

Technical Managers Guide

1. Introduction

If you are reading this guide most likely you have been approached by one or more of your employees who wish to become accredited by the FSETA or you are considering a Group Accreditation for your technical team.

2. Recommended Reading

Before signing anything please familiarise yourself with the following:

- FSETA and associated website www.fseta.com
- **FAQ** section on website
- Review the **Membership and Accreditation** document in the Documents section of the website
- Raise any issues or ask further questions via **Contact Us** page.

3. Signing

Signing the Accreditation Approval form indicates the following:

- The applicant is currently employed in the position indicated
- The manager has sighted the original certificates with the **Approved Witness** signature
- The applicant has represented themselves and their experience honestly
- The manager has no reason to doubt any supporting documentation presented

4. Falsifying Documentation

Falsifying documentation is taken very seriously by the FSETA and the penalties for applicants doing so are detailed in **Section 3.6** of the **Membership and Accreditation** document.

5. Contact by the FSETA

The FSETA will be in contact with the Approving Manager via their work email account to confirm an applicant's employment and application request.