



Arctipoint (Pty) Ltd Reg No 2016/529416/07  
Trading as CIVIL DESIGNER SOUTH AFRICA

## CIVIL DESIGNER TRAINING RESERVATION FORM – ALL REGIONS & INTERNATIONAL

### FAX OR EMAIL THIS FORM TO THE OFFICE BELOW THAT COVERS YOUR REGION:

- Please complete one form for each individual sent for training and FAX or EMAIL it to the Knowledge Base office that focuses on your region.

OFFICE	REGIONS COVERED	CONTACT NUMBERS	TRAINING COORDINATOR
CAPE TOWN (HQ):	Western Cape, Eastern Cape, <b>Namibia &amp; INTERNATIONAL</b>	<b>Tel:</b> +27 21 701 1850 <b>Fax:</b> +27 21 701 1822	<a href="mailto:shantell@knowbase.co.za">shantell@knowbase.co.za</a> (CPT and International)
JOHANNESBURG:	Gauteng, Limpopo, North West Province & <b>Botswana</b>	<b>Tel:</b> (011) 675 3959 <b>Fax:</b> (011) 675 3958	<a href="mailto:nalini@civildesigner.com">nalini@civildesigner.com</a> (JHB and DBN office)
DURBAN:	Kwa-Zulu Natal, Free State, Mpumalanga, <b>Swaziland, Lesotho &amp; Zimbabwe</b>	<b>Tel:</b> (031) 566 3323 <b>Fax:</b> (031) 566 3326	<a href="mailto:nalini@civildesigner.com">nalini@civildesigner.com</a> (JHB and DBN office)

### FILL OUT DETAILS OF INDIVIDUAL TO BE TRAINED:

FULL NAME:		TITLE:	(MR / MRS / MISS)
EMAIL:		MOBILE N <sup>o</sup> :	
WORK N <sup>o</sup> :		FAX N <sup>o</sup> :	
COMPANY:		POSITION:	
BRANCH/DEPT:			

### SELECT WHICH COURSE(S) YOU WISH TO ATTEND AND PREFERRED DATES:

CIVIL DESIGNER COURSES:	- Tick Courses -	COST (Ex VAT)	PREFERRED DATES:
DESIGN CENTRE		Contact our office	
SURVEY & TERRAIN		Contact our office	
ROADS & ROADS STRINGS		Contact our office	
ADVANCED ROADS		Contact our office	
SEWER		Contact our office	
STORMWATER		Contact our office	

WATER		Contact our office	
TURN		Contact our office	

### SELECT PREFERRED LOCATION TO DO TRAINING

Please mark where you would like your training to be done. It can be done at one of our offices in Cape Town, Johannesburg or Durban. Alternatively we will hire a training venue in your area, or we can conduct specialized in-house training for local and international clients.

<b>CAPE TOWN (HEAD OFFICE)</b> South Africa		<b>BLOEMFONTEIN</b> South Africa	
<b>JOHANNESBURG OFFICE</b> South Africa		<b>NELSPRUIT</b> South Africa	
<b>DURBAN OFFICE</b> South Africa		<b>WINDHOEK</b> Namibia	
<b>PORT ELIZABETH</b> South Africa		<b>IN-HOUSE (Local)</b> South Africa	
<b>EAST LONDON</b> South Africa		<b>IN-HOUSE (International)</b> For International Clients	

### AUTHORISATION SIGNATURE REQUIRED

ORDER NUMBER:		DATE:	
SUPERVISOR'S EMAIL ADDRESS:		SUPERVISOR'S NAME:	
SUPERVISOR'S DESIGNATION (position in company):		AUTHORISED SIGNATURE:	

### PLEASE NOTE:

- ◆ On receipt of the above Reservation Form, a place on the course will be reserved for you. An invoice, training schedule and directions will be emailed to you. Once payment has been received, your booking will be confirmed.
- ◆ A fee of 100% of the training costs will be levied if cancellation occurs a week before the course and 50% if two weeks before the course is due to take place.
- ◆ Should you fall ill, kindly fax a medical certificate to us. Your fee will be credited to a future training course for you.
- ◆ Knowledge Base reserves the right to reschedule a course due to insufficient attendees. Should this occur and payment has already been made, you can either receive a refund or have a credit for a future training course.

### OUR BANKING DETAILS

<b>Banking Details:</b>	Arctipoint (Pty) Ltd t/a Civil Designer South Africa
<b>Bank:</b>	Standard Bank
<b>Branch:</b>	Constantia
<b>Branch code:</b>	051001
<b>Account Number:</b>	202113485

**PLEASE USE THE PROFORMA INVOICE OR INVOICE NUMBER AS A REFERENCE WHEN MAKING PAYMENT.**



## A world of potential in your hands

To realize visions, exceptional engineers take advantage of integrated design tools of world-class excellence... Civil Designer will help you to **go beyond expectations.**

### WE OFFER THE FOLLOWING TYPES OF TRAINING:

**OUTCOMES BASED TRAINING:** Comprehensive and generic training at one of our venues with all necessary equipment, refreshments and lunch provided. The class will be a maximum of 8 delegates. The courses run from 08h30 to 16h30. Exercises are integrated into the learning schedule and a comprehensive evaluation of each delegate is presented on completion of the training. Each student will receive a Certificate of Competence which will indicate their attendance and results of their efforts.

**PROJECT BASED TRAINING:** Our national training managers have worked on many diverse projects in the design industry and can assist you and train your team on the software for your current projects. Costs vary depending on requirements.

**IN-HOUSE TRAINING & INTERNATIONAL TRAINING:** We come to you and conduct training in your offices. You supply the venue and computers. We supply the software, trainer, training manuals and data projector.

### TRAINING COURSE CONTENT

Have a look at the following schedules which describe some of the functionality that will be covered on the courses:

DESIGN CENTRE (2 DAYS – 2 CPD POINTS)		
Keyboard Shortcuts (Accelerator Keys)	Display Commands	Adding Background Drawings
ASCII Control Characters	Object Snaps	Plotting and Creating Sheetfiles
WGS84 - World Geodetic System 1984	Editing Objects	Dynamic Sheet Files
The Screen Layout	Annotation Functions	External Drawing Reference (XREF)
Global Settings & Creating Drawing Template Files	Starting a New Drawing / Project	Multiple Viewport Plots
Creating a New Drawing	Triangulation	Printing
Drawing Functions	Contouring & Annotation	

*\*Completion of Design Centre 2011 or later is a prerequisite for all other modules.*

<b>SURVEY &amp; TERRAIN (1 DAY – 1 CPD POINT)</b>		
Keyboard Shortcuts Or Accelerator Key Definition	Option Settings	Advanced Strings
Ascii Control Characters	Visualisation	Drainage Utilities
WGS84 - World Geodatic System 1984	Terraces	
Starting A New Drawing / Project Drawing Settings	Creating A Terrace Using Strings	

<b>ROADS &amp; ROADS STRINGS (2 DAYS – 2 CPD POINTS)</b>		
Keyboard Shortcuts Or Accelerator Key Definition	Edge Levels and Lane Widths	Cul de Sacs (Establishing, Extending Horizontal Alignment, Adding)
Ascii Control Characters	Visualisation	Intersection Design
Starting a new Drawing / Project	Calculating Quantities	Roundabout Design
Setting Up Design Criteria	Using the Road Index	Junction verification
Horizontal Alignment	Plotting & Sheetfile Editing	Calculating quantities
Vertical Alignment Design	Dynamic Sheet Files	
Road Template Design	Starting a Road Strings Project (Generating and Alignment Editing)	

<b>ADVANCED ROADS (2 DAYS – 2 CPD POINTS)</b>		
Roads, The Nuts And Bolts Road	Template Changing	Create A 3D View And Fly Path
Single Carriageway Road Template	Optimizing Cross Sections	Mass Haul Diagrams
Dual Carriageway Road Template	Road Construction In Two Phases	Intersection Design
Setting up Design Criteria	Difference Contours And Surface Merging	
Road Rehabilitation	Working With Bridges	

***\*Training on the 'Roads and Roads Strings' is a prerequisite for attending the Advanced Roads course.***

<b>SEWER (1 DAY – 1 CPD POINT)</b>		
Keyboard Shortcuts Or Accelerator Key Definition	Setting Up The Sewer Model	Modifying The Sewer Model
Ascii Control Characters	Display Settings	Printing And Plotting Results
Starting A New Drawing / Project	Input Inflow Data And Analyze The Sewer Model	
Setting Up The Sewer Defaults	Adding And Analyzing Erf Connections	

**STORMWATER (1 DAY – 1 CPD POINT)**

Keyboard Shortcuts Or Accelerator Key Definition	Setting Up The Stormwater Defaults	Input Catchment Characteristics And Analyze The Stormwater Model
Ascii Control Characters	Setting Up The Stormwater Model	Modifying The Stormwater Model
Starting A New Drawing / Project	Display Settings	Printing And Plotting Results

**WATER (1 DAY – 1 CPD POINT)**

Keyboard Shortcuts Or Accelerator Key Definition	Essential Embedded Knowledge	Water Analysis And Adjustment
Ascii Control Characters	Manipulating Design Data	Printing And Plotting Results
Imports, Equations And Data Preparation	Graphical Implementation	
Water Fundamentals	Water Design And Implementation	

**TURN (1 DAY – NO CPD POINTS)**

Keyboard Shortcuts Or Accelerator Key Definition	Envelope Drawing Settings	Running a Simulation
Ascii Control Characters	New Vehicle and Dimensions (Aircraft / Buses / Trucks / Cars etc)	Dynamic Simulation
Active Vehicle	Vehicle Path Guidelines	Minimum Turning circle
Simulation Settings & Speed	Manual Tracking	Bus Layby

**WHO IS KNOWLEDGE BASE:**

Knowledge Base is the largest supplier of civil engineering software on the African continent. We are able to drive businesses through the power of design by supplying completely integrated civil engineering and CAD design solutions. Delivering quality software, support, training and other services across the board is what our clients demand and expect. After 25 years in the industry all our clients can be confident of getting the best possible solution that really does deliver unparalleled value.

**CPD POINTS AWARDED:**

An advantage with our training courses is that you can accumulate CPD (Continual Professional Development) points with each course you pass. Civil Designer modular training carries a total weight of 11 points, making our training courses a must have for the future growth of engineers.


**CASH GRANT ASSISTANCE:**

Our training courses are business development services that allow our clients to remain at the forefront of business. BEE Clients can therefore apply to the Department of Trade and Industry (DTI) for a cash grant which will go a long way in helping to alleviate this cost. Please contact us if you are a BEE Company and would like further information on the grant.

## BOOKING PROCEDURE AND ENQUIRIES

### CAPE TOWN (HQ)

Western Cape / Eastern Cape /  
Northern Cape / INTERNATIONAL

 (021) 701 1850

 [shantell@knowbase.co.za](mailto:shantell@knowbase.co.za)

### JOHANNESBERG

Gauteng / Limpopo / North West  
Province / INTERNATIONAL

 (011) 675 3959

 [nalini@civildesigner.com](mailto:nalini@civildesigner.com)

### DURBAN

Kwa-Zulu Natal / Free State /  
Mpumalanga / INTERNATIONAL

 (031) 566 3323

 [nalini@civildesigner.com](mailto:nalini@civildesigner.com)

Warm Regards

The Knowledge Base Team

[www.knowbase.co.za](http://www.knowbase.co.za)