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## TERMS AND CONDITIONS FOR NQF LEVEL 5 CORRESPONDENCE COURSES

- **Definitions**
- **Agreement** - means the terms and conditions and the registration form and acceptance of the registration form.
- **Fees**- means the fees payable for training services as set out in the information brochure and on the registration form.
- **The client** - means the company or private individual requesting the services of PCITA.
- **The student** - means the person/student identified on the registration form.
- **PCITA** - means the Pest Control Industries Training Academy as the Accredited Training Provider delivering the training services.
- **The Venue** - means the venues booked for practical training.
- **Training services** - means the services of training provided by the Assessors under the PCITA terms and conditions.

### 1. Training services and venues

- Students shall provide PCITA with a request for training via e-mailed or electronic registration forms.
- The minimum requirement to enroll for the NQF level 5 correspondence courses is grade 12 (standard 10) or equivalent NQF Level 4 certificate.
- As all courses are presented in English, it is important for all students to be able to speak, read, write and understand English.
- Candidate competence within the English language is a prerequisite for enrolment in this programme.
- Training shall commence on the dates specified by the PCITA on acceptance.
- Students will receive CPD points after completion of the course.
- Completed registration forms shall contain: the students name, surname, identity number, scheduled training date, region, name of company, contact numbers, e-mail address.
- All students/companies must send their registration form/s to the course coordinator at the PCITA's office together with proof of payment and copy of ID document.
- It is the responsibility of the prospective student to register for the NQF5 course. No student will automatically be enrolled in a course without proof of payment on receiving an invoice and registration.
- Once proof of payment and the registration form has been received by the course coordinator, the books will be sent to the student.
- All student information and payments are confidential and will be handled as such.
- Any other delivery arrangements of study guides (books) will be for the students own account.

- No student will be allowed to attend a NQF5 correspondence course without the relevant fees being paid in full prior to the commencement of the course.
- Any course will be presented on the discretion of the PCITA.

## **2. Work Experience Log (Record)**

- Please note that it is a mandatory requirement for all students to undergo a specified period of work experience under supervision of a qualified pest control operator to be able to apply for a P number (license) with the Department of Agriculture.
  - A minimum mandatory period of 6 months' work experience under supervision of a qualified pest control operator is required for the Health and Nuisance Pest Management; Weed and Invader Plant Management; and Wood Destroying Organism Management courses.
  - However, for the Structural Fumigation and Stored Agricultural Product Pest Management courses a minimum period 12 months' work experience under supervision of a qualified fumigator is required.

## **3. External Practical Assessment**

- Students shall, after successful completion of a course and upon production of a Work Experience Log (Record) with the portfolio duly signed and stamped by the pest control company, apply to undergo an External Practical Assessment.
- A fee, determined by the PCITA, shall be charged for an assessment and any repeat assessments.
- Students shall, when they are ready, request the PCITA to make arrangements for an External Practical Assessment.
- All Assessors are accredited and registered with AgriSETA.
- The findings of an assessment will be accepted by the PCITA as final.
- PCITA has sole discretion as to Assessors allocated to training programmes.
- Upon successful completion of the External Practical Assessment, a Certificate of Competence shall be issued by the PCITA.

## **4. Application for P-Registration Certificate**

- The student may, upon production of the Certificate of Competence issued by the PCITA and the duly signed and stamped Work Experience Log (Record), apply to the Registrar, Department of Agriculture for a P-registration certificate.

The P-number certificate authorizes the student to provide pest control services independently as a qualified operator.

## **5. Fees**

- Students agree to pay current fees for training according to PCITA's published prices as of the date of PCITA's acceptance of the request for training, unless otherwise agreed.
- PCITA reserves the right to cancel or reschedule training should it be necessary.
- All payments must be received at least five (5) days prior to the commencement of practical training.
- PCITA is a section 21 company and not registered for VAT.
- No books will be sold separately. The books are included in the course fees as a package.

## **6. Payment (EFT-Electronic fund transfer)**

- All payments must be processed in South African Rands. PCITA does not accept other currencies.
- Credit / Debit card facilities are also available at the PCITA head office in Centurion.

- In order to pay via EFT, you will have to load the PCITA as a beneficiary on your internet banking and use the invoice number or your name in the reference line for your payment. This should speed up the process of your registration. Bank costs for overseas students using the swift code will be carried by the student/client.

## **7. Direct deposit**

- The student may pay by way of a direct deposit at the bank or EFT.
- Please fax or e-mail proof of payment to the course coordinator to ensure your payment is confirmed as soon as possible.
- Cheque: PCITA accepts payment via cheque, but it will be cleared by the Bank first. Cheque payments need to be done at least **15 days** in advance for clearance to be confirmed.

## **8. Refund policy**

- No refund will be applicable if the student has received his/her study material.
- If a refund is applicable for whatever reason, PCITA needs a bank letter with account confirmation along with ID of account holder. Refunds will take 21 – 30 days to process.
- Should a student not arrive for the External Practical Assessment and no written cancellation has been received and confirmed, the **full** fee will be forfeited.
- Students must cancel within ten (**10**) working days prior to commencement of the practical training date in order to be eligible for a refund.
- The violation of any terms and conditions stated in this agreement will be just cause for dismissal from a course. No refund will be provided to learners dismissed from a course.

## **9. Property of PCITA**

- PCITA has copyright on all intellectual property, assessment packages, including documentation and manuals.
- Students are strictly prohibited from copying or disclosing any material. The prohibition includes not discussing or disclosing any information on the internet, on blogs, or chat rooms or through any other public media or means.

## **10. Prohibitions**

- It is prohibited for any student to enter a course venue or assessment site under the influence of any narcotic substance or alcohol.
- It is prohibited to bring a weapon of any kind to a venue or site.

## **11. Responsibility of the client/student**

- The client/student shall be liable for any training fees payable to the PCITA. It is the responsibility of the client/student to make sure that PCITA receives the registration form & the proof of payment.
- Clients are responsible for ensuring that the learners are suitable for the training course they wish to attend and make sure they understand the course content. PCITA will not be liable for any refunds should the learner be found unsuitable once training has commenced.
- It is the responsibility of each student to always be on time. If a student arrives late for the practical assessment the Assessor has the authority to decide if the student/client can still attend the relevant assessment.

## **12. Travel & Accommodation**

- PCITA does not provide accommodation. It is the responsibility of students to make travel/accommodation arrangements and payments to attend training.

### **13. Disclaimer**

- It is the responsibility of the client/student to follow up on e-mails and online documents sent to the PCITA. No email shall be deemed received or acknowledged unless a response is issued by the PCITA.

### **14. Limitation of liability**

- Under no circumstances and in no event, shall PCITA be held responsible for any loss of profit or contracts, income, revenue, business, financing expenses, travelling costs, accommodation, nor for any indirect losses due to students registering or attending courses.
- PCITA has the right to change the NQF5 course costs at any time without prior notice but undertakes to send out new prices and costs timeously to all students and clients on our Database /website.
- Students will be held liable for any damages caused by any uproar or neglect on the part of the student at any course venue.

### **15. Privacy policy**

- We at PCITA are firmly committed to the privacy of its students and clients. No client/student information will be made public without written consent of the client/student.

### **16. Changes to this privacy policy**

- PCITA reserves the right to make any changes to documents, books, guidelines, website, assessment packs and procedures without prior notice to its students or the public.

### **17. Re-issue of lost, stolen or damaged certificates**

This office has strict procedures for re-issuing of lost, stolen or damaged certificates. Should the original certificate be lost, stolen or damaged you may request a copy of the original certificate.

The following are required when applying for a copy of your certificate:

- An Affidavit certified by a Commissioner of Oath explaining why you need a reprint.
- Proof of payment of R400,00 re-print fee.

### **18. Contact information**

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**By receiving this document the student/client hereby acknowledges that he/she has read the above Terms and Conditions and understands the content thereof.**