



Training Registration form

Important: All details on the form must be completed. To secure your booking, please send proof of payment

Company Details

Company Name		FINANCE DETAILS	
Division/Branch		Accounts contact person	
Address		Contact number	
Area/Suburb		Email Address	
Telephone number		Purchase Orders	
Vat number		Must an order number be issued before payment is made? Y / N	

Training Course Details

Training Course		Date	
New / Refresher		Number of learners	
Unit Standard		Medical Certificate	
Forklift Code / Capacity		Working @heights	
Product in warehouse		Other	

Training Venue

Company Name		Training Times	
Building Name		Trainer to be at venue	
Street Number		Trainer to leave venue	
Street Name		Projector at Venue	
Landmark(If any)		Lifting Equipment	

Contact Person for bookings

Name		Surname	
Office number		Mobile number	
Email address		Signature	

Driving Sense Banking Details

Account Name	Driving Sense (PTY) LTD	Account Number	220844682
Bank	Standard Bank	Branch code	051001
Reference	Company name or your account number with Driving Sense or your Invoice number		

Cancellation / Non Attendance

Cancellations must be made in writing if you can not attend training. The date of cancellation shall be the date received by Driving Sense
 Full refunds will be made if you have given Driving Sense 10 working days notice before the start of the course.
 Refunds will be processed two weeks from the date on which supporting documents have been submitted to refunds@drivingsense.co.za
 If less than 10 working days notice is given, 50% of the training course fee is payable.
 If less than 5 working days notice is given, the full training course fee is payable.
 Driving Sense reserves the right to withdraw /reschedule a course at any time.

Terms and Conditions

1. Good time keeping throughout the course is essential. Delegates must attend and complete all aspects of the course to qualify for certification. The full cost of the course will be charged for delegate(s) who arrive late or are absent from all or part of the course.
2. On first day of course, the candidates must bring:
 2 x original certified copies of ID/Passport (Not older than 3 months)
 1 x original certified copy of highest qualification (Not older than 3 months)
 1 x copy of prerequisite certificate (Where applicable)
 Working at Height Courses :
 A valid Medical Certificate of Fitness from an Occupational Health Practitioner
 PPE's – Safety Shoes, Safety Hat, Gloves.
3. The full course fee is to be paid at least one week prior to course commencement. Driving Sense reserves the right to cancel or postpone until payment is made
4. Digital certificates will be issued within 21 working days from the assessment / examination date.
5. Certificates and carry cards (**Forklift only**) are issued upon a learner being found competent and full payment received.

DETAILS OF LEARNER

	ID NUMBER	
	ID NUMBER	
	ID NUMBER	
	ID NUMBER	
Authorised signatory		Date

Client will have Medicals and Ids at arrival