

## **SUSPENSION WORKSHOP & TRAINING REGISTRATION PROCESS SUMMARY**

- STEP 1  
Relevant Fitment Centre employer contacts local MIBCO Regional Office for Suspension Workshop registration.
- STEP 2  
MIBCO Agent visits to assess applicant for Suspension Workshop / Workplace Approval / Exemption Application approval.
- STEP 3  
Where criteria are met, the Workplace approval is granted by MERSETA and the Suspension Workshop & Exemption approval by MIBCO.
- STEP 4  
Participating accredited Training Provider representative visits to assist employer with Learner registration & program attendance schedule.
- STEP 5  
Learner registration triggers Training Voucher from MERSETA to cover cost of Suspension Fitter Skills Program.
- STEP 6  
Learner attends Accredited Training Provider for pre- assessment to determine suitable Skills Program placement and / or assessment.
- STEP 7  
Learner attends the Skills Program at the training centre as scheduled and / or is assessed as recommended.
- STEP 8  
Provider submits Assessment Outcomes to MERSETA.
- STEP 9  
MERSETA issues Learner with a Statement of Results which is copied to MIBCO.
- STEP 10  
MIBCO issues Suspension Fitter Certificate to Learner and notifies employer of compliance achievement.