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## TRAINING BROCHURE

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# 2023

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## Overview

MiTek Industries SA (Pty) Ltd, a **FP&M SETA** (*Fibre Processing and Manufacturing Sector Education Training Authority*) Accredited Training Provider, specialises in the delivery of skills courses for the development and application of MiTek products and software.

MiTek undertakes to use the workplace as an active learning environment and to provide MiTek customers, wherever possible, with the opportunities to acquire new skills.

The following courses presented:

Course	Regions	Duration
<b>South African Roof Technology (open to the general public)</b>		
○ Introduction to Roof Technology	Online	N/A
<b>Pamir Software (MiTek Licensed customers only)</b>		
○ Introduction to Pamir	Online	N/A
○ Pamir Level 1	Online	N/A
○ Pamir Level 2	Online	N/A
<b>Roof Truss Manufacturing (MiTek Licensed customers only)</b>	maximum 6 delegates per day per course	
○ Roof Truss Manufacturing Environment	All	1 day
○ Saws	All	1 day
○ Jigging	All	1 day

## South African Roof Technology

### Introduction to Roof Technology (Online Course)

<b>Rationale:</b>	This course is designed to assist the candidates with gaining an understanding of concepts in the roofing industry.	
<b>Target Population:</b>	Entry level / Junior estimators.	
<b>Pre-requisites:</b>	<ul style="list-style-type: none"> <li>• Grade 12 / Matric (Mathematics)</li> <li>• 2 months Truss plant experience.</li> </ul>	
<b>Learning Outcomes:</b>	Candidates who have completed this course should be able to demonstrate an understanding of the following concepts:	
	Design Framework	The Theory of Structures
	Design Environment	Loads & Forces
	Structural Material	Bracing
	Roofing Terminology	Measuring Sundry Material
	Framing and understanding of roof geometry	Manufacture and Design of Nail Plated Trusses
	Trigonometry	Erection of Prefabricated Trusses
<b>Duration:</b>	Minimum of 12 accumulated hours online	
<b>Structure:</b>	<p>The course is presented online only, this course is not aligned to any unit standard or qualification structure.</p> <p>A marked assessment exercise will be introduced at the end of the program, the objective of the exercise will be to</p> <p>Allow the candidate to gauge their understanding and identify areas of development.</p> <ul style="list-style-type: none"> <li>• Provide the mentor / plant owner with an understanding of the candidates learning and establish their development path.</li> <li>• Establish a minimum standard for progression to the MiTek Software Courses.</li> </ul>	
<b>Cost:</b>	R 2'000-00 (including VAT) <b>Purchase Order or EFT required</b>	
<b>Bookings:</b>	Email: <a href="mailto:sa-training@mittek.co.za">sa-training@mittek.co.za</a>	

## Pamir Software

### Introduction to Pamir (Online)

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<b>Rationale:</b>	<i>MiTek's new design software creating the advantage for the future, using current, trusted and reliable input methods.</i>
<b>Target Population:</b>	Everyone new to Pamir Software, this includes new estimators and existing 20/20 designers and estimators irrespective of level or experience.
<b>Pre-requisites:</b>	Grade 12 / Matric Mathematics
<b>Learning Outcomes:</b>	This course will highlight the advantages of PAMIR and help you getting started, once you have the software installed.
<b>Duration:</b>	Minimum of 1 accumulated hour online
<b>Structure:</b>	This course is not aligned to any unit standard or qualification structure. This course is a pre-requisite for the Pamir Level 1 course.
<b>Cost:</b>	FREE
<b>Bookings:</b>	Email: <a href="mailto:sa-training@mitek.co.za">sa-training@mitek.co.za</a>

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**Pamir Level 1 (Online)**

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<b>Rationale:</b>	This course is designed to assist the candidates with developing their understanding of the application of intermediate design concepts and engineering analysis using the Pamir Software to design roof structures.
<b>Target Population:</b>	Estimators and Designers working with Pamir
<b>Pre-requisites:</b>	Grade 12 / Matric (Mathematics) Introduction to Roof Technology Course or similar completed. Introduction to Pamir (Online) Course completed.
<b>Learning Outcomes:</b>	By the end of the training course, candidates will: <ul style="list-style-type: none"><li>• Be able to create and open Pamir jobs from MBA.</li><li>• Understand the essential elements of the Pamir program.</li><li>• Be able to use drawing tools to create and modify buildings with attached roof structures.</li><li>• Be able to design and modify the trusses associated with those roof structures.</li><li>• Be able to apply and modify ancillary items.</li><li>• Be able to create output drawing in a range of formats.</li><li>• Be able to export data from Pamir for use by MBA and other programs.</li></ul>
<b>Duration:</b>	n/a
<b>Structure:</b>	All Pamir courses are not aligned to any unit standard or qualification structure. The objective of the courses will be to <ul style="list-style-type: none"><li>• Allow the candidate to gauge their understanding and identify areas of development.</li><li>• Provide the company with an understanding of the candidate's learning.</li><li>• Establish a minimum standard.</li></ul> <p>This program includes learner exercises that are provided for post-completion and submission, with a 4-hour assessment.</p>
<b>Cost:</b>	R 500-00 (including VAT) <b>Purchase Order or EFT required.</b>
<b>Bookings:</b>	Email: <a href="mailto:sa-training@mittek.co.za">sa-training@mittek.co.za</a>

## Pamir Level 2 (Online)

<b>Rationale:</b>	This course is designed to assist the candidates with developing their understanding of the application of intermediate and advanced design concepts and engineering analysis using the Pamir Software for the design of roof structures.
<b>Target Population:</b>	Estimators and Designers working with Pamir and has at least 6 months experience on Pamir Level 1.
<b>Pre-requisites:</b>	Grade 12 / Matric (Mathematics) Introduction to Roof Technology Course or similar completed. Introduction to Pamir (Online) Course completed. Pamir Level 1 completed. Workplace application on Pamir Level 1 for at least 6 months.
<b>Learning Outcomes:</b>	By the end of the training course candidates will have covered the following modules: <ul style="list-style-type: none"> <li>• Understanding and Analysing Trusses.</li> <li>• Walls: Curved, Fire and Multi Storey.</li> <li>• Surfaces: Polynesian Surfaces, Skew Girder Alternative, Bowstring Roof, Feature Valley.</li> <li>• Frames – Hips: Unequal Poly Hip Roof, Cantilever Hip, Hip over Valley with Support Beam</li> <li>• Frames – Rafters: With center parallel Girder, Rafter Bearing Roof.</li> <li>• Frames – Specialist Roofs: Attic with features, Clerestory Roof, Box Gutter Roof, Horizontal Multipart.</li> </ul>
<b>Duration:</b>	n/a
<b>Structure:</b>	All Pamir courses are not aligned to any unit standard or qualification structure. The objective of the courses will be to <ul style="list-style-type: none"> <li>• Allow the candidate to gauge their understanding and identify areas of development.</li> <li>• Provide the company with an understanding of the candidate's learning.</li> <li>• Establish a minimum standard.</li> </ul>
<b>Cost:</b>	R 500-00 (including VAT) <b>Purchase Order or EFT required.</b>
<b>Bookings:</b>	Email: <a href="mailto:sa-training@mitek.co.za">sa-training@mitek.co.za</a>

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## Roof Truss Manufacturing

### Roof Truss Manufacturing Environment

<b>Rationale</b>	This course will enable people to demonstrate an understanding of the timber roof truss manufacturing environment, whilst adhering to other agreed standards pertaining to performance, safety, quality, and good environment.	
<b>Target Population</b>	Manufacturing staff	
<b>Pre-requisites</b>	<ul style="list-style-type: none"> <li>Mathematical and communication skills NQF Level 1.</li> <li>Exposure to basic activities of the timber roof truss manufacturing process and procedures of the relevant workplace.</li> <li>Exposure to health and safety measures equivalent to NQF level 1 requirements.</li> </ul>	
<b>Learning Time</b>	<ul style="list-style-type: none"> <li>8 Hours</li> </ul>	
<b>Learning Outcomes:</b>	<p>Candidates who have completed this course should be able to demonstrate an understanding of the following concepts:</p> <ul style="list-style-type: none"> <li>Industry Terminology</li> <li>Materials and Equipment</li> <li>Roof Truss Production Flow</li> <li>Manufacturing Documents &amp; Recordkeeping</li> </ul>	
<b>Structure:</b>	<p>Formal Learning Course – Theory (1 day)</p> <p>Assessment only after a minimum 3-month period of workplace application</p>	A candidate guide will be given to all candidates with exercises for completion during the course
<b>Duration:</b>	<p>Course: 1 Day</p> <p>Assessment: 1 Day</p>	
<b>Cost:</b>	<p>R1,000 / course day (VAT Inc)</p> <p>R1,000 / assessment day (VAT Inc)</p>	<p><b>Onsite Training / Assessment:</b></p> <p><b>Maximum of 6 candidates per day</b></p> <p><i>Trainer's Travelling and accommodation costs will be for the customer's account</i></p>
<b>Bookings:</b>	Email: <a href="mailto:sa-training@mittek.co.za">sa-training@mittek.co.za</a>	

## Saws

<b>Rationale</b>	This course will enable candidates to cut and prepare materials for use in truss manufacturing.	
<b>Target Population</b>	Saw Operators	
<b>Pre-requisites</b>	<ul style="list-style-type: none"> <li>Mathematical and communication skills NQF Level 2.</li> <li>Exposure to basic activities of the timber roof truss manufacturing process and procedures of the relevant workplace.</li> <li>Exposure to health and safety measures equivalent to NQF level 2 requirements.</li> <li>Knowledge of housekeeping principles</li> </ul>	
<b>Learning Time</b>	<ul style="list-style-type: none"> <li>8 Hours</li> </ul>	
<b>Learning Outcomes</b>	<p>Candidates who have completed this course should be able to demonstrate an understanding of the following concepts:</p> <ul style="list-style-type: none"> <li>Equipment Specification</li> <li>Material Selection</li> <li>Calibration &amp; Saw Setup</li> <li>Cut timber</li> </ul>	
<b>Structure:</b>	<p>Formal Learning Course – Theory (1 day)</p> <p>Assessment only after a minimum 3-month period of workplace application</p>	A candidate guide will be given to all candidates with exercises for completion during the course
<b>Duration:</b>	<p>Course: 1 Day</p> <p>Assessment: 1 Day</p>	
<b>Cost:</b>	<p>R1,000 / course day (VAT Inc)</p> <p>R1,000 / assessment day (VAT Inc)</p>	<p><b>Onsite Training / Assessment:</b></p> <p><b>Maximum of 6 candidates per day</b></p> <p><i>Trainer's Travelling and accommodation costs will be for the customer's account</i></p>
<b>Bookings:</b>	Email: <a href="mailto:sa-training@mittek.co.za">sa-training@mittek.co.za</a>	

## Jigging

<b>Rationale</b>	This course will enable candidates to assemble and manufacture nail-plated timber roof trusses pertaining to good performance, quality and safe environment.	
<b>Target Population</b>	Jigging Operators	
<b>Pre-requisites</b>	<ul style="list-style-type: none"> <li>Mathematical and communication skills NQF Level 2.</li> <li>Exposure to basic activities of the timber roof truss manufacturing process and procedures of the relevant workplace.</li> <li>Exposure to health and safety measures equivalent to NQF level 2 requirements.</li> <li>Knowledge of housekeeping principles</li> </ul>	
<b>Learning Time</b>	<ul style="list-style-type: none"> <li>8 Hours</li> </ul>	
<b>Learning Outcomes</b>	<p>Candidates who have completed this course should be able to demonstrate an understanding of the following concepts:</p> <ul style="list-style-type: none"> <li>Jigging Specification</li> <li>Jigging Material Selection</li> <li>Jigging Setup</li> <li>Assembly</li> </ul>	
<b>Structure:</b>	<p>Formal Learning Course – Theory (1 day)</p> <p>Assessment only after a minimum 3-month period of workplace application</p>	A candidate guide will be given to all candidates with exercises for completion during the course
<b>Duration:</b>	<p>Course: 1 Day</p> <p>Assessment: 1 Day</p>	
<b>Cost:</b>	<p>R1,000 / course day (VAT Inc)</p> <p>R1,000 / assessment day (VAT Inc)</p>	<p><b>Onsite Training / Assessment:</b></p> <p><b>Maximum of 6 candidates per day</b></p> <p><i>Trainer's Travelling and accommodation costs will be for the customer's account</i></p>
<b>Bookings:</b>	Email: <a href="mailto:sa-training@mitek.co.za">sa-training@mitek.co.za</a>	

## Training Administration

### Program Admission

Candidates who wish to attend MiTek courses ***must*** adhere to the prerequisite requirements as set out per selected course. ***No Exceptions.***

### What you need to bring with you

Each delegate will be required to bring the following items:

#### ***Manufacturing Training (onsite)***

- *Availability of equipment for training.*
- *Personal Protective Equipment (PPE).*

## Certificates

On successful completion of the assessments, the candidate will receive either a "Certificate of Completion" (software training) or a "Certificate of Competence" (manufacture training).

**Please note:**

***Certificates are only an indication of the candidate's ability on the specified Course completed, and DO NOT certify the candidate as either a competent Estimator or a competent Designer.***

## Fast Tracking of Candidates

In the fast-paced business world of today, truss plants need to get their Estimators and Designers up to speed in the shortest period with the design software.

MiTek has identified and understand this need and ALL our courses, except Manufacturing courses, are ONLINE, giving candidates the opportunity to set their own pace.

The risks involved in fast tracking not being easily quantifiable, MiTek cannot recommend NOR endorse fast tracking.

The RECOMMENDED time to complete our Courses will be one (1) course every six (6) months, any time shorter/faster than this will be fast tracking.

Fast-tracking is and stays the candidate's decision, AND MiTek CANNOT be held responsible for the quality of the knowledge gained or lack thereof.

## **IMPORTANT:**

***MiTek does NOT recommend NOR endorse any Fast Tracking through any of our courses.***

**Please confirm that you comply with the pre-requisites for attendance of the relevant courses:**

- ☐ 1. Own PC or Laptop with MiTek Software installed. (Required) ☐ 4. A minimum of 2 months of exposure to the Roofing Industry.
- ☐ 2. Basic use of the MiTek Software (2 months at least) and Computer literacy. ☐ 5. Successfully completed previous courses. (Proof to be attached)
- ☐ 3. Successfully completed the MiTek IRT course or similar qualification. (Proof to be attached)
- (A Delegate can be assessed by taking the Roof Knowledge Questionnaire to prove prior learning if point 3 cannot be confirmed)

**DELEGATE INFORMATION FORM**

Company Name			
Title		Job Title	
Full Name		Preferred Name	
Surname		Mobile	
Date of Birth		Telephone	
ID / Passport No.			
Email (required)			
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> N/A	Race:	<input type="checkbox"/> African <input type="checkbox"/> Coloured <input type="checkbox"/> Indian <input type="checkbox"/> White <input type="checkbox"/> Other <input type="checkbox"/> N/A
Manager			

**COMPANY ADDRESS FOR INVOICING PURPOSES**

Company Name			
VAT Reg. number			
Contact Person			
Telephone		Mobile	
Email:			
Physical Address:		Postal Address:	

**BOOKING DETAILS**

Course Description	Cost (Incl. VAT)	Purchase Order Number
<input type="checkbox"/> Introduction to Roof Technology (IRT) <sup>4.</sup>	R 2000-00	Required
<input type="checkbox"/> Introduction to Pamir Software <sup>1. 2. 3. 4. 5.</sup>	FREE	N/A
<input type="checkbox"/> Pamir Level 1 <sup>1. 2. 3. 4. 5.</sup>	R 500-00	Required
<input type="checkbox"/> Pamir Level 2 <sup>1. 2. 3. 4. 5.</sup>	R 500-00	Required

**Manufacturing Training (maximum 6 delegates per day per course)**

<input type="checkbox"/> Roof Manufacturing Environment (RME)	1 day	R 1000-00	Required
<input type="checkbox"/> Saws	1 day	R 1000-00	Required
<input type="checkbox"/> Jigging	1 day	R 1000-00	Required
<input type="checkbox"/> RME / Saws / Jigging Assessment	1 day	R 1000-00	Required

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby accept the Training Terms & Conditions as set out on page 16 of the MiTek Training Brochure.

### Pricelist

Software Training (Online)		Cost incl. VAT	Purchase Order or EFT required
Introduction to Roof Technology (IRT)	Online	R 2000-00	
Pamir Level 1	Online	R 500-00	
Pamir Level 2	Online	R 500-00	
Manufacturing Training (maximum 6 delegates per day per course)			
Training will be presented as per the requirements of the customer at their nominated date and venue.			
Manufacturing: Roof Truss Manufacturing Environment	1 day	R 1000-00	Purchase Order required
Manufacturing: Saws	1 day	R 1000-00	
Manufacturing: Jigging	1 day	R 1000-00	
Manufacturing: Assessment	1 day	R 1000-00	

### MiTek Banking Details:

Standard Bank – Midrand  
Account number – 202456420  
Branch Code – 001155  
VAT number - 4370101505

## Training Terms & Conditions

1. Confirmation of Bookings
  - 1.1. Once a Booking Request Form has been completed and submitted by the client, MiTek Industries SA (Pty) Ltd. will send a Course Confirmation Form to the client. This form will contain the relevant course information required for registration, attendance and payment.
2. Payment Terms
  - 2.1. Payment of course fees to be submitted to MiTek Industries SA (Pty) Ltd.
3. Excluded from Pricing
  - 3.1. All pricing is exclusive of travelling, accommodation and subsistence allowances.
4. Registration and course attendance
  - 4.1. Registration takes place at 7:50. Delegates are to complete the Attendance Register each morning on arrival.
  - 4.2. **Training starts promptly at 8:00 and finishes at 16:00.** These times may be extended due to customised courses or by special arrangement.
  - 4.3. Delegates may not be accompanied by anybody, with the exception of delegates who are physically or otherwise impaired and/or where prior arrangements have been made.
5. Re-scheduling of courses
  - 5.1. MiTek Industries SA (Pty) Ltd. reserves the right to reschedule, cancel or change the venue of courses at its discretion. Should this be the case, the client will be advised at least two working days in advance via fax / email and telephonically.
  - 5.2. MiTek Industries SA (Pty) Ltd. cannot be held responsible should a delegate:
    - 5.2.1. be booked on the wrong course by the Client or an authorised employee;
    - 5.2.2. be on an inappropriate level or version;
    - 5.2.3. not have the required pre-requisites as stated in the relevant course outlines.
6. **Course Cancellations**
  - 6.1. **All cancellations are to be received in writing by MiTek Industries SA (Pty) Ltd.**
  - 6.2. **Where cancellations are received 3 working days or less prior to the course, a fee of R 500-00 will be charged.**
  - 6.3. **Delegates not arriving for a course will be charged a cancellation fee of R 1000-00.**
  - 6.4. **Cancellations received more than 3 working days prior to the course will not be charged.**
  - 6.5. **Cancellation fees will be waived if an approved alternative delegate attend.**
  - 6.6. **Refunds of any monies resulting from the above must be applied for in writing and will be at the executives' discretion only.**
7. Re-attendance of Courses
  - 7.1. Based on the discretion of MiTek Industries SA (Pty) Ltd., a delegate may re-attend a course for examination purposes.
  - 7.2. The delegate must bring the original manual along for re-attendance. In the event of this not happening, an additional fee will be charged for manuals and course material reissued to the delegate where this is possible and at management's discretion.
  - 7.3. MiTek Industries SA (Pty) Ltd. reserves the right to limit the number of delegates who re-attend a specific course. This is also based on availability of seats and subject to a minimum number of delegates per course.
8. Delegate's Responsibilities
  - 8.1. MiTek Industries SA (Pty) Ltd. reserves the right to exclude delegates from attending a course due to disorderly conduct. No offensive or discriminatory language and/ or behaviour will be tolerated.
  - 8.2. MiTek Industries SA (Pty) Ltd. reserves the right to exclude delegates from attending a particular course due to pre-requisites not being met. Refer to the pre-requisites on our course outlines.
  - 8.3. MiTek Industries SA (Pty) Ltd. reserves the right to exclude delegates from attending a particular course should a delegate arrive late.  
**The cut-off time is 30 minutes after training has commenced on all training days, unless an arrangement for exceptional cases has been made with management beforehand. This is to avoid disrupting the class.**
  - 8.4. MiTek Industries SA (Pty) Ltd. cannot be held responsible where negligent behavior has resulted in loss or damage to the property of the delegate.
  - 8.5. It is the delegate's responsibility to ensure that the correct course and version is attended. The same applies for examinations written.
  - 8.6. Delegates are encouraged to immediately discuss any problems with the lecturer / operations manager / branch manager / operations executive. Should this request not be handled satisfactorily, please forward the details to the Technical Services Manager, MiTek Industries SA (Pty) Ltd.
9. Housekeeping Rules
  - 9.1. Messages will be forwarded to the delegates where possible. Please try to limit these as well as the duration of follow-ups.
  - 9.2. Smoking will only be allowed outside in designated smoking areas.
  - 9.3. Cellular phones are to be switched off during training hours. If permission has been granted beforehand, a delegate will be allowed (in exceptional cases) to leave the cell phone on during training – calls to be taken outside the classroom.
  - 9.4. Valuables (including course material) should be secured at all times.
10. Course Material
  - 10.1. Reference material and/or training manuals may not be copied or duplicated under any circumstances.
  - 10.2. Manuals and course material given to delegates attending courses are subject to copyright laws and as such may under no circumstances be copied or distributed without the express written permission of the copyright holder or author.
11. Examinations
  - 11.1. Every effort is made to provide our delegates with a high-quality learning experience and to assist them in examination preparation. However, MiTek Industries SA (Pty) Ltd. cannot guarantee that a delegate will pass an examination and cannot be held responsible in this regard. MiTek Industries SA (Pty) Ltd. cannot be held responsible for conditions beyond its control such as, Service Providers not downloading the correct software or Telecommunication line problems etc.
12. Annual Price Review
  - 12.1. Annual price review - MiTek Industries SA (Pty) Ltd. reviews its pricing annually during December of every year and hereby reserves the right to implement new price lists effective from 1 January each year. Ad hoc price increases due to exchange rate fluctuation and Service Provider cost changes will be passed on as and when applicable.
13. Exchange Rate Fluctuations
  - 13.1. MiTek Industries SA (Pty) Ltd. reserves the right to change its pricing caused by exchange rate fluctuations where these materially affect the price of services, exam or course offerings.
14. Disclaimer
  - 14.1. Presentation and/or attendance of courses and/or examinations are subject to these Standard Terms and Conditions, which exclude liability for loss of or damage to any person(s) and /or property, whether or not such loss and/or damage has been caused by any negligence of MiTek Industries SA (Pty) Ltd, its employees, agents, partners, representatives, service providers and/or sub-contractors.