



Attention: HR / Training Department.

11<sup>th</sup> May 2016

I would like to start out by thanking you for your continued support. Without people like you, we would have not been able to offer the high level of service our clients have come to expect. We have a few exciting developments that have been designed to make your training experience a whole lot easier as well as some new projects that be of great interest to you and your company. I would also like to inform you of some important legislative requirements that you should be aware of.



From our humble beginnings in Port Elizabeth we have kept up with the increasing demand and have expanded into three new cities with training centres in Port Elizabeth, East London, Durban and Mthatha. In addition to that we have also partnered with another training provider in Port Alfred who will offer First Medical Responses courses.

**Important legislative information...** Please have a look and take note of the dates when your company delegates attended our courses as **they do expire**. This is a national norm.

- Certificates for First Aid expire every 3 years.
- Certificates for Basic Fire Fighting expire every 2 years (recently changed by the Department of Labour)
- Certificates for Health and Safety Representative (recommended to renew every 2 years)

If you have any questions as to how many trained staff you need for your company, please feel free to contact us to advise you further.

**Need to schedule some training...?** In our effort to streamline the whole process, we have included an online [calendar](#) to our website, for you to view our available dates and to download our quote inquiry form. Training is generally done at our state of the art facility in Newton Park, but for companies with specific needs or who have larger groups of people (10 or more) our facilitators are also available to conduct the training at your premises.



**You get more than just a certificate...** Unique to FMR, we are proud to introduce our First Aid, Fire and Safety PVC Cards.

We have received numerous queries from our learners that the certificate we issue to the company is withheld from the learner as many companies keep them on file. As a response to this, FMR have come up with a creative and practical solution. All our learners are issued with PVC Cards which is a summary of the certificate contents. There is no additional cost to your company for this service. The PVC card is the same size as a bank card, so learners keep them in their wallets. They are issued when the certificates are released from us. The card also has other vital information such as an emergency contact number for an ambulance. These cards are issued at the discretion of First Medical Response (*the photo displayed is of the front of the card*).

Lastly, we all know that companies who do their annual WSP and ATR submissions can get money back from their respective SETA's for sending staff members on various accredited training courses. Contact us for further information with regards to how that works, we will be glad to assist you.

Kind Regards,  
Shawn Hartzenberg

First Medical Response SETA Registered & Accredited Training Provider

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