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|  | DEPARTMENT OF WATER AND SANITATION Application for WMS Training |  |
| The purpose of this form is to record and administrate requests for training on WMS |
| 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 |  |
| **Cell number** |  |
| Fax number |  |
| E-mail address |  |
| Persal number (if applicable) |  |
| Financial Responsibility codes **All DWAF Applicants**Please check with your supervisor that these codes are correct before submitting this for approval. | FUND: |  |
| **RESP:** |  |
| **OBJECTIVE:** |  |
| **ITEM:** |  |
| PROJECT: |  |
| Dietary requirements (E.g. Halaal, Vegetarian) |  |

# Section B

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| **Requirements before attendance:** (Please indicate competency /knowledge) |
| **MUST BE COMPUTER LITERATE (Microsoft Windows & email)** |  |
| Attendee must have knowledge of the following;Water usersImpactorsMonitoring |  |
| 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 Deputy director: Sub directorate) |

Section D

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| **Application for training: APPROVED / NOT APPROVED. Applicant informed:**  (Date)**Signature of WMS Training Officer:** |

Instructions for workflow

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| 1 | **Sections A & B must be completed by Staff members / Applicant** |
| 2 | The **Deputy Director: Regional office or Deputy Director of Sub directorate** must certify **Section C**. |
| 3 | Submit completed forms to: **Director RQS, Private Bag X313, Pretoria, 0001** Attention: **Collen Dhlamini** |
| 4 | Applicants will be informed whether his/her application was approved or not. |