



Pre Sea Training Application Form

Head to Head Boating

COMPANY DETAILS

Company			
Contact person			
E-mail			
Contact numbers	Cell	Work	Fax
Payment method	EFT	Cash	

LEARNER'S DETAILS

Name	Surname
ID Number	Phone Number
Address	
City	Province
Emergency Contact Person	
Relation	Number
Medical Aid	Number
Any known medical conditions?	No Yes (explain)
I Can Swim? (learners who are not comfortable in the water may have difficulties completing the course)	No Yes

Learner must bring the following with to the course:

- Lunch/meals/snacks for the day. Water is provided at the course. Cool drink, coffee and meals can be purchased at nearby shops.
- Swim attire (underwear will not be allowed as swim attire), towels and a change of clothes.

I have read through and agree with the above information:

<u>Company Representative</u>	<u>Signature</u>	<u>Date</u>
<u>Learner</u>	<u>Signature</u>	<u>Date</u>

TERMS AND CONDITIONS WHEN BOOKING FOR TRAINING

Please read and sign the following and return with booking form:

1. Training place will only be secured with submission of signed course confirmation form. There are limited places available for each course.
2. Training must be paid for in full in advance
3. At registration, learner must bring ID document to make copy
4. If learner has any medical conditions, learner may only partake in the course if he has a valid medical clearance.
5. The student/company will be invoiced in full for any learner booked that does not arrive for training.
6. Cancellation policy: Bookings cancelled less than 3 days before are non-refundable/will be invoiced in full.
7. Cancellations must be made by e-mail or fax.
8. Learners found not yet competent will be allowed to retake the course once at no additional cost.
9. Entry requirements for each course will be communicated to the company. Please be fair to learner and ensure that the learner meets these requirements.
10. Learners are required to attend all sections of the courses. We will not be able to accommodate learners arriving late for training or assist in making up sessions missed.
11. We reserve the right to re/schedule or cancel any course.
12. Certificates will not be released unless:
 - Learner had been found competent.
 - All invoices have been paid in full.
 - Valid ID document in place

Training Day Schedule

08:00-10:00	10:00-10:15	10:15-12:00	12:00-12:30	12:30-14:00	14:00-14:15	14:15-17:00
-Induction -Course introduction -Nautical Terminology	Body Break	-Types of emergencies -Emergency Equipment -Life Jackets	Lunch	-Fire extinguishers -Visual Distress Signals -First Aid	Body Break	-Written Exam -Move to water area -Practical exam