
2. ETD / SETA Statement of Results
3. Certified Copy of ID Document

Please Note

This document covers multiple applications which all request supporting evidence. You are not required to duplicate evidence which has already been supplied for the purposes of this application.



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CODE OF CONDUCT

The following document is a Code of Conduct based on international best practice, safety and ethics relating to the firearm training industry.

This Code of Conduct is applicable to all members (instructors, range officers, assessors, moderators, verifiers, counselors, etc.)

I (Name) hereby agree that if my application is successful,

I shall abide by the South African Professional Firearm Trainers Council (PFTC) Code of Conduct which follows:

1. I shall conduct my work with honesty and integrity.
2. Any conflict of interest or potential conflict of interest shall immediately be brought to the attention of PFTC and if so requested, I shall immediately recues myself from the process.
3. The contents of my work, as well as any information that I am exposed to, shall be regarded as private and confidential and may in no way be disclosed by me outside of the PFTC process.
4. All information and situations regarding irregularities that I become aware of, shall immediately be reported to PFTC.
5. Any constructive comments, suggestions or questions from either myself, or any third party with whom I am dealing, shall be included in my report.
6. I shall at all times adhere to the requirements of the SAQA registered unit standards.
7. I shall never alter or lower any standard, qualification shoot or skill level at any time.
8. I shall not lie or misrepresent myself in any way whatsoever.
9. If I have any difficulty understanding any part of the intended standards to be enforced during training, assessment or quality assurance, I shall immediately request clarity in writing from PFTC.
10. I understand that I am not permitted to consume alcohol, drugs or even medication that could impair my performance when on duty. If medication must be taken, I shall recues myself from duty.
11. I shall adhere to the laws of South Africa and the policies and procedures as required by PFTC, SASSETA & SAQA.
12. I shall project a safe and responsible attitude at all times.
13. In the event of my conduct being brought into question, I understand that I may be investigated, interviewed or asked to appear before a Disciplinary Committee, which I hereby pledge my full co-operation to do so.
 - 13.1 I understand that failure to co-operate with an investigation or disciplinary process shall result in me being found guilty of the allegations.
 - 13.2 I understand that I may appeal against any decision made during the investigation/disciplinary process.

14. I understand that I am required at all times to adhere to the following training policies:
- 14.1 No live ammunition in the class while handling firearms.
 - 14.2 Use good language. Avoid profanity, racism and sexist comments.
 - 14.3 Lead by example. Don't do anything that you would not want your students to do.
 - 14.4 Project a safe and responsible attitude at all times.
 - 14.5 Avoid politics and negativity towards our government and law enforcement policies and personnel.
 - 14.6 Be professional at all times.
 - 14.7 Do not touch students unnecessarily or inappropriately.
 - 14.8 Handle dummy guns and ammunition as if it were the real thing.
 - 14.9 When handling a firearm in front of the class, never point the muzzle of the firearm at yourself or anyone in the class.
 - 14.10 Before handling a firearm in front of the class, check to make sure it is unloaded and then have a student verify that it is unloaded.
15. Keep your membership up to date. (Fees)
16. Do not sell certificates or certify any person that you have not evaluated yourself.
17. Do not use the PFTC name to sell courses that are not PFTC approved.
18. Always maintain a professional attitude towards other Instructors.
19. Always dress appropriately and be presentable. Sloppy dress shows disrespect to your students.
20. Wear appropriate footwear at all times. Never teach barefoot or with open sandals.
21. Never allow students to shoot without eye and ear protection.
22. Always have your first aid kit on hand while teaching
23. Always use an approved shooting range. Do not use informal facilities for training purposes. All shooting ranges used for training or assessment must meet the requirements of the Compulsory Specification (SABS / NRCS) as well as SAPS be accredited.
24. Always make use of proper classroom facilities. Your classroom must contain the following; tables, chairs, writing board, toilet facilities and refreshments. You may only train and assess at a PFTC accredited training centre.

Name in full

ID No.:

Signature

Witness Signature

Date:


D	D	M	M	Y	Y	Y	Y
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Date:

D	D	M	M	Y	Y	Y	Y
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PFTC ACCREDITATION DOCUMENTS NEEDED:

Training Centre:

- Fully Completed Training Provider Accreditation Application Form (Section 1).
- CIPRO / CIPC Registration Documents.
- **Certified** Latest SARS Tax Clearance Certificate.
- MoU or Proof of Physical Address (E.g Lease Agreement or W&L Bill.)
- **Certified** ID Copy for Responsible Person.
- **Certified** SAPS Competency Certificate for Responsible Person.
- Latest BBBEE Certificate or Exemption Affidavit/Letter.
- MoU for External Moderator(s) (Including ID No. Moderator No, Contact Details etc.).
- SAPS Accreditation Certificate (**Certified Copy of Front & Back**) (**Once Accredited by PFTC**)

Shooting Range(s):

- MoU for Accredited Shooting Range.
- NRCS for Accredited Shooting Range.
- SAPS Accreditation Certificate for Shooting Range.

Training Material:

- MoU for Accredited Training Material.
or
- Sample of Training Material as Presented to Learners (If not yet Accredited).
- Copy of QMS.

Assessors/Instructors/Moderators:

- Fully Completed Applicable Registration Application Form for Assessors/Instructors/Moderators (Section 2-4).
- MoU with an Accredited Training Centre (If applicable).
- PFTC Grading Shoot.
- **Certified** ID Copy.
- SAPS Competency Certificate.
- All Firearm Related Certificates that Reflect Knowledge of the New Unit Standards and/or Previous Experience.
- ETDP Seta/PFTC SoR and Certificate for Assessor/Moderator.
- Latest CV (Including Firearms Experience).
- Proof of Unit Standard **123520** or similar proof of Instructor Qualification or Instructor Credentials (If Instructor).
- Proof of Unit Standard **123516** or similar proof of Range Officer Qualification or Range Officer Credentials (If Range Officer).
- Copy of Instructor Card (Front & Back) / Certificate / Grading Level (If available).
- Signed PFTC Code of Conduct.

Please submit the above to one of the below:

Courier or Hand Deliver: &&- Voortrekker Road, Mcbi a Ybh, Krugersdorp, 1739

NB: No electronic submissions may be accepted.

For more information please contact us on: 011 664 8655 or visit our website www.pftc.co.za