

PRICE LIST

SEPTEMBER 2018

Public Courses for Individuals

Level 1 - Beginners

Course	Unit Standard	Price	Duration
Intro to Computers and Windows	258883	R990.00	1 Day
Word	116938	R990.00	1 Day
Excel	116937	R990.00	1 Day
Outlook	116945	R990.00	1 Day
Access	116936	R990.00	1 Day
Powerpoint	116933 117923	R990.00	1 Day
Internet	115391 116931	R990.00	1 Day
Project Publisher		R990.00	1 Day
Touch Typing		R1,600.00	2 Days

Level 2 - Intermediate

Course	Unit Standard	Price	Duration
Windows	117867 116932	R990.00	1 Day
Outlook	116935	R990.00	1 Day
Access	117927	R990.00	1 Day
Powerpoint	116930	R990.00	1 Day
Word	117924 119078	R1,800.00	2 Days
Excel	116940	R1,800.00	2 Days

Level 3 - Advanced

Course	Unit Standard	Price	Duration
Word	116942	R1,800.00	2 Days
Excel	116943	R1,800.00	2 Days

Group Training

Group Rates are based on number of attendees

Course	Price	Duration
3 People	R1,290.00	per person per day
4 People	R1,200.00	per person per day
5 - 6 People	R990.00	per person per day
7 - 9 People	R900.00	per person per day
10 People or more	R880.00	per person per day

Accredited Skills Workshops

Course	Unit Standard	Price	Duration
Train the Trainer - Facilitator Training	117871	R5,500.00	3 Days
Assessor Training	115753	R5,500.00	3 Days
Moderator Training	115759	R5,500.00	3 Days

Soft Skills Training

Course	Price	Duration
Individual Sessions	R500.00	per hour *
Group Workshop	R1,350.00	per person 1 Day

*Number of Sessions dependent on needs

Terms & Conditions for INDIVIDUALS (PUBLIC COURSES)

Individuals can attend Public courses in Randburg which are held weekly. Anyone can join at any time. In this training method there is no group classroom environment. Each person works individually at their own pace, doing practical exercises from a guide, receiving one-on-one assistance from the facilitator. This allows for a lot of individual attention.

Maximum 6 people per group.

Time: 1 day training is 9am to 4pm.

Specific days of the week allocated (ask for dates). Participants must stay for the full day to complete the course (unless a prior arrangement is made).

Refreshments: We serve tea and coffee. We close for a lunch break at 12.30pm in order for the learner to have lunch and for the facilitator to have a break. We do not cater for lunch for individuals (only for groups by prior arrangement). You are welcome to bring your own packed lunch to store in our fridge.

Payment: Full payment must be made one week prior to beginning a course.

Non-attendance: Failure to attend or late attendees, the course will be forfeited with no refund.

Should any unforeseen circumstances arise on the day, and you fail to attend the course, a R300 administration fee will be charged to reschedule.

Cancellation: We require 3 working days cancellation period in order to reschedule a course. Failure to give prior cancellation means the course is forfeited with no refund.

Refund Policy: We do not offer refunds. If for some reason a refund is agreed upon, it will be subject to a 25% administration fee.

We are committed to providing quality training and outstanding service to all our clients!

Terms & Conditions for GROUP TRAINING FOR CORPORATES

Minimum 3 people for a group for Instructor Led Training.

Intermediate and Advanced courses can be tailor-made to suit your staff's requirements for one or two day courses.

Prices exclude catering. Should you require catering for your group please arrange prior.

Travel: No travel costs apply for Group Training within a 40km radius of Randburg. Travel costs outside this charged at R3.50 per km.

Invoice terms: Invoices are payable on presentation. Payment must be received min 5 working days prior to the booking. Dates will not be confirmed until payment is received. Unpaid invoices constitutes that no reservation exists.

Postponements: All postponed course credits must be utilized within 6 months or the course fee is considered forfeit. We do not offer refunds, but rather courses will be deferred to a suitable date.

Absent or late delegates: If a delegate fails to attend or is late for the course, the course will be forfeited with no Refund. 100% attendance is a course requirement.

Seta credits: Should you wish to obtain SETA credits against the Unit Standard for Computer Courses, an additional fee may be charged for additional, Facilitators, Assessors' and Moderators. A PoE must be submitted.

Training facilitators: We reserve the right to replace the facilitator at any stage. We reserve the right to reschedule public course dates in the event of low attendance

Bank Account Details:

ABSA Bank

Branch code: 632005

Acc No. 9259931558

Acc Name: Aspirations Training

Acc Type: Savings

Please **use your name as a reference**

Acceptance of Invoice & Booking constitutes acceptance of the above Terms & Conditions