



Republic of South Africa: 2011/147681/07

Application Form**PLEASE PRINT CLEARLY USING BLACK INK**This form is also available at www.bdstraining.com

BDS Training Centre advisory board will use the information you provide on this form to review your application. This information may also be used for course administration and for the purpose set out at the end of this form.

I would like to apply for:

Course name	
Course location	

Your details

First Name		Identity number	
Surname		Date of Birth	
Preferred Name			
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Population Group			
Socio Economic Status			
National Residency Status			

Organisation / Home contact details

Preferred contact address	Work <input type="checkbox"/>	Home <input type="checkbox"/>
Organisation name		
Work address		
Work telephone number		
Work fax number		
Work email address		
Mobile number		



BDS TRAINING CENTRE

BDS TRAINING CENTRE (PTY) LTD

BOOKKEEPING DEVELOPING SKILLS

Provider number 585/01399/12



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Home address				
Home telephone number				
Home email				
Home Language				
Geographical area				
Next of kin contact details	Tel.		Address	

Special learning needs:

Disabilities:

(For office use)

Formative assessment results	
Summative assessment results	
Assessor	
Moderator	

How did you hear about this BDS Training Centre course?

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Application process:

When you apply for a BDS Training Centre course, you need to consider, and our Advisory board will take into account:

- Whether the course that you are applying for is right for you, because our courses are for people interested in the financial sector.
- Your commitment to participate in the whole course. If a person is unable to attend the course then this diminishes the experience for that person and the formative assessment will be very difficult.

About the course

We ask everyone who comes on our course to respect the BDS Training Centre conventions. These have been developed over time and are based on our experience of running courses and on feedback from participants. They are designed to encourage open and constructive debate and discussions.

About the participant group

Our courses are designed for a mix of people from a wide range of backgrounds, sectors and communities and this is essential to the learning process and its outcomes. This has two implications for your application:

- The Advisory board will take into account the range of applications (sectors, professions, backgrounds and communities) in order to make sure a participant group isn't dominated by people from any one organisation, sector or community.
- You must be willing to work constructively with a diverse group of people.

For more information about the application process and BDS Training Centre Advisory board, visit our website at www.bdstraining.com or speak to BDS training Centre consultants



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The following information will be used by the BDS Training Centre Advisory board to ensure that the course group consists of a mixture of people from different backgrounds and sectors.

Should you require more space, please continue on no more than one A4 sheet.

If you have a disability that requires us to make a reasonable adjustment to enable you to apply, please tick the box and your nearest BDS Training Centre office will contact you.

- 1. Describe your current position and responsibility for decision making where applicable. This may include roles within your organisation and /or in a role outside work e.g. non-executive roles or community leadership if not employed.**

NB: for learners who have just left school please describe what position you would like to see yourself in say 5 years from now and why?

- 2. Please provide us with a brief biography that describes your work experience to date (if any); include any leadership outside your employment (e.g. public appointments, non-executive role or trusteeship)**

NB: For persons entering the working world please describe your understanding of the business world in general?



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3. What is your understanding of daily business transactions?

4. Briefly describe your reason for applying for this course and how you are hoping it will help you develop as a person?



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5. What are your future ambitions?

6. Please give the definition of bookkeeping?

NB: This is by no way a reflection of your abilities so please do not be afraid to answer!



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7. Is there any further information that you think we should have?

8. Please describe any special needs of which we should be aware (disability, dietary requirements, etc.)



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Financial Information (Please ignore this section if it does not apply to you!)

Please tick here to confirm your willingness to pay the full fee for this course		<input type="checkbox"/>
Should your application be successful, please make the necessary payment into the BDS Training Centre bank account (details as below) in order to secure your place on the course?		
Account Name	BDS Training Centre (Pty) Ltd	
Account number	62341685397	
Branch code	259-605	
Branch held at	The Glen	
Please make sure you put your full name for ease of reference to make it easy for our financial department to process payment information correctly in order to send the details to the registration office for your day of registration!		

Completing your application

I confirm that in signing this application I have read and understood the terms and conditions, and that I have the authority to agree them.

I understand that I have a commitment to attend the course and that failure to do so may jeopardise my ability to pass the course.

I have read and agree with the course terms and conditions	<input type="checkbox"/>
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Applicant signature:	
Date:	

The Centre's philosophy is to work closely with clients, both company and individuals alike to provide a personalised service of a very high quality.



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Terms and Conditions

These terms and conditions apply to all participants on a BDS Training Centre course

Attendance and courses

- A place on the BDS Training Centre course is subject to review of the application by the Advisory board, and is not transferable to another individual.
- A participant on a BDS Training Centre course undertakes to attend the full course.
- If a participant, having started the course, then withdraws from the course for any reason, is subject to the BDS training Centre "Learner Policy and Procedures", and it is not guaranteed that the participant will be allowed by BDS Training Centre to resume attendance.
- If a participant misses any part of the course due to absenteeism, this may affect whether BDS Training Centre confers competency status upon the participant.
- BDS Training Centre retains the right to change the advertised agenda for a BDS Training Centre course or even without notice to the participants.
- BDS Training Centre will make every effort to give participants reasonable notice in advance if a venue for an event is changed.

Conduct during the course

- When booking and paying for a BDS Training Centre course or event venue, BDS Training Centre is acting as an agent on the participants' behalf. Participants will be subject to the terms and conditions of the venue.
- It is the participant's responsibility to ensure that while attending the BDS Training Centre course and while on any third party premises he or she does not behave in an improper or disorderly manner or in a way which risks or causes damage to property, or in a way which is in breach of the terms and conditions of those premises.
- In the event of such improper behaviour, BDS Training Centre will have the right to require the participant to withdraw from the course. In such circumstances, BDS Training Centre will be entitled to retain the course fee.
- The participant will also be liable to indemnify BDS Training Centre for any expenses or other liability it incurs or suffers as a result of any such improper behaviour.
- All participants are expected to abide by the BDS Training Centre Conventions.

Payment terms

- Attendance on BDS Training Centre course is conditional on receipt in full of the course fee by BDS Training Centre prior to the start of the course. (This condition also applies in the case of a part fee agreed for a participant who has demonstrated a clear need for financial assistance.)
- Payment terms are strictly 14 days from date of invoice. The invoice will be issued as soon as the participant has been accepted on the course.
- The person who has signed the application form agrees to these terms and conditions, and has the authority to do so. In the event he/she is not so authorised, he/she will be personally liable for payment of the agreed fee.

Cancellation and refunds

Notice of cancellation must be received in writing by post or by fax and is subject to the following terms:

- Notice of cancellation is subject to the terms and conditions of the learner registration policy and procedures (please check the learner hand book).
- If you are not sure please ask the Advisory board for a copy of these terms upon registration.

Re-registry Policy

- It is at BDS Training Centre 's discretion to agree with the participant the hours/days required to complete the course (e.g. attending the balance of events, or restarting the course in its entirety) in order to be able to achieve competency status.
- Participants wishing to defer their place and re-register under this policy will be required to complete a short re-registration form outlining the circumstances and context of their request.
- The participant's re-registration form will be considered by the Advisory board, using the application criteria. BDS Training Centre cannot guarantee that an application to defer and re-register will be successful.
- In cases where a participant wishes to defer their place before the course they have been originally accepted onto has even started, the re-registration fee policy only applies where the request is received fewer than 30 days prior to the first day of the course (hence the full fee for the original course is due in full).
- Participants can only defer and re-register a course of the same type. Request to defer and re-register onto a different course may incur a high fee.
- The 15% re-registration fee can be waived in exceptional circumstances at BDS Training Centre's discretion.

Data Protection

BDS Training Centre is the data controller for the purposes of the Data Protection ACT 1998. If you have queries relating to the use of your data, please email info@bdstraining.com

If accepted as a participant on a BDS Training Centre course, you are agreeing that BDS Training Centre may use your data for the following purpose:

- We will use your contact details to send you information relating to the course and to request feedback.
- We may publish your name, job title, employer organisation and course attended as part of our promotional materials.
- We may also use your contact details to send you information about other courses and activities we offer. To opt, please tick here
- We may publish your contact details to the members of your participant group as part of the information distributed prior to the course. To opt, please tick here:
- We may publish your details including email address to participants of BDS Training Centre worldwide and to members of the BDS Training Centre already competent participant's directory. To opt, please tick here:

Except in connection with the activities described above or where required to do so by law, we will not disclose your data to third parties without your permission.

BDS Training Centre takes all reasonable precautions to prevent the loss, misuse or alteration of your data.