



# Faculty Member Application Form

## Please take note:

1. Please complete all the information in as much detail as possible.
2. Should you have any queries, please feel free to contact us at [info@iicarb.com](mailto:info@iicarb.com).
3. Your information provided will be entered into our database, which information shall be used for the purpose of communications with you and issuing communications pertaining to events, training, developments, conferences and other promotional content.
4. Please return the completed and signed application form together with the following documentation:
  - (i) Copy of ID/passport;
  - (ii) Curriculum Vitae.
5. Applications must be emailed to: **[info@iicarb.com](mailto:info@iicarb.com)**
6. IICarb has no obligation to approve applications, and approval of applications shall be at IICarb's sole discretion.
7. Applicants will be notified within approximately 7 working days of receipt of the signed application form whether same was accepted or rejected.
8. IICarb has the discretion to remove any member from its database for whatever reason.
9. Kindly note that faculty membership is not the same as 'regular' membership – the faculty member will thus not enjoy the benefits of 'regular' membership.
10. Being a faculty member of IICarb enables the faculty member to provide training for IICarb.
11. There are no fees payable for faculty membership registration to IICarb.
12. Once faculty membership has been approved, IICarb will assess the areas where the faculty member is able to provide training services to IICarb and will communicate same with the faculty member.
13. Provision of training services may require the faculty member to prepare the training materials, or the faculty member will be approached to present training using existing training materials.
14. Training takes place in a variety of forms such as online training, workshops, conferences, webinars etc.
15. Payment to the faculty member depends on the type of training to be presented, the duration of the training and whether the delegate is tasked to prepare the training materials.

16. IICArb is responsible for the marketing and accreditation of training courses, and delegate enrolment.
17. Payments made to the faculty member will be made by IICArb.
18. Intellectual property and ownership of any training materials prepared by the faculty member shall vest in IICArb.
19. The faculty member shall be entitled to 50% of the price (excluding VAT) at which the training course is sold, in respect of all sales for the first three (3) months after roll out of the training course. Thereafter the faculty member shall be entitled to 25% of the price (excluding VAT) at which the training course is sold for a period of 3 years from the date of roll out unless IICArb elects to terminate the sale of the course or upon the death of the faculty member whichever occurs first.
20. By way of example only: if the faculty member develops a training course which IICArb markets and sells at R 10 000 (excl. VAT), then the faculty member will be paid R 5 000 in respect of each sale of the course during the first three months and thereafter be paid R 2 500 for each sale of the course for a period of 3 years from the date of roll out of the course. If 10 delegates enrol and pays for the course within the first 3 months, the faculty member will be paid  $R\ 5\ 000 \times 10 = R\ 50\ 000$  and if another 50 delegates enrol for the course thereafter up to the expiration of the 3 year period, the faculty member will be paid  $R\ 2\ 500 \times 50 = R\ 125\ 000$ .
21. Depending on the type of training course, it may be necessary for the faculty member to remain involved in terms of providing support to delegates that may have questions concerning the course and/or in terms of the marking of assignments and examinations and/or conducting any online workshops. Where this is a requirement, the faculty member undertakes to provide the required continued support.
22. Where the continued support in paragraph 21 above is required, and the faculty member becomes unable or unavailable for whatever reason to provide this support or where IICArb elects to discontinue the faculty members' support (at the sole discretion of IICArb), payment to the faculty member will be reduced to 30% for the first three months and 10% thereafter (effective from the date the faculty member becomes unable/unavailable or support is terminated by IICArb).
23. Any training material developed by the faculty member must be developed using IICArb training formats.
24. IICArb has the right to request any changes to be made to training material and content created by the faculty member.

**APPLICANT PARTICULARS**

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<b>Title:</b>	
<b>Name:</b>	
<b>Surname:</b>	
<b>ID/Passport No.:</b>	
<b>Date of Birth:</b>	
<b>Gender:</b>	
<b>Nationality:</b>	
<b>First Language:</b>	
<b>Other Languages:</b>	
<b>Physical address:</b>	
<b>Postal address:</b>	
<b>Cell:</b>	
<b>Tel:</b>	
<b>Email:</b>	

**EMPLOYMENT PARTICULARS**

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<b>Employment status:</b>	
<b>Employer/Company name:</b>	
<b>Designation:</b>	

**MEMBERSHIP OF PROFESSIONAL BODIES/INSTITUTIONS**

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<b>Name of Body:</b>	<b>Membership type:</b>

**EDUCATIONAL QUALIFICATION**

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*(please include any professional training in alternative dispute resolution)*

<b>Name of Institution:</b>	<b>Qualification:</b>	<b>Date obtained:</b>

**ON WHICH SUBJECTS ARE YOU ABLE TO PROVIDE TRAINING?**

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**EXPERIENCE IN CONSTRUCTION SECTOR**

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**PRIOR CONDUCT**

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<b>Have you ever been reprimanded by any professional body?</b>	
<b>Have you ever been convicted of any offence (other than traffic fine violations)?</b>	
<b>Have you ever been removed from an office due to misconduct?</b>	

**UNDERTAKING**

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I herewith confirm that the information provided herein is true and correct.

I further agree to the information and terms and conditions provided in this application form.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_