

A GUIDE TO SAEMA USER TRAINING

SAEMA User Training, which was launched at the end of January 2021, is a unique way for those who work at height to be assessed on their technical understanding of the processes and equipment involved. The result is a safer construction industry with fewer workplace accidents.

Part 1 is a theory test that can be taken remotely, at the user's convenience. It can be accessed securely on SAEMA's training website (training.saema.org) via the user's computer or device.

Upon passing Part 1, the user is issued with a virtual card which is checked by Duty Holders in real time when users arrive on site for Part 2 Training.

Following successful Part 2 On Site training, the virtual card will be endorsed with the site details which can also be checked in real time by Duty Holders to ensure that users are trained properly in the use the systems on site.

SAEMA User Training (Part 1) Instructions

- Members – please contact info@saema.org with details of how many voucher codes you require and a Purchase Order number. Issue one voucher number per operative.
- Non-members – obtain voucher number via www.saema.org or your associated member company
- Log on to <https://training.saema.org>
- Watch the How it Works video for a full explanation of how the registration process works
- Click on Register and complete all required fields
- Upload driving licence/passport for checking ID purposes and passport sized photograph for your card.
- Agree to terms and conditions
- Click on Register
- Commence the course. Watch the Introduction and Aims & Objective videos first and then the sectional videos (as many times as you wish). Every section needs to be completed successfully for an overall course pass.
- **IMPORTANT** – the user must be alone in front of a front-facing camera at all times. This takes photos of the user throughout the course, which is essential for validation. This is a safety critical test and as such, competence needs to be demonstrated by the individual undergoing the training.

What Happens Next

Once you have successfully completed the User Training (Part 1), SAEMA will make final checks and validate your course. You will receive a text message and e-mail inviting you to download your virtual card through our dedicated app.

You will also receive a PDF certificate of training. The Part 1 User Training has a 5-year expiry period.

For full terms and conditions, please [click here](#).

If you have any problems or queries, please contact info@saema.org