

## SCHEDULED DATES

### WINDHOEK

COURSE	DURATION	MARCH 2024	APRIL 2024	MAY 2024
<b>BASIC FIRE FIGHTING [INDUSTRIAL]</b>	<b>1 DAY 08:00 – 15:00</b>	15.03.2024 22.03.2024 27.03.2024	12.04.2024 20.04.2024 26.04.2024	10.05.2024 17.05.2024
<b>FIRST AID CLASS A</b>	<b>3 DAYS 08:00 – 16:00</b>	06 – 08.03.2024 18 – 20.03.2024	03 – 05.04.2024 17 – 19.04.2024	06 – 08.05.2024 22 – 24.05.2024
<b>FIRST AID REFRESHER [CLASS A]</b>	<b>1 DAY 08:00 – 16:00</b>	11.03.2024 25.03.2024	08.04.2024 22.04.2024	13.05.2024 27.05.2024
<b>BASIC FIRST AID</b>	<b>1 DAY 08:00 – 16:00</b>	09.03.2024 14.03.2024 26.03.2024	09.04.2024 13.04.2024 23.04.2024	14.05.2024 18.05.2024 28.05.2024
<b>FIRST AID IN CHILDREN / TODDLER FIRST AID</b>	<b>1 DAY 08:00 – 16:00</b>	23.03.2024	06.04.2024	11.05.2024
<b>VENUE: C/O COPPER AND NICKEL STREET PROSPERITA</b>				

#### **EMTSS RESCHEDULING AND CANCELLATION POLICY**

*With reference to the above-mentioned, please take note of the following terms and conditions regarding the cancellation and rescheduling of training:*

1. With each booking, a Delegate Form is completed to identify which of your employees will be attending a particular training course. Should you require substitutions of attendees to be made, you may contact us to do so at any time prior to the date of the training.
2. Cancellation and/or reschedule requests must be received by EMTSS in writing no later than 7 (seven) workdays prior to the course date. It is your responsibility to ensure that EMTSS receives your request.
3. If the cancellation request is received 7 (seven) workdays prior to the training date, you will receive a full refund of the course fee.
4. Cancellations made less than 7 (seven) workdays prior to the course date or failure to appear for the training session, will result in forfeiture of the entire course fee.
5. EMTSS reserves the right to cancel or reschedule training sessions at any time due to unforeseen circumstances beyond our control or due to inadequate booking requests. Should training sessions be cancelled, you will be entitled to a full refund of your course fee.
6. If EMTSS cancels a training session, you will be notified per email 3 (three) workdays prior to the course date, so please be sure to provide a valid and frequently monitored email address.

**Class commences 08:00** (*participant will **not** be allowed to enter classroom after 08:30*)

It is required that you bring along the following on the first day:

- Your own stationary (Black Pen)
- ID Document

**Dress code:**

Casual; keeping in mind we will be doing clinical skills on the floor, using students (you) as patients. It is therefore recommended that you do not dress in short skirts, short pants, low neck tops or cloths that sits too tight. *We are looking forward seeing you on the course and should you have any further enquiries, please do not hesitate to contact us.*

