

Please complete the form below and email to openprogrammes@dukece.com

Please attach a recent passport size photograph

Title (Mr./Mrs./Ms.): Full Names:	
Preferred First Name:	
Job Title:	
Company:	
E-mail:	

Personal Details

Home Postal Address:	Date of Birth:
	South African Identity Number:
Postal Code:	Passport Number:
Home Telephone No: +27	Country of Origin:
Fax No: +27	Citizenship:
Mobile No: +27	Expiry Date of Passport:

COMPANY/SPONSOR'S DETAILS

Company/Sponsor's Name:	Physical Address of Company:
Seta Company pay levies to:	Billing Address of Company:
Company SDL No:	Postal Address of Company:
Business No: +27	Company Registration Number:
Fax No: +27	Company VAT Number:
Mobile No: +27	Name and e-mail address to whom the invoice should be sent:

Tick the course date/s you wish to attend. Please note that these modules/courses can be booked separately, and you can do them in any order.

ASEP	Course 1	Course 2	Course 3	Course 4	Course 5	Course 6	Course 7	Course 8
	Making Sense of Complexity	Aligning Work with Strategy	Managing Critical Relationships	Design Thinking for Results	Influence without Authority	Delivering Business Value	Building Effective Teams	Driving and Influencing Change
Cohort 1 Johannesburg	20/21/22 August 2019	3/4/5 Sept 2019	21/22/23 October 2019	19/20/21 Nov r 2019	3/4/5 Dec 2019	27/28/29 Jan 2020	25/ 26/ 27 Feb 2020	24/ 25/ 26 March 2020
Tick								
Cohort 2 Johannesburg	26/27/28 August 2019	16/17/18 Sept 2019	28/29/30 October 2019	25/26/27 Nov 2019	9/10/11 Dec 2019	04/05/06 Feb 2020	03/04/05 March 2020	06/ 07/ 08 April 2020
Tick								
Cohort 3 Johannesburg	11/12/13 Nov 2019	15/16/17 Jan 2020	10/11/12 Feb 2020	18/19/20 March 2020	30/ 31 March 01 April 2020	28/29/30 April 2020	11/12/13 May 2020	08/09/10 June 2020
Tick								

For each Individual Skills Course (2.5 days)

Johannesburg	R19 500 + vat
Cape Town	R21 500 + vat

For the Full ASEP Programme i.e. all 8 skills programmes : Each skills course is 2.5 days *Full Certification

Johannesburg	R148 500 + vat
Cape Town	R155 500 + vat

Method of payment:

_____ Pay online via credit card. We will follow up with a link to access online registration.

_____ Pay by Invoice via EFT or check.

Registration is not final until payments are received. This is a circular program and can be done in any order. Please return this application to: The Programme Manager, Adaptive Strategic Execution Programme 2019-2020, Duke Corporate Education, Eden Gardens Building, The Campus, 57 Sloane Street, BRYANSTON, Johannesburg, South Africa , Tel: + 27 087 352 4600 E-mail: openprogrammes@dukece.com

Duke CE Responsibilities. In providing the Services described above, Duke CE will be responsible for the following:

- Duke CE shall prepare and distribute any necessary materials to be used, such as PowerPoint slides, nametags, handouts, pre-work and other materials.
- Duke CE will project manage all aspect of the programme including management of the administrative of the programme which include:
 - Venues, refreshments and meals.
 - Provide structured learning and Administration requirements as stipulated against SETA.
 - Implementation of the policies governing the accreditation process and Quality manage the process.
 - Conduct assessments, give learners a chance to do remediation once and be re-assessed.
 - Uploaded learners results to SETA who owns the qualification and manage SETA site visit.
 - Certificate learners who are deemed to be competent.
 - Issue written statements of results in respect of the learner's final assessment.

Applicant / Participant's Responsibilities. In order to assist Duke CE in the performance of the Services, the Participant will be responsible for the following:

- Attend all dates related to programme.
- To complete all registration requirements and provide Duke CE project team with all the necessary documentation.

- Organization, management and payment of their own accommodation, sustenance and transport to and from the venue.
- **Completing and Submit their assignment per module on line via Moodle.**

DUKE CORPORATE EDUCATION CANCELLATION AND INDEMNIFICATION POLICY

FEES

All fees quotes are exclusive of VAT. Applicable VAT will be added to all fee invoices. All payments shall be remitted by applicant/sponsor free and clear of any withholdings or deductions for any and all future taxes. Applicant/sponsor shall be responsible for the remittance of any such withholdings or deductions, as well as for payment of any transfer duty, tax, or administrative processing fee. Upon request, applicant/sponsor will provide evidence to Duke CE that all such payments have been made. Payment in full is due upon receipt of invoice or no less than 30 (thirty) days before the start of the program.

CANCELLATION:

All cancellation requests must be received in writing (e-mail is preferred). Fees will be incurred as follows:

- To receive a full refund, notice of cancellation must be received more than 30 days in advance of the course start date.
- A 50% refund will be received for cancellation requests made 30 - 15 days in advance of the program start date.
- An applicant may change the desired programme date for any course selected, or may switch to a course other than the one originally selected, by notifying Duke CE **NO LESS THAN THIRTY (30) DAYS IN ADVANCE** of the start date of the original course selection. New dates (or courses) selected are subject to approval by Duke CE and must be within 180 days of the original date. Selections are subject to availability. Additional fees may apply.
- Cancellation requests received less than 15 days in advance of the course start date are not eligible for a refund. It is essential that notice of cancellation be sent in a timely manner due to significant advance preparation, enrollment demand, and pre-reserved conference center and accommodation requirements.
- Please note that Duke CE reserves the right to postpone or cancel a course due to lack of demand.
- In the event of a cancellation all fees will be refunded to the person or organisation that made the original payment. Duke CE will not accept liability for costs incurred by participants or their organisations for cancellation of travel or accommodation arrangements.

LEGAL DECLARATION OF INDEMNITY:

I the applicant and I/we the sponsor of the applicant:

- Acknowledge that Duke CE does not accept responsibility for damage or loss in respect of property of the applicant brought to the course venue by the applicant.
- Do hereby indemnify Duke CE in respect of any damage caused by the applicant to Duke CE’s property or to the property of third parties, whether on or off Duke CE’s premises, as a result of the applicant’s actions either whilst on Duke CE’s premises or whilst engaged in any activity related to a course offered by Duke CE.
- Declare that I/we have furnished Duke CE with all the information required to make an informed decision about my admission.
- Undertake unconditionally to remit all fees payable to Duke CE.

By submitting this application, I confirm that I have read Duke CE’s cancellation and indemnification policy and that I understand and accept the terms of this policy. Upon acceptance into the programme I am responsible for these fees should I cancel my registration (subject to cancellation terms listed above).

I acknowledge that I am providing personal information to Duke CE voluntarily solely for the purpose of enrollment within the programme. I understand that at such time as the programme delivery has been completed that I have the right to contact the Programme Manager at Duke CE and request that all of my personal information be removed from Duke CE records, either manual or electronic.

Signature of Applicant:		Date:	
Signature of Sponsor:		Date:	