

# IAP2 GLOBAL CERTIFICATE IN P2/ENGAGEMENT

## REGISTRATION FORM

(Complete and return with proof of payment to [admin2@iap2sa.org](mailto:admin2@iap2sa.org))

DETAILS OF PARTICIPANT (One form per participant)			
<b>Title</b>		<b>First name</b>	<b>Surname</b>
<b>Organisation</b>			
<b>Position</b>			
<b>Cell phone</b>		<b>Telephone</b>	(    )
<b>Email</b>			
<b>Select one of the two pre-requisite courses listed below</b>	<b>Dates</b>	<b>Virtual (V) OR In-person (IP)</b>	<b>Cost (per person)</b>
<b>FUNDAMENTALS OF P2/ENGAGEMENT</b> (GLP Level 1: 1-day course) V = two afternoons (2 x 4 hr sessions) / IP = one full day V = ZAR 2 770,00 IAP2 member/ZAR 3 270,00 non-member IP = ZAR 3 465,00 (IAP2 member/ZAR 3 965,00 non-member <i>Pre-requisite for the Applying Methods &amp; Designing Engagement modules</i>			
<b>IAP2 WAY IN CHALLENGING CONTEXTS</b> (GLP Level 2: 1-day course) V = two afternoons (2 x 4 hr sessions) / IP = one full day V = ZAR 2 770,00 IAP2 member/ZAR 3 270,00 non-member IP = ZAR 3 465,00 (IAP2 member/ZAR 3 965,00 non-member <i>Pre-requisite for the Applying Methods &amp; Designing Engagement modules</i>			
<b>Add both courses below to complete Global Certificate in P2/Engagement*</b> <i>(can also be taken individually)</i>			
<b>DESIGNING P2/ENGAGEMENT</b> (GLP Level 2: 2-day course) V = four afternoons (4 x 4 hr sessions) / IP = two full days V = ZAR 5 550,00 IAP2 member/ZAR 6 350,00 non-member IP = ZAR 6 930,00 (IAP2 member/ZAR 7 930,00 non-member			
<b>APPLYING METHODS</b> (GLP Level 2: 2-day course) V = four afternoons (4 x 4 hr sessions) / IP = two full days V = ZAR 5 550,00 IAP2 member/ZAR 6 350,00 non-member IP = ZAR 6 930,00 (IAP2 member/ZAR 7 930,00 non-member			
<b>The below course is an elective, and can be selected only if a pre-requisite course has been completed</b>			
<b>CONFLICT IN P2/ENGAGEMENT</b> (GLP Level 1: 1-day course) V = two afternoons (2 x 4 hr sessions) / IP = one full day V = ZAR 2 770,00 IAP2 member/ZAR 3 270,00 non-member IP = ZAR 3 465,00 (IAP2 member/ZAR 3 965,00 non-member			
<b>TOTAL</b>			

NB: If you have partially completed or fully completed the IAP2 Foundations in Effective Public Participation prior to 1 January 2023, contact [admin2@iap2sa.org](mailto:admin2@iap2sa.org) for more information.

## **BANK DETAILS:**

**Account Name: IAP2 Southern Africa**  
**Standard Bank, Account Number 30 006 965 0**  
**Branch CENTURION LIFES, Branch Code 2645, SWIFT Code SBZAJJ**

Please use first name and surname as the payment reference.  
Send registration form and proof of payment to Sue Cato, [admin2@iap2sa.org](mailto:admin2@iap2sa.org)

## **VIRTUAL AND IN-PERSON TRAINING TERMS AND CONDITIONS**

Full payment is required upon booking of the course.

Participants who miss more than two hours per module will not receive a certificate.

Fundamentals of Engagement and IAP2 Way in Challenging Contexts are a pre-requisite for attending Designing Engagement and Applying Methods modules, as prescribed by IAP2SA.

If two or more participants from a single organisation attend any of the four courses, a 5% discount will apply.

Group discounts (> 10) or discounts for two or more participants from a single organisation are available on request.

### **Cancellations**

All cancellation requests and refund inquiries for virtual and in-person training must be submitted in writing to IAP2 Southern Africa ("IAP2SA") at [admin2@iap2sa.org](mailto:admin2@iap2sa.org). Please note that we do not accept cancellation requests via telephone.

Virtual and in-person courses require a minimum number of participants for optimal learning experiences. IAP2SA reserves the right to cancel a course if the minimum participant count is not reached before the course start date. In such cases, registered participants can choose between a full refund, transferring their registration to another course, or receiving a credit for IAP2SA activities and services in exceptional circumstances.

If a credit is approved, it must be utilised within one (1) year of the original course date. Any unused credits will be refunded after 365 days.

To secure your place in a course, full payment is due no later than ten (10) days before the course starts. For any exceptions, please contact us at [admin2@iap2sa.org](mailto:admin2@iap2sa.org).

### **In-house trainings**

Cancellation requests for in-house training must be made at least six (6) weeks before the first training date. If the cancellation occurs between two and six weeks from the start date, a 50% refund of the training cost is applicable. Refund requests will not be considered or issued within two weeks of the course start date.

### **Refunds**

For full refunds, written notices must be sent to IAP2SA at [admin2@iap2sa.org](mailto:admin2@iap2sa.org) a minimum of two (2) weeks before the course start date. Participants cancelling within this timeframe will receive a full refund, minus an administrative fee of ZAR 500,00. If payment is pending at the time of cancellation, the ZAR 500,00 administrative fee still applies.

No administrative fee applies if the course is cancelled by IAP2SA.

### **No-refund policy**

There will be no refunds for cancellation requests received within the two (2) weeks prior to the course start date. Additionally, transfers to future sessions or courses will not be permitted during this period. Participants seeking exceptions due to extenuating circumstances should submit a written request to [admin2@iap2sa.org](mailto:admin2@iap2sa.org), including any necessary supporting documentation.

No refunds will be issued for missed (full or partial) courses. Session recordings are generally unavailable unless explicitly stated otherwise by IAP2SA. Participants are responsible for ensuring they receive course emails and are aware of the course time zone (for virtual training). If emails are not received, participants must contact [admin2@iap2sa.org](mailto:admin2@iap2sa.org) at least one (1) business day before the course begins.

Virtual training participants must ensure access to Zoom and Google Drive and verify their ability to access course materials.

### **Course satisfaction**

IAP2SA is committed to providing high-quality training and employs rigorous methods for quality assurance:

A stringent selection process for trainers and courses.

Each course is categorised by level: Level 1 (Introduction), Level 2 (Intermediate), and Level 3 (Advanced).

Course evaluations are regularly conducted, and feedback is actively considered and incorporated.

Refunds will be considered only if a participant demonstrates that the course objectives were not met, with course evaluations forming a crucial part of the refund request consideration.