Treasury House
145 Chief Albert Luthuli Street
Pietermaritzburg
3201

P.O Box 3613
Pietermaritzburg 3200
Tel: + 27 (0) 33 897 4216
Fax: + 27 (0) 33 8974455
E-mail:
mduduzi.mpanza@kzntreasury.gov.za

KwaZulu Natal Provincial Treasury

Special Course Request Form

Hardcat Course Request Form (to be filled in by the Requestor)

Name of Requestor ………………………………………………………………

Persal Number ………………………………………………………………

Email ………………………………………………………………

Tel Number ………………………………………………………………

Fax Number ………………………………………………………………..

Department ………………………………………………………………

Region/Service Centre ………………………………………………………………..

No. of officials to be trained ………………………………………………………………

Date of Training (Proposed) ………………………………………………………………..

ABOUT THE COURSE(S)

The modules of Hardcat are split into 5 main courses i.e.: Introduction To Asset Management & Hardcat Overview, Data Capturing , Purchasing and Invoicing, Reports and Barcoding; The first three courses will run over a period of 2 days and the last two run for 1 day each. All candidates will be required to complete a 1-hour theoretical and practical assessment with a passing rate of 80%.

I am requesting the following (tick):

☐ Intro. To Asset Mngt&Hardcat Overview ☐ Data Capturing

☐ Purchasing and Invoicing ☐ Hardcat Reports

☐ Hardcat Asset Audit

MOTIVATION

....

………………………………………………………………………………………………………

List of candidates attached ☐ Yes ☐ No

Signature ......…………………....... Date ……………………….…….

Special Course Request Form

Course Requirements

It is recommended that a candidate be familiar with the Asset Management Practices laid down and they must be able to apply these to the work environment. A candidate must be computer literate with knowledge/ experience working on Microsoft Package and/or BAS/LOGIS etc, upon attending any one of the Hardcat course(s).

Should the candidate be unable to attend for whatever reason, KZN Treasury must be informed. The candidate must submit a letter of cancellation or replacement 2 days before the start date of the course.

A list of candidates who will be attending the course must accompany this form and must be faxed to this number: **0338974455**. The minimum number of candidates who will be attending must be > 8 persons but not more that 15 per session.

Logistics

Training Venue @ Treasury House, 4th Floor Boardroom

Lectures will commence at 08h30 AM daily

No course should start later than 09:00 AM

There will be 1-2 Tea/Coffee breaks of 15 minutes each, depending on the finishing time of the course (tea/coffee will be provided)

Lunch break is 45 Minutes (Students are to arrange for their own meals)

FOR OFFICE PURPOSES ONLY

Course Name   …………………………………………………………………..

Course Duration   …………………………………………………………………..

Proposed Date   …………………………………………………………………..

Venue   …………………………………………………………………..

Approved by   …………………………………………………………………..

Signature of Official   …………………………………………………………………...

Hardcat Training List (Department Name)

Full Names	Surname	Region/Service Centre	ID Number	Persal Number