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|  | DEPARTMENT OF WATER AND SANITATIONApplication for WMS Training |  |

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| Purpose of this form is to record and administrate requests for training on WMS |

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| Training required for: | WMS Modules: |  |

# Section A

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| **Venue:** | | **Date: from:** | | **To:** |
| **Title:** |  | **Rank:** |  | |
| Full Names and Surname of Applicant | |  | | |
| Regional Office / Sub-directorate / Directorate / Organisation | |  | | |
| Telephone number | |  | | |
| Fax number | |  | | |
| E-mail address | |  | | |
| Persal number (if applicable) | |  | | |
| Financial Responsibility codes Please check with your superviser that these codes are correct before submitting this for for approval. | | FUND: VOTED FUNDS | | |
| **RESP D:RQS** | | |
| **OBJECTIVE RQI 9A**\***CUR** | | |
| **ITEM; T&S DOM: INCIDENTAL COST** | | |
| PROJECT: NO PROJECTS-CURRENT | | |
| Dietary requirements (E.g. Halaal, Vegetarian) | |  | | |

# Section B

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| **Requirements before attendance:** (Please indicate) | |
| **MUST BE COMPUTER LITERATE (Microsoft Windows & email)** |  |
| Attendee must have knowledge of the following;  Water users  Impactors  Monitoring |  |
| Attendee must have completed the necessary data capture forms for their site |  |
| WMS must have been technically made available to the site before attendee attends the course |  |
| Application for attendance: **Signature of student:** **Date:** | |

# Section C

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| **DWAF Personnel only**  **Sufficient funds for payment of subsistence and transport allowances are available:**  **Signature:** **Date:**  **Rank:**  (Deputy director: Regional Office or Subdirectorate: WQM) |

Section D

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| **Application for training: APPROVED / NOT APPROVED**  **Signature of WMS Training Officer:** |

Instructions for workflow

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|  | **Sections A & B must be completed by Staff members** |
|  | **Section C** must be certified by the **Deputy Director: Regional office or subdirectorate**. |
|  | Completed forms must be submitted to **Private Bag X313, Pretoria 0001** For attention: **Assistant Director, Management systems.** |
|  | The **Assistant Director, Management systems** will inform the applicant whether his/her application was approved or not. |