

Training Request Form (TRF v.20.0213)

Section (I) – Training Details

Requested by:

Name of organization:

Contact person:

Mobile no.:

Please check (X) the relevant training(s) and fill the details respectively.

Certificates for training courses listed in this form are issued by ThinkSAFE Maldives and is generally accepted by governmental and non-governmental local organizations. Modules are conducted according to British Red Cross guidelines and where relevant and possible, first aid standards and procedures used are based on European First Aid Manual.

<input type="checkbox"/>	01A First Aid Awareness Session	FREE	FREE
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Duration: 2 ~ 3 hours | Minimum no. of participants: 20; no maximum | Note: If required, certificates provided at MVR 49/- per participant.

No. of participants: Date: Include certificates:

<input type="checkbox"/>	01B First Aid Refresher Course	MVR 6,980.00	\$ 453.00
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Duration: 2.5 ~ 4 hours | No. of participants: 6 ~ 20 | Included: certificates | Note: If more than 20 participants (maximum 40), each extra participant charged at MVR 249/- (USD 17/-).

No. of participants: Date: ID Cards required:

<input type="checkbox"/>	01C Automated External Defibrillator Course	MVR 11,980.00	\$ 777.00
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Duration: 4 hours | No. of participants: 6 ~ 14 minimum; | Included: certificates | Note: If more than 14 participants (maximum 24), each extra participant charged at MVR 599/- (USD 39/-).

No. of participants: Date: ID Cards required:

<input type="checkbox"/>	01D Basic First Aid Course	MVR 8,784.00	\$ 570.00
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Duration: 7 hours (1 day) | No. of participants: 6 ~ 14 | Included: certificates | Note: If more than 14 participants (maximum 24), each extra participant charged at MVR 549/- (USD 36/-).

No. of participants: Date: ID Cards required:

<input type="checkbox"/> 01E Standard First Aid Course	MVR 19,200.00	\$ 1,246.00
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Duration: 21 hours (3 days) | No. of participants: 6 ~ 20 | Included: certificates | Note: If more than 20 participants (maximum 24), each extra participant charged at MVR 960/- (USD 62/-).

No. of participants: Date: ID Cards required:

<input type="checkbox"/> 01F CPR training	MVR 6,980.00	US\$ 453.00
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Duration: 2 ~ 3 hours | No. of participants: 6 ~ 14 | Included: certificates | Note: If more than 14 participants (maximum 24), each extra participant charged at MVR 349/- (USD 23/-).

No. of participants: Date: ID Cards required:

<input type="checkbox"/> 01G Basic First Aid with AED training	MVR 13,760.00	\$ 893.00
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Duration: 9 hours (2 days) | No. of participants: 6 ~ 14 | Included: certificates | Note: If more than 14 participants (maximum 24), each extra participant charged at MVR 860/- (USD 56/-).

No. of participants: Date: ID Cards required:

<input type="checkbox"/> 01H Standard First Aid with AED training	MVR 23,960.00	\$ 1,554.00
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Duration: 24 hours (4 days) | No. of participants: 6 ~ 20 | Included: certificates | Note: If more than 20 participants (maximum 24), each extra participant charged at MVR 1,198/- (USD 78/-).

No. of participants: Date: ID Cards required:

<input type="checkbox"/> 01J First Aid Simulation Exercise (6 hours)	MVR 7980.00	\$ 518.00
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Duration: 6 hours | No. of participants: 6 ~ 20 | Note: This exercise could only be conducted for participants who already possess valid first aid certificates.

No. of participants: Date: ID Cards required:

Notes on above training courses (01A to 01J)

- First Aid certificate (from 01A to 01J) issued by ThinkSAFE Maldives – signed by First Aid Master Trainer certified by International Federation of Red Cross and Red Crescent Societies.
- Certificates are provided free-of-charge to all training course except 01A First Aid Awareness Session.
- If required, plastic ID Cards are provided for an extra cost of 148/- per participant.
- Soft copies of notes will be provided to participants of all training courses, free of charge.

- Written exam for training courses (exceeding 6 hours) could be provided for MVR 100/- per participant.
- All courses delivered in English unless requested otherwise in advance.
- Certificate and ID card reprinting (if lost etc.) charges – MVR 200/- per certificate/ID card.

Extra

Promotion code:	<input type="text"/>
Comments:	<input type="text"/>
	<input type="text"/>

Authorization

I agree to Conditions for Training stipulated on section (II) of this form.

Authorizing person:	<input type="text"/>
Position:	<input type="text"/>
Date:	<input type="text"/>

Signature & company stamp

Section (II) – Conditions for Training

- (a) Where relevant and possible, first aid related trainings will be based on standards used by European First Aid Manual.
- (b) Participants of the trainings will be assessed based on Continuous Assessment Methodology (implemented by British Red Cross standards). If a written examination is required, please request in advance.
- (c) For trainings, **ThinkSAFE Maldives** will provide qualified trainer(s) and all required training equipment (CPR mannequins, splints, stretcher etc.; and projector if requested). The requesting organization agree to provide:
 - a. training venue with access to toilet facilities – ideally an air-conditioned 500sqf room with a clean floor;
 - b. overhead projector and appropriate surface to project;
 - c. if required, appropriate meals and refreshment for participants and trainer(s) within the vicinity of training venue;
 - d. potable water throughout the training;
 - e. sea/air transport and appropriate **non-shared accommodation for trainer(s)**;
 - f. sea/air transport for training equipment if training is held outside Male' (approximate equipment weight: 80kg).
- (d) For the benefit of trainers and trainees, participants of each training should be of similar educational background. It is strongly advised not to mix participants who prefer different languages of instruction in the same training (for example, do not include an English speaker in a training mostly for Maldivians).
- (e) Ideally, a list of participants should be forwarded to **ThinkSAFE Maldives** 2 (two) days prior to the training date.
- (f) Awarding of certificates will be based on: first aid competency; participation in class; and attendance (minimum 90% attendance unless specified otherwise).
- (g) An invoice will be raised by **ThinkSAFE Maldives** immediately after completion of the training – payment should be settled within 1 (one) week. Certificates and reference materials will be issued within 1 (one) week of payment. All payments should be made payable to ThinkSAFE Maldives Pvt Ltd.
- (h) Training charges will be based on number of trainees mentioned on this form by the requesting organization. Maximum number of participants mentioned on the Training Request Form will be charged (note that our trainer will make training arrangements based on the Training Request Form). For example: if 20 is mentioned on the TRF, but only 18 attended the training, our invoice will be for 20 participants.

For further information, please visit our Facebook page [facebook.com/ThinkSafeMaldives](https://www.facebook.com/ThinkSafeMaldives) or our website www.thinksafemv.com or contact:

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Our office will be open: Sunday to Thursday from 0900 - 1630 hrs. Public holidays - closed.