



Dynamix Learning Solution Centres

Dynamix Centre 8 Millcliff Rd SUNNINGHILL Johannesburg T: +27 (0) 21 234 5555 T: 086 539 5550	5th Floor, Tygerlakes, Tygerfalls, Carl Cronje Drive TYGERVALLEY Cape Town +27 (0) 21 914 2878 086 609 2878	3rd Floor, 80 Strand Street CBD Cape Town +27 (0) 21 418 8760 086 539 7323
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Microsoft Partner

Gold Learning
Silver Desktop
Silver Server Platform

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COMMITTED TO SKILLS DEVELOPMENT IN THE ICT SECTOR
Accreditation No.: ACCO2 000 077

Tygervalley, Cape Town Attendance Guidelines

How to find us

Your classroom training will be conducted at either our Tygervalley centre on the 5th floor, Tygerlakes, Tygerlakes, Carl Cronje Drive or at Cape Town, CBD premises, situated on the 3rd floor, 80 Strand Street. Please confirm that you know where the class you are booked on is going to be conducted. The map depicts the Tygervalley location. Note that the GPS coordinates for the Tygervalley branch are **S33° 52'28"**, **E18° 37'48"**. You can either enter these coordinates into your GPS system or on Google Earth.

Parking

There are a variety of parking solutions all around the local vicinity. Alternatively one can park in Tygerlakes building for a subsidised fee of R10 per entry.

Registration & Duration

Delegates should arrive by no later than 8:15am 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

Many restaurants and take-aways are 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 memory stick if you would like 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.

Tygervalley Map

