

Action Factory Course Registration Form

Please complete this form and send it back to 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. 1 Day NLP Fundamentals Course | ☐ |
| 2. 2 Day Personal Development Course | ☐ |
| 3. 3 Day Life Coaching Certification Course | ☐ |
| 4. 3 Day NLP Combined Certification Course | ☐ |
| 5. 3 Business and Executive Coaching Certification Course | ☐ |
| 6. 4 Day Hypnotherapy Practitioner Course | ☐ |
| 7. 4 Day Body 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. Should more detail be required please send detailed request to 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. 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 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
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.
14. Should prospective student require any further information, send a detailed Email to 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.