



# Training Contract

## COURSE SELECTION

Course																										
Course Start Date											Completion Date															
Full Time		Part Time		Student Number																						

## LEARNER DETAIL

Full Names																										
Surname																										
ID Number											Age						Gender	M	F							
Cell No											Home Tel															
E-mail																										

## LEARNER HOME DETAILS

Stand no																										
Street																										
Section																										
Town																Postal Code										

## LEARNER POSTAL DETAILS

Postal Address																										
Suburb																										
Town																Postal Code										

## LEARNERS NEXT OF KIN

Name																										
Surname											Relationship															
Work/Home Tel											Cell no															

## LEARNER EMPLOYMENT DETAILS

Are you employed?	Y	N																								
Company Name																										
Address																										
Town																Postal Code										
Company Reg No											VAT No															
Job Title											Work Tel															

## PREVIOUS LEARNING

Mathematics	Yes	No	Level	
Communication	Yes	No	Level	
Basic Engineering Practise (Welding Courses)	Yes	No	Level	
Select, use & care for engineering hand & power tools	Yes	No	Level	
Select, use & care for engineering measuring equipment	Yes	No	Level	
Can you read and write English language?	Yes	No	Grade 10 = Level 2	

## FINANCE

Course Price	R							Cash Slip Date				/			/		
Course Deposit	R							Cash Slip No									
Balance Due	R							Bank EFT Slip Date				/			/		
Checked By								Date									

## PPE SAFETY GEAR

Chest Size				Waist Size				Shoe Size			
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Issued By:		Received By:	
Signature		Signature	

## STUDENT FILE

Facilitator Signature		Green Welding Gloves	
		TiG Welding Gloves	

## COURSE MATERIAL FILE

Facilitator Signature		Welding Helmet	
		Welding Cap	

## STATIONARY PACK

Facilitator Signature		Safety Glasses	
		Other(Specify)	

## How did you find Thandabantu Skills Training Centre?

Website		Flyer		Daily Sun		Job Mail		Friend	
Reference				Other (Specify)					

## BANKING DETAILS

### FNB

Acc Name: Thandabantu Skills Training Centre  
 Acc No: 62300297571 (Current/Cheque Account)  
 Branch Code: 252605  
 Reference: ID Number or Company Name







# Checklist(Office Use)

<b>The following items checked in the training contract</b>	
1. Declaration	
2. Indemnity	
3. Copy of ID Document	
4. Copy of Highest Qualification (where applicable)	
5. Captured on Daily Student Intake and Quickbooks	
Outstanding Balance:	
<b>Items issued to the student</b>	
6. Stationary starter pack	
7. Student File compiled	
8. Course File compiled	
9. PPE safety gear issued	
<b>Checklist after student was found competent</b>	
10. Finances: a. Check Balance (Paid Up)	
b. Print copy of invoice for student	
11. Completion Date:	
12. Student views and comments completed	
<b>Issue of certificate</b>	
13. Certificate Number:	
14. Copy of certificate for file	
15. Copy of invoice for student	
16. Flyers/Advertising	
17. A4 envelope	
<b>Compile and update CV</b>	
18. Student completed CV template	
19. Interview Coaching Session attended and date.	
20. CV completed and updated:	
a. CV copy for student	
b. CV copy for POE	
c. CV copy for Disp Staffing	
<b>Filing and Archiving</b>	
21. All updates done, POE ready for archive	
<b>Completed by</b>	
Name	Signature
Date	