



Company Name: Polygraph Academy (PTY) Ltd
Registration Number: 2015/210778/07
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SHORT COURSE ENROLMENT APPLICATION:

SHORT COURSE NO: TITLE: _____
DATES: From _____ to _____ 2020

Kindly complete the enrolment form with all the relevant information. Kindly take note of the following minimum requirements, terms and conditions for enrolment with the Polygraph Academy. Failing to comply and agree with any of the above might disqualify the candidate from enrolling with the Polygraph Academy and/or continuing with the Polygraph training. Signing the application form confirms agreement and adherence to the following:

1. All candidates will complete an Academy Application form and submit it with a shortened CV, proof of qualifications, copy of ID and photo.
2. Candidates must be computer literate at a basic to intermediate user level in Microsoft Windows and Office.
3. Candidates must supply their own laptop with licenced software, camera, microphone and Polygraph System. The Academy can assist and advise.
4. Candidates must have no criminal record. By signing the application form the candidate grants the Polygraph Academy permission to conduct a criminal record, reference check and background check on the candidate (including financial checks in line with the NCA).
5. Candidates must be free of substance dependency.
6. Candidates will confirm that they give permission to the Polygraph Academy to collect and process personal information in line with POPI Act.
7. Candidate must be person of integrity with excellent character and reputation (confirmed by CV references).
8. The candidate will be expected to attend and participate in and pass every module presented during the course period. Should the candidate fail a module the second time, the candidate will be released from the program and may attend the following program free of charge once only.
9. Accommodation is for the candidate account and arrangement.
10. No refund will be considered within seven days of commencement of training. Before this period, the Polygraph Academy may consider a request for pro rata refund for reasons out of the candidates control or incapacity, solely at the discretion of management.
11. Final enrolment at The Polygraph Academy will only be confirmed once the candidate has paid 50% of the course fee into the Polygraph Academy's bank account. The balance of the course fee must be paid seven days before the course start. Proof of payment is not enough. The money must show in the account.
12. Candidates should have no medical, physical or mental condition, or any other constraint that could prevent a candidate from successful completion of the training.

Personal Information:

Full names and surname: _____

Identity number _____ Marital status: _____

Criminal convictions: YES / NO if yes supply detail _____

Dependants: _____

Residential address: _____

Postal address: _____

Email address: _____ Cell Number: _____

Do you have any physical, mental, medical or any other condition or circumstance that may affect your ability to practice as a Polygraph Examiner or complete the training? YES / NO. If yes supply details:

Current Employment:

Company name: _____

Company address (Physical): _____

Current position: _____

Current field of employment: _____

If company pay give details of contact person Name, title, email and cell number:

Education and Experience:

Highest qualification: (Institution obtained and year): _____

Do you have any work experience in Crime Investigation, law, psychology, criminology or any other forensic expertise? YES / NO. If yes supply details:

DECLARATION:

I hereby confirm that I have read and understand the requirements and qualify in accordance with requirements stated in this document. I commit to the requirements, policies and standards set out in this application form. I further declare that I have supplied The Polygraph Academy with all the relevant information and that I understand that if any of the information is false it will disqualify me from enrolment. I also hereby give The Polygraph Academy permission to conduct a polygraph test to verify the truthfulness of the information supplied by me. I give permission to the polygraph Academy to collect and process personal information as defined in the POPI Act for the purpose of administering the program, legally required reporting and background checks.

Signed by me (Full names and surname) _____

on this _____ day of _____ 2020.

Signature: _____

Witness signature: _____

POLYGRAPH ACADEMY POLICIES AND STANDARDS OF PRACTICE

1. **Commencement of program.** The program may continue on the advertised date when a minimum of eight candidates have enrolled and paid their deposits. Should the minimum number of candidates not enrol in time or pay the full fee within the first week of the program, Academy Management reserve the right to postpone the programme to a later date to allow for sufficient candidate enrolment. The candidate will have a choice to be refunded or attend at the later date. No fee increases will be applicable to such a candidate for 12 months.
2. **Termination of training.** Academy Management reserves the right to terminate training of any learner solely at the discretion of Academy Management should it be deemed that a candidate may not be successful in the completion of the program, or as polygraph examiner based on observation of theoretical and practical performance as well as general behaviour and attitude in order to protect the learner as well as the professionalism of the Polygraph Examiner community.
3. **Certification.** Certification may be withdrawn at any time completion of a program, solely at the discretion of Academy Management, based on observation or report of practical performance as well as general behaviour and attitude in order to protect the reputation of the Academy and the Polygraph Examiner community.
4. **Leave.** Leave will only be granted for personal reasons for a maximum of three days of the basic examiners course. No leave will be granted for short courses.
5. **Absence with permission.** Absent with permission is absence due to illness, death in immediate family or other unavoidable circumstances. The Academy must be informed of such absences as soon as practically possible and back it up with documentation if requested by Academy Management. Three absences without permission in a month may result in dismissal. Missing 10% of a course due to absence with or without permission will lead to dismissal without repayment.
6. **Time management.** Any student that displays tardiness by being absent at start of a scheduled session, late for a field examination or late handing in assignments, may be dismissed after three such incidents.
7. **Assessment.** Students will be required to do theory and practical assessments as well as a final integrated practical and verbal assessment. All theory assessments require a 75% pass mark. All practical assessments will be marked competent or not yet competent. A student has two chances to pass any theory or practical assessment. Failure to pass the second time may result in the dismissal of the student. The student will have one chance to attend the module in the following program, at cost price, to attempt to pass the module. Academy Management may allow a student a third attempt at their sole discretion where mitigating circumstances are found.
8. **Dress.** Students will dress in comfortable attire for course attendance. Academy staff will guide students in the dress code for field examinations.
9. **Accommodation and transport.** All accommodation and transport costs and arrangements are the responsibility of the student.
10. **Standards of Practice.** Academy students and graduates are required to adhere to the standards of practice and ethical guidelines of the Academy and PEAL.
11. **All candidates will commit to the following behavioural commitments:**
 - Confidentiality - what happens in the program stay in the program. We do however take the learning with us.
 - Reality - be in touch with actual situation (keeping it real) and be authentic.
 - Preparation - pro-actively and completely deliver individual and team tasks on time.
 - Engagement - maximum, active and committed participation individually and as a team.
 - Humour - laugh and have fun with the team in an open minded and constructive (positive, building up) manner.
 - Respect - treat each other with dignity, with due consideration for individual uniqueness.
 - Learning mindset - adopts and display a teachable attitude, be inquisitive and open to positive influences in team.
 - Brutal honesty with care- express facts and emotions in a candid, sensitive, considerate manner.
 - Reflection - critical thinking and sharing about experiences and learnings before and after you speak or do.
 - Results focus - consistently achieving planned objectives and targets on time.