

PARAMEDICAL INFORMATION

*** NO Registration Fee ***

EMERGENCY CARE PRACTITIONER – BASIC

Please mark with an 'X'

Duration	Class Time	TOWN	Course Dates	Fees
6 Weeks	Monday - Friday 08:30 - 16:00	WINDHOEK	<input type="checkbox"/> B23.01W: 23 January – 03 March 2023	N\$ 9700.00 (January 2023)
			<input type="checkbox"/> B23.02W: 13 March – 28 April 2023	
6 Weeks	Monday - Friday 08:30 - 16:00	WINDHOEK	<input type="checkbox"/> B23.04W: 20 June – 28 July 2023	N\$ 9 800.00
			<input type="checkbox"/> B23.05W: 07 August – 16 September 2023	
6 Weeks	Monday - Friday 08:30 - 16:00	WINDHOEK	<input type="checkbox"/> B23.06W: 25 September – 03 November 2023	N\$ 10 000.00
			<input type="checkbox"/> B23.07W: 06 November – 15 December 2023	
14 Weeks	Monday - Thursday 17:00 - 21:00	WINDHOEK	<input type="checkbox"/> B23.03W: 12 June – 18 September 2023	N\$ 10 000.00
6 Weeks	Monday - Friday 08:30 - 16:00	SWAKOPMUND	<input type="checkbox"/> B23.08S: 08 May – 16 June 2023	N\$ 13 500.00
6 Weeks	Monday - Friday 08:30 - 16:00	TSUMEB	<input type="checkbox"/> B23.09T: 07 August – 16 September 2023	N\$ 13 700.00

PREVERED TOWN

Please mark with a X

<input type="checkbox"/> WINDHOEK	<input type="checkbox"/> SWAKOPMUND	<input type="checkbox"/> TSUMEB
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FEES

BASIC

Deposit	It is required that a deposit of 70% of the total course fees be paid within 30 days before starting date of course. N\$ 6 860.00 [Windhoek] N\$ 9 450.00 [Swakopmund] N\$ 9 590.00 [Tsumeb]
Payment plan	Payment plans available on request – The amount needs to be settled BEFORE course commence.
Fees Include	1x AAOS manual 1x Supplementary Practical Book 1x Blood Pressure Monitor 1x Stethoscope 1x Course Shirt 1x Pocket Mask Emergency Care Practitioner Basic Certificate on course completion Additional Courses Included: BLS for Healthcare Providers (Value: N\$ 1110.00) (certificate valid 2 years) Basic Fire Fighting (Value: N\$ 660.00) (certificate valid two years)
Once course is successfully completed applicant will receive:	ECP Basic Certificate BLS for Healthcare Provider Certificate Basic Fire Fighting Certificate Workbook (Hours)

2023 COURSE APPLICATION FORM

EMERGENCY CARE PRACTITIONER / PARAMEDICAL

Please complete **ALL** sections below. Once complete, please sign, date, and return together with copies of required course certificates and a copy of your Identity Document



APPLICANT INFORMATION			
Surname			Initials
<i>(as you wish for it to appear on your certificate)</i>		<i>(as you wish for it to appear on your certificate)</i>	
Title	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Other:	Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male
Identity Number			
Date of Birth	Y Y Y Y M M D D	Nationality	
To be eligible to attend an Emergency Care Practitioner course at EMTSS you must: Be a minimum of 18 years of age at the beginning date of the course. <i>Copy of Identification Document must be submitted with the application form</i>			
Work Phone		Cell Phone	
Email Address		P.O Box	
Passport Photo (Color)	<i>Stick Down</i>		

QUALIFICATION[S]			
Highest School Qualification:	<input type="checkbox"/> Grade 10	<input type="checkbox"/> Grade 12	English Symbol:
<input type="checkbox"/> First Aid Class A	<i>Company Obtained From:</i>		<i>Expiration Date:</i>
			<i>Certificate Number:</i>

EMPLOYMENT STATUS			
<input type="checkbox"/> Employed	<input type="checkbox"/> Unemployed	<input type="checkbox"/> Self-Employed	<input type="checkbox"/> Student
Have you previously worked in the industry?		<input type="checkbox"/> YES	<input type="checkbox"/> NO

EMERGENCY CONTACT		
Name	Mobile Number	Relationship
Name	Mobile Number	Relationship



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PRE-REQUIREMENTS

BASIC

To be eligible to attend an Emergency Care Practitioner course at EMTSS you must:

- a) Be proficient in reading, writing, and speaking the English language (Minimum of **D** Symbol in Grade 10 / **23 Points in Grade 10** or pass an English proficiency evaluation (at own cost)).
- b) Be a minimum of 18 years of age at the **beginning** date of the course.
- c) Applicants without Grade 12 Certificate, but who have experience in the industry will be considered based on experience (example Ambulance Drivers, First Aid providers, Volunteers, etc.). **A Class A First Aid certificate might be recommended.**
- d) Have no physical or mental impairment that would render them unable to perform all practical skills required for that level of certification.
- e) Have **no dependencies on drugs** (Cocaine, alcohol, opioids, or any other substance that may affect judgment, patient treatment and / or ability to function as a paramedic)
- f) Be physically fit and able to successfully pass a physical fitness test (on request) (include but not limited to shuttle run (Time dependant), push-ups, sit-ups, step-ups, and body carry / pickup (Minimum of 50 Kg))

DOCUMENTATION

The following documents (original or certified by a Commissioner of Oaths) must accompany your application:

BASIC

1. Certified copy of Identification Document / Passport / Birth Certificate
2. Certified copy of Grade 10 certificate [**Successful with 23 Points**]
3. First Aid Class A certificate [current] [**Only compulsory if applicant do not have Grade 12**]

CHALLENGES WE NEED TO KNOW ABOUT?

This information will be kept confidential, but it is important to ensure a positive learning experience.

Please mark with an 'X'

Difficulty with English	Pregnant	Back Problems	Knee Problems	Hearing Impaired	Visually Impaired
Medical [E.g., Epilepsy, Allergies]		Other Details:			

HOW DID YOU HEAR ABOUT US?

Please mark with an 'X'

Colleague	Own Company	Via SMS	Attended Previously	Facebook
Referred	Email	Website	Flyer	Word of Mouth
Other:				
Would you like to receive future correspondence from us?			<input type="checkbox"/> Yes <input type="checkbox"/> No	

FEES

	BASIC	BASIC REFRESHER
Deposit	It is required that a deposit of 70% of the total course fees be paid within 30 days before starting date of course. N\$ 6 860.00 [Windhoek] N\$ 9 450.00 [Swakopmund] N\$ 9 590.00 [Tsumeb]	N\$ 3 800.00 ** If you book for all 5 (five) modules. (N\$ 700.00 discount) <i>Please be advised that an invoice will be forwarded on receipt of application. NO training materials will be sent without confirmation of payment.</i>
Payment plan	Payment plans available on request – The amount needs to be settled BEFORE course commence.	The amount needs to be settled BEFORE course commence.



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Fees Include	1x AAOS manual 1x Supplementary Practical Book 1x Blood Pressure Monitor 1x Stethoscope 1x Course Shirt 1x Pocket Mask Emergency Care Practitioner Basic Certificate on course completion Additional Courses Included: BLS for Healthcare Providers (Value: N\$ 1110.00) (certificate valid 2 years) Basic Fire Fighting (Value: N\$ 660.00) (certificate valid two years)	1x Supplementary Practical manual 1x Pocket Mask
Once course is successfully completed applicant will receive:	ECP Basic Certificate BLS for Healthcare Provider Certificate Basic Fire Fighting Certificate Workbook (Hours)	ECP Basic Refresher Certificate CPD's / CEU Workbook <i>** The test will be equivalent to Intermediate Entry Exam</i>

PAYMENT METHODS

<input type="checkbox"/> CASH at EMTSS	<input type="checkbox"/> Card Facility at EMTSS	<input type="checkbox"/> EFT (Bank Confirmation Letter attached)	<input type="checkbox"/> Ewallet to 0816369571 (Request for receipt via email or WhatsApp)
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Proof of payment MUST be emailed to office@emtss.com and training@emtss.com

WHO IS RESPONSIBLE FOR THE PAYMENT

Name	Relationship to the student?	Contact Number

EMTSS BANK DETAILS

Bank: Branch Code: Branch Name: Account Number: Reference:	First National Bank 289-375 Grove 6225 9351 709 Course Code and YOUR Surname	Important Notice: 3.5% Interest will be charged on all CASH Bank Deposits (Cash directly into Bank Account)
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REWRITE / SUPPLEMENTARY OPPORTUNITIES

- Applicant will pay a fee of N\$ 0.00 per **Not Yet Successful** subject for the **first (1st) rewrite attempt** and N\$ 1200.00 for the **final rewrite attempt** which will include all subjects (**Successful and Not Yet Successful**).
- Should the student be found Not Yet Successful in any subject with the final attempt, the student is required to retake the course with the required financial implications in full.
- Mark allocations for courses - Three [3] examinations consisting of a theory paper [Class test evaluations comprise 30% of the result and the Final - ECP Basic with the overall pass mark of 60% required on result], practical OSCE [objective skills clinical evaluation] [pass mark of 100%] and practical simulation [scenario based] [pass mark of 60%]. The exams will be held over three [3] days.
- Should the Basic student wish to attend a second course as a remedial student, he / she must register 20 (twenty) days prior to the next intake for the SECOND course and pay N\$ 6 800.00 (Six Thousand Eight Hundred Namibian Dollars) prior to course commence.



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CANCELTION POLICY

Cancellation fees will be charged on any booking for course **more than 5 [five] business days**, not cancelled at least **30 business days** before course date

- **28 business days** cancellation will incur **30% payment**
- **21 business days** cancellation will incur **50% payment**
- **10 business days** cancellation will incur **100% payment**

Cancellations must be submitted in writing to the Training Coordinator or training@emtss.com accompanied by the following to ensure refund.

1. Cancellation Letter signed by the Applicant
2. Bank Statement with Banking Details
3. Refunds will be done within 7 to 10 working days from date of formal letter received.
4. Refunds will be made by Electronically Transfer or Bank Deposit. No CASH Refunds

TERMS AND CONDITIONS

Training material:

- The client will:
 - a. receive course material once payment is settled in full or on the first day of the course.
 - b. not be allowed to attend any class if full payment is not received.

- Applicant must present his/her own stationery. [E.g., Pen, pencil, highlighters, calculator, notebook, etc.]

Dress Code:

- Applicant must wear comfortable but appropriate cloths – there will be practical simulations with bending and kneeling on the floor throughout the training. EMTSS cc have the right to ask the student to leave the session when he/she is not properly dressed. Students not allowed to wear sunglasses or hats during class sessions / indoor.

General Terms and Conditions:

- No results/certificate will be provided if the account is not settled in full.
- EMTSS reserves the right to alter the date/venue should it be deemed necessary.
- EMTSS have the right to terminate this contact if the applicant does not pay the course fees in full BEFORE the commencing date of the registered course. The applicate will be held liable for all outstanding fees.

Collection Commission

- All costs and disbursements, including legal costs on an attorney and own client scale, incurred by EMTSS Cc in collecting or endeavouring to collect all or any amounts payable by the Debtor to EMTSS Cc or otherwise and all collection commissions and all other charges of a like nature are payable by the Debtor to EMTSS Cc on demand.

EMTSS have the right to cancel / reschedule the course should there not be sufficient participant bookings.

Interest

- Should the DEBTOR fail to pay on or before the due date any amount falling due or payable to EMTSS Cc under or arising from this agreement, then, without prejudice to such rights as may accrue to EMTSS Cc consequent upon such failure, such overdue amounts shall bear interest at the prime overdraft rate charged from time to time by the Company's Banker.

And/or such overdue amounts shall bear interest at 3.5% percentage points above the prime overdraft rate charged from time to time by EMTSS cc

Jurisdiction to Magistrate Court

- The Debtor hereby consents to the jurisdiction of the Magistrate Court having jurisdiction over the person in respect on any action by EMTSS cc arising from this agreement or cancellation hereof.

Debit Order Mandate

- If the outstanding debt is not settled, for any reason, the Debtor mandate the Client or its Cessionary to collect the amount owing in either one lump sum or monthly instalments from the Debtor's bank account by means of a debit order. This mandate shall constitute a valid debit order, which debit order shall automatically apply and the Client or its Cessionary shall be authorised to collect the instalments/lump sum by means of the said debit order from any of the Debtor's bank accounts. The Debtor further consents to the tracing of such banking details should the banking details as provided by the Debtor be incorrect or no longer relevant.

Right to vary the Terms & Conditions of Agreement

- The Client reserves the right to vary the terms & conditions of this Agreement at its sole discretion, whether because of new legislation, statutory instruments, government licenses, amendments to the standard terms and conditions of the Client, any similar event or not and the Debtor hereby consents to the said variation. The Client may at its sole discretion, elect to notify the Debtor of any variation in writing or to publish such variation on its website and or at its principal place of business.

I have / I have never been convicted of any offence under any law or been found guilty of unprofessional conduct in any country, and to the best of my knowledge no proceedings involving or likely to involve a charge of any such nature are pending against me in any country at the present time.

Herewith I the undersigned acknowledge that I understand the program requirements for which I have applied and that there will be cancellation / withdrawal administrative fees involved.

SIGNED at _____ on the _____ day of _____ 20_____



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_____ STUDENT: NAME	_____ SIGNATURE
_____ WITNESS / PARENT GARDIAN: NAME	_____ SIGNATURE

INDEMNITY

I/We (Name and Surname)
 ID Number

(Hereinafter referred to as the "indemnifier")

Hereby indemnify and hold harmless EMTSS Cc [hereinafter referred to as the "indemnified"].

I acknowledge, to the best of my ability, that I am in good health and have no known medical problems that would restrict my ability to participate in EMTSS Cc activities. I recognise that participation in physical activity involves the risk of injury / damage and or / loss, to my person or my property. I acknowledge that whilst I participate, I do so entirely at my own risk and:

1. I accept all risks and hereby indemnify and release the trainer, their agents, affiliates, employees, members, sponsors, promoters, and any person or body directly or indirectly associated with the trainer, against all liability (including liability for their negligence and the negligence of others) claims, demands, and proceedings arising out of or connected with my participation in this activity.
2. This release and indemnity continue forever and binds my heir, successors, executors, personal representatives, and assigns.
3. I acknowledge that that participation in this activity may involve risk of serious injury or even death from various causes including (but not limited to) equipment failure, and accidents with equipment and surroundings.
4. I recognise the difficulties associated with the activity and attest I am physically fit to participate safely in the activity and that a qualified medical practitioner has not advised me otherwise. By continuing to participate in this activity I accept the risks despite these conditions (if any) and am still, and will always, be under the terms of this agreement.
5. I certify that I am 18 years or older and that I have read this document and **fully understand it**. OR as a parent or guardian of the participant (a) I agree to the above for myself and on behalf of the participant and (b) I indemnify and will keep indemnified any person or body directly or indirectly associated with the conduct of the activity on the terms referred to above.

The indemnifier chooses as its domicilium citandi et executandi ("house for summoning and upkeep") for all purposes hereof the following **physical address**:

SIGNED at _____ on the _____ day of _____ 20_____

INDEMBIFIER: NAME		SIGNATURE	
WITNESS / PARENT GARDIAN: NAME		SIGNATURE	



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EMERGENCY CARE PRACTITIONER COURSE TERMS AND CONDITIONS

1. A formal purchase order or proof of payment is required as acceptance of a quotation. No verbal acceptances will be used to book training.
2. Course bookings will only be made once a fully completed booking form has been received by EMTSS with proof of payment for the training as per payment agreement.
3. Failure to provide proof of payment will result in the forfeiture of any reserved dates.
4. Course fees do not include travel, accommodation, flights, visas, site establishment or any other costs that might be incurred by the student / candidate to be at the venue for training.
5. Prices stated on the price list and quoted on are subject to change without prior notice.
6. Prices are quoted including vat unless otherwise stated. Prices outside of Windhoek will differ based on distance, mode of travel, venue, and accommodation.
7. The period of validity for a quotation is 30 days unless otherwise stated.
8. Dates for unconfirmed bookings are subject to change without prior notice.
9. If fewer candidates than the amount stated on the order, or no candidates, are present at any time of the course then the course order will be invoiced as per the placed order according to the bookings form or purchase order.
10. If insufficient numbers of candidates are confirmed for a booked course, the dates are subject to change.
11. Candidates will not receive their certificates or be registered without full payment being received.
12. In the event of a dispute regarding the attendance of a candidates or group of candidates, the burden of proof shall lie with the client and/or the candidates who contend attendance.
13. Candidates who fail to hand in a test, portfolio of evidence or assignment at the conclusion of the course will not be found competent due to a lack of evidence and will still be liable for payment of course.
14. Where no contingencies have been made regarding weather that is not safe to train in and such weather could reasonably be expected then the full amount for the course is still payable.
15. EMTSS and/or its facilitators and assessors reserve the right to require a candidate to leave the course if such a candidate, in the opinion of the facilitator, constitutes a disruption or danger to him/herself or other persons.
16. The acceptance of candidates on a course may be subject to a candidate's medical fitness. Candidates are required to ensure capability to perform the required skills on all training courses and may be requested to produce a certificate of medical fitness before training commences and those who are requested but fail to do so will be refused acceptance onto a course.
17. No pregnant woman will be accepted onto any course/s – e.g., Working at Heights, Rope rescue techniques, Emergency Care Practitioner Basic & Intermediate, or any course that is considered dangerous to the fetus or mother.
18. The instructions of a facilitator, while candidates are performing skills, are always to be obeyed.
19. Candidates are not permitted to be involved with other tasks for the duration of the training.
20. Candidates are to provide their own meals and refreshments for the duration of the training, unless otherwise arranged.
21. Candidates must arrive prepared for training (including partaking in practical sessions – could mean lying on the floor to simulate a patient, putting out a fire, climbing a structure) and be dressed appropriately.
22. Where enough candidate information has not been provided (i.e., copy of ID, telephone number, and employer), EMTSS will not accept responsibility for delays in certification.
23. All training is delivered in ENGLISH, unless otherwise arranged. Should the candidate not be able to read or write English, then it is the clients' reasonability to inform the EMTSS training coordinator in advance of possible communication barriers and provide a translator for their candidates at their own cost.
24. These terms and conditions are subject to change from time to time. Proof of terms and conditions for a specific order may only be proven if the terms that accompanied a quote that was accepted during its validity period can be produced by the disputing party.
25. EMTSS will not be liable for any indirect or unusual losses suffered because of defects or and loss of any kind owing to negligence or intent on the client's part, including any fault of an employee, officer, or agent of the client.
26. Any additional terms and conditions stipulated elsewhere on the quotation / application form / introduction shall also be applicable.



27. Certificates are to be COLLECTED at EMTSS, unless otherwise prearranged (in Windhoek) and delivery cost outside of Windhoek will be for clients' account.
28. In all agreements, the Law of the Republic of Namibia shall prevail in terms of sale of training service.
29. Placement of booking confirmation, purchase order and/or full payment of any training with EMTSS will be deemed as an automatic acceptance of all terms and conditions.
30. Candidates with disabilities may apply for courses with EMTSS but will only be accepted after full inquiry into disability and type of course applied for. Please ensure that disabilities or medical concerns have been mentioned on the application form to avoid refusal from a course.
31. EMTSS training – 08h00 registration, 08h30 class commence, after 09h00 no candidate will be allowed entry into any course (unless prior arrangements have been made with instructor). Please ensure your time is correct and you are aware of the training venue beforehand.
32. EMTSS have the right to cancel the course should we not have sufficient candidates.

Herewith I the undersigned acknowledge that I understand the program requirements for which I have applied and that there will be cancellation / withdrawal administrative fees involved.

SIGNED at _____ on the _____ day of _____ 20 _____

STUDENT: NAME

SIGNATURE

WITNESS / PARENT GARDIAN: NAME

SIGNATURE



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Emergency Management Training Course Outline

EMERGENCY CARE PRACTITIONER – BASIC

The Emergency Care Practitioner - Basic Course is designed to assess a patient's condition, and to perform such emergency medical procedures as are needed to maintain a patent airway with adequate breathing and cardiovascular circulation until the patient can be transferred to an appropriate destination for advanced medical care or advanced life support arrives on scene of the emergency. Interventions include cardiopulmonary resuscitation, External Automated Defibrillation, controlling severe external bleeding, preventing shock, body immobilization to prevent spinal damage, splinting of fractures, and assisting with childbirth. ECP - Basic are trained in basic life support. The course is presented towards the objectives to achieve a theoretical background (110 Hours) and practical application (50 Hours classroom skills). Assessment is done through theoretical and practical evaluation to test the competence in Cognitive and Psychomotor Domains.

Our Emergency Care Practitioner - Basic course covers the following topics:

Module 1 - Preparatory

- Topics covered in this module are EMS systems, the role of the ECP-Basic, the safety and well-being of the ECP-Basic, legal and ethical issues, basic anatomy and physiology, techniques of lifting and moving patients.

Module 2 - Airway Management

- Topics covered in this module are airway anatomy, airway management techniques, oxygen, and oxygen equipment

Module 3 - Patient Assessment

- Topics covered in this module are assessment of the medical and trauma patients, vital sign assessment, taking a patient history, documentation, and communication

Module 4 - Medical Emergencies

- Topics covered in this module are pharmacology, respiratory, cardiac, diabetic, allergy, poisoning and overdose, environmental, behavioural, obstetrical / gynaecological emergencies, geriatric emergencies.

Module 5 - Trauma Emergencies

- Topics covered in this module are bleeding and shock, soft tissue and musculoskeletal injuries, injuries to the head, neck, spine, chest, and abdomen.

Module 6 - Infants & Children

- Topics covered in this module are physical and physiological differences between adult and paediatric patients, paediatric medical and trauma emergencies

Module 7 - Operations

- Topics covered in this module are ambulance operations, rescue and extrication, multiple patient situations, hazardous materials situations

Module 8 - OPTIONAL / ADD ON

- BLS for Healthcare Providers (CPR and AED)
 - *Additional certificate for course completed in module 8*

Duration:	Six (6) weeks
Certification:	Emergency Care Practitioner – Basic (Approved by the Health Professions Council of Namibia) Basic Fire Fighting (Approved by Ministry of Labour) BLS for Healthcare Providers (Approved by the AHA and Health Professions Council of Namibia) (Pass mark 84%)
Examination:	Mark allocations for courses – Three (3) examinations consisting of a theory paper pass mark of 60% required on final result), practical OSCE (objective skills clinical evaluation) [pass mark of 100%] and practical simulation (scenario based) [pass mark of 60%].





how can we help you?

FIRST NATIONAL BANK OF NAMIBIA LIMITED
130 Cnr of Independence Avenue
and Fidel Castro Street
@Parkside
Windhoek, Namibia
PO Box 285
Windhoek, Namibia
web: www.fnbnamibia.com.na
Tel: +264 61 299 2222

30 September 2022

FIRST NATIONAL BANK
OF NAMIBIA LIMITED
30 September 2022
ENQUIRIES
+264 61 299 2222

Dear Reader

ACCOUNT CONFIRMATION LETTER

We hereby confirm that EMERGENCY MANAGEMENT TRAINING AND, with identity/registration number CC/2011/3107, holds the following account with First National Bank of Namibia Limited ("FNB"):

Table with 4 columns: Account Name, Account Type, Branch Code, Swift / BIC Code, Account Number, Branch Name, Date Opened. Row 1: EMERGENCY MANAGEMENT TRAINING AND. Row 2: PLATINUM BUSINESS ACCOUNT, 62259351709. Row 3: 289375, GROVE MALL BRANCH. Row 4: FIRNNANX, 2016/09/30.

FNB issues this letter at the specific request of the account holder and for informational purposes only. This letter serves only to confirm that the above information is, according to the records available to FNB, factually correct as at the date of this letter.

Accordingly, FNB provides no warranties, guarantees, assurances or undertakings of any nature relating to the above information, the account and/or the account holder, cannot be held responsible for any reliance which may be placed on this letter.



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