You reap the benefits through our courses!

How our course bookings work:

Step 1: Phone, email, walk-in or browse our website for information.

Step 2: Complete the enrolment form for each learner and send it back to us via email or fax.

Step 3: We issue you with a QUOTE/ENROLMENT for the course you like to do. Please supply all details and VAT number if your company is paying the account. On acceptance - You will be scheduled to do the training. Please advise us if you do not accept the quote.

Step 4: Please make your payment using the quote reference as on the quote. AS SOON AS WE RECEIVED YOUR PAYMENT WE WILL SEND YOU AN OFFICIAL INVOICE REFLECTING THE SAME INFORMATION AS PER YOUR QUOTE. To secure your booking you must make a minimum payment of 50% and pay the balance before the course starts. We need Full payment before the training program starts. You may schedule yourself on a date to allow you to make the payment in instalments. GOOD NEWS You may pay on a LAY-BY system that is convenient for you.

Step 5: On the Monday before your course date, we'll email you Directions, course information and time confirmation. Normally it is from 8:00am – 16:00pm for the duration of the program. Take it with you on Monday morning.

Step 6: Attend the training program on your scheduled date at your booked venue. Should your plans change and you can no longer attend the training as scheduled PLEASE let us know in writing no later than THURSDAY evening by email that you can no longer attend and give us an alternative date to move you to or to cancel the quote. PLEASE NOTE your price quoted is valid for the date that you selected. To secure the price you need to pay the course in full before you do the training. A late Cancellation fee of R1000 is due after Thursday.

Step 7: Enjoy your training - You reap the Benefits!