

## QUOTATION FOR AIIM CERTIFICATE PROGRAMMES

The Masters Certificate programme consists of:

- ✓ Four-day classroom-based training consisting of:
  - Pre-course access to AIIM website (once payment has been received)
  - Online examination
  - Post-course online case study
  - Designation for the programme you enrolled for
  - Costs include AIIM-approved training material
  - Training will be presented by a certified AIIM Master Instructor
  
- ✓ Public programmes are presented at NokusaEI's Training Centre in Randburg, Johannesburg
  - At all Public courses refreshments and lunch will be provided
  
- ✓ In-house programmes are presented at the client's facilities
  - The client is responsible for arrangement and cost of venue & refreshments for delegates and trainer
  - Requirements: projector, screen, flipchart, board markers and at least one breakaway room. Additional: Internet access is preferred.
  - Travel & subsistence costs of trainer for clients account (Only applicable if training is presented outside of Johannesburg.)
  - The in-house training is based on the assumption that the classes are no larger than 15 delegates. Timelines can be adjusted to meet specific requirements. However, this may influence the quoted amount, as the trainer would be required for a longer period. For an in-house programme, the minimum number of delegates is eight and the maximum numbers of delegates is 15 per class.

Costs per programme:

Public Masters Programme: R 13 500.00 per delegate and exclusive of VAT



**Discounts available on Public programmes:**

Early bird discount

One month before start	2.5%
Two months before start	5%

Group discount

Three registrations or more	5%
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**Important:** Discounts only apply on receipt of payment and not with registration.

In-house Masters Programme: [Price per delegate and exclusive of VAT]

Number of Delegates	8 to 14	15 to 20	21 to 49	50 to 65	66 to 100
Price	R 11 340.00	R 9 396.00	R 9 072.00	R 5 616.00	R 4 860.00

Cost is based on the number of delegates attending. Please note that the in-house prices are to be used as a guideline only. Costs decrease/increase proportionately to the number of delegates, as well as the numbers of training days that might be required. The above costs are based on delegate fees valid from 1 January 2010 and a market related escalation will be applied annually.

Terms and Conditions:

1. Payment is due before the start of the course - NO exceptions. Please send proof of payment by fax or e-mail.
2. Cancellations must be received in writing 14 working days before the course.
3. For bookings cancelled 14 days or more in advance, there will still be an applicable administration fee of 10% of the value of the course.
4. For cancellations less than 14 days in advance, the full amount of the training will be due.
5. We will however endeavour to fill the booked seats. Should we be able to do so, the applicable administration fee of 10% of the value of the course will still be due.
6. An invoice will be issued for the stated number of delegates irrespective whether they actually attend or not.
7. Delegate substitutes are welcome at any time.
8. A replacement person is allowed only if payment has been received prior to the original course date.



9. Discounts only apply on receipt of payment (before the start of the programme) and not with registration/receipt of a booking form.
10. NokusaEI reserves the right to cancel or move the course dates should the minimum numbers not be met or for any other reasons beyond our control.
11. NokusaEI cannot be held liable for any cost incurred to attend the training.
12. Class sizes are limited and admission to the programme is subject to payment received.
13. No access to the AIIM course content or exams will be granted unless full payment has been received.

Please note:

Should more than the quoted number of delegates be attending the programme, NokusaEI must be notified no less than 7 days in advance. This is to ensure all printed materials are available.

Declaration of Confidentiality:

The information contained in this document and its associated annexes is the property of NokusaEI. In providing this document, NokusaEI assumes that the recipient agrees to it being treated as confidential; in particular it shall not, without NokusaEI's approval, be made available to third parties, be copied, or used, as a whole or in part, for any other purpose than checking the qualification of NokusaEI in relation to provision of the services described herein. This shall also apply to any subsequent phases of the negotiations, and their results.

Please do not hesitate to contact me should you need any further information. We thank you for your valued enquiry and look forward to being of assistance to you.

Kind Regards,

*Lidia Basson*

**NokusaEI**

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