



COURSES FOR 2017

First Aid Level 1

Area	January	February	March	April	May	June	July	August	September	October	November	December
Edenvale	4 & 5	15 & 16	15 & 16	5 & 6	10 & 11	7 & 8	19 & 20	16 & 17	13 & 14	11 & 12	8 & 9	4 & 5
Randburg	9 & 10	6 & 7	6 & 7	18 & 19	15 & 16	12 & 13	10 & 11	7 & 8	17 & 18	-	2 & 3	11 & 12

First Aid Level 2

Area	January	February	March	April	May	June	July	August	September	October	November	December
Edenvale	4 - 6											
Randburg							10 - 12					

First Aid Level 3

Area	January	February	March	April	May	June	July	August	September	October	November	December
Edenvale												
Randburg							10 - 14					

Basic Fire Awareness (& Evacuation Marshal)

Area	January	February	March	April	May	June	July	August	September	October	November	December
Edenvale	11	14	14	4	9	6	18	15	12	10	7	

Basic Life Support for Healthcare Providers

Area	January	February	March	April	May	June	July	August	September	October	November	December
Edenvale		25	25	22	27	24	29	26	30	28	25	

Heartsaver First Aid & CPR/AED

Area	January	February	March	April	May	June	July	August	September	October	November	December
Edenvale			31			23			29		24	

Health and Safety Representative

Area	January	February	March	April	May	June	July	August	September	October	November	December
Edenvale	12	13	13	3	8	5	17	14	11	9	6	

Training Venues

- Randburg: NG Church, Cnr Dover Street and Vine Ave in Ferndale
- Edenvale: Impact AGS Church, Cnr Price & Karen Rds in Illiondale
- On-site on request – available dates will be the ones where no scheduled courses are booked and as agreed upon by the client and Aid At Hand cc

Terms & Conditions

- Aid At Hand cc is not registered for VAT
- Quotation/ Invoice only valid for 28 days (or as otherwise indicated on the invoice)
- All communicated onsite training dates will automatically relapse 5 working days after available dates was communicated with client if it was not confirmed by client in writing without further notice
- Total invoice is payable on receipt unless otherwise arranged with management. No certificates will be issued if course fees has not been paid or cleared (EFT/ cheque deposit) in full
- Training dates will only be confirmed once faxed/ emailed proof of payment has been received or an arrangement was made with management
- Full refunds minus electronic banking charge will only apply if a confirmed booking is cancelled with at least 5 working days' notice. If less than 5 working day's notice is given to cancel a course then 50% refund can be requested. If less than 24 hours notice of cancellation is given, no refund will be granted
- Any course attendee who is more than 1 hour late for course attendance without prior notification will be refused entry to the training venue and an administration fee will apply to re-book on the missed training
- An administration fee will be charged to postpone/ move the course date if less than 5 working days' notice is given
- Aid At Hand cc reserves the right to postpone or cancel any course where insufficient reservations have been received for a scheduled course, please see final dates at <http://www.aidathand.co.za/course-schedule/>
- Travel charged at R4.00/km from Boksburg and toll gate fees are charged as applicable
- No meals/ refreshments will be provided by Aid At Hand cc unless otherwise specified
- Clients will be required to provide meals and at least three star (as rated by TGCSA) accommodation to facilitators for on site training outside 150km of Boksburg
- All courses will be facilitated in English, therefore Aid At Hand cc does not accept responsibility if course participants who do not read, write or understand English consequently not reach course outcomes
- Any course attendee, who damages/ breaks any equipment, either accidentally or wilfully, will be liable for the repair/ replacement cost of such equipment before certificate will be issued

**For more information contact Yolanda
at information@AidAtHand.co.za
or
send an sms/ WhatsApp to 083 655 3808**