



**THREE-DAY CMA CERTIFICATE COURSE IN THE
OPERATION AND MAINTENANCE OF BELT CONVEYORS**
Information accompanying Application for Registration form

THIS PAGE, PAYMENT POLICIES & PROCEDURES PAGE, AND THE APPLICATION FOR REGISTRATION FORM ARE AVAILABLE ON THE WEBSITE www.cmasa.co.za

Registration: Each candidate is required to complete an Application for Registration Form, which is adjudicated by a panel of Selectors for selection to the course.

Eligibility: Ideal candidates include newly graduated mechanical engineers and technicians, beltsman supervisors, conveyor operators, artisans and student engineers. Also engineers who have recently moved into the sphere of belt conveyors and wish to familiarise themselves with the components and system.

Entrance criteria: Candidates must have at least six months work experience or job related exposure to conveyors.

Requirements: Candidates will require writing equipment for taking notes.

Language: Lectures and the examination will be conducted in English, however the lecturer is also fluent in Afrikaans.

Programme: The Certificate course is run over three consecutive days. The examination is on the third day.
Day 1 Registration and lectures
Day 2 Lectures
Day 3 Lectures and examination

Examination: An examination is scheduled for Day 3. The examination shall be completed by each individual candidate under the supervision of an invigilator. A maximum time limit is set for the examination, which shall be advised by the course leader on the day of the exam.

Pass mark: Candidates who achieve percentages of 80% or more in the examination shall be eligible for the certificate in the operation and maintenance of belt conveyors. The percentage attained is NOT given and there is no distinction.

CPD credits: This course is registered with ECSA for Continuous Professional Development credits. 3 credits are awarded for attendance.

Number of candidates: A minimum of 15 candidates is required for each course. A maximum limit of 20 candidates per course has been set to ensure that the syllabus is adequately covered within the time constraints.

Number of courses: Course scheduled for 2017 -12 - 14 June **Dates on the website.**

Course Outcome: On successful completion of the course, participants will have an understanding of all the components of a conveyor and of the conveyor system. A candidate's success in the final examination depends to a large extent on the amount of work that is put in during the three days of the course.

Successful candidates will have their names recorded on the CMA website for posterity.

Still unsure of something? Please contact the CMA Secretariat – details below.

Kind regards
Chris Townsend
CMA Company Secretary



CERTIFICATE COURSE – PAYMENT, POLICIES AND PROCEDURES

2017 COSTS FOR THE CERTIFICATE COURSE IN THE OPERATION AND MAINTENANCE OF BELT CONVEYORS

Course Fee	R6000
Course Fee (staff of CMA member companies only)*	R4500
Candidate Substitution Fee	R 650
Postponement to a later course	R 700

Invoicing and Payment: Upon acceptance for registration, invoices are sent to the address indicated by the Applicant. **Course fees are required to be paid in full 14 days in advance, in South African Rands, unless alternative arrangements have been made with the CMA financial manager.** The CMA reserves the right to cancel a course if the minimum number of candidates is not achieved. Cancellation, substitution and late booking fees are applicable. An additional fee is charged for re-writing the examination.

Payments to **Conveyor Manufacturers Association of SA Limited**. Payments may be made by EFT to the bank, in which case fax or email a copy of deposit slip to 086 655 0315 .or email to brt@mweb.co.za

BANK DEPOSITS / TRANSFER. <i>Please use your company name as a reference</i>		
Bank: Nedbank	Acc Type: Current	Acc Name: Conveyor Manufacturers Association of SA Ltd
Branch: Epsom Downs	Branch Code: 152-205	Acc No.: 1522 059865

IMPORTANT: Payment must be received 14 days before the commencement of the course in order to secure a place. Until then the booking is only provisional. Cancellation and substitution fees apply.

CMA is not registered for V.A.T.

Bank details will also appear on your invoice.

Cancellation

Should you need to cancel for any reason, you must notify us in writing. A delegate may nominate a substitute to attend the certificate course, provided they meet the attendance criteria.

An administration fee will be charged for cancellations.

The CMA reserves the right to cancel the course if the minimum number of candidates is not achieved. A minimum of 14 candidates is required for each course. A maximum limit of 20 candidates per course has been set to ensure that the syllabus is adequately covered within the time restraints.

Cancellation, substitution and late booking fees are applicable.

CMA member subsidy: The CMA subsidises candidates attending the course who are currently employed by a CMA member company. Conditions apply.

Form REV3 Oct 2016



THREE-DAY CERTIFICATE COURSE IN THE OPERATION AND MAINTENANCE OF BELT CONVEYORS

Application for Registration Form

Complete one form per candidate (photocopies acceptable) and email to training@cmsa.co.za ALL FIELDS TO BE COMPLETED

CANDIDATE DETAILS: IMPORTANT this section is to be completed by Candidate personally

Title.....First Name.....Surname.....
Name to appear on Certificate:
Designation / Job Title:
Email..... ID Number.....
Home Address
Postal Address
Daytime Telephone..... Mobile.....
Tertiary qualifications:.....
Name of Tertiary education body
Secondary qualifications
Name of Secondary School(s) attended
Experience in the conveying industry
Experience other than the conveying industry
Aspirations for attending the course

BY SIGNING THIS FORM, I AGREE TO BE BOUND BY THE CONDITIONS AS LAID DOWN BY THE CMA AND THE COURSE LECTURER(S) AND AM AWARE THAT THE CRITERIA FOR ACCEPTANCE ONTO THE COURSE IS A WORKING KNOWLEDGE OF CONVEYOR SYSTEMS. I ACKNOWLEDGE THAT THE DECISION OF THE SELECTORS, LECTURER(S) AND EXAMINER(S) IS FINAL.

Candidate Signature..... Date.....

PAYMENT DETAILS Company responsible for payment (or Self) :

Company Name.....
Postal Address for invoice.....Code.....
Purchase Order Number..... Person Responsible for Payment.....
Telephone..... E-mail.....

IF A COMPANY ORDER IS NEEDED PLEASE FAX A COPY WITH YOUR REGISTRATION.

2017 Course dates 12 – 14 June

Course date choice..... Fee R6000. NON CMA Members / R4500 CMA Members

CONDITIONS:

- 1. The prescribed fee is payable in full 14 days prior to commencement of lectures unless alternative arrangements have been made with the CMA financial manager. This is non refundable in the event that the candidate does not complete the course, or fails the examination.
2. Cancellation, substitution and late booking fees are applicable.
3. Payment of the prescribed fees within the time limit as above secures a place on the course. Until then, the booking is only provisional.

BY SIGNING THIS FORM, OUR COMPANY AGREES TO BE BOUND BY THE CONDITIONS AS LAID DOWN BY THE CMA.

Authorised by (name and signature) Date.....

Right of admission to all lecturing and site visit venues is reserved.

FOR OFFICE USE ONLY

2016 FOR 2017

REV00 NOV

CANDIDATE SELECTED / NOT SELECTED FOR THE COURSE
ON WAITING LIST FOR MARCH/MAY/OCTOBER/NOVEMBER COURSE (DELETE INAPPLICABLE)

SELECTOR SIGNATURE SELECTOR SIGNATURE SELECTOR SIGNATURE DATE

Secretariat:
PO Box 2963
Fourways, 2055

Cost Time Resource cc
Telephone 011 888-7163
Fax 086 503 4524

[Form Jan 2014]
Email ctr@cmsa.co.za
Website www.cmsa.co.za