



'Promoting excellence through skills and continuous development'

TRAINING PROSPECTUS & COURSE CONTENT

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TRAINING PROSPECTUS 2018

LIST OF TRAINING COURSES

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LIST OF TRAINING COURSES

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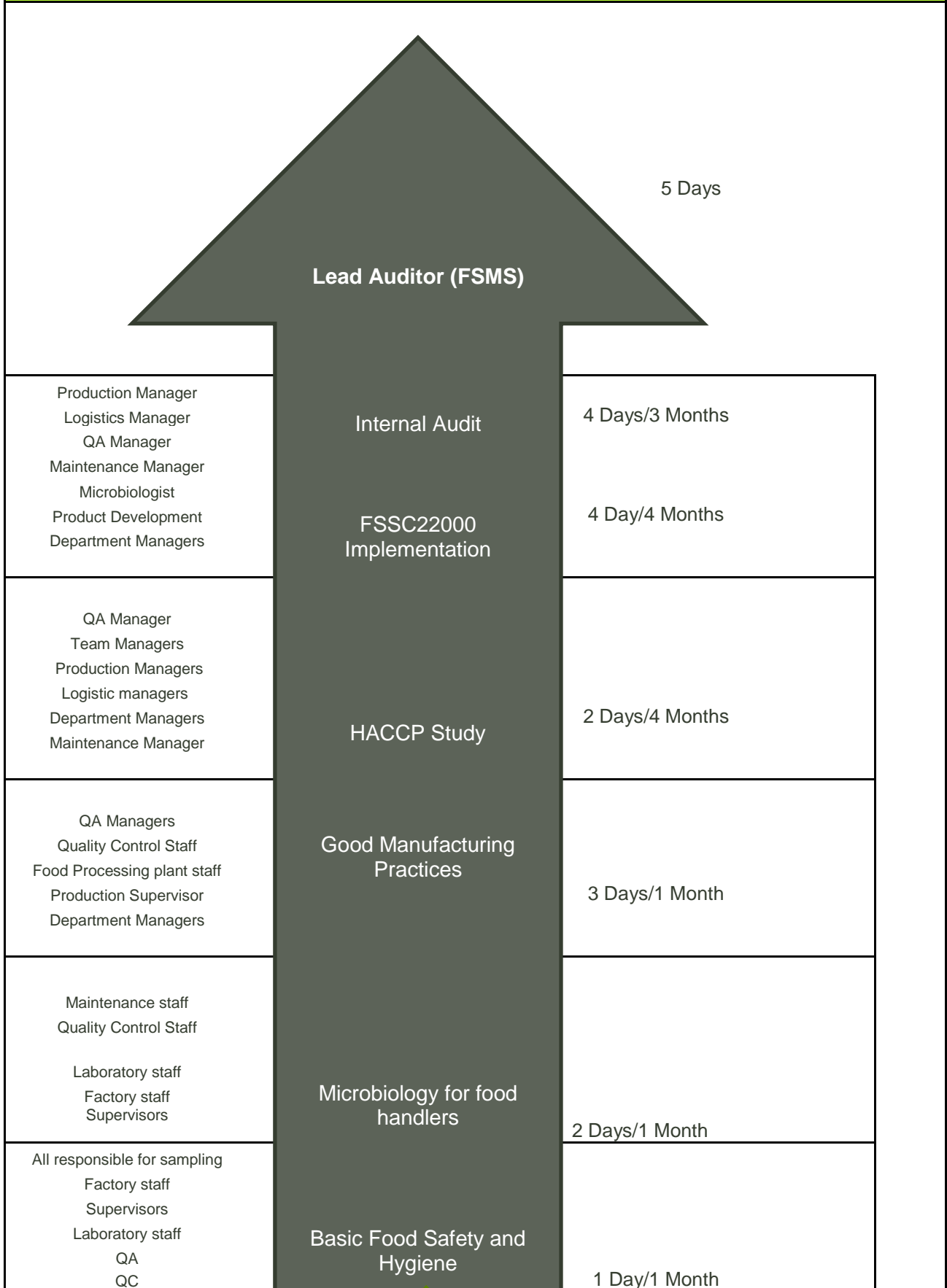
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Some training are based on awareness/refresher and not part of those that are accredited.

Please contact Aspirata (raymondk@aspirata.co.za) to obtain a Proposal/ Quotation. The following information will be required:

- If 1-7 delegates – Public Training can be attended. (Venues throughout SA)
- If 8 or more delegates training can be facilitated on- site if required -
 - What training will be required?
 - Level of delegates that require training (Basic: Floor staff (maybe illiterate), new appointments/ Management, Supervisory level)
 - Physical address of where training facilitation will take place
 - Number of delegates

CAREER PATH



TRAINING COURSES OUTLINE: FOOD SAFETY



1. BASIC FOOD SAFETY & HYGIENE

DURATION:	1 Day or 1 Month
MIN/MAX DELEGATES:	8/20
VENUE:	Aspirata Venue or on-site as required
LANGUAGE:	English – (Training can be scheduled in a African Language if so required training material will remain in English)
TARGET GROUP:	Food Retailers / Food Manufacturing / Food Production/ Food Packaging / Transportation of Food stuffs
PRE-REQUISITES:	Delegates must be comfortable in communicating in English.
COURSE CONTENT:	<ul style="list-style-type: none"> - Good Manufacturing Practices (Only on 1 Month training) - Basic Microbiology, Micro-Organism & Food poisoning - Bacterial growth - Food Contamination - Control of Bacteria, Temperature Control - Cleaning & Disinfectant - Personal hygiene - Pest Control
CERTIFICATION & ASSIGNMENTS	All delegates will be assessed after each course. Depending on successful completion each delegate will be issued with a Certificate of Competency. Can be facilitated as accredited or non-accredited. Accredited through the FOODBEV SETA: Accreditation No: 587/00133/0614 - US Level 3



2. FOOD SAFETY LEGISLATION

DURATION:	1 Day
MIN/MAX DELEGATES:	8/20
VENUE:	Aspirata Venue or on-site as required
LANGUAGE:	English – (Training can be scheduled in a African Language if so required training material will remain in English)
TARGET GROUP:	- Quality control managers, Quality control staff, any food preparation staff
PRE-REQUISITES:	Basic Food Safety Knowledge
COURSE CONTENT:	<ul style="list-style-type: none"> - Introduction - Prohibition of sale of food stuffs - Certificate of acceptability - Standards and requirements for food premises - Prohibition for the sale of meat
CERTIFICATION & ASSIGNMENTS	Delegate will receive an attendance Certificate.

3. UNDERSTAND GMP's/PRP's

DURATION:	1 Day
MIN/MAX DELEGATES:	8/20
VENUE:	Aspirata Venue or on-site as required
LANGUAGE:	English
TARGET GROUP:	Abattoir Staff/Bakery Staff/ Butchery Staff/ Kitchen Staff/QA/QC/Supervisors/ Shift Managers
PRE-REQUISITES:	Delegates must be comfortable in communicating in English and need suitable reading & writing skills. Delegates should have attended the Basic Food Safety & Hygiene Training course.
COURSE CONTENT:	Covers all main GMP's, SANS 10049 and requirements of the R962 Hygiene Regulations: <ul style="list-style-type: none">- Personnel- Pest Control- Facilities, construction and maintenance- Equipment- Cleaning- Traceability & Recall- Documentation
CERTIFICATION & ASSIGNMENTS	All delegates will be assessed after each course. Depending on successful completion each delegate will be issued with a Certificate of Attendance.



4. GOOD MANUFACTURING PRACTISES (GMP/PRP's)

DURATION:	3 Days or 1 Month
MIN/MAX DELEGATES:	8/15
VENUE:	Aspirata Venue or on-site as required
LANGUAGE:	English
TARGET GROUP:	Quality Control staff/Quality Assurance staff
PRE-REQUISITES:	Delegates must be comfortable in communicating in English and need suitable reading & writing skills. Delegates should have attended the Understanding PRP's and GMPs course.
COURSE CONTENT:	<ul style="list-style-type: none">- What are GMPs/PRPs?- Quality management systems- Personnel practices- Cleaning and sanitation- Pest control and vermin control- Construction and maintenance- Production and process control- Policies and procedures- References- Legislation
CERTIFICATION & ASSIGNMENTS	All delegates will be assessed after each course. Depending on successful completion each delegate will be issued with a Certificate of Competency. Accredited through the FOODBEV SETA: Accreditation No: 587/00133/0614 - US Level 1.



5. HACCP AWARENESS/REFRESHER

DURATION:	1 Day
MIN/MAX DELEGATES:	8/20
VENUE:	Aspirata Venue or on-site as required
LANGUAGE:	English – (Training can be scheduled in a African Language if so required training material will remain in English)
TARGET GROUP:	Quality Control staff/Quality Assurance staff/ Auditors/Management
PRE-REQUISITES:	Delegates should have attended the Basic Food Safety & Hygiene Training course. Delegates must be comfortable in communicating in English and need suitable reading & writing skills
COURSE CONTENT:	<ul style="list-style-type: none"> - Hazard analysis and critical control points (HACCP) related terminology (SANS10330) - Understand the need for HACCP - Foodborne illness - Understand the meaning of food-borne illness, symptoms of food poisoning, people at risk and high risk foods as well as the requirements for the multiplication of bacteria - Food safety hazards - Identify the three types of food hazards and explain how the hazards could be controlled - HACCP prerequisites - Understand the importance of prerequisite programmes in the development of HACCP systems. - Overview of HACCP principles - identify the 7 HACCP principles and 12 Stages to be followed in the development of a HACCP system and to gain some knowledge of the methodologies that are being used in the application of the 12 Stages. - CCP monitoring & CCP Decision Tree
CERTIFICATION & ASSIGNMENTS	All delegates will be assessed after each course. Depending on successful completion each delegate will be issued with a Certificate of attendance

6. HACCP STUDY

DURATION:	2 Days or 4 Months
MIN/MAX DELEGATES:	8/15
VENUE:	Aspirata Venue or on-site as required
LANGUAGE:	English
TARGET GROUP:	Quality Control staff/Quality Assurance staff/ Auditors/Management
PRE-REQUISITES:	Delegates should have basic knowledge of Food Safety & Hygiene and HACCP awareness. Delegates must be comfortable in communicating in English and need suitable reading & writing skills
COURSE CONTENT:	<ul style="list-style-type: none"> - Plan and prepare for a HACCP Study Food Safety/HACCP Team Process Description - Conduct a HACCP Study Food Safety Hazards Analyze hazards OPRP and CCP - Review a HACCP Control Plan Factors triggering Hazard Control Plan Procedure for the review Review records
CERTIFICATION & ASSIGNMENTS	All delegates will be assessed after each course. Depending on successful completion each delegate will be issued with a Certificate of Competency - Accredited through the FOODBEV SETA: Accreditation No: 587/00133/0614 - US Level 4.

7. ISO22000 / FSSC22000 IMPLEMENTATION TRAINING

DURATION:	4 Days or 4 Months
MIN/MAX DELEGATES:	8/15
VENUE:	Aspirata Venue or on-site as required
LANGUAGE:	English
TARGET GROUP:	This course has been designed for those working in all sectors of the food and beverage processing industries, who establish, implement and manage food safety management systems. These include food safety team leaders, certification body personnel, HACCP coordinators, food safety managers, quality managers and technical managers, auditors, Environmental Health practitioners and consultants.
PURPOSE:	To enable delegates to understand, implement and manage FSSC 22000: 2008 as their food safety management system with a view to third party certification.
COURSE CONTENT:	<ul style="list-style-type: none"> • Understanding a Food Safety Management System • Prerequisite Programmes: review of ISO TS 22001-2 requirements • 7 Codex Principles of HACCP • FSSC 22000: 2008 Requirements • Legal requirements and legal register • The additional FSSC 22000 requirements • Planning an Effective Food Safety Management System • Leading a Food Safety Team • Practical Application of FSSC 22000 Requirements • Verification and Maintenance of the Food Safety Management System • Effective Implementation of FSSC 22000
Delegates receives:	ISO 22000: 2005 will be provided
CERTIFICATION & ASSIGNMENTS	All delegates will be assessed after each course. Depending on successful completion each delegate will be issued with a Certificate of Competency. Accredited through the FOODBEV SETA: Accreditation No: 587/00133/0614 – US Level 5.



8. INTERNAL AUDITING PRACTISES TRAINING

DURATION:	2 Days or 3 Months
MIN/MAX DELEGATES:	8/15
VENUE:	Aspirata Venue or on-site as required
LANGUAGE:	English
TARGET GROUP:	Individuals involved in the audit process, including the person managing the audit programme, auditors and audit teams.
PRE-REQUISITES:	HACCP for Supervisors training must be attended prior to attending this course
OUTCOME:	Explain the requirements of auditing as defined in ISO 19011
COURSE CONTENT:	<ul style="list-style-type: none"> - Audit Terminology Specific: Definitions, Terminology, Audit Scope, Objectives, Auditee, Audit Client, Audit Programme & Audit Plan - Principles relating to Auditor (should adhere to) - Required Auditors Skills and Knowledge: Personal Attributes, Generic, Specific & Practical Knowledge & Skills - Collecting & Verifying Information - Source information - How to conduct Interviews - How to Generate Findings - Principles of Auditing - auditing an effective and reliable tool in support of management policies & control - Managing an Audit Programme - Conducting Audit Activities - Auditor Evaluation
CERTIFICATION & ASSIGNMENTS	All delegates will be assessed after each course. Depending on successful completion each delegate will be issued with a Certificate of Competency. Accredited through the FOODBEV SETA: Accreditation No: 587/00133/0614 - US Level 5.



9. FSSC22000 AWARENESS/REFRESHER TRAINING

DURATION:	1 Day
MIN/MAX DELEGATES:	8/20
VENUE:	Aspirata Venue or on-site as required
LANGUAGE:	English
TRAINER:	
TARGET GROUP:	Quality Control staff/Quality Assurance staff/ Food Safety Team members/ Management
PRE-REQUISITES:	Delegates must have attended HACCP, HMP & PRP's Training
OUTCOME:	Gain an understanding of all's role in meeting the requirements of ISO22000 and ISO/TS22002 in order to assist with implementation, maintenance, verification, management and improvement/updating of a Food Safety Management System based on ISO22000/FSSC22000
COURSE CONTENT:	<ul style="list-style-type: none"> - An overview of food safety system standards - Document control- understand the documentation hierarchy - Record control - a review of importance of completion of records so that it accurately reflects activities - The need for teamwork and co-operation in implementing a Food Safety Management System for ISO22000/FSSC22000 - Management Responsibility in a FSMS, covering policy, objectives, communications etc. - Resource Management - HACCP - the 12 Codex Aliment Arius steps - Control measures used in a FSMS: PRP's required for FSMS (ISO/TS22002-1) illustrated with with photographs; Operational PRP's, HACCP plan, CCP's - Traceability requirements - Control of nonconformity and corrective actions - Handling of potentially unsafe product - Handling of product recalls, withdrawals and emergency situations - Validation, verification and review procedures: Auditing of the food safety management system; Analysis of results; Improving and updating the FSMS. Your role in ensuring an up-to-date, effective FSMS - Overview of the additional FSSC requirements published by FSSC
CERTIFICATION & ASSIGNMENTS	There is a written test after the course and delegates who achieve a 70% pass mark and have passed continual evaluation will be issued with a certificates of successful completion

TRAINING COURSES OUTLINE: MICROBIOLOGY



10. Basic Microbiology and Sampling techniques

DURATION:	1 Day
MIN/MAX DELEGATES:	8/20
VENUE:	Aspirata Venue or on-site as required
LANGUAGE:	English – (Training can be scheduled in a African Language if so required training material will remain in English)
TARGET GROUP:	Quality Control Managers/ Quality Control Staff/ Food processing plant staff/ Swab takers
PRE-REQUISITES:	Delegates should have attended the Basic Food Safety & Hygiene Training courses. Delegates must be comfortable in communicating in English and need suitable reading & writing skills
COURSE CONTENT:	<ul style="list-style-type: none"> - Concept of microbiology in a food handling environment - Existence of micro-organisms - Growth and reproduction of micro-organisms - Good Manufacturing Practices
CERTIFICATION & ASSIGNMENTS	All delegates will be assessed after each course. Depending on successful completion each delegate will be issued with a Certificate of Attendance.

11. Microbiology for food handlers

DURATION:	2 Days or 1 month
MIN/MAX DELEGATES:	8/15
VENUE:	Aspirata Venue or on-site as required
LANGUAGE:	English – (Training can be scheduled in a African Language if so required training material will remain in English)
TARGET GROUP:	Quality Control Managers/ Quality Control Staff/ Food processing plant staff/ Swab takers
PRE-REQUISITES:	Delegates should have attended the Basic Food Safety & Hygiene Training courses. Delegates must be comfortable in communicating in English and need suitable reading & writing skills
COURSE CONTENT:	<ul style="list-style-type: none">- Concept of microbiology in a food handling environment- Existence of micro-organisms- Growth and reproduction of micro-organisms- Good Manufacturing Practices
CERTIFICATION & ASSIGNMENTS	All delegates will be assessed after each course. Depending on successful completion each delegate will be issued with a Certificate of Competency. Accredited through the FOODBEV SETA: Accreditation No: 587/00133/0614 - US Level 3.

TRAINING COURSES OUTLINE: OCCUPATIONAL HEALTH & SAFETY

12. HEALTH & SAFETY REPRESENTATIVE TRAINING

DURATION:	1/2 Days
MIN/MAX DELEGATES:	8/20
VENUE:	Aspirata Venue or on-site as required
LANGUAGE:	English – (Training can be scheduled in a African Language if so required training material will remain in English)
TARGET GROUP:	Health and Safety representatives/Newly appointed incident investigators/ Managers and investigation team members
COURSE CONTENT:	<ul style="list-style-type: none"> - Legislation and investigation requirements - Purpose of investigations - Legal requirements of recording and reporting - Impact of non-compliance - Legislation and documentation - Planning and preparing for a risk assessment - Assessment of a situation - Collecting and analyzing the information - How to compile an incident report - Develop and implement a risk assessment program - How to conduct a risk assessment audit - Post-investigation function
CERTIFICATION & ASSIGNMENTS	All delegates will be assessed after each course. Depending on successful completion each delegate will be issued with a Certificate of Competency



13. HAZARD IDENTIFICATION & RISK ASSESSMENT (HIRA) TRAINING

DURATION:	3 Days
MIN/MAX DELEGATES:	8/20
VENUE:	Aspirata Venue or on-site as required
LANGUAGE:	English
TARGET GROUP:	Safety, Health, Environment and Quality (SHEQ) Managers & officers/- Representatives and committee members/ Contractors
COURSE CONTENT:	<ul style="list-style-type: none"> - Purpose of risk assessments - Legislation - Hazard identification - Risk assessments - Importance of conducting a risk assessment - Supplementary legislation and documentation - Legal compliance and HIRA - Plan and conduct risk assessments - How to prepare for risk assessments - Conduct hazard identification and risk assessments - Remedial actions and follow-up actions - Consequences of non-compliance
CERTIFICATION & ASSIGNMENTS	All delegates will be assessed after each course. Depending on successful completion each delegate will be issued with a Certificate of Competency

14. INCIDENT INVESTIGATION TRAINING

DURATION:	2 Days
MIN/MAX DELEGATES:	8/20
VENUE:	Aspirata Venue or on-site as required
LANGUAGE:	English
TARGET GROUP:	Newly appointed incident investigators/Health and safety representatives/Managers and investigation team members
COURSE CONTENT:	<ul style="list-style-type: none">- Legislation and investigation requirements- Purpose of investigations- Legal requirements of recording and reporting- Causes and effects of incidents- Impact of non-compliance- Legislation and documentation- Planning and preparing for risk assessments- Assessments of situations- Collecting and analyzing the information- How to compile an incident report- Develop and implement risk assessment programmes- How to conduct a risk assessment audit- Post-investigation functions
CERTIFICATION & ASSIGNMENTS	All delegates will be assessed after each course. Depending on successful completion each delegate will be issued with a Certificate of Competency

15. OCCUPATIONAL HEALTH & SAFETY (OHS) ACT COMPLIANCE AND LIABILITY TRAINING

DURATION:	5 Days
MIN/MAX DELEGATES:	8/15
VENUE:	Aspirata Venue or on-site as required
LANGUAGE:	English
TARGET GROUP:	Safety, Health, Environment and Quality (SHEQ) Managers/Risk managers/ Health and Safety representatives
COURSE CONTENT:	<p>Supervisors & Management of Companies</p> <ul style="list-style-type: none"> - Duties and accountabilities - Organisational structuring - Employer responsibilities - Management responsibilities - Training and legal compliance - Employees and compliance - Development of a compliance plan - Assessments of situations - Risk assessment and control measures - Civil and criminal liability - Basis for legal existence - Access to information - Implication of non-compliance
CERTIFICATION & ASSIGNMENTS	All delegates will be assessed after each course. Depending on successful completion each delegate will be issued with a Certificate of Competency

16. FIRST AID (LEVEL 1) TRAINING

DURATION:	2/3 Days
MIN/MAX DELEGATES:	8/15
REGISTRATION & ACCREDITATION:	DOL REGISTERED/ SETA ACCREDITED
VENUE:	Aspirata Venue or on-site as required
LANGUAGE:	English
TARGET GROUP:	Newly appointed First Aiders/ Public: This training programme will help you to be able to assess an emergency situation and to provide basic First Aid. For any person who is required to assess an emergency situation and provide Basic Life Support and Basic First Aid in order to stabilise patients.
COURSE CONTENT:	Emergency Scene Management <ul style="list-style-type: none">- Introduction- Identifying an Emergency Situation- The Good Samaritan Law First Aid <ul style="list-style-type: none">- Basic First Aid Procedures- Hygiene during First Aid- Physical Exam- First Aid Procedures Common Injuries <ul style="list-style-type: none">- What is a Common Injury- Wounds- Fractures- Burns- Shock, Unconsciousness & Fainting- Head & Spinal Injury
CERTIFICATION & ASSIGNMENTS	All delegates will be assessed during & after each course (Theory & Practical). Depending on successful completion each delegate will be issued with a Certificate of Competency

17. FIRST AID (LEVEL 2) TRAINING

DURATION:	3/4 Days
MIN/MAX DELEGATES:	8/15
REGISTRATION & ACCREDITATION:	DOL REGISTERED/ SETA ACCREDITED
VENUE:	Aspirata Venue or on-site as required
LANGUAGE:	English
TARGET GROUP:	The purpose of this training programme is to educate, train and develop professional First Aiders. This programme is intended for people who are required to assess an emergency situation, provide Basic Life Support and identify, explained and managed injuries according to accepted protocols.
COURSE CONTENT:	<p>Emergency Scene Management & Assessment</p> <ul style="list-style-type: none"> - Identifying an Emergency Situation - The Good Samaritan Law - First Aid Kit <p>Anatomy and Physiology</p> <ul style="list-style-type: none"> - Systems of the Human Body <p>Primary Emergency Life Support</p> <ul style="list-style-type: none"> - Basic First Aid Procedures - Hygiene during First Aid - Physical Exam - First Aid Procedures <p>Common Injuries</p> <ul style="list-style-type: none"> - What is a Common Injury - Wounds - Eye Injuries - Hand Injuries - Chest, Abdominal and Pelvic Injuries - Fractures - Burns - Shock, Unconsciousness & Fainting - Fits, Breathlessness & Skin Reactions - Poisoning, Bites & Stings - Head & Spinal Injury - Environmental Related Illnesses & Injuries
CERTIFICATION & ASSIGNMENTS	All delegates will be assessed during & after each course (Theory & Practical). Depending on successful completion each delegate will be issued with a Certificate of Competency

18. FIRST AID (LEVEL 3) TRAINING

DURATION:	4/5 Days
MIN/MAX DELEGATES:	8/15
REGISTRATION & ACCREDITATION:	DOL REGISTERED/ SETA ACCREDITED
VENUE:	Aspirata Venue or on-site as required
LANGUAGE:	English
TARGET GROUP:	Professional First Aiders - For people who are required to assess an emergency situation, provide Basic Life Support and identify, explained and managed injuries according to accepted protocols
COURSE CONTENT:	<p>Emergency Scene Management & Assessment</p> <ul style="list-style-type: none"> - Identifying an Emergency Situation - The Good Samaritan Law - First Aid Kit <p>Anatomy and Physiology</p> <ul style="list-style-type: none"> - Systems of the Human Body <p>Primary Emergency Life Support</p> <ul style="list-style-type: none"> - Basic First Aid Procedures - Hygiene during First Aid - Physical Exam - First Aid Procedures <p>Common Injuries</p> <ul style="list-style-type: none"> - What is a Common Injury - Wounds - Eye Injuries - Hand Injuries - Chest, Abdominal and Pelvic Injuries - Fractures - Burns - Shock, Unconsciousness & Fainting - Fits, Breathlessness & Skin Reactions - Poisoning, Bites & Stings - Head & Spinal Injury - Environmental Related Illnesses & Injuries - Behavioral Emergencies - Emergency Child Birth
CERTIFICATION & ASSIGNMENTS	All delegates will be assessed during & after each course (Theory & Practical). Depending on successful completion each delegate will be issued with a Certificate of Competency

19. BASIC FIREFIGHTING TRAINING

DURATION:	2 Days
MIN/MAX DELEGATES:	8/15
REGISTRATION & ACCREDITATION:	SETA ACCREDITED
VENUE:	Aspirata Venue or on-site as required
LANGUAGE:	English
TARGET GROUP:	OHS Representative, Warehouse-, Retail-, Packing-, Sales staff, Transport Operators, Law-enforcement personnel Practical assessments will be done through demonstration only unless facilities are available and arranged per ordinance of your local Fire Department
COURSE CONTENT:	<p>Fire & Repellents</p> <ul style="list-style-type: none"> - Fire & Combustion Elements - Controlling Combustion - Personal Safety <p>Fire Extinguishers</p> <ul style="list-style-type: none"> - Fire Extinguishing Agents - Types of Extinguishers - Extinguisher Operating Procedure <p>Fire Hose Reels & Ancillary Extinguishing Equipment</p> <ul style="list-style-type: none"> - Fire Hose Reels - Fire Blankets - Sand Buckets
CERTIFICATION & ASSIGNMENTS	All delegates will be assessed during & after each course (Theory & Practical). Depending on successful completion each delegate will be issued with a Certificate of Competency

20.FORKLIFT (NOVICE) TRAINING

DURATION:	5 Days
MAX DELEGATES:	4 Delegates
VENUE:	Clients premises

21.FORKLIFT (RE-CERTIFICATION) TRAINING

DURATION:	1 Day
MAX DELEGATES:	4 Delegates
VENUE:	Clients premises



TRAINING RESERVATION



REGISTRATION FORM

Date of Application dd/mm/yyyy

Province

COMPANY DETAILS

Company / Name & Surname			
ID No			
Physical Business Address			
Postal Business Address			
Postal Code			
Contact Person & Email Address			
Telephone	Tel: <input type="text"/>	Cell: <input type="text"/>	
Purchase Order No (if required on Invoice)			
VAT Number			
Dietary Requirements			

DELEGATES REGISTRATION

We are interested in attending the following Training Course/s:	* Date of Training	Number of Days	Number of Candidates
*Please note that 8 or more delegates must be obtained before training dates can be confirmed. *Dates are subject to change.			

PAYMENT DETAILS

AUTHORISATION

Currency of Payment	ZAR	USD	
Cheques:	Aspirata Auditing Testing and Certification (Pty) Ltd		Signatory must be signed by an authorized person on behalf of the Concerned Company/ yourself. This booking is not valid without a signature. I the undersign, hereby authorize the appointment of Aspirata to provide the above selected service on behalf of my company/ for myself. I there for authorize that this transaction is formal under my company policy/for myself, we/ I shall oblige to the required payment due to the service provider SIGNATURE OF A SIGNATORY: Name: _____ Sign: _____
Electronic Transfer Funds (EFT)			
Account Name	Aspirata (Pty) Ltd		
Bank Name	ABSA - CIBW		
Account No.	408 242 2347		
Branch Code	632005		
Branch	Hatfield		
Reference No.	ASP/TR2018		

Please note that payments must only be made if the training is confirmed and an official Aspirata Invoice has been received.

Please return you applications to:
 Raymond Kolotsi
 Training Co-Ordinator: Aspirata
 E-Mail: raymondk@aspirata.co.za

Cancellations will only be accepted and refunded if cancellation is done in writing and the e-mail or letter is received at Aspirata's Training Department 5 working days prior to scheduled training course is set to commence. Should you not cancel within a 5 working day period you will be held liable for 100% of the quoted price.