

COURSE REGISTRATION FORM



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Unit 4 Station Square,
38 Station Rd,
Montague Gardens

Course Name: Choose a Course
Course Date: _____
Course Type: Choose Certificate Type

Quotation Number: _____ Invoice Number: _____

Client Details: (For invoicing purposes)

Company Name: _____

VAT No: _____ Purchase Order #: _____

Physical Address: _____

Postal Code: _____

Postal Address: _____

Postal Code: _____

Authorised by: (This will also be the person we would contact in the case of a cancelled course)

Name: _____ Cell No: _____

Contact No: _____ Signature: 

e-mail: _____

ATTENDEE

	Name	Surname	ID/ Passport No.	Contact No.	New or Refersher
1.					Choose an item.
2.					Choose an item.
3.					Choose an item.
4.					Choose an item.
5.					Choose an item.
6.					Choose an item.
7.					Choose an item.
8.					Choose an item.
9.					Choose an item.
10.					Choose an item.
11.					Choose an item.
12.					Choose an item.

* New/ Upgrading - First time doing this course or upgrading. * Refresh - Certificate is about to expire.

All information requested in this form is compulsory for a successful booking

Important information regarding booking and training requirements:

At Training Workz, we are committed to providing our customers with excellent service. To ensure this, we have established the following ground rules that outline the lengths to which we can accommodate our customers. We are a disciplined organization with a customer-centric approach, and these terms of service are designed to create clarity and understanding between our organization and yours.

Accept Terms and Conditions

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Rev 3

Bookings and Confirmation:

- Bookings are confirmed on a "first-come, first-serve" basis.
- Training will be officially confirmed upon receipt of the completed Registration Form and Proof of Payment.
- **NB. COD Clients.** Failure to provide a VAT or Purchase Order Number on this form will result in lacking of VAT & PO Number on invoices and no Credit Notes or re-issuance of invoices will be facilitated.
- **All required documents must be submitted on the 1st day of the course or training will not proceed.**

Applications Requirements:

- All applications must be accompanied by:
 - Original Certified Copies of IDs or Passports not older than 2 months (faxes, scans, or emailed copies are not accepted). Driver's licenses are not accepted.
 - A Certificate of Medical Fitness valid for 12 months (for IWH only).
- For Rope Access Level 2 & 3 applications, please bring a copy of First Aid certificate, Current Certificate & Logbook with hours or a short CV.
- Please review specific administrative requirements for each course.
- If any course requirements are not met, the training **cannot proceed**, and a 100% penalty fee will be applicable.

Training Adjustments:

- Training Workz reserves the right to postpone, cancel, or change the date of any training. Any alterations will be communicated to the client in advance or as promptly as possible.

Learner Proficiency:

- Learners are required to have a minimum of grade 8 or NQF Level 1.
- Learners are expected to possess basic numeric literacy skills and proficiency in understanding, reading, and writing English. Special needs candidates can be accommodated upon request.

Equipment Responsibility:

- The company acknowledges that its employees will be working with valuable equipment and shall be held responsible for any damages or neglect of training equipment by their candidates.
- Weight Restrictions - No individual weighing over 140 kg will be trained due to equipment limitation.

Re-Assessments:

- If a candidate is found Not Yet Competent, they will be entitled to one free Re-training.
- Re-assessments must occur within a 30-day period, or special arrangements can be made with the Bookings Department.

Cancellations & Date Changes Policy:

- In the event of cancellations or course date changes, the following penalties will apply:
- Cancellation or date changes within 3 - 5 working days: 50% Penalty.
- Cancellation or date changes within 1 - 2 working days: 100% Penalty.
- Any arrivals after 09:30 will be treated as a no-show, incurring a 100% "No-Show" fee.

Certification Process:

- The Certification Department does not retain copies of temporary licences or certificates.
- Re-issued certificates will only be provided to the company that originally paid for the certificates/course.
- If no longer employed by the company, permission must be obtained from the company that initially paid for the certificate/course.

By engaging with Training Workz, you acknowledge your understanding of these service guidelines. We remain dedicated to delivering exceptional service and building a productive partnership for mutual benefit. If you have any questions or require further clarification on these guidelines, please do not hesitate to contact us.

Thank you for choosing Training Workz, and we look forward to a providing you with quality service.