



Unit 19, Level 1,  
Cambridge Office Park  
5 Bauhinia Street  
Highveld Techno Park,  
Centurion,  
0169

Tel: 012 654 7708  
Mobile: 083 294 8066  
Email: [lynette@pcita.org.za](mailto:lynette@pcita.org.za)  
Website: [www.pcita.org.za](http://www.pcita.org.za)

---

## TERMS AND CONDITIONS FOR NQF LEVEL 5 DISTANCE LEARNING COURSES

### 1. Training Services, Registration, and Assessment

#### 1.1 Training Services and Enrolment

- Students are required to submit a request for training to PCITA via email or through the prescribed electronic registration forms.
- The minimum entry requirement for enrolment in NQF Level 5 distance learning courses is a Grade 12 certificate or an equivalent NQF Level 4 qualification.
- As all courses are presented in English, students must be able to speak, read, write, and understand the language proficiently. Competence in English is a prerequisite for enrolment.
- Training will commence on the dates specified by PCITA upon acceptance of the student's application.

#### 1.2 Registration Requirements

- Completed registration forms must include the student's full name, surname, identity number, company name, contact numbers, and email address.
- All students or companies must submit their registration forms to the course administrator at the PCITA office, together with a copy of the student's identity document.
- It is the responsibility of the prospective student to ensure registration for the NQF Level 5 course. No student will be enrolled without submission of both proof of payment and a completed registration form.
- Upon receipt of proof of payment and the registration form, the course administrator will arrange for the distribution of training materials (including study guides and workbooks) to the student.
- All student information and payment details will be treated as confidential.
- Any alternative arrangements for the delivery of study materials will be for the student's own account.
- No student will be permitted to participate in an NQF Level 5 distance learning course unless all required fees have been paid in full prior to commencement.

#### 1.3 Assessment and Certification

- Upon successful completion of the course, and once the Work Experience Log (Record) portfolio has been duly completed, signed, and stamped by the pest control supervisor, students must apply to undergo an Internal Practical Assessment.
- An assessment fee, as determined by PCITA, will be charged for the initial assessment as well as any subsequent re-assessments.
- Students are responsible for requesting PCITA to arrange an Internal Practical Assessment when they are ready. It is recommended that students complete the course within six to twelve months.
- All assessors and moderators are accredited and registered with Agri SETA.



Unit 19, Level 1,  
Cambridge Office Park  
5 Bauhinia Street  
Highveld Techno Park,  
Centurion,  
0169

Tel: 012 654 7708  
Mobile: 083 294 8066  
Email: [lynette@pcita.org.za](mailto:lynette@pcita.org.za)  
Website: [www.pcita.org.za](http://www.pcita.org.za)

---

## **2. Work Experience Log (Record)**

- It is a mandatory requirement for all students to complete a specified period of work experience under the supervision of a qualified pest control operator.
- A minimum of six (6) months of supervised work experience is required for:
  - Health and Nuisance Pest Management
  - Stored Agricultural Pest Management
  - Weed and Invader Plant Management
  - Wood Destroying Organism Management
- A minimum of twelve (12) months of supervised work experience is required for the Structural Fumigation Management course, under the supervision of a qualified fumigator.

## **3. Application for P-Registration Certificate**

- Upon obtaining a Certificate of Competence issued by PCITA, the student may apply to the Registrar at the Department of Agriculture for a P-registration certificate.
- The P-registration certificate issued by the Registrar authorizes the student to render pest control services independently as a qualified pest control operator.

## **4. Fees and Payment**

- Students agree to pay the applicable training fees in accordance with PCITA's published pricing at the date of acceptance of the training request, unless otherwise agreed in writing.
- All payments must be received at least five (5) days prior to the commencement of training.
- All payments must be made in South African Rand. PCITA does not accept payments in foreign currencies.
- PCITA is a Section 21 company and is not registered for VAT.
- Training manuals are not sold separately and are included as part of the course fee package.
- Payment may be made via Electronic Fund Transfer (EFT), direct deposit, or by credit/debit card at the PCITA head office in Centurion.
- For EFT payments, students must load PCITA as a beneficiary on their internet banking platform and use either the invoice number or their name and surname as the payment reference.
- Any bank charges, including those applicable to international transfers using a SWIFT code, will be for the account of the student or client.
- Proof of payment must be submitted to PCITA via email to ensure timely confirmation and processing of registration.
- PCITA reserves the right to cancel or reschedule training where necessary.
- Please note that should you wish to request any changes to an issued invoice, an administration fee of R200 will be applicable.



Unit 19, Level 1,  
Cambridge Office Park  
5 Bauhinia Street  
Highveld Techno Park,  
Centurion,  
0169

Tel: 012 654 7708  
Mobile: 083 294 8066  
Email: [lynette@pcita.org.za](mailto:lynette@pcita.org.za)  
Website: [www.pcita.org.za](http://www.pcita.org.za)

---

## **5. Refunds, Conduct, and Responsibilities**

### **5.1 Refund Policy**

- No refund will be granted once a student has received the study material.
- Course registrations are non-transferable.
- Failure to attend a scheduled session or assessment without prior written cancellation will result in forfeiture of the full fee.
- No refunds will be granted to students who voluntarily discontinue the course.
- Violation of terms and conditions may result in dismissal without refund.

### **5.2 Property of PCITA**

- All assessment materials, documentation, and manuals are the intellectual property of PCITA and are protected by copyright.
- Students may not copy, reproduce, or distribute any materials in any form, including online platforms.

### **5.3 Prohibited Conduct**

- Attendance under the influence of alcohol or narcotics is strictly prohibited.
- Weapons of any kind are not permitted at training or assessment venues.

### **5.4 Responsibilities of the Client/Student**

- The client/student is responsible for all fees and ensuring submission of registration forms and proof of payment.
- Companies must ensure learners are suitable for the course prior to enrolment. PCITA will not be liable for refunds if a learner is deemed unsuitable after commencement.
- Students must arrive on time for the practical assessment
- Late arrival for assessments is subject to the assessor's discretion regarding admission.

## **6. Disclaimer, Liability, and Privacy**

### **6.1 Disclaimer**

- Students must follow up on all correspondence sent to PCITA. Communication is only considered received once acknowledged by PCITA.
- Assignments must be completed in the student's own handwriting, PCITA will not accept any typed-out assignments.



Unit 19, Level 1,  
Cambridge Office Park  
5 Bauhinia Street  
Highveld Techno Park,  
Centurion,  
0169

Tel: 012 654 7708  
Mobile: 083 294 8066  
Email: [lynette@pcita.org.za](mailto:lynette@pcita.org.za)  
Website: [www.pcita.org.za](http://www.pcita.org.za)

---

## 6.2 Limitation of Liability

- PCITA shall not be liable for any loss of profit, income, business, travel, accommodation, or indirect damages arising from course participation.
- PCITA reserves the right to amend course fees without prior notice but will communicate updates timeously.
- Students are liable for any damage caused through negligence or misconduct at training venues.

## 6.3 Privacy Policy

- PCITA is committed to protecting personal information. No student or client information will be disclosed without written consent.

## 6.4 Changes to Policies

- PCITA reserves the right to update or amend documents, training materials, assessment packs, procedures, and related content without prior notice.

## 7. Travel and Accommodation

- PCITA does not provide accommodation.
- Students are responsible for all travel and accommodation arrangements and associated costs.

## 8. Re-issue of Lost, Stolen, or Damaged Certificates

- PCITA has strict procedures for certificate re-issuance.
- Requests must include:
  - An affidavit certified by a Commissioner of Oaths explaining the request.
  - Proof of payment of the reprint fee of R400.00.

## 9. Acknowledgement

The student/client hereby acknowledges that they have read, understood, and agree to be bound by the above Terms and Conditions.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_