



First Aid Training Request Form

ORGANISATION INFORMATION/ BILLING ADDRESS

Company/Office/Organisation Name:			
Address:			
Contact Person Details	Name	Designation	
	Tel:	Mobile:	Fax:
	Email:		

	Training type	Training Hours	MVR per head
	Standard First Aid	3 days (21hrs)	1,500.00
	Practical First Aid	2 days (14 hrs)	1,000.00
	Basic First Aid	1 Day (07 hrs)	650.00
	CPR training	0.3 days (03 hrs)	300.00
	*EBLS	0.5 days (05 hrs)	300.00
	Standard First Aid + AED	3.5 days (25hrs)	2000.00
	Practical First Aid + AED	2.5 days (18 hrs)	1499.00
	Basic First Aid + AED	1.5 Day (11 hrs)	1100.00
	EBLS + AED	1 day (07 hrs)	800.00
	AED training	0.5 days (05 hrs)	500.00
	BFA Annual Refresher	0.3 days (03 hrs)	292.50
	PFA Annual Refresher	0.5 days (05 hrs)	449.55
	SFA Annual Refresher	1 day (07 hrs)	675.00
	BFA + AED Annual Refresher	0.5 days (05 hrs)	495.00
	PFA + AED Annual Refresher	1 day (07 hrs)	674.00
	SFA + AED Annual Refresher	1.3 days (10 hrs)	900.00

* Emergency Basic Life Support

Please refer to the attached course contents for the type of training required or contact the coordinator for guidance.

Date and Time of Training Details :		Traveling Details: (If out of Male')	
Date:		Date:	
Time:		Time:	
Venue of training:		Location of departure:	
Number of participants: (Minimum 15 and Maximum 25)			
Preferred language:		Dhivehi	English

TERMS & CONDITIONS

1. Following will be provided by the training organization;
 - a. Qualified First Aid Trainers*
 - b. Technical equipment (CPR Mannequins, bandages, splints, presentations etc.)
*The Maldivian Red Crescent follows the Red Cross and Red Crescent Standards
2. Following facilities to be provided by the requesting organization.
 - a) Training venue (Training room [**min 500sq ft**, tiled] with access to toilet facilities)
 - b) Training equipment (VGA projector and screen or white wall, flipchart stand, basic stationary [paper, pens/pencils] for trainees.)
 - c) Meals and refreshments (Lunch and 2 tea breaks per day for trainees & trainers, depending on the timings – no meals/refreshment is required for trainings less than 4 hours)
 - d) Water (2 cases [24x500ml bottles] per day)
 - e) **If the training is to be conducted out of Male’, appropriate transportation shall be provided and details should be shared 1 week prior to the training date unless it is Sea Plan transfer**
 - f) **Accommodation for trainers should be in Guest accommodation or from senior staff accommodation but should not mix with staff.**
3. **It is preferred all participants to be of similar educational standard and speaks the same language.**
4. **Once the training is completed, a list of all participants with their NIC (for Maldivians) or passport number. (For expatriate), email address and contact number should be provided.**
5. **Certificates will be delivered once the payment is settled.**
6. Cost includes training and certificates. Minimum of 15 participants will be charged per training. Maximum number of participants per training is 25.
7. **MRC should receive training request forms one week prior to the training date. Participant list should be shared via email upon completion and for First Aid Refresher trainings, Original certificate should be sent after the training.**
8. Once the **First Aid Refresher** training is completed, certificate of the qualified participants will be stamped by the assessing trainer and returned back. For any certificate replacement a 50/- MVR will be charged.
9. All charges shall be payable to “Maldivian Red Crescent”.
10. Trainees qualified from Maldivian Red Crescent’s should undergo a First Aid Session every year as an Annual Refresher to validate the certificate for the next year.
11. **The client must inform MRC three (3) days in advance of any deferment to a confirmed scheduled training. If the client fails to do so, MRC will invoice the client a singular compensatory fee of MRV 3000.**
12. **In case the MRC trainers could not return back to Male’ on the pre-agreed date, an additional compensatory payment of MVR 2000 shall be invoiced to the client. This fee is applicable to every extra day delayed beyond the pre-agreed return date. A delay is considered past 12AM of the pre-agreed date and every extra day delayed beyond the pre-agreed return date.**

HAVE AGREED TO THE "TERMS & CONDITIONS" ABOVE				Company Stamp	
Name:					
Designation:					
Date and Signature					
For further information please contact:					
First Aid Officer					
Maldivian Red Crescent		Tel:	+960 3341009	Fax:	+960 3347009
Mobile No.	+960 9906732	Email:	info@redscrescent.org.mv		

