



E-mail: [students@tinyhandz.co.za](mailto:students@tinyhandz.co.za)



# **MS TEAM BASIC SASL ONLINE TRAINING**

## **APPLICATION FORM 2021**

**(Complete in Block Letters Please)**

Completed form can be **faxed** or **e-mailed**

Current Date	
<p>Herewith the dates set out for Live Online Training on MS Team. Kindly select which group you would like to join (you need to choose only ONE group). Note that, for the group you choose, you must attend at least 3 out of the 4 set dates to qualify for a certificate and CPD points, of which the <u>first</u> and <u>last</u> day of training is compulsory.</p>	

<b>GROUP A</b>	<b><u>Tuesday 16 Feb</u></b> 09:00 – 11:00	<b><u>Wednesday 17 Feb</u></b> 09:00 – 11:00	<b><u>Thursday 18 Feb</u></b> 09:00 – 11:00	<b><u>Friday 19 Feb</u></b> 09:00 – 11:00
<b>GROUP B</b>	<b><u>Monday 05 March</u></b> 09:00 – 11:00	<b><u>Tuesday, 16 March</u></b> 09:00 – 11:00	<b><u>Wednesday, 17 March</u></b> 09:00 – 11:00	<b><u>Thursday, 18 March</u></b> 09:00 – 11:00

<b>BASIC WORKSHOP COST</b>	<b>R750 (non-CPD applicant)</b> <input type="checkbox"/>	<b>R850 (CPD professional)</b> <input type="checkbox"/>
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\*The costs include **a manual** to work from during the training as well as **category posters** to be e-mailed.

<b>Name and Surname</b>	
<b>Profession and HPCSA Reg or SACSSP Nr</b> (if in need of CPD points)	
<b>Institution / Company / School (if applicable)</b>	
<b>Reason for wanting to learn SA Sign Language</b>	
<b>Physical Address</b>	
<b>Postal Address (if different to Physical Address)</b>	
<b>Tel Nr (Landline) - If you have one</b>	
<b>Tel Nr (Cell phone)</b>	
<b>E-mail address</b>	
<b>Backup e-mail address (if any)</b>	
<b>Have you completed any SA Sign Language training yet? If so, please provide details if / where possible</b>	

**By signing this form, I agree to the following:**

- I will not hold Tiny Handz CC responsible for general unforeseen network problems during online training. Tiny Handz will make every attempt to ensure that online training will be without any network problems from our side, as far as possible.
- I agree to attend at least 3 out of the 4 booked sessions that I am registered to complete, in order to qualify for certification.
- No session will be recorded by myself for re-use or sharing. If it is found that I recorded or shared the training content, I will be suspended from all training (with immediate effect) and legal action will be taken against me.
- Should I not be able to attend the booked training for some or other reason, I will not be able to send someone else in my place.
- Each work session is 2 hours, and I will make every attempt to be on time and stay online for the full duration of the course. Should I have a valid reason or excuse for not being able to attend, Tiny Handz will review my reasons and consider providing the recorded class for my viewing for a certain period of time.
- I agree to have my camera ON during the live training, at all times and as far as possible, especially during practices as this is a very interactive training.
- I understand that the Manual is compulsory in order to comfortably complete the online training. The manual will be e-mailed to me together with my access details and instructions before the first scheduled date of the online training.
- The poster material will be provided as the classes progress and I will not *copy or share* material as it is *copyright protected* and I, therefore, make myself liable for legal prosecution. I will also be suspended from all future services provided by Tiny Hand CC.
- All personal details provided to Tiny Handz are for internal purposes only to provide the necessary services to the user. None of my personal information will be shared with any 3<sup>rd</sup> parties without my consent.
- No money is refundable once paid to attend the Tiny Handz Online Training. If valid reason is provided, I will however be able to attend another group, if within a period of 6 months from registered date.
- I will not *record, copy, save or distribute* any of the live training as all training content is protected and the Trademark Property of Tiny Handz CC.
- I understand that SASL may have more than one sign used within SA and this will be taken into considerations with other signs used for the same word or meaning in South Africa. I will not contradict or force my opinion of signs, upon the Trainer, or other members who are doing this training with me or it could result in my attendance being discontinued.
- An attendance certificate will be sent to me via e-mail upon completion of the training, pending on the conditions set out above.
- All correspondence before and after the Online Training, will be done with the trainer directly via e-mail on [students@tinyhandz.co.za](mailto:students@tinyhandz.co.za).

\_\_\_\_\_ (Signature)

**Note: After we received your filled-in form, you will receive an Invoice via e-mail.**

**Once payment is made you will receive your access details to the MS Team Online Training and your Manual will be posted to the provided e-mail address beforehand.**