



**Tutorial Assistance
Workshops
10 - 13 October 2011**



Grain Milling Federation

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Centurion

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The Workshop

The current failure rate in GMF exams is roughly 30% - 40%. We believe that this high failure rate occurs because learners do not fully understand the depth and comprehensive nature of the exam and as a result, do not prepare properly. More importantly, they study in a haphazard way and easily become overwhelmed with the volume of information from which exam questions are drawn.



The objective of our workshops is to help the student prepare his/her personal study plan and focus on the competencies that he/she need to master before the exam.

The gap analysis can be used to develop the student's own study plan and strategy for the upcoming exams.

Registration

Once the registration fee has been paid, the student will officially be registered for the course. No student will be allowed to attend the course without payment thereof.

In the unlikely event of a workshop being cancelled by GMF, a full refund of the workshop fee will be made. GMF reserves the right to cancel a workshop if the minimum registrations are not achieved.

Cancellation and Refund policies

If you cancel 14 or more days prior to the workshop starting date, a full refund of the workshop fees will be made. If you cancel less than 14 days prior to the workshop starting date, a 50% refund of the workshop fee will be made. If you do not show up for the workshop, no refund will be due. Registrations are refundable only if the cancellation is made in writing, either via snail mail (our postal address) or e-mail to elmien@grainmilling.org.za.

Accommodation

Students will be responsible for booking and payment of their own transport and accommodation to and from the workshop. A list of local guest houses in the area is available from the Course Administrator.

Location

The workshops will be held at the Federation's offices in Centurion. Learners who are unable to attend the courses at our offices may apply for the tutorial assistance to be given at their mill. Please refer to the Information Manual regarding this matter.



Workshop Schedule

MONDAY, 10 OCT 2011

FIRST SESSION

08:00—12:30

Q&A Session for **Maize 1 & 2**
Instruction and Gap Analysis

R350-00pp
VAT excluded

MONDAY, 10 OCT 2011

SECOND SESSION

12:30—17:00

Q&A Session for **Wheat 1 & 2**
Instruction and Gap Analysis

R350-00pp
VAT excluded

TUESDAY, 11 OCT 2011

WHOLE DAY

09:00—16:00

Q&A Session for **Maize/Wheat 3**
Instruction and Gap Analysis

R600-00pp
VAT excluded

WEDNESDAY, 12 OCT 2011

WHOLE DAY

09:00—16:00

Q&A Session for **Wheat 4**
Instruction and Gap Analysis

R600-00pp
VAT excluded

THURSDAY, 13 OCT 2011

WHOLE DAY

09:00—16:00

Q&A Session for **Maize 4**
Instruction and Gap Analysis

R600-00pp
VAT excluded

Learners who wish to attend must submit at least 10 questions each not later than 1 week before the training starts.

These questions will be forwarded to the tutor concerned to enable him to give meaningful answers.

If there is space available, students from any of the other modules could sit in at another module, as long as they pay the extra day's tutorial fee.

Workshop Sign Up Form

Sign up for:		Session	Prize
	Monday, 10 October 2011	First Session	R350-00 (VAT excluded)
	Monday, 10 October 2011	Second Session	R350-00 (VAT excluded)
	Tuesday, 11 October 2011	Whole Day	R600-00 (VAT excluded)
	Wednesday, 12 October 2011	Whole Day	R600-00 (VAT excluded)
	Thursday, 13 October 2011	Whole Day	R600-00 (VAT excluded)
		Subtotal	
		VAT	
		TOTAL	

Full name and surname

Student Number

Contact Number

Postal Address

Student's

**Please fax the completed form and proof of payment
through to
086 615 7839 or (012) 663 3109**

Discount will be allowed for learners who wish to attend more than
one session or more than one day.