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TERMS AND CONDITIONS:

This policy shall apply to all MS Teams courses offered by PCITA.

The procedure for students/companies attending our MS Teams courses is set out below:

- Student will only be added to the course once full payment has been received. The link will be sent a day before the class starts by the Assessor who is presenting the course.
- Student to cancel 3 days before the course, or no refund will be applicable.
- PCITA has the right to cancel or postpone the course.
- All PCITA material, videos and manuals are copyright protected and is only intended to be used by the student attending the course.
- The student must attend all sessions for the full duration of the course to receive the Attendance certificate.
- It is the responsibility of the student to ensure the assessment package is completed and sent back to the Assessor timeously – if applicable
- No certificate will be issued without receiving the completed and marked Assessment package back from the Assessor. Courses applicable: Structural (Health and Nuisance), Structural Fumigation, Weed and Invader Plant management and Termites Pre- and Post-construction.
- Students must be able to print the manual before commencing with the course. The Assessment forms will be sent to the student on the 2nd day of the course so that it can be printed out. – if applicable
- Certificate of Attendance will be issued and sent to the student after completion of the course.

MS Teams Platform Etiquette for Students

- Find a clean, quiet space and dress appropriately.
- Let all household / office members know when and where you will be in class and ask them not to disturb you.
- Make sure your full name shows up appropriately on the screen grid.
- Be aware of your background, lighting, and noise.
- The student **MUST** be able to understand, write, speak, and read English.
- Mute your microphone until you are required to talk.
- Camera must be on for attendance purposes.
- Don't use other devices at the time of the meeting – it can interfere with the quality.