



DIPLOMA COURSE IN THE DESIGN AND OPERATION OF BELT CONVEYORS

Application for Registration Form

Complete one form per candidate 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
Email..... ID Number.....
Daytime Telephone..... Mobile.....
Designation / Position in Company
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 good working knowledge of Applied Mathematics (Matric level) and adequate conveyor experience. 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)

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

If a company order is needed please email a copy with your registration.

2019 course dates: 6-13 May and 14-21 October 2019

Fees R17150 NON CMA Members R14000 CMA Members

CONDITIONS:

- 1. The prescribed fee is payable in full 14 days prior to commencement of lectures, unless special arrangements have been made with the CMA Financial Manager. The fee is not 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 above

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

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



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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 acceptance on the course.

Eligibility: Ideal candidates include newly graduated mechanical engineers and technicians, draughtsmen wishing to advance to conveyor design, people already engaged in the industry requiring more knowledge of conveyor design, conveyor operators, project support staff requiring information in order to, for example, adjudicate equipment bids or purchase conveyor equipment.

Entrance criteria: Candidates must have a **minimum of matric mathematics**. At least two years practical experience on conveyors is required or a **firm commitment and dedication to obtaining a conveyor qualification is essential**.

Requirements: Candidates must possess or provide and be able to use a **scientific calculator** and bring writing materials (notepaper is included in the reference manual). **NB: Computers are not permitted on the course.**

CPD credits: The Diploma course has been registered with ECSA and 6 credits may be claimed by professional engineers and technicians registered with ECSA who have attended the full course.

Programme: The Diploma course is run over five consecutive days. The examination is the next Monday.

Day 1	Registration and lectures	Day 2	Lectures
Day 3	Site visit & Lectures	Day 4	Lectures
Day 5	Lectures	Day 6	Examination

Examination: An open-book examination is scheduled for Day 6, allowing a weekend between for serious revision. 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: The pass mark for the course is 70%. Candidates who achieve percentages of 70% - 84% shall be awarded the certificate: Diploma in Design and Operation of Belt Conveyors. Achieving a pass mark of 85% and over will be rewarded with a Diploma with distinction.

Rewrite: In the event of failure only candidates who achieve a mark of 50-69% will be eligible to apply for a re-write. This re-write must take place within 12 months. Candidates achieving less than 50% will not be allowed to rewrite the exam but are welcome to redo the course at a later date at the current cost. The decision taken by the examiner and moderator in this regard is final.

Number of candidates: 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 constraints.

Course dates: 6-13 May and 14- 21 October 2019 **Dates also on website.**

Site visit: A site visit is considered an integral part of the learning experience and one is arranged for each course. Venues are generally such that a variety of conveyors are seen. The principal lecturer accompanies candidates on the site visit to make it a worthwhile experience. **PPE** (Personal Protective Equipment) pack for the site visit is included in the cost of the course (hard hat, reflective vest, goggles and ear protection). Safety boots to be supplied by the candidate. **PPE (including safety boots) is mandatory on site.**

Course Outcome: On successful completion of the course, participants will have a thorough understanding of all the components of a conveyor. The design content of the course will enable participants to undertake calculations to determine the belt tension and power requirements and the belt class for the application as well as the belt tensioning system criteria. Pulley and idler selection as well as the catalogue selection of motors, reducers, and couplings are also included in the course curriculum. A candidate's success in the final examination depends to a large extent on the amount of work that is put in during the week and over the weekend before the examination. It is crucial that this is taken seriously. They are urged to put in as much time over the course as possible, into homework and study, for a positive and self-satisfactory examination result.

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

Please note that if you are travelling from far and need accommodation the venue where we host our training has decent accommodation at reasonable prices. This also saves on having to travel to and from the venue at peak traffic times

If you are flying in, we highly recommend that you arrive the day before as traffic into Randburg is generally quite hectic.

The diploma course runs over the week, the weekend is meant for studying as this is a tough course. On Monday the students write an exam and we suggest that if they are flying out that they book their flight after 8 pm to avoid stress during their exam. They write for the whole day and it would be unfair to put unnecessary pressure on the students to catch an earlier flight.

Our venue is Oaklands Inn

+27117810862

Email info@oaklandsinn.co.za