**Gray Training Registration Form**

5 Bona Vista Road | Florida North | Gauteng | South Africa

+27 11 472 3516 | +27 67 325 5353

Tick the course you would like to attend. Fill in the date of the course.

Send to course admin training@gray-matters.com

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| **Unit Standard Workshops** | **🗸** | **Workshop Dates** |
| **Facilitator Workshop** |
| Facilitate The Learning (U/S 117871) |  |  |
| **Learning Material Development Workshops** |
| Needs Analysis Tools (U/S 12138 & 15218) |  |  |
| Design Great Learning Material (U/S 10299) |  |  |
| **Assessor & Moderator Workshops** |
| Assessors (U/S 115753) |  |  |
| Assessment Tool Design (U/S 115755) |  |  |
| Moderators (U/S 115759) |  |  |

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| **Workplace Skills Workshops**  | **🗸** | **Workshop Dates** |
| Business Writing |  |  |
| MORE Creative Tools for Online Training |  |  |
| Writing Techniques for Instructional Designers |  |  |

Complete the details for invoicing on the following page.

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| --- | --- | --- | --- | --- |
| **Full Name and Surname of Delegate (required for ETDP SETA records & Certification)** | **Identity Number** | **Tel Number** | **Cell Number** | **Email Address** |
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| **Company Name:** **(for invoicing)** | **Company VAT Number:****(2004 Requirement from SARS)** |
| **Postal Address:** |
| **Accounts Contact Name:**  | **Tel No:** | **Email:** |
| **Your Manager/Supervisor:** | **Authorising Signature:** | **Date:** |
| **Full Name:** | **Tel No:** | **His/her Email:** |

**\*Please Note: Registration for the course is provisional and will only be confirmed upon payment of the course fee. Cancellations or changes made 21 days before the course start date is an admin fee of R 500.00 (VAT excl.) 7 to 21 days before the course start date is an admin fee plus 25% of the invoice amount. 1 to 6 days of the course start date is an admin fee plus the full invoice amount. If you have to transfer from one course to another the first transfer is free and thereafter we reserve the right to charge an admin fee of R 250.00 (VAT excl.)**