



## Dynamix Learning Solution Centres

Dynamix Centre

8 Milcliff Rd

SUNNINGHILL

Johannesburg

T: +27 (11) 234 5555

F: 086 539 5550

5th Floor, Tygerlakes

Tygerfalls, Carl Cronje Drive

TYGERVALLEY

Cape Town

+27 (21) 914 2878

086 609 2877

3rd Floor

80 Strand Street

CBD

Cape Town

+27 (21) 418 8760

086 539 7323

P.O. Box 11383, BLOUBERGRANT, 7443

[Sunninghill@Dynamix.co.za](mailto:Sunninghill@Dynamix.co.za)

[Tygervalley@Dynamix.co.za](mailto:Tygervalley@Dynamix.co.za)

[Cape@Dynamix.co.za](mailto:Cape@Dynamix.co.za)

**Microsoft**  
**GOLD CERTIFIED**

Partner

**isett seta**  
COMMITTED TO SKILLS DEVELOPMENT IN THE ICT SECTOR  
Accreditation No.: ACC02 000 077

[www.dynamix.co.za](http://www.dynamix.co.za)

## Cape Town Attendance Guidelines

### How to find us

Your classroom training will be conducted at our Cape Town, CBD premises, situated on the 3rd floor, 80 Strand Street, Cape Town or at our Tygervalley centre on the 5<sup>th</sup> floor, Tygerfalls, Tygerlakes, Carl Cronje Drive. Please confirm that you know where the class you are booked on is going to be conducted. The map depicts the Cape Town location. Note that the GPS coordinates for the Cape Town branch are **33°55'10.71"S, 18°25'12.73"E**. You can either enter these coordinates into your GPS system or on Google Earth.

### Parking

In Cape Town one can access the parking garage to our building directly and ONLY off Bree Street (going up towards Table Mountain) just before the corner of Strand, at a subsidised fee of R10 for the day on a first come first served basis. When full, Picbel Parkade offers casual parking around the corner in Strand Street. There is also street parking in Waterkant Street and the surrounds. Towards Signal Hill or Green Point side of Waterkant there are bays that can be found at no charge for the day.

### Registration & Duration

Delegates should arrive by no later than 8:15 am to register at reception for the start of course at 8:30 am. Please advise us if you are going to arrive later than 15 minutes as delegates arriving past 8:45 am may lose their seat to a client on standby. To prevent untimely disruptions delegates arriving more than 30 minutes late will not be permitted to join the class unless prior arrangements have been made. Courses run through to approximately 3:00 pm depending on class size and knowledge levels. Generally there is a 45-minute lunch and two 10-15 minute tea breaks.

Evening classes start at 18:00 and end at approximately 21:00.

### Refreshments

Biscuits, sweets, tea and coffee are provided. Cool drinks, crisps and chocolates are on sale in the delegate's lounge at lunchtimes. There are many restaurants and take-aways in close proximity that serve a variety of lunches and tastes at reasonable prices.

### Features

All delegates receive a user-friendly Authorised courseware manual and the use of free telephone & Email help-desk support for a period of 24 months. Delegates may also re-attend any Application course free of charge for 24 months after. Please bring your manual if you are repeating. Updated manuals may be purchased at minimal cost, if desired. On successful completion of a course at Dynamix Computer Training Centre you will receive a certificate stating the course completed. We reserve the right to withhold this certificate from delegates that have not attended at least 90% of said course.

Exercise files are available for most courses. Please bring along a flash drive if you would like said exercises plus a copy of your work files from class. Alternatively one may purchase a CD with all of Dynamix course exercises plus many other tools for R30.

### Cancellation & Substitution

We must be notified of any cancellations and rescheduling at least 5 business days prior to the reserved class. This ensures we can strive to keep resources used to a maximum and thus guarantee competitive pricing. If you are unable to make your class, consider sending a substitute at no additional cost. In the event that we do not receive fair notification for cancellations or rescheduling:

- If a Corporate Voucher was used to make the booking we will consider that Voucher to be redeemed.
- Dynamix Membership holders or Technical classes will be charged a R200 cancellation fee for non attendance per day.
- Paid classes will be deemed as "used". Outstanding invoices plus the cancellation fee for that class are payable immediately without delay. One may then book on an upcoming class as a free repeat.

Cancellation fees must be paid before booking new training.

### Cape Town Map

