



DMA110 Online Course Terms and Conditions

- 1. General information**
- 2. Registration**
- 3. Access**
- 4. Assessments and requirements for successful completion**

1. General Information

All online courses will be presented on an online Moodle Platform found at <http://education.ptcma.org.za/>. These terms and conditions apply specifically to the DMA110 self-study course.

Participants can register and will receive access to the course once they have made payment. The content and assessments will be made available section by section. After each section, there will be a webinar session with Mark Brand to ask questions and give feedback on the course. Assessments will be in an automated MCQ format. Once the participant has completed all the assessments, a certificate of completion will be issued and sent via email.

Some general things to take note of:

- You will need Internet Access in order to participate in this course.
- Adobe Flash Player might need to be installed in order to view some of the content. (Available for free download: <https://get.adobe.com/flashplayer/>)

2. Registration

- a. Registration is open and available
- b. Upon submission of the registration form an invoice will be sent to either the participant or the participant's company, based on the requirements specified on the registration form.

3. Access

- a. Once payment has been received, the participant will receive login details via email which includes access to the course.
- b. Payments will be required as soon as possible after receipt of the invoice. The participant will be responsible for following up on payment.
- c. Access to the course will be terminated one month after the completion of the course.

4. Assessments and requirements for successful completion

- a. A Study Guide with specific information on the course will be sent with the login details.
- b. Assessment:

- i. At the end of the course participants will need to complete a Multiple-Choice questionnaire on the overall content of the course.
- ii. Participants will have only one opportunity to do this questionnaire and will need to achieve a certain mark in order to pass.
- iii. Should the required grade not be achieved, the participant can request a 'rewrite' at the cost of R100. Upon payment, the questionnaire will be reopened for a second attempt.
- iv. Upon successful completion, the participant will receive a certificate of completion within 5 working days (unless completed after 13 December, upon which it will only be issued in mid-January of the following year).

For more information and to register, view our website www.ptcma.org.za