SIYAKHULISA

SKILLS ACADEMY & ASSESSMENT CENTRE
QCTO ACCREDITATION NUMBER: 18-MER/ACC/002311
MERSETA ACCREDITATION NUMBER: 17/QA/ACC/1517/19
CI ACCREDITATION NUMBER: CI 509/3/12/1

BOOKING FORM

COMPANY DETAILS

COMPANY NAME				
NAME & SURNAME				
DESIGNATION				
LANDLINE				
CELL PHONE				
E-MAIL				
COURSE NAME		**DATE**		
COURSE REQUIREMENTS	**ALIGNED WORKSHOP**		**SKILLS PROGRAMME**	

ATTENDEES DETAILS

FULL NAME & SURNAME	ID NUMBER	SPECIAL NEEDS Example; literacy, disability etc.

Terms & Conditions:

1. Upon receipt of the booking form, an invoice will be generated, payable prior to the commencement of training.
2. Dates scheduled are subject to sufficient student numbers and subject to change.
3. Should learners fail to attend the full course or part thereof, the client will be held responsible for the FULL amount invoiced. Please note no cancellations accepted within 5 days of booked training date.
4. No refunds on training booked – replacements are welcome.
5. Please ensure that learners are dressed in PPE and copies of medicals are forwarded to us where applicable.
6. Learners to bring their identity documents along to the training class.
7. All classes start strictly at 08H00, student to arrive no later than 07H45 for registration.
8. Returning this completed booking form to Siyakulisa Skills Academy indicate acceptance of these terms and conditions.
9. Students are to bring their own lunch as lunch is not provided, water, coffee and tea is provided throughout the day.
10. All students are required to wear a cloth mask as stipulated in the Government Covid-19 regulations.
11. All persons that suspect they have contracted Covid-19 should advise their supervisor and not attend any training interventions.
12. All students entering the Siyakhulisa premises will to be subject to Covid-19 screening upon entering.

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AUTHORISED CLIENT SIGNATURE

SIYAKHULISA OFFICE USE ONLY

Confirmation of Booking

Signature of Authorised person : _____

Date : _____

Company Stamp :