

## REQUEST FOR TRAINING

Training includes those programmes that refer to seminar, conferences, short course interventions and skills programmes conducted by registered SAQA and SETA training providers, IT certification and other IT related skills programmes, skills development programmes up to NQF level 10 including tertiary qualifications.

Section 1: Compulsory - to be completed for all training interventions

Section 2: To be completed when training cost exceeds R10 000,00

SECTION 1A: PERSONAL DETAILS											
Surname: *											
Full Names: *											
ID No: *											
Job Title as per Job Profile:											
Employee No / Salary Ref No.: *						Job Grade:					
Start Date:	YYYY/MM/DD					Race: *			Gender: *		
Region: *						Cost Centre:					

\* Specific detail as per legislative requirements from the Department of Labour

SECTION 1B: DETAILS OF TRAINING PROGRAMME *							
Training Provider:							
Course Name:							NQF Level
Duration of Course:	Start Date: *	YYYY/MM/DD	End Date: *	YYYY/MM/DD			
Type of Qualification/Training (Mark the appropriate description)							
Short Course		Skills Programme/Qualification		End User Computing		Conference	

SECTION 1C: COURSE FEES AND RELATED COSTS			
* Attach the provider registration form and invoice.			
FEES		VAT AMOUNT:	TOTAL:
Course Fee:	R	R	R
Exam Fee:	R	R	R
Flight:	R	R	R
Accommodation	R	R	R
Car Hire:	R	R	R
Other Fees:	R	R	R
Total Amount of Debt:			R



SECTION 1D: TERMS & CONDITIONS

I, the undersigned, hereby acknowledge that I have read and understand the terms and conditions applicable to the BCX Training & Development Policy with specific reference to the points listed below.

1. Employees must familiarize themselves with the content of the Learning & Development Policy, and specifically point 6 (Requesting, recommending, approving and evaluating training).
2. The continued service period only commences on successful completion of the training programme as defined in the policy 6.7.
3. The continued service period for Project Consultants **may not** exceed the termination date as specified in the Contract of Employment.
4. Repayment of the course fees and any other related fees, where applicable, that have been approved and funded by BCX will be enforced as stipulated in the Learning & Development Policy (Section 6.5 of the policy).
5. In the case of multiple training interventions exceeding R10,000 in a BCX financial year/rolling 12-month period, the line manager will consolidate all amounts and a new Continued Service Agreement must be completed and will replace all previous agreements in that financial year/rolling 12-month period.
6. Training to the value of R50,000 and above requires Exco member and CFO's approval.
7. In the event of full repayment not being affected by the due date, or in the event of termination of my employment with BCX, where applicable, I hereby acknowledge that my signing hereof shall constitute written authority for BCX to deduct the full and applicable amount in respect of any remuneration or other monies due to me by BCX.
8. I shall have the right at any time to make payment of my total indebtedness, where applicable, or any portion thereof in advance of due date, without giving notice to BCX.
9. This acknowledgment, as contained in paragraphs one to six above, shall become null and void on successful completion of the training intervention or the completion of the agreed continuous service period, where applicable, as per the Training and Development Policy.
10. The onus shall be on me, the undersigned Employee, to inform Human Resources about the outcome of the training

\_\_\_\_\_  
EMPLOYEE 'S NAME

for:

\_\_\_\_\_  
EMPLOYEE 'S SIGNATURE  
duly authorised

Place:

Date:

YYYY/MM/DD

SECTION 1E: MANAGEMENT APPROVAL

SUPPORTING MOTIVATION:

APPROVAL BY LINE MANAGER

MANAGER NAME	MANAGER SIGNATURE
PLACE	DATE
	YYYY/MM/DD

APPROVAL BY EXECUTIVE OR MANAGING EXECUTIVE (ABOVE R10,000)

MANAGER NAME	MANAGER SIGNATURE
PLACE	DATE
	YYYY/MM/DD
COMMENTS:	



APPROVAL BY EXCO MEMBER (R50,000 AND ABOVE)

MANAGER NAME	MANAGER SIGNATURE
PLACE	DATE
	YYYY/MM/DD
COMMENTS:	

APPROVAL BY GROUP CFO MEMBER (R50,000 AND ABOVE)

MANAGER NAME	MANAGER SIGNATURE
PLACE	DATE
	YYYY/MM/DD
COMMENTS:	

APPROVAL BY LEARNING AND DEVELOPMENT (REQUIRED FOR ALL REQUESTS)

MANAGER NAME	MANAGER SIGNATURE
PLACE	DATE
	YYYY/MM/DD
COMMENTS:	

**SECTION 2:****CONTINUED SERVICE AGREEMENT - COMPLETED FOR AMOUNTS ABOVE R10,000**

Refer to the Training & Development Policy, Paragraph **6.7** Continued Service Agreement, for details on the training cost categories and the applicable continued service period.

Entered by and between Business Connexion (Pty) Ltd (hereinafter referred to as BCX) and

Employee's Name: \_\_\_\_\_ Personnel Number: \_\_\_\_\_  
(hereinafter referred to as "The Employee")

**TERMS OF THIS AGREEMENT**

1. BCX agrees to provide the above-mentioned Employee with, or arrange for, and carry the required financial costs of the training of the employee.
2. The Employee hereby undertakes to successfully complete the above-mentioned course, seminar or training sessions (inside and/or outside the Republic of South Africa) and acknowledges receipt of the above training as well as the financial assistance provided by BCX.
3. The Employee furthermore undertakes to remain in the service of BCX for a period of at least \_\_\_\_\_ (months after the successful completion of the above-mentioned course, seminar, or training sessions.
4. The Employee shall be bound to repay BCX the full amount or the pro-rated amount, where applicable, at the time of resignation or unsuccessful completion/non-attendance of a training Intervention, of the total costs and expenses incurred by BCX on his/her behalf, in the event of his/her defaulting on any or all of the undertakings contained in paragraphs 2 and 3 above. All such repayments shall be governed by the terms and conditions, which shall only come into effect when such a situation should arise.

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**EMPLOYEE'S SIGNATURE**

Duly Authorised

YYYY/MM/DD

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Date Signed

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**LINE MANAGER'S SIGNATURE**

Duly Authorised

YYYY/MM/DD

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Date Signed