THE FIVE-DAY TRAINING WEEK

You want to learn with a trainer and other business owners, near you.

BEFORE YOU START

HAVE THESE READY (ABOUT 15 MINUTES)

- ✔ Standard.
- ✔ Your municipality.
- ✔ Five free days.

STEP BY STEP

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8 STEPS

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1 Step 1 of 8 **Screen: Training**

How to get there: Services, then Training.

What you see: The five courses, the price per course, and the bundle.

Tap: Start now

What happens next: A facilitated week near you opens.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

2 Step 2 of 8 **Screen: A facilitated week near you**

How to get there: From Start now.

What you see: Each course, and how many people near you are waiting.

Tap: Register my interest

What happens next: You are on the list. A class starts when 10 people in your municipality ask.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

3 Step 3 of 8 **Screen: Notices**

How to get there: The bell on your home screen.

What you see: "A date for <course> in <municipality>".

Tap: the notice

What happens next: The week's dates, venue and price.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

4 Step 4 of 8 **Screen: Pay for your seat**

How to get there: From the notice.

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What you see: The week, the price, and how long the seat is held.

Tap: Pay with PayFast

What happens next: PayFast opens. Pay before the hold runs out.

If something goes wrong: If PayFast says no, nothing is charged. Try again, or pay by EFT and send us the reference through "Talk to a person". If the page says payments cannot be taken right now, nothing is wrong on your side: talk to a person at RMK.

Step 5 of 8 **Screen: All Access Training Bundle**

How to get there: Training, then the bundle.

What you see: All five courses for one price.

Tap: Pay with PayFast

What happens next: Every course is yours.

If something goes wrong: If PayFast says no, nothing is charged. Try again, or pay by EFT and send us the reference through "Talk to a person". If the page says payments cannot be taken right now, nothing is wrong on your side: talk to a person at RMK.

Step 6 of 8 **Screen: My Progress**

How to get there: Your home screen.

What you see: Lessons arrive the night before each day.

Tap: the lesson

What happens next: Read it in the evening.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

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7 **Step 7 of 8** **Screen: My final submission**

How to get there: On the Friday.

What you see: Where you hand in your work.

Tap: Hand it in

Type: Your file or photo of your work.

What happens next: The facilitator marks it.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

8 **Step 8 of 8** **Screen: Your certificates**

How to get there: After the week.

What you see: Your certificate of attendance, marked competent or not yet competent.

Tap: Open it

What happens next: The certificate downloads. It is not accredited.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

WORDS EXPLAINED

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Facilitated week

The same course over five days, with a trainer and other business owners.

Competent / NYC (Not Yet Competent)

The assessor's "good enough" or "not yet".

Assessor / moderator / facilitator

The person who marks the work; the person who checks the marking; the person who teaches.

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