

Thank you for choosing  
Inbox Filing Solutions  
as your Records  
Management Training  
Provider.

Congratulations, by  
now you would have  
selected your  
workshop of choice  
and looking forward to  
learning more about  
the exciting world of  
Records Management  
and Effective Filing  
Systems design,  
implementation,  
maintenance and  
office organizing.

The aim of Inbox Filing  
Solutions workshops is  
to add practical value  
to every delegate we  
meet.

Our workshops  
comprise instructor-  
led training,  
supplemented by  
interactive sessions;  
practical group work  
and comprehensive  
course documentation.

Before we get started,  
please read and accept  
the following terms,  
conditions and  
registration criteria.

We look forward to  
personally welcoming  
you to your workshops  
and know that you will  
benefit from the  
content, fellow  
delegates and sharing  
of knowledge.

Best Wishes,  
Emma & Team



INGENIOUS FILING, INSPIRED RESULTS



ACCREDITED FOR CPD/CAP  
RECERTIFICATION POINTS



+27 11 615 2868  
info@icapinstitute.co.za  
www.competenceservices.co.za

Inbox Filing Solutions  
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Mobile. +27 83 278 3711  
Fax no. 086 550 7049  
www.inboxfiling.co.za  
Reg 2008/142837/23

Remember to clearly indicate your preference for in Company training at your offices or whether you will be attending our Public Training Workshops at Inbox Filing Solutions Training Venues.

#### REGISTRATION

Registration is required for all our workshops. Please find your registration form at the end of the welcome pack or email me for an electronic copy.

Signed registration forms should reach Inbox Filing Solutions at least 7 working days before the date of the workshop.

#### FEES & PAYMENT

All fees are per person, per workshop per day, unless otherwise indicated. Workshop fees are inclusive.

Fees for *Public Training* include;

- \*training venue
- registration welcome tea & coffee
- lunch
- refreshments
- parking
- training material
- attendance & competency certificate

\*All public training venues are in Cape Town, except if stated otherwise

#### INVOICING SYSTEM

Upon registration, an electronic invoice for payment will be sent to the details provided on your registration form.

Payment of workshops must please be paid 7 working days in advance of the workshop date.

#### PROOF OF PAYMENT (POP)

POP must be emailed or faxed 7 working days before commencement of a workshop to [training@inboxfiling.co.za](mailto:training@inboxfiling.co.za) or fax 086 550 7049

#### CANCELLATIONS

Cancellation of confirmed bookings must be received in writing (email communication acceptable) at least 5 working days before the workshop date.

If not, a cancellation fee of 50% of the workshop fee will be charged.

You may nominate a replacement delegate, but please inform me in writing for attendance confirmation and certification.

Should a delegate fail to attend the course, without having made cancellation arrangements, the full fee is payable per delegate per workshop.

Inbox Filing Solutions reserves the right to cancel *Public Training Workshops* if the minimum number of required confirmations, 10 delegates per workshop in Cape Town is not reached at least 5 working days prior to the scheduled course date. Delegates who confirmed will be informed and will be accommodated on the next available Public Training workshop or have the option of In Company facilitation subject to the terms set out for In Company Training.

#### IN COMPANY TRAINING

Should you require in Company training at your offices or venue of choice, the host is requested to please provide the following;

- venue compliant to Occupational Health & Safety regulations
- a fully equipped training room
- data projector
- flipcharts
- stationery
- lunch/tea and coffee

For in Company training outside of the Cape Town CBD and surrounding areas with more than a 60km radius, the host will be responsible for arrangement of travel and accommodation and related costs for the facilitator.

In company training is subject to a minimum of 5 delegates in Cape Town and minimum of 10 delegates in other provinces. A tailored proposal can be negotiated.

#### PUBLIC VENUE BASED TRAINING

All workshops are presented in Cape Town, except if stated otherwise. Please note that Public training is open to various private and governmental organizations. A diverse mix of delegate attendance enhances the sharing and learning experience.

Should you prefer to book a public venue for your organization exclusively, a minimum of 5 delegates per workshop per day is required to secure the venue and required dates. Attendance must be confirmed and paid in full 7 working days before the workshop date.

Should a company/delegate fail to attend the course, without having made cancellation arrangements, the full fee is payable per delegate per workshop.

#### TRAINING MATERIAL

Training material, power point presentations, practical exercises and assignments given to delegates attending the workshops may not be duplicated, copied or distributed without the written consent of Inbox Filings Solutions or the author.

#### WORKSHOP DURATION

Unless stated otherwise, all workshops start at 08h30 and end at 16h30 daily with appropriate breaks.

#### DELEGATE'S RESPONSIBILITIES

Delegates must ensure that they are booked on the correct course; Inbox Filing Solutions cannot be held liable for delegates attending incorrect courses.

Delegates must adhere to general housekeeping rules as presented during the registration slot of the workshop. Unprofessional, disorderly conduct, offensive or discriminatory language or behavior will not be tolerated and may lead to delegates being excluded from attending the workshop.

To keep the cost of training reasonable, learners should be equipped with their own stationery.

#### ACCREDITATION

All workshops are accredited by ICAP (The Institute for Certified Administrative Professionals) who is the authorized, licensed, exclusive agent for the International Association of Administrative Professionals.

Delegates will receive CPS®/CAP® points for all workshops

Workshop Courses are accredited by Services SETA; #4036 South African Unit Standard: Plan, Monitor and Control an Information System in a Business Environment Unit Standard ID: 13933

Inbox Filings Solutions methodologies are recognized by NARS (the National Archives and Records Services of South Africa) as a supplier of Records Management consulting and training services.