

TASIMA ENATIS TRAINING SCHEDULE (C): 2013

Course Number	Course Code	Course Dates	Course Name and Venue	Course Duration	Course Capacity	Who should attend
01	A & C	01/07 – 05/07/2013	eNaTIS Audit & Control Tasima Nadine Training Room	5 Days	12 Learners	All Supervisors and Managers responsible for eNaTIS internal audit and control
02	CRW	02/07 – 04/07/2013	eNaTIS Roadworthy Tasima Tlali Training Room	3 Days	12 Learners	All cashiers/clerks and examiners of VTSS & PVTs
03	AARTO	03/07 – 05/07/2013	eNaTIS Administrative Adjudication of Road Traffic Offences Tasima Njabulo Training Room	3 Days	16 Learners	All personnel performing AARTO functionalities
04	FEU	08/07 – 19/07/2013	eNaTIS Full End User Tasima Njabulo Training Room	10 Days	12 Learners	All personnel (beginners, intermediates, advanced users of eNaTIS) who require an overall understanding of eNaTIS; as well as, an in depth study of the two fundamental eNaTIS modules
05	AARTO	17/07 – 19/07/2013	eNaTIS Administrative Adjudication of Road Traffic Offences Tasima Nadine Training Room	3 Days	12 Learners	All personnel performing AARTO functionalities
06		30/07 – 01/08/2013	eNaTIS Roadworthy Tasima	3 Days	12 Learners	All cashiers/clerks and examiners of VTSS & PVTs

TASIMA ENATIS TRAINING SCHEDULE (C): 2013

	CRW		Tlali Training Room			
07	BKS	06/08 – 08/08/2013	eNaTIS Booking System Tasima Nadine Training Room	3 Days	12 Learners	All personnel responsible for setting-up and maintaining the DLTC/Examiner diaries, as well as, personnel who perform the LL & DL bookings
08	TMS	14/08 – 16/08/2013	Task Management System Tasima Tlali Training Room	3 Days	16 Learners	All Provincial Help Desk Personnel; as well as, all personnel responsible for requesting the performance of sensitive transactions
09	A & C	19/08 – 23/08/2013	eNaTIS Audit & Control Tasima Nadine Training Room	5 Days	12 Learners	All Supervisors and Managers responsible for eNaTIS internal audit and control
10	FEU	19/08 – 30/08/2013	eNaTIS Full End User Tasima Njabulo Training Room	10 Days	16 Learners	All personnel (beginners, intermediates, advanced users of eNaTIS) who require an overall understanding of eNaTIS; as well as, an in depth study of the two fundamental eNaTIS modules
11	MIB	26/08 – 26/08/2013	Manufacturers, Importers & Builders Tasima Nadine Training Room	1 Days	12 Learners	All personnel performing the eNaTIS function at a MIB (introduction/control/release of motor vehicles on the eNaTIS)
12	CRW	26/08 – 28/08/2013	eNaTIS Roadworthy Tasima Tlali Training Room	3 Days	12 Learners	All cashiers/clerks and examiners of VTSS & PVTs
13	A & C	09/09 – 13/09/2013	eNaTIS Audit & Control Tasima	5 Days	12 Learners	All Supervisors and Managers responsible for eNaTIS internal audit and control

TASIMA ENATIS TRAINING SCHEDULE (C): 2013

			Nadine Training Room			
14	FEU	09/09 – 20/09/2013	eNaTIS Full End User Tasima Njabulo Training Room	10 Days	16 Learners	All personnel (beginners, intermediates, advanced users of eNaTIS) who require an overall understanding of eNaTIS; as well as, an in depth study of the two fundamental eNaTIS modules
15	R & L	16/09 – 20/09/2013	eNaTIS Registration & Licensing Tasima Tlali Training Room	5 Days	12 Learners	All personnel performing only motor vehicle related transactions at RAs
16	AARTO	18/09 – 20/09/2013	eNaTIS Administrative Adjudication of Road Traffic Offices Tasima Nadine Training Room	3 Days	12 Learners	All personnel performing AARTO functionalities
17	DR	30/09 – 03/10/2013	eNaTIS Drivers Tasima Nadine Training Room	4 Days	16 Learners	All cashiers/clerks and examiners of DLTCs
18	R & L	30/09 – 04/10/2013	eNaTIS Registration & Licensing Tasima Njabulo Training Room	5 Days	12 Learners	All personnel performing only motor vehicle related transactions at RAs

Training Quotation Request Form

Please tick the appropriate course/s, and then indicate the number of learners that will be attending the course/s.

COURSE NUMBER	COURSE CODE	TICK (V)	NUMBER OF LEARNERS	INDICATE PREFERRED VENUE	COURSE NUMBER	COURSE CODE	TICK (V)	NUMBER OF LEARNERS	INDICATE PREFERRED VENUE
01	A & C				11	MIB			
02	CRW				12	CRW			
03	AARTO				13	A & C			
04	FEU				14	FEU			
05	AARTO				15	R & L			
06	CRW				16	AARTO			
07	BKS				17	DR			
08	TMS				18	R & L			
09	A & C								
10	FEU								

Cost of courses conducted at Tasima = Meals + Refreshments + Stationery + Manuals

Cost of courses conducted at clients venue = Trainer's S & T + Stationery + Manuals

Please complete pages 3 and 4 and then fax or email to:
0862759544/0862759429 (fax)

Failure to complete page 4 in its entirety will result in the non-generation of the requested quotation/s

Pertinent Organizational Information

Name of Establishment			
Contact Person/			
Landline Number			
Cell Number			
email address			
Postal Address		Physical Address	
Code		Code	
VAT Number			

Please take careful note of the following:

1. All courses presented by Tasima are conducted in English.
2. **Learners attending these courses must be computer literate, i.e. able to use a personal computer system.**
3. **In order for a learner to receive a certificate on completion of a particular course, the learner must have presented himself/herself every day for the duration of the course.**
4. **Learners booked on courses but neglect to present themselves on the first day of training, will render themselves ineligible to attend the remainder of the course, and will thereby forfeit the course fee.**
5. The client is responsible for all the subsistence and travel (S&T) costs of its learner(s) during the training period.
6. The requester is responsible for arranging all hotel accommodation and travel bookings for its learners. Tasima will not handle any travel arrangements for learners.

The contact details of the nearest hotels and their proximity to the training facility are as follows:

- | | | | |
|---------------------------|-----------------|----------------------|--|
| • Midrand Executive Hotel | 011 0219115/6/7 | (approximately 3 km) | reservations@midrandexecutivehotel.co.za |
| • Midrand Town Lodge | 011 315 6047 | (approximately 1 km) | tlmidr.resv@citylodge.co.za |
| • Midrand Protea Hotel | 011 318 1868 | (approximately 1 km) | reservations@phsaimrand.co.za |

7. Should you cancel the attendance of your learner(s) less than a week before the starting date of the course, a 100% cancellation fee will be payable.
8. Tasima has the right to cancel or postpone any course if a minimum of five learners are not booked on that course. If any learners are booked on a course that does not have the minimum numbers, Tasima will inform them timeously.

❖ Once you have confirmed the training course/s of interest, a detailed formal quote will be provided.

❖ Please confirm acceptance of the attached quotation by signing in the space provided and sending an official order (please ensure that the order amount **includes VAT**). This quotation is valid for a period of 10 days from the original quotation date. fax or email to:

0862759544/0862759429 (fax)

training@tasima.co.za (email)

❖ After completion of the order, Tasima will issue a VAT invoice which is payable within 30 days of the invoice date.

❖ Payment must be made to Tasima (Pty) Ltd, the official eNaTIS contractor.

Please contact Ashley Reddy or Simangele Ngwenya at the eNaTIS Training & User Support Office on **011 266 2129/2115** or

training@tasima.co.za (email), should you have any training related enquiries.