



Hazel Close office Park,
Building 4,
141 Witch Hazel Avenue,
Highveld Techno Park,
Centurion,
0169

PO Box 8129
Centurion
0046

Cell: 083 294 8066
Tel: 012 654 7708
Fax: 086 674 7880
Email: lynette@pcita.org.za
Web: www.pcita.org.za

TERMS AND CONDITIONS FOR NQF LEVEL 5 DISTANCE LEARNING 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 venue booked for a training session.
- **Training services** - means the services of training provided by a qualified pest control operator under the PCITA terms and conditions.

1. Training services and venues

- Students shall provide PCITA with a request for training via faxed, e-mailed or electronic registration forms.
- The minimum requirement to enrol for the NQF level 5 distance learning courses is grade 12 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 the English language.
- Student 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 with P numbers 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 addresses.
- 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 and registration.

- Once proof of payment and the registration form has been received by the course coordinator, the training material (study guides, workbooks, etc.) 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 student's own account.
- No student will be allowed to attend a NQF5 distance learning course without the relevant fees being paid in full prior to the commencement of the course.
- All courses shall 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.
 - 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 of 12 months' work experience under supervision of a qualified fumigator is required.

3. Internal 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 Internal Practical Assessment.
- A fee, determined by the PCITA, shall be charged for an assessment and any re-assessments.
- Students shall, when they are ready, request the PCITA to plan for an Internal Practical Assessment.
- All Assessors are accredited and registered with Agri SETA.
- 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 Internal 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-registration certificate issued by the Registrar authorises the student to provide pest control services independently as a qualified pest control operator.

5. Fees

- Students agree to pay the 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 the training.
- PCITA is a section 21 company and not registered for VAT.

- No training manuals will be sold separately. The manuals are included in the course fees as a package.

6. Payment - Electronic Fund Transfer (EFT)

- 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 email proof of payment to the course coordinator as indicated on the site where you engaged in the transaction to ensure your payment is confirmed as soon as possible.

8. Refund policy

- No refund will be applicable if the student has received his/her study material.
- Should a student not arrive for the scheduled training session or an assessment, and no prior written cancellation has been received and confirmed, the **full** fee will be forfeited.
- Students must cancel within ten **(10)** working days prior to the commencement date of the scheduled training session 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

- All assessment packages, including documentation and manuals are copyrighted by PCITA.
- 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 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. 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 arrive on time for a training session.
- 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 faxes sent to the PCITA. No email shall be deemed received or acknowledged unless a response is issued by the PCITA.
- NO Electronic completed PDF form will be accepted, the Assessor needs the assignments completed in student's own hand writing.

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

Hazel Close Office Park, Unit 6, 141 Witch Hazel Ave

Highveld Techno Park

Centurion

Tel: +27 (012) 654 7708

E-mail: finance@pcita.org.za

Cell: 083 294 8066

The student/client hereby acknowledges that he/she has read the above Terms and Conditions and understands the content thereof.