



Reg. No: cc2008/3856

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To Whom It May Concern:

It is with great pleasure that we wish to inform you that the **Academy of Health and Safety** is now fully accredited by the Ministry of Health (Our Permit No. A.I.A 2009/1), and the Ministry of Labour (Our Permit No. A.I.A 08/24) to offer the following training:

- Basic first aid Level one
- Health and Safety Representative
- Basic Fire Extinguisher
- Forklift retraining

<u>QUOTATION AS OF JANUARY 2009 IN WINDHOEK</u>		<u>REGIONS</u>
<u>Health and Safety Rep. (2days)</u>	N\$ 600.00	N\$ 700.00
<u>First Aid Training Level 1 (2 ½ Days)</u>	N\$ 575.00	N\$675.00
<u>Fire Extinguisher (2 Days)</u>	N\$ 500.00	N\$675.00
<u>Forklift re-licensing (1 Day)</u>	N\$ 500.00	N\$675.00

(Min of 20 candidates and a selection of 2 courses will be required to make training viable for the Academy in the regions.) Included in these prices are a tea/break which would usually include an tea/coffee and a snack of some sorts.

- It is of utmost importance that bookings be made at least a week in advance as our study material has to be prepared for all the students/candidates.
- Courses start at 9:00am with a short break at 11:00 am, lunch break at 13:00 – 14:00. Last stretch from 14:00 – 16:00.
- On completion of the courses, all candidates will have to complete an examination of which a minimum of 80% is required as the pass rate.

- All candidates will receive a certificate which is valid for 2 years. The certificate will be issued in the name of the employee although the certificate remains the property of the company applying on behalf of the employee.
- The training availability will depend on the demand and size of groups requiring training outside of Windhoek.
- Note that registration has to take place at least 1 week in advance, a 50% deposit is payable on registration and full payment on receipt of the candidates certificates. Candidates who do not achieve the 80% in their examinations will be charged in full. Arrangements can be made to accommodate these candidates again at a later stage. We will who ever provide the students who don't achieve an 80% pass mark, a certificate of attendance.
- Please find attached our schedule for the next 3 months (May – July 09). As you will see on the schedule attached, the regions have been covered extensively.

We do hope that the information supplied in this quote will suffice. Please feel free to contact us if there any queries.

Kind regards

Willem Prinsloo 08 272 397

Zalia van der Walt 0811 247575