



2026 TRAINING PROSPECTUS



105 Springbok Road
Bartlett AH, Boksburg. 1472

Fire Protection Association
of Southern Africa

Phone: (011) 397-1618/9
Email: info@fpasa.co.za or
college@fpasa.co.za

About FPASA Fire College

The Fire Protection Association of Southern Africa (FPASA) was established in 1973 to provide a specialized practical and technical training service to industry, commerce and society at large.

Over the years the Association has developed a range of membership options and technical training and fire safety management services that are recognized for their quality, professionalism and value.

The FPASA provides education, training, information, advice and a fire consultancy service that includes insurer specific projects.

The Fire College is a professional training centre dedicated to assist in the reduction of life and property losses in the Southern African region. It provides training on request to its members and non-members alike and in addition provides standard training programmes to suit the broad spectrum of industrial and commercial requirements.

The Association's training facility has been operational since 1978, and we pride ourselves on the fact that it has been a totally open training facility regardless of race or gender since that time. In fact, when the new FPASA Fire College was built in the late 1980's, it was designed to accommodate the needs of disabled persons and wheelchairs.

The FPA Fire College operates from purpose-built premises in Boksburg consisting of;

- An administration block accommodating the main reception area, a fire safety library, board room with fire museum/memorabilia display facilities and offices;
- A college building with three lecture rooms, an auditorium, fire museum/memorabilia display area, kitchen, offices, ablutions, and an outside entertainment area and includes comfort and catering facilities;
- A fire house area that includes technical workshops and indoor burn rooms;
- A large outdoor practical fire facility including fire installation demonstration rigs, small fire props, drill tower and a lawned hose drill area.

Training Schedule

Basic Fire-fighting (Contact only)

21 January 2026	08 July 2026
11 February 2026	12 August 2026
11 March 2026	09 September 2026
08 April 2026	07 October 2026
06 May 2026	03 November 2026
10 June 2026	02 December 2026

Fire-fighting & Evacuation Module (Contact only)

21 January 2026	08 July 2026
11 February 2026	12 August 2026
11 March 2026	09 September 2026
08 April 2026	07 October 2026
06 May 2026	03 November 2026
10 June 2026	02 December 2026

Hot Work (Contact)

03 February 2026	11 August 2026
14 April 2026	13 October 2026
17 June 2026	24 November 2026

Team Building (Fire Protection) (Contact)

30 January 2026	31 July 2026
27 March 2026	02 October 2026
29 May 2026	04 December 2026

SAQCC Assessment (Contact only)

20 January 2026	21 April 2026	14 July 2026	27 October 2026
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Sprinkler Pumps: Inspection and Testing (Contact only)

23 - 25 February 2026	11 - 13 August 2026
28 - 30 April 2026	21 - 23 September 2026
17 - 19 June 2026	23 - 25 November 2026

Emergency Preparedness (EP) (Contact only)

19 - 21 January 2026	30 March - 01 April 2026	17 - 19 June 2026
21 - 23 September 2026	23 - 25 November 2026	

Training Schedule Cont.

Workplace Fire-fighting 1 (Contact only)	
+ Breathing Apparatus (Optional add-on or standalone course)	
+ Grass Fire-fighting (Optional add-on or standalone course)	
02 - 05 February 2026	24 - 27 August 2026
07 - 10 April 2026	09 - 12 November 2026
22 - 25 June 2026	

Bylaws (Contact or online)		
20 - 23 April 2026 - Online	17 - 20 August 2026	16 - 19 November 2026 - Online

Plan Appraisal: A detailed analysis of SANS 10400 - Parts A, T & W (Contact or online)			
16 - 20 Feb 2026 - Online	18 - 22 May 2026	27 - 31 July 2026 - Online	07 - 11 September 2026

Fire Appliance Reconditioning (Contact only)	
26 - 30 January 2026	14 - 18 September 2026
09 - 13 March 2026	26 - 30 October 2026
11 - 15 May 2026	30 November - 04 December 2026
06 - 10 July 2026	

Fire Risk Assessment & Prevention Strategies (Contact only)	
09 - 13 February 2026	03 - 07 August 2026
13 - 17 April 2026	05 - 09 October 2026
08 - 12 June 2026	30 November - 04 December 2026

Advanced Fire Prevention (Contact only)	
16 - 20 March & 23 - 27 March 2026	17 - 21 August & 24 - 28 August 2026
22 - 26 June & 29 June - 03 July 2026	09 - 13 November & 16 - 20 November 2026

Fundamentals of Fire Investigation (Contact only)				
02 - 06 Mar 2026	18 - 22 May 2026	20 - 24 Jul 2026	31 Aug - 04 Sept 2026	26 - 30 Oct 2026

Advanced Fire Investigation Techniques (Contact only)	
30 March - 02 April 2026	11 - 14 August 2026

CFPA Principles in Fire Safety Engineering (Contact only)	
04 - 08 May 2026	12 - 16 October 2026

Training Schedule Cont.

CFPA Europe Fire Safety - Technical Cycle Exam (Diploma) (Contact only)

19 February 2026

14 May 2026

16 July 2026

12 November 2026

Insurer Fire Impact Reduction Strategy (InFIReS) Seminar (Contact only)

03 June 2026

Diploma's on offer:

1. CFPA Europe Fire Safety - Technical Cycle
2. CFPA Europe Fire Safety - Management Cycle

For more information and the enrolment form send an e-mail to college@fpasa.co.za.



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@fire-africa



@FireProtectionAssociationofS.A



Course Accreditation and Approval

- ❖ The FPASA Fire College is an **LGSETA accredited training Centre - Accreditation Number: LG 177P**

The following courses carry full LGSETA accreditation status and are under development with QCTO:

- Fire Fighting & Evacuation Module
- Workplace Fire Fighting 1
- Fire Appliance Reconditioning
- Fire Risk Assessment & Prevention Strategies
- Advanced Fire Prevention

- ❖ **Fundamentals of Fire Investigation** course:

Academic exemption for the IFE Member examination Paper 8; Carries educational points for International Association of Arson Investigators (IAAI) Certified Fire Investigator registration; IFE-UK CPD points.

- ❖ **Fire Appliance Reconditioning** course:

South African Qualification & Certification Committee (SAQCC) accredited; SABS 1475 full accreditation.

- ❖ **Principles of Fire Safety Engineering** and the CFPA Diploma, **CFPA Europe Fire Safety - Technical Cycle & Management Cycle** carry full CFPA-I accreditation (Confederation of Protection Associations - International)

- ❖ **Insurance Institute of South Africa (IISA)** CPD points for the following courses:

- Fire-fighting & Evacuation Module
- Workplace Fire-fighting 1
- Fire Risk Assessment & Prevention Strategies
- Advanced Fire Prevention
- Fundamentals of Fire Investigation
- Advanced Fire Investigation Techniques
- CFPA Principles in Fire Safety Engineering
- Plan Appraisals: A detailed analysis of SANS 10400 - Parts A, T & W
- Bylaws
- Sprinkler Pumps: Inspection & Testing
- InFIReS Seminar

Protective Clothing Requirement

Course	Health & fitness Declaration	Old Clothes/ Closed shoes	Long sleeve overalls	Safety Shoes	Hard Hats
Section A					
Basic Fire-fighting Module	*	*			
Fire-fighting & Evacuation Module	*	*			
Sprinkler Pumps: Inspection & Testing	*	*			
Fire Appliance Reconditioning	*		*	*	
Breathing Apparatus - Operators	*	*	*	*	
Breathing Apparatus - Donning & Start-up	*	*	*	*	
Fundamentals of Fire Investigation	*		*		
Advanced Fire Investigation Techniques	*		*		
Workplace Fire-fighting I	*	*	*	*	
SAQCC Assessment	*		*	*	
Section B					
On-site fire-fighting courses.	*	Protective Clothing as per Company policy			
Grass fire-fighting Introduction	*	*	*	*	
Bylaws	Smart Casual. Short trousers and open footwear is not permitted.				
Plan Appraisal: A detailed analysis of SANS 10400 - Parts A, T & W	Smart Casual. Short trousers and open footwear is not permitted.				
Fire Risk Assessment & Prevention Strategies.	Smart Casual. Short trousers and open footwear is not permitted.				
Advanced Fire Prevention	Smart Casual. Short trousers and open footwear is not permitted.				
Principles of Fire Safety Engineering	Smart Casual. Short trousers and open footwear is not permitted.				

NOTE: To uphold the FPA's standard on general dress as well as to protect learners from minor radiant heat, **short trousers and open footwear is not permitted** at the College for all Course programmes.

Course Description

Course Title	Duration	Validity	Summary of Content	Target Population & Suitability
1. Basic Fire Fighting Module	½ Day	1 Year	The basic theory of fire, methods of extinguishment, components, operations and practical use of fire extinguishers and hose reels.	Employees expected to use extinguishers and hose reels in the workplace. Suitable annual continuation or refresher training for persons who have attended the Fire Fighting & Evacuation Module
2. Fire Fighting & Evacuation Module	1 Day	2 Years	Basic theory & practical exercises for the use of portable fire extinguishers & hose-reels on incipient stage fires. Duties and responsibilities of fire marshals during an emergency. Practical evacuation exercise.	Designated employees, Fire Marshals/ Wardens from commerce institutions. Suitable for initial & refresher training at this level.
3. Hot Work	1 Day	1 Year	Identifying hazards, safety precautions, roles and responsibilities, and emergency procedures. The training emphasizes the importance of the hot work permit system and fire watch duties to prevent fires and explosions, ensuring compliance with safety regulations.	Persons appointed in roles related to fire safety within the workplace including persons responsible for contractors, Emergency Preparedness Coordinators, Emergency Preparedness Practitioners and administrators of Emergency.
4. Team Building (Fire Protection)	1 Day	N/A	This team-building exercise focuses on fire safety, covering fire prevention and types of extinguishers. Participants will learn to identify fire hazards and use fire extinguishers through hands-on practice. The session includes interactive activities, group discussions, and role-playing to reinforce learning. At the end, participants will be awarded certificates of completion. The exercise aims to enhance fire safety knowledge while fostering teamwork and collaboration.	This fire safety team-building exercise is ideal for employees across various industries, including office environments, manufacturing plants, warehouses, and retail spaces. This exercise is designed to be inclusive and beneficial for all employees, regardless of their prior knowledge of fire safety. This targets groups that want to build some team spirit or esprit de corps and end up being fire wise and fire safe.
5. SAQCC Assessment	1 Day	N/A	An assessment session only for both theory and practical.	Trainee technicians who need to do their assessment to register as technicians.
6. Grass Fire-fighting Introduction	1 Day	2 Years	An introduction to the procedures and equipment for dealing with grass fires.	Employees in the agricultural sector who would be required to attend to vegetation fires.
7. Sprinkler Pumps: Inspection & Testing	3 Days	N/A	Learners who successfully complete this course will have a thorough working knowledge of sprinkler pumps. Learners should be able to test a sprinkler pump weekly and undertake inspection of the pump and pump house to a satisfactory level.	This course is designed for fire safety/loss control officers, local authority fire prevention/safety staff, insurers, risk managers, fire engineers, anyone involved in inspection and testing of sprinkler pumps etc. sprinkler pumps etc.
8. Breathing Apparatus - Donning & Start-Up.	2 Days	2 Years	Components of compressed air type sets & donning and start-up. Personnel expected to wear breathing apparatus in irrespirable atmospheres for protracted periods or where visibility is limited such as during fire-fighting operations, should attend BA. Operator's course.	People from commerce and industry who are expected to don and start up BA in order to escape from an irrespirable atmosphere. Suitable for initial and refresher training.
9. Emergency Preparedness (EP)	3 Days	3 Years	Understanding of an emergency, incidents as well as the different types of emergencies that may take place in the workplace with ability to explain the types of emergency alarms in the workplace, the procedures for responding to them and the methods and procedures which need to be applied in an assembly area after an alarm.	Persons appointed in roles related to the emergency preparedness of a workplace including Emergency Preparedness Coordinators, Emergency Preparedness Practitioners and administrators of Emergency Preparedness Programs. Persons responsible for emergency evacuation coordination.
10. Workplace Fire-fighting I	3 Days Incl. BA - 4 Days	3 Years	A programme covering practical fire-fighting for incipient stage/small fires including the use of extinguishers, foam equipment, large diameter hose and BA if required.	Initial and refresher training for Fire Team Members.
11. Bylaws	4 Days	N/A	Learners who successfully complete this course will have a thorough knowledge of Western Cape and Gauteng legislature which governs fire protection, responsible parties in the development of construction projects, and water supply requirements essential for firefighting.	This course is designed for fire safety/loss control officers, local authority fire prevention/safety staff, insurers, risk managers, fire engineers etc. based in the Western Cape and Gauteng. Anyone involved in the area of fire safety and fire prevention within the Western Cape and Gauteng need to attend this course.
12. SANS 10400: A, T, W - A Detailed Analysis	5 Days	5 Years	Learners who successfully complete this course will have a thorough knowledge of legislature which governs fire protection, responsible parties in the development of construction projects, and water supply requirements essential for firefighting.	This course is designed for fire safety/loss control officers, local authority fire prevention/safety staff, insurers, risk managers, fire engineers etc. Anyone involved in the area of fire safety and fire prevention need to attend this course.

Course Title	Duration	Validity	Summary of Content	Target Population & Suitability
13. Fire Appliance Reconditioning	5 Days	2 Years	A course designed to provide Learners with a working knowledge of the correct measures to be taken to restore an extinguisher or hose-reel to full operational readiness.	Persons involved in the maintenance of portable fire extinguishers and hose-reels. Suitable for initial training.
14. Fire Risk Assessment & Prevention Strategies (Previously Fire Prevention & Safety Strategies)	5 Days	5 Years	Covers Fire Risk Assessment Methodologies, the theory of fire, legislation, components/operation/use of extinguishers, flammable liquids and gases, hot work, fire hazards of electrical equipment/installations, components/operation/site control of sprinklers and automatic fire detection systems, the organization and management of fire teams and occupational fire brigades.	Fire, Safety, loss control and security personnel. Suitable for initial & refresher training.
15. Advanced Fire Prevention	10 Days	N/A	Addresses fire risk management, fire safety legislation, suppression system, fire growth and development, means of escape, flammable liquids and gases, structural protection, business continuity and fire safety management.	Fire, safety and loss control officers and managers. Unless prior arrangements have been made, successful completion of the Fire Risk Assessment & Prevention Strategies course is a prerequisite.
16. Fundamentals of Fire Investigation	5 Days	N/A	Most advanced programme of its type. Will promote a clear understanding of fire investigation and the rendering of opinion regarding origin and cause. Includes practical investigation exercises. Now aligned with NFPA 921.	Fire safety, law enforcement and insurance professionals with suitable fire related knowledge and experience.
17. Advanced Fire Investigation Techniques	4 Days	N/A	Most advanced programme of its type. Explains fire investigation techniques applicable to specific types of investigations, including vehicles, electrical and fatalities. Includes report writing and practical exercises.	Fire safety, law enforcement and insurance professionals who have completed the Fundamentals of Fire Investigation course and are active in the field of fire investigation.
18. CFPA Europe Certificate in Principles of Fire Safety Engineering	5 Days	N/A	The content of this course is based on BS 7974:2019 - Application of fire safety engineering principles to the design of buildings. Code of practice and includes input drawn from associated published documents (PD's) which deal with issues which are primarily associated with life safety. The aim of this course is to develop in students a basic understanding of the principles of fire safety engineering standards and techniques in order that they are better able to interpret building designs and fire safety solutions developed using these techniques.	Fire consultant, fire engineers, building control officers, architects, fire officers and insurers.
19. CFPA Europe Fire Safety - Technical Cycle (Previously CFPA Europe Diploma in Fire Prevention)	2 Years	N/A	A range of aspects of Fire control, Fire Prevention and Fire safety management starting from the theory of fire to practical risk assessment.	The suitable population would be amongst others, Fire Safety Offices and Insurers.
20. Fire-fighting Competition	1 Day	N/A	To test the skills of Fire Teams and designated employees.	
21. Fire Technology Seminar	2 Days	N/A	This programme is designed to expose Learners to fire safety beyond the textbook.	Fire, safety or loss control personnel in a management or supervisory position and in possession of the Association's Advanced Fire Prevention Course certificate or similar.

Contact Details and Team Information

Training Bookings: college@fpasa.co.za OR info@fpasa.co.za

Fire Statistics/Technical enquiries: library@fpasa.co.za

Finance: accounts@fpasa.co.za

Membership: reception@fpasa.co.za

Complaints: compliance@fpasa.co.za or marius@fpasa.co.za

CEO - Marius Atterbury: marius@fpasa.co.za

Fire Protection Projects Divisional Manager: kennedy@fpasa.co.za

Technical Team Support

Kyle Jordaan: kyle@fpasa.co.za

Herman Lombard: herman@fpasa.co.za

Sophie Kolobe: sophie@fpasa.co.za

Boitumelo Ramela: boitumelo@fpasa.co.za

Victor Mautjana: victor@fpasa.co.za



COURSE FEES 2026

COURSES 2026	Level	Excl. Vat	15% VAT	Total incl. VAT
Basic Fire-Fighting Module	Stakeholder M	R 1,043.48	R 156.52	R 1,200.00
	Members	R 1,156.52	R 173.48	R 1,330.00
	Non-Members	R 1,269.56	R 190.43	R 1,460.00
Fire-Fighting & Evacuation Module	Stakeholder M	R 1,636.00	R 245.40	R 1,881.40
	Members	R 1,841.00	R 276.15	R 2,117.15
	Non-Members	R 2,044.00	R 306.60	R 2,350.60
Hot Work - 1 Day	Stakeholder M	R 699.00	R 104.85	R 803.85
	Members	R 769.00	R 115.35	R 884.35
	Non-Members	R 807.00	R 121.05	R 928.05
Team Building (Fire Protection) - 1 Day	Stakeholder M	R 2,636.00	R 395.40	R 3,031.40
	Members	R 2,841.00	R 426.15	R 3,267.15
	Non-Members	R 3,044.00	R 456.60	R 3,500.60
SAQCC Assessment	Stakeholder M	R 860.00	R 129.00	R 989.00
	Members	R 905.00	R 135.75	R 1,040.75
	Non-Members	R 995.00	R 149.25	R 1,144.25
Grass Fire-Fighting Introduction, 1 Day	Stakeholder M	R 1,043.48	R 156.52	R 1,200.00
(By Special Arrangement)	Members	R 1,156.52	R 173.48	R 1,330.00
	Non-Members	R 1,269.56	R 190.43	R 1,460.00
Sprinkler Pumps: Inspection and Testing	Stakeholder M	R 4,442.00	R 666.30	R 5,108.30
	Members	R 4,676.00	R 701.40	R 5,377.40
	Non-Members	R 5,196.00	R 779.40	R 5,975.40
Breathing Apparatus - Donning & Starting-Up, 2 days	Stakeholder M	R 4,890.00	R 733.50	R 5,623.50
(By Special Arrangement)	Members	R 5,148.00	R 772.20	R 5,920.20
	Non-Members	R 5,718.00	R 857.70	R 6,575.70
Emergency Preparedness (EP) - 3 Days	Stakeholder M	R 4,500.00	R 675.00	R 5,175.00
	Members	R 4,950.00	R 742.50	R 5,692.50
	Non-Members	R 5,198.00	R 779.70	R 5,977.70
Workplace Fire-Fighting 1, 3 Days	Stakeholder M	R 6,207.00	R 931.05	R 7,138.05
	Members	R 6,981.00	R 1,047.15	R 8,028.15
	Non-Members	R 7,752.00	R 1,162.80	R 8,914.80
Bylaws	Stakeholder M	R 8,075.00	R 1,211.25	R 9,286.25
	Members	R 8,500.00	R 1,275.00	R 9,775.00
	Non-Members	R 9,350.00	R 1,402.50	R 10,752.50
SANS 10400: A, T, W - A Detailed Analysis	Stakeholder M	R 11,563.00	R 1,734.45	R 13,297.45
	Members	R 15,691.00	R 2,353.65	R 18,044.65
	Non-Members	R 16,515.00	R 2,477.25	R 18,992.25
Peace Officer - 5 Days	Stakeholder M	R 7,557.00	R 1,133.55	R 8,690.55
	Members	R 8,313.00	R 1,246.96	R 9,559.95
	Non-Members	R 9,068.00	R 1,360.20	R 10,428.20
Fire Appliance Reconditioning - College	Stakeholder M	R 5,381.00	R 807.15	R 6,188.15
	Members	R 5,664.00	R 849.60	R 6,513.60
	Non-Members	R 6,294.00	R 944.10	R 7,238.10

COURSE FEES 2026 Cont.

Fire Risk Assessment & Prevention Strategies - College	Stakeholder M	R 9,233.00	R 1,384.95	R 10,617.95
	Members	R 12,530.00	R 1,879.50	R 14,409.50
	Non-Members	R 13,190.00	R 1,978.50	R 15,168.50
Advanced Fire Prevention - College	Stakeholder M	R 16,204.00	R 2,430.60	R 18,634.60
	Members	R 21,988.00	R 3,298.20	R 25,286.20
	Non-Members	R 23,147.00	R 3,472.05	R 26,619.05
Fundamentals of Fire Investigation	Stakeholder M	R 14,044.00	R 2,106.60	R 16,150.60
	Members	R 14,783.00	R 2,217.45	R 17,000.45
	Non-Members	R 15,561.00	R 2,334.15	R 17,895.15
Advanced Fire Investigation Techniques	Stakeholder M	R 17,218.00	R 2,582.70	R 19,800.70
	Members	R 17,967.00	R 2,695.05	R 20,662.05
	Non-Members	R 18,751.00	R 2,812.65	R 21,563.65
CFPA Europe Fire Safety - Technical Cycle (Excluding FRA&PS)	Stakeholder M	R 43,947.83	R 6,592.17	R 50,540.00
	Members	R 46,260.87	R 6,939.13	R 53,200.00
	Non-Members	R 48,695.65	R 7,304.35	R 56,000.00
CFPA Europe Fire Safety - Management Cycle (Excluding AFPC)	Stakeholder M	R 47,008.47	R 7,051.27	R 54,059.74
	Members	R 49,482.60	R 7,422.39	R 56,904.99
	Non-Members	R 52,086.95	R 7,813.04	R 59,900.00
CFPA Europe Fire Safety - Technical Cycle (Inclusive FRA&PS)	Stakeholder M	R 54,856.30	R 8,228.45	R 63,084.75
	Members	R 57,743.47	R 8,661.52	R 66,404.99
	Non-Members	R 60,782.61	R 9,117.39	R 69,900.00
CFPA Europe Fire Safety - Management Cycle (Inclusive AFPC)	Stakeholder M	R 61,997.82	R 9,299.67	R 71,297.49
	Members	R 65,260.86	R 9,789.13	R 75,049.99
	Non-Members	R 68,695.65	R 10,304.35	R 79,000.00
CFPA Europe Certificate in Principles of Fire Safety Engineering	Stakeholder M	R 18,050.00	R 2,707.50	R 20,757.50
	Members	R 19,000.00	R 2,850.00	R 21,850.00
	Non-Members	R 20,900.00	R 3,135.00	R 24,035.00

ONLINE COURSE FEES 2026

<u>COURSES 2026</u>	<u>Level</u>	<u>Excl. Vat</u>	<u>15% VAT</u>	<u>Total incl. VAT</u>
Bylaws	Stakeholder M	R 7,671.25	R 1,150.69	R 8,821.94
	Members	R 8,075.00	R 1,211.25	R 9,286.25
	Non-Members	R 8,883.00	R 1,332.45	R 10,215.45
SANS 10400: A, T, W - A Detailed Analysis	Stakeholder M	R 11,063.22	R 1,659.48	R 12,722.70
	Members	R 15,012.78	R 2,251.92	R 17,264.70
	Non-Members	R 15,801.42	R 2,370.21	R 18,171.63

Course Application Form CO.04.F3

Learner Details:

Initials & Surname	ID Number	Course Name	Course Date	Dietary Requirements	Learners Email Address

NB!! PLEASE PROVIDE CERTIFIED ID COPY(S) OF LEARNER(S) ON THE FIRST DAY OF THE COURSE.

Membership Status

	Corporate	Individual	Non-Member
Membership: Y/N (If yes, please add membership number)			

Want to be a member of FPASA? Email your request to reception@fpasa.co.za and library@fpasa.co.za

Invoicing/Billing Details:

Company Name:			
Postal Address:			
Contact Person:			
Designation:			
E-mail:			
VAT Reg. No.:		Payment made via:	
Office No.:		Mobile No.:	
Accounts Dept. Tel No:			
Accounts Dept. E-mail:			

Note: Customers must use their invoice number/account number as the reference when paying your account. We may be unable to assign customer payments if it is not utilized or is an erroneous number. We reserve the right to absorb any monies that cannot be allocated or for which proof of payment has not been received at the conclusion of the fiscal year.

FPASA Banking Details:

Bank:	FNB North Rand Road	Branch Code:	252 605	Account type:	Cheque
Account Number:	556 300 15458	Email Proof of Payment to:	college@fpasa.co.za and accounts@fpasa.co.za		

Terms & Conditions and Important information Important Information:

Bookings and Payments

- A separate Training Booking Form must be completed for each course booked.
- Bookings are confirmed upon receipt of a completed form and full payment.
- Full course fees are payable prior to commencement and are charged per person (includes lunch, refreshments and learner manual where applicable).
- Discounts apply to online course bookings.
- Please ensure that all initials, spelling of names, and ID numbers are correct on the enrolment form

Attendance and Venue

- Training commences at **09:00 sharp**. Please contact the training department if you are running late.
- The college is non-residential. Accommodation and travel costs are the responsibility of the participant's company.

Online Training Requirements

- Session to be joined 10 minutes before scheduled start time. Desktop/laptop with stable internet & MS Teams installed.
- A working camera is compulsory for the duration of assessments.
- Devices may not be shared during the training session.
- The meeting link is strictly confidential. Sharing the link will result in immediate disqualification.

Accredited Courses – Documentation Requirements

- On the day of registration, learners must bring:
- 1 x original certified copy of ID/Passport (not older than 3 months) and 1 x Employment confirmation letter
- Learners who do not submit the required documents will not be registered with the SETA for accreditation.

Cancellations and Changes

- In the event of cancellation or non-attendance, full course fees will be charged unless at least **10 working days' written notice** is provided.
- The Association reserves the right to postpone or cancel a course should insufficient bookings be received.

Certification

- Certificates are issued only once a learner has been declared competent and full payment has been received.
- Digital certificates will be issued within **30 working days** after successful completion of the training programme.

Disclaimer

By completing this application form you hereby acknowledge that you have read and accepted the Protection of Personal Information (POPI) disclaimer. FPASA shall take all reasonable measure to protect the personal information of candidates/applicants and for the purpose of this disclaimer "personal information" shall be defined as detailed in the Promotion of Access to Information Act, Act 2 of 2000 ("PAIA") and the Protection of Personal Information Act, Act 4 of 2013 ("POPI").

According to these definitions, personal information refers to information that relates to you specifically, such as your name, age, gender, identity number, your email address etc. FPASA collects, stores and uses your information primarily to provide services to you as instructed and requested by you, to authenticate your information as per client's request, for our legal obligation for business accounting and tax purposes and occasionally sending you marketing information or newsletters that can be beneficial to you as a customer or for your interest.