

# CORPORATE COURSE FEES

WINDHOEK						
Course	Duration	Accreditation	Prerequisite / Requirements	Certificate Validation	EMTSS Lunch Included	EMTSS Lunch Excluded
<b>FIRST AID</b>						
Basic First Aid	1 Day	Ministry of Labour	None	2 Years	720.00	600.00
First Aid Class A	3 Days	Ministry of Labour	None	3 Years	1 190.00	1 070.00
First Aid A <b>RENEWAL</b>	1 Day	Must pass proficiency Exam - Provide proof of still valid previous First Aid Class A certificate		3 Years	720.00	600.00
First Aid in Children (Advance)	1 Days		None	2 Years	720.00	600.00

CORPORATE						
Basic Fire Fighting [Industrial]	1 Day	Ministry of Labour	None	2 Years	720.00	600.00
Health and Safety Representative	2 Days	Ministry of Labour	None	2 Years	1480.00	1240.00

CONTINUES EDUCATIONAL UNITS / CONTINUES PERFORMANCE DEVELOPMENT:						
<b>ETHICS</b> Legal and ethical issues – 5 CEU's	1 Day	HPCNA	Current HPCNA Registered	1 Year	350.00	
Emergency Care Practitioner – Refresher – CEU's	5 Days	HPCNA	Register ECP Basic	1 Years	1 650.00	

COURSE FEES INCLUDE		
Lunch Included	Lunch Excluded	Client's Venue
<p><b>Refreshments:</b></p> <ul style="list-style-type: none"> <li>Morning Coffee/Tea</li> <li>10am Coffee/Tea</li> <li>Light lunch with juice</li> </ul> <p><b>Course Material:</b></p> <ul style="list-style-type: none"> <li>Manual</li> <li>Practical Skills Pouch <i>First Aid Courses</i></li> <li>Certificate (on successful course completion)</li> </ul>	<p><b>Refreshments:</b></p> <ul style="list-style-type: none"> <li>Morning Coffee/Tea</li> <li>10am Coffee/Tea with biscuits</li> </ul> <p><b>Course Material:</b></p> <ul style="list-style-type: none"> <li>Manual</li> <li>Practical Skills Pouch <i>First Aid Courses</i></li> <li>Certificate (on successful course completion)</li> </ul>	<p><b>Course Material:</b></p> <ul style="list-style-type: none"> <li>Manual</li> <li>Practical Skills Pouch <i>First Aid Courses</i></li> <li>Certificate (on successful course completion)</li> </ul> <p><b>Terms and Conditions:</b></p> <ul style="list-style-type: none"> <li>Minimum of 8 (eight) participants per course / per date.</li> </ul>



### TERMS AND CONDITIONS

1. NO Regional booking will be confirmed / processed without Completion of Registration Form / Company Purchase Order / 100% pre-payment.
2. No training materials will be hand out without payment confirmation / company purchase order.
3. Full course attendance is required as part of the course completion certificate for all courses undertaken.
4. Payment will be accepted in Cash, Card or Electronic Funds Transfer. [Preferable EFT]
5. Courier cost will be invoiced in addition to course fees for the delivery of all course material / medical kits / certificates.
6. Applicant may wear comfortable but appropriate cloths – there will be practical simulations with bending and kneeling on the floor throughout the training.
7. Applicant must bring his / her own stationery. [Pen / Pencil / Notebook]
8. Applicant must bring his / her Identification Document on day of registration.
9. EMTSS have the right to cancel / reschedule the course should there not be sufficient participant bookings.
  - First Aid courses and Fire Fighting: 9 [nine] minimum participants for the regional scheduled dates.
  - BLS for HCP, Health and Safety and Working at Heights 6 [six] minimum for the regional scheduled dates.
10. EMTSS training – 08h00 registration, 08h30 class commence. No candidate will be allowed into the lecture room after 09:00.
11. Please ensure your time is correct and you are aware of the training venue beforehand.
12. **WE RESEVER THE RIGHT TO STILL INVOICE IN FULL FOR “NO SHOW” BOOKINGS!!**

### 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 prior to the course date, so please be sure to provide a valid and frequently monitored email address and cellular numbers.

