

## Action Factory Course Registration Form

Please complete this form and send it back to [info@actionfactory.co.za](mailto:info@actionfactory.co.za) or fax to 0866498700 or simply complete the reservation document online by following [this link](#)

Name and Surname \_\_\_\_\_

Company Name (if relevant) \_\_\_\_\_

Mobile Number \_\_\_\_\_

Email address \_\_\_\_\_

Physical address \_\_\_\_\_

ID Number \_\_\_\_\_

Alternative contact person & number \_\_\_\_\_

Course applying for \_\_\_\_\_

Previous training completed \_\_\_\_\_

Are you clear about which course you are signing up for? Yes\_\_\_\_\_ / No\_\_\_\_\_

Has the full program, its duration, admission and Assessment been explained to you in writing or personally? Yes\_\_\_\_\_ / No\_\_\_\_\_

Do you require more information regarding the training course? Yes\_\_\_\_\_ / No\_\_\_\_\_

### COURSE DETAILS

I \_\_\_\_\_ hereby confirm booking for the following course.

**1. Motivational Coach Course**

Course start date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Please read, complete and initial all pages.**

The following will apply to all courses.

1. Above is a listing of all courses.
2. Course content is available on our web site at [www.actionfactory.co.za](http://www.actionfactory.co.za). Should more detail be required please send detailed request to [info@actionfactory.co.za](mailto:info@actionfactory.co.za). We cannot supply the full manual before training but we strive to be clear and transparent and all effort will be made to provide information to ensure you as the student will make a well informed decision.
3. All training will be done by Action Factory trainers unless otherwise stated.
4. To successfully complete any course, competence must be assessed. This will be done by demonstrating techniques and skills. All courses will have an examination requiring a successful pass before certification may take place. Any student that has attended all the required classes that does not pass practical and theoretical assessment will continue training free of charge until measured as competent by the examination.
5. On completion of the course all student will be given the opportunity to assess the training anonymously. This ensures the standards and quality of training misaligned with expectations.
6. All course fees are available at [www.actionfactory.co.za](http://www.actionfactory.co.za). Electronic payments available via Past Fast
7. Students that commit to any course also commit that they will be available for all required classes. Should any student not be present at any class and therefore cannot prove suitable knowledge or skills, they may be required a surcharge for extra classes.
8. All applicants are advised to arrange a one on one meeting with a permanent employee or appointed officer of Action Factory, or to join an open day arranged by Action Factory to ensure that an educated decision is made regarding the course applied for. (Please check our website for dates)
9. Objectives and learning outcomes per course are available at [www.actionfactory.co.za](http://www.actionfactory.co.za) Students are advised to familiarize themselves with this information to ensure they enroll on the course that meets their criteria. Questions can be forwarded to [info@actionfactory.co.za](mailto:info@actionfactory.co.za)
10. During the training students will be given ample opportunity to practice all skills taught during the course. Should any student have a requirement to practice more than the given opportunities, we will comply and allow extra practice opportunities.
11. No lunch or any meals are served during training. Coffee and tea is available. Students bring a light lunch and use our kitchen facilities if required.
12. All students are encouraged to join the Action Factory Coaching Community (AFCC). The purpose is to ensure that students meet once a month. This is an opportunity to stay abreast of international developments. Practice and discussion groups will be held.
13. All certified students are encouraged to join suitable associations Action Factory recommends ANLP and COMENSA. Membership will encourage ethical standards and many more benefits as stated by the ANLP at [www.anlp.org](http://www.anlp.org).
14. Should prospective student require any further information, send a detailed Email to [info@actionfactory.co.za](mailto:info@actionfactory.co.za).
15. Student must be aware that a completed booking and registration with payment equals a seat confirmation that could lead to the course being capped at a number of students dispelling other prospective students. Therefore no refunds will be allowed after this phase. Early adjustments and date changes may be made on arrangement and agreement with Action Factory.
16. The course date may be subject to changing, but students will be informed ahead of time.