



Loud 'n' Clear
Public Speaking

Offered by Manpower Development Centre

Public Speaking Course

APPLICATION/ADMISSION FORM ADULTS 2015

Applicant's Name



Manpower Development Centre

keeping your standards high

Contact The Programme Director Telephone 061 305514, 081 4388 193 Fax 088 639 063
training@manpowerdvp.com / manpowerdevelopmentcentre@gmail.com

APPLICANT INFORMATION

Last Name

First Names

Date of Birth (Day, Month, Year)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Gender

<input type="checkbox"/> Male	<input type="checkbox"/> Female
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Nationality

Principal Language Spoken at Home

State your reasons for applying for the public speaking course

FAMILY INFORMATION

Home Address	<input type="text"/>
Home Telephone	<input type="text"/>
Mobile Number	<input type="text"/>
Home Email	<input type="text"/>
Business Email	<input type="text"/>
Occupation	<input type="text"/>
Employer	<input type="text"/>
Employer's Address	<input type="text"/>
Business Telephone	<input type="text"/>
Next of Kin's Name and Telephone Number	<input type="text"/>

COURSE

The Public Speaking Courses run as indicated below.

LEVEL 1	DURATION – 12 SESSIONS	DATE AND TIME	COST
FIRST INTAKE	MARCH 02, 09, 16, 23,30	6:00 – 7:30 PM	N\$600-00
	APRIL 13, 20, 27	6:00 – 7:30 PM	N\$600-00
	MAY 11, 18 JUNE 01, 08	6:00 – 7:30 PM	N\$600-00
VIVA ASSESSMENT	15 JUNE	6:00 – 10:00	N\$150-00
SECOND INTAKE	AUGUST 03, 10, 17, 24, 31	6:00 – 7:30PM	N\$600-00
	SEPT 07, 14, 21, 28	6:00 – 7:30 PM	N\$600-00
	OCT 05, 12, 19	6:00 – 7:30 PM	N\$600-00
VIVA ASSESSMENT	26 OCTOBER	6:00 – 10:00	N\$150-00

VENUE: Coaching sessions shall be conducted at the BRB Building, Corner Garten/ Dr A B May Street, Ausspannplatz. (Near the City of Windhoek and opposite the Wine Bar)

FEES: School Fees should be paid on or by the 5th of every month. Cash, Bank Deposits and Bank Transfers shall be accepted. Proof of payment should be provided or faxed to The Program Director fax 088 639 063 or email training@manpowerdvp.com or manpowerdevelopmentcentre@gmail.com indicating the name of the student.

COACHES: Lessons will be conducted by a Public Speaking coach.

ASSESSMENT: What has not been tested cannot be trusted. Therefore, after completion of the course all students shall be examined practically by way of a viva test assessed by qualified judges in order to obtain a certificate, though this rating and grading shall not be indicated on the certificate.

BANK DETAILS: Valid Cheques, Bank Deposits and Bank Transfers should be made payable to
Manpower Development Centre
Bank Windhoek

Kudu Branch 482-172
Account Number 8003206692

DECLARATION

- 1. *I acknowledge that, upon acceptance I agree to pay the applicable stipulated monthly fees outlined in the fee schedule. If a student wishes to withdraw from the school a full month's notice must be given in writing or in lieu of notice pay one month fees to the school.*
- 2. *I acknowledge that in case absence from a lesson does not entitle a discount or reduction of fees.*

Signed by

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Full Name

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Date

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