

 <p>EMERGENCY TRAINING SOLUTIONS Fax +2716 363 1550, Email schedule@etsafrica.co.za</p>	<h2>Course Booking Information</h2>	Doc Ref Number:	ETS/ADM/FO/CB/001
		Version:	3
		Date Approved:	07-09-2016
		Date Reviewed:	08-09-2020
		References	ISO 9001; ISO 45001 ETS Internal Procedure

Training officers and students must read the following important terms and conditions before attending the course.

1. Course Booking Procedure

- a) Please confirm course bookings by completing the ETS Emergency Training Solutions ***Application for Enrolment*** Form on page 5. The booking process is as follows:
- Sign acceptance of the quotation and complete and sign the application for enrolment form.
 - Return these to ETS Emergency Training Solutions.
 - Once a course date has been determined, pay the 50 percent of the course fee as deposit at least seven (7) working days prior to the course, or, provide us with an official company order document from your company, or, pay the full course fee. This will secure and confirm your place/s on the course.
- b) Courses can only be presented if the minimum numbers of candidates have enrolled for a specific course.
- c) The minimum number of students for any course is ten (10) with the exception of the Preliminary, Intermediate and Advanced Industrial Fire Fighting Course where the minimum number of students is fifteen (15).

2. Payment Policy

- a) The closing date for all payments or order documents is seven (7) working days prior to the course date.
- b) Should your company not send all of the booked delegates on the first day of the course, your company will be liable for the full amount as per booking.
- c) Should your company cancel the attendance of some or all of the course delegates within two (2) working days of the course taking place, the company will be liable for the costs of all the delegates they have booked.
- d) Statement of results and certificates of successful learners will be issued when full payment for the course has been received.
- e) The number of delegates that can be accommodated on a course is limited. A policy of 'first come first served' is employed and is determined by payment or an official company order document, thereby securing your booking.
- f) If a course delegate or delegates, fails to report for a course on which he or she has been booked, he / she or his / her company will be liable for the full course fees.
- g) Every effort is made to ensure that a planned course takes place. If a course has to be cancelled due to reasons beyond our control, a new date will be scheduled and those course delegates affected by the cancellation will receive priority booking.
- h) No indulgence granted by ETS Emergency Training Solutions will be deemed to be a waiver of any rights of ETS Emergency Training Solutions.

- i) No variation or consensual cancellation of this agreement will have any force or effect unless reduced to writing and signed by both parties.
- j) The delegate and person responsible for payment choose as their domicilium citandi et executandi, their physical address for the purpose of service of any court processes, summons and notices, should legal action flow from this agreement.
- k) A substitute course delegate may replace a booked or confirmed delegate. Such substitute course delegate must also complete the relevant documentation.
- l) ETS Emergency Training Solutions reserves the right to postpone or cancel any course where insufficient reservations have been made.
- m) Accommodation is not included in the course price unless specifically requested. For information on accommodation facilities nearby, contact our office.
- n) All students will receive certificates on successful completion of a course or written notice on unsuccessful completion of the course. Such documentation will be sent to person/s as specified in the Application for Enrolment form.

3. Learner Pre-Requisites

- a) The teaching medium of all courses is English unless otherwise specified. Learners should be able to speak, read and write in English.
- b) Learners are to bring a clear copy of their Identity Document on the first day of the course.
- c) There are some pre-requisites applicable to certain courses offered by ETS Emergency Training Solutions (Pty) Ltd. Please take note of these courses and the pre-requisites listed below.

Course	Pre-Requisites	Certification Requirements
Fire Fighter I NFPA 1001	First Aid Level II or proof of medical competency that include Infection and Bleeding Control, CPR and Shock Management validated by the Authority Having Jurisdiction / Employer	Hazmat Operations NFPA 472/1072
Fire Fighter II NFPA 1001	1. First Aid Level II or proof of medical competency that include Infection and Bleeding Control, CPR and Shock Management validated by the Authority Having Jurisdiction/Employer 2. Fire Fighter I NFPA 1001	Hazmat Operations NFPA 472/1072
Hazmat Operations	Hazmat Awareness NFPA 472/1072	Hazmat Awareness NFPA 472/1072
Hazmat Technician	Hazmat Operations NFPA 472/1072	Hazmat Operations NFPA 472/1072
Fire Officer I	None	1. Fire Fighter II NFPA 1001 2. Hazmat Operations NFPA 472/1072 3. First Aid Level II or proof of medical competency that include Infection and Bleeding Control, CPR and Shock Management validated by the Authority Having Jurisdiction / Employer 4. Fire Services Instructor NFPA 1041

Course	Pre-Requisites	Certification Requirements
Fire Inspector II	Fire Inspector I NFPA 1031	Fire Inspector I NFPA 1031
Pump Operator		1.Fire Fighter I NFPA 1001 2.Hazmat Operations NFPA 472/1072 3.First Aid Level II or proof of medical competency that include Infection and Bleeding Control, CPR and Shock Management validated by the Authority Having Jurisdiction/Employer
Industrial Firefighting - Intermediate	Industrial Firefighting - Preliminary	Industrial Firefighting – Preliminary
Industrial Firefighting - Advanced	Industrial Firefighting – Intermediate	Industrial Firefighting – Intermediate
Confined Space Rescue	Rope Rescue 1 and SCBA	Rope Rescue 1 and SCBA
First Aid Level II	First Aid Level I	First Aid Level I
First Aid Level III	First Aid Level II	First Aid Level II
Rope Recue II	Rope Rescue I	Rope Rescue I
Perform a Rang of Fall Arrest Rescues	Explain and Perform Fall Arrest Techniques when Working at Height	Explain and Perform Fall Arrest Techniques when Working at Height
Self-Contained Breathing Apparatus Advanced	Self-Contained Breathing Apparatus - Basic	Self-Contained Breathing Apparatus - Basic
Petro-Chemical Firefighting	Industrial Intermediate Firefighter Certificate or Firefighter I NFPA 1001	Industrial Intermediate Firefighter Certificate or Firefighter I NFPA 1001

d) Dress Code: Learners may wear casual comfortable clothes, but sandals are not allowed. The courses mentioned in 3(c) above have practical elements, and it is suggested that learners wear overalls with safety shoes, or clothes and takkies that may become dirty or scuffed.

4. Important Information for Learners Prior to Attending the Course

- a) Due to the physical and practical nature of the some of the courses, employers sending candidates must ensure that such candidates are physically fit to perform firefighting and rescue activities. These courses include but are not limited to the following:
- Preliminary, Intermediate and Advanced Industrial Fire Fighting.
 - Rope Rescue Technician 1 and 2
 - Confined Space Rescue
 - Vehicle Extrication
 - Hazmat for First Responders – Operational Level
- b) Please bring a photocopy of the valid certificate obtained preceding the course to be enrolled for. (e.g. A copy of a valid First aid Level 2 Course certificate must be supplied when applying for the First aid Level 3 Course)
- c) The ETS Emergency Training Solutions indemnity form must be signed by each delegate. This form will be supplied to each learner by the course facilitator on the first day of the course.

- d) All courses will start at 08:00 until 16:00, unless otherwise specified.
- e) Students are requested to bring their own pens.
- f) Course manuals and study guides are included in the course fees, unless otherwise specified.
- g) Candidates are requested to make use of the lunch provided for courses at our venue. This is included in the course fees. Alternative food arrangements will be made for learners for religious reasons only. Please make special arrangements with ETS Emergency Training Solutions prior to the course taking place.
- h) Please note that for the **Vehicle Extrication Course**, learners may be required to travel from Redan to Pretoria to attend the practical component. Please contact our office prior to attending the course in order to enquire about this.

5. Theoretical and Practical Re-Assessments

- a) The candidate has the opportunity to re-write examinations or be re-evaluated in terms of the specific outcomes should the candidate not be successful after their first attempt. This is subject to the following conditions.
 - The candidate has two (2) attempts to re-write a test or examination
 - The candidate has two (2) attempts to be re-assessed according to specific practical outcomes and standards
- b) The candidate must score at least fifty percent (50%) for the previous written attempt, in order to qualify for a re-write or re-examination.
- c) Should the candidate not score at least fifty percent (50%), the entire course must be repeated.
- d) The Appeals Process is to be followed as detailed in the ETS Emergency Training Solutions training procedure
- e) All appeals to be made to the course moderator within 14 days in writing.
- f) The appeal will be forwarded to the accountable representative of ETS Emergency Training Solutions, whose decision is final
- g) ETS Emergency Training Solutions reserves the right to change the content of the course without notice.
- h) A re-write or re-assessment may not take place on the same day as the previous attempt but must take place within thirty days on a date found mutually acceptable to the assessor and the candidate.
- i) A fee of one hundred and forty Rand (R 140-00) plus VAT is payable before each subsequent re-write examination or re-assessment. A fee of two hundred and fifty Rand (R 250-00) plus VAT is payable before each subsequent practical re-assessment.
- j) All course information is held in the strictest of confidence and ETS Emergency Training Solutions cannot be held responsible for confidentiality of results once results have been removed from our premises.

Application for Enrolment

Reference Number (Your Quote, contract or Invoice number)														
Course information: Training co-ordinator to complete one form per course requested														
Course Title											Unit Standard Number			
Course Date											Course price per delegate:	R		
Delegate information if available (Please print clearly)														
Surname (Please print)										Initials		ID Number		
1														
	E-mail address													
2														
	E-mail address													
3														
	E-mail address													
4														
	E-mail address													
5														
	E-mail address													
6														
	E-mail address													
7														
	E-mail address													
8														
	E-mail address													
If you cannot provide us with learner names, please indicate how many will attend in the block provided														
Receiving Certificates: How do you wish to receive the certificates?														
Tick the correct box	Please post certificates			Certificates will be collected by client:										
Please complete this section by providing name and address to whom we can post certificates														
Surname											Telephone No.			
First Name											Fax No			
Postal address											E-mail			
											Cell No.			
Payment details: Details of person or company responsible for the payment of the account														
Surname											Initials			
Company Office / Branch														
Postal Address														
VAT Registration No.														
Fax No.											Telephone No.			
E-mail														
Payment method	Mark with an X	Bank Transfer	Cheque	Cash										
ETS bank details		I / We _____												
Bank:	ABSA Bank Vereeniging	From company with name _____												
Branch:	632005	Hereby wish to book the above learners on the above mentioned course.												
Acc. number:	4076825959	I have read and agreed with the attached course booking information on pages 1 to 3.												
Signature of person requesting course										Date:				