

## Training Calendar/schedule -2023

### COURSES OFFERED BY AA TECHNICAL & ROAD SAFETY INSTITUTE

AA Kenya Defensive courses: Prerequisite - Minimum Entry Requirement – 2 years Practical Driving Experience

#	Code	Course Description	Target Audience	Fees (Kes)	Period (Days)	Objective
<b>A. DEFENSIVE DRIVING, ROAD SAFETY &amp; DRIVER UPSKILLING COURSES</b>						
1	IDDC2	<b>Intermediate Defensive Driving Course;</b> with driving practical	Company drivers Sales & marketing staff PSV drivers Individual drivers All motorists	22,000	2	To equip motorist with safe driving skills, attitude and behavior change
2	IDDC3	<b>Intermediate Defensive Driving Course;</b> with basic mechanics and driving practical		29,150	3	Provide drivers with updated Highway Code, Traffic rules and regulations
3	DRC2	Defensive Riders Course; motor cycle competence		15,000	2	
4	ADDC 5	<b>Intensive Defensive Driving Course;</b> with First Aid, Fire Control, Car attention and Customer Care (NB: Pre-requisite; must have undergone IDDC2/3)		44,000	5	Increase the skills and knowledge of driving, Firsts Aid, Customer Care and automobile fire control skills.
5	PDC6	<b>Professional Driver Course;</b> with intense mechanics and practical driving and First Aid. (NB: Must have undergone IDDC2/3)		50,000	6	Improve driver skills with trouble shooting analysis on motor vehicles basis operation, road safety, first aid skills, basic mechanics Assess competency of the driver.
6	EDC5	<b>Executive Drivers Course;</b> with basic mechanics, driving practical, personal etiquette, stress management, behavior change, etc.	Designated drivers for CEOs, Diplomats, Chauffeurs and any executives	65,000	5	Impart drivers with interpersonal skills, communication, time management, proactivity and high personal etiquette.
7	EVOCS	<b>Emergency Vehicle Operation Course;</b> Handling and working with various emergency vehicles	Emergency Response Operators (Institutions) drivers (Ambulance, Fire Brigade, National Police Service...KDF, Search and Rescue, Alarm response crew)	46,000	5	To offer enhanced skills to drivers handling emergency vehicles to offer services in an efficient and effective manner.
8	VCM2	<b>Vehicle Care and Maintenance:</b> explore of emerging vehicle technology	Drivers and Vehicle Managing Persons	22,000	2	To update participants of the new vehicle technologies, basic care of vehicles and their operations
9	CCPE3	<b>Customer Care &amp; Professional Etiquette:</b> better interaction among contact and interactions	Drivers, supervisor and Persons engaging in day to day communication	31,500	3	Participants to improve the approach to business with focus aimed towards continues improvement
10	SSBDC 2	<b>Smart School Bus Drivers Safety Program:</b> with Essential Mechanics Skills, First Aid and Customer Attention	Institutions of learning and students handling drivers	10,000	2	To offer Drivers with highly regarded contact skills to regulars



#	Code	Course Description	Target Audience	Fees (Kes)	Period (Days)	Objective
11	SWRS C1	School Bus Warden Road Safety Course;	School/institutions bus wardens	5,000	1	Impart skills and knowledge of road safety and handling of students
12	OGRTS	Oil & Gas Road Transport Safety	Petroleum, LPG and lubricants truck drivers	29,150	3	Impart skills that mitigate hazardous incidents while petroleum products are in transportation.
13	FSO	Forklift Safety Operation	Forklift operators at workplaces	22,000	2	Guide forklift operator on safe handling of loads, forklift dynamics and pedestrians safety
14	CTSO	Construction Trucks Safety Operation (Bulkers & Mixers)	Drivers handling concrete mixers, bulkers and concrete pump trucks	22,000	2	Guide drivers on safe use of the trucks on road and at construction sites to avoid incidents/accidents.
15	RSM	Road Security Management	All drivers using public roads, chauffeurs and diplomatic drivers	32,000	3	Gain knowledge on road risk awareness to minimize security lapses on the road.
16	VMT	Vehicle Maneuvering technique (4WD) on and Off-Road	Off-road drivers	15,000	1	Understand safe operation and utilization of 4WD features of vehicle and basic 4WD mechanical components.
17	RDD	Refresher Defensive Driving	Drivers already trained in Defensive driving annually	6,000	1	Refresh driving skills to enhance road safety at all times.
<b>B. FLEET/MOTOR TRANSPORT MANAGEMENT COURSES</b>						
18	EFM3	Effective Fleet Management Course: with valuable cost of fleet and its management	Transport & Fleet Managers/ Supervisors / Administrators and Senior Drivers	32,000	3	To provide participants with effective fleet management operational skills
19	MTM5	Motor Transport Management Course: managing transport cost effectively		49,900	5	To equip participants with cost control and efficient operations in fleet management
20	ACIR	Accident Crash Investigation & Reporting	Transport/Fleet team leaders, managers, senior drivers and administrators	32,000	3	Demonstrate the various steps in accident investigations, causes of accidents and reporting
21	VHRC A	Vehicle Health Care & Root Cause Analysis	Garage supervisors, mechanics, Transport/fleet officers	50,000	5	Gain maximum efficiency in vehicle use by having proper maintenance and root cause methodologies hence reducing costs.
<b>C. STATUTORY COURSES- First Aid &amp; Fire</b>						
22	FAC5	First Aid Course (Full Occupational first Aid as per DOSHS requirement- 30 hrs.	First Aiders at workplaces and Company staff	12,000	5	Gain skills to care for victims with ill health condition before professional help arrives. Compliance to DOSHS requirements
23	BFA	Basic first aid	Drivers, motor cycle riders and individuals who need skills	7,000	3	Gain basic First Aid skills that will help in daily occupation.
24	FSC5	Fire Safety Course (Fire Marshals training as per DOSHS) requirement- 30 hrs.	Fire Marshals at workplaces Company staff	12,000	5	Impart proactive skill on minimizing fires at work place and in case of fire what to be done. Compliance to DOSH requirements.



#	Code	Course Description	Target Audience	Fees (Kes)	Period (Days)	Objective
<b>D. OTHER TAILOR-MADE COURSES (Upon Customer request)</b>						
25	FIDW	First Aid for Domestic workers	House-helpers, Shamba Boys, Messengers etc.	3,000	1	Gain basic life -saving skills at home
26	FAFR	First Aid For First Responders	Boda Boda riders, PSV Drivers and Conductors	3,000	1	Gain skills on handling accident victims at scene before help arrives.
27	FRFT	First Responder Fire Training	Boda Boda riders, PSV Drivers and Conductors	3,000	1	Learn basic firefighting skills
28	MPAE 3	Mobile Plant and Agricultural Equipment	.Plant operators	35,000	3	Safe operation skills to minimize incidents
29	CFOP3	Cranes Operations Program	Crane operators	35,000	3	Safe operation skills to minimize incidents
30	BSSP1	Banksman Signals and Signs Program	Road construction and crane operation signal men/women	15,000	1	Understand signs used in guiding various equipment
31	ARSN A1	Autonomous Road Safety Course Need Assessment	Fleet managers, supervisors	25,000	1	Guide managers on road risk assessment
32	RSA	Road Safety Awareness (intense)	Every road user, pedestrians, government agencies- MDAs	10,000	1	Understand safe road use, causes of accidents and minimize road incidents
33	LDSC	Lady Drivers Safety Course	Lady drivers	12,000	1	Gain skills on basic vehicle systems, tyre change, vehicle pre-trip inspections, etc.
34	RTIP	Road Traffic Injury Prevention	Fleet managers, supervisors, road users	12,000	1	Gain basic skills on injury prevention

## A. MAIN OPEN COURSES CALENDAR -Year 2023

Month	Date	Course	Venue	Month	Date	Course	Venue
JANUARY	11th - 13th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi	JULY	3rd - 5th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	18th - 20th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi		3rd - 4th	Defensive Riding (DRC2)	Embakasi
	25th -27th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi		10th - 14th	Motor Transport Management (MTM5)	Mombasa
FEBRUARY	1st - 3rd	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi		10th- 12th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	6th -8th	Customer Care and Professional Etiquette (CCPE3)	Embakasi		17th - 19th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Nakuru
	13th -15th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi		24th - 26th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	20th -22nd	Effective Fleet Management (EFM3)	Embakasi		24th - 28th	Accident Crash Investigation & Reporting	Embakasi
	20th-25th	Professional Driver Certification (PDC6)	Embakasi	AUGUST	2nd - 4th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	27th-3rd Mar	Executive Driving Course (EDC5)	Embakasi		7th - 11th	Professional Driver Certification (PDC6)	Kisumu
	27th-1st Mar	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi		9th - 11th	Effective Fleet Management (EFM3)	Embakasi
MARCH	6th -10th	Motor Transport Management (MTM5)	Embakasi		21st -23rd	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	6th -8th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi		24th - 25th	Vehicle care and Maintenance (VCM2)	Embakasi
	13th -15th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi		30th-1st Sep	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Nakuru
	20th - 24th	Intensive Defensive Drivers Course- IDDC5	Mombasa		28th-1st Sep	Emergency Vehicle Operations Course (EVOC5)	Embakasi
	20th - 24th	Emergency Vehicle Operations Course (EVOC5)	Embakasi	4th - 8th	Executive Driving Course (EDC5)	Mombasa	
	27th - 29th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi	SEPT.	4th - 6th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
APRIL	3rd - 5th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi		11th - 13th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	12th -14th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi		18th -20th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	17th - 19th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi		18th -22nd	Intensive Defensive Driving (IDDC5)	Machakos
	17th - 19th	Accident Crash Investigation & Reporting- ACIR	Embakasi		225th -27th	Customer Care and Professional Etiquette (CCPE3)	Mombasa
	17th- 19th	Oil & Gas Road Transport Safety	Embakasi		27th - 29th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	24th -26th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi		OCT.	4th - 6th	Intermediate Defensive (with basic mechanics) (IDDC2/3)
MAY	3rd - 5th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi	11th - 13th		Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	8th - 13th	Professional Driver Certification (PDC6)	Mombasa	23rd-27th		Motor Transport Management (MTM5)	Embakasi
	8th - 10th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi	23rd - 25th		Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	15th - 19th	Vehicle Health Care & Root Cause Analysis	Embakasi	30th -1st Nov		Intermediate Defensive (with basic mechanics) (IDDC2/3)	Nakuru
	22nd - 24th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi	NOV .		1st -3rd	Intermediate Defensive (with basic mechanics) (IDDC2/3)
	29th - 31st	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi		6th -10th	Executive Driving Course (EDC5)	Embakasi
JUNE	5th - 7th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi		13th -15th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	5th-9th	Intensive Defensive Drivers Course- IDDC5	Embakasi		20th - 24th	Intensive Defensive Driving (IDDC5)	Embakasi
	12th 16th	Executive Driving Course (EDC5)	Mombasa		22nd - 24th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	12th - 14th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi		27th - 29th	Customer Care and Professional Etiquette (CCPE3)	Embakasi
	19th - 21st	Effective Fleet Management (EFM3)	Embakasi	DEC.	4th - 8th	Emergency Vehicle Operations Course (EVOC5)	Embakasi
	21st -23rd	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi		4th -6th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
			13th -15th		Intermediate Defensive (with basic mechanics) (IDDC2/3)	Nakuru	
			18th - 20th		Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi	

## B. MOMBASA TRAINING SCHEDULE- 2023

Month	Date	Course	Venue	Month	Date	Course	Venue
JAN	11th - 13th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Mombasa	JULY	19th - 21st	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Mombasa
	23rd - 25th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Mombasa		31st - 2nd Aug	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Mombasa
FEB	8th -10th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Mombasa	AUGUST	7th - 9th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Mombasa
	20th - 22nd	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Mombasa		28th - 30th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Mombasa
MAR	1st - 3rd	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Mombasa	SEPT.	13th -15th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Mombasa
	29th - 31st	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Mombasa		27th - 29th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Mombasa
APR	11th - 13th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Mombasa	OCT	11th - 13th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Mombasa
	24th -26th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Mombasa		25th - 27th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Mombasa
MAY	15th - 17th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Mombasa	NOV .	8th - 10th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Mombasa
	29th - 31st	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Mombasa		27th - 29th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Mombasa
JUNE	7th - 9th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Mombasa	DEC	6th - 8th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Mombasa
	29th -1st July	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Mombasa		18th -20th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Mombasa

## C. FIRST AID TRAINING SCHEDULE 2023

MONTH	Course	DATE	VENUE
FEB	Basic First Aid	9th - 11th	Embakasi
MAR	Basic First Aid	9th - 11th	Embakasi
APR	Basic First Aid	27th - 29th	Embakasi
May	Basic First Aid	25th -27th	Embakasi
JUNE	Basic First Aid	22nd - 24th	Embakasi
JULY	Basic First Aid	27th - 29th	Embakasi
AUG	Basic First Aid	24th - 26th	Embakasi
SEP	Basic First Aid	21st - 23rd	Embakasi
OCT	Basic First Aid	26th - 28th	Embakasi
NOV	Basic First Aid	16th - 18th	Embakasi
DEC	Basic First Aid	21st - 23rd	Embakasi

## D. SCHOOL BUS PROGRAM

MONTH	Course	DATE	VENUE
MAY	Smart School Bus Driver course	2nd - 3rd	Embakasi
	School Bus warden course	4th	Embakasi
AUG	Smart School Bus Driver course	14th -15th	Embakasi
	School Bus warden course	16th	Embakasi
NOV	Smart School Bus Driver course	8th - 9th	Embakasi
	School Bus warden course	10th	Embakasi

## E. VIRTUAL/ONLINE LEARNING

AA Kenya offers sessions via online platforms once customer request on selected courses. Areas that need intensive practical demonstration will only be via physical.

## FEES PAYABLE & TERMS

### 1. Individual fees terms

- a. The training happens at AA Kenya venues.
- b. VAT is included
- c. Training happens as per schedule above.
- d. Stationery provided
- e. Meals (10 O'clock, lunch and 4 O'clock teas with snacks) provided
- f. No accommodation in the package.

### 2. In-House training fees (training done at customer preferred venue)

- a. Fees charged at rate of **Kes. 80,000.00 + VAT** per group per day.
- b. Trainings classes consist a group of up to **25pax** participants .as recommended by NITA
- c. Any additional participant shall be charged at Kes. 1,000 per day but class shall not go beyond 35 persons to enable better learning environment.
- d. Trainings outside Nairobi and Mombasa will attract additional logistics costs.
- e. In-house courses (organized by Client) are structured in collaboration with the Client and where applicable customized to meet Clients need at convenient time to both parties. Client will provide Projector, Venue and Training Logistics. In-house courses where applicable may attract additional charges on other Logistics costs.
- f. Trainings outside Kenya will be charged separately.
- g. Training for groups such as PSV drivers, riders will be priced as per the numbers.
- h. Road Safety Team building activities can be facilitated as per clients need at a rate of **Kes.75,000.00 + VAT** per group per day to a maximum of 50pax

#### For enquiries and bookings contact:

##### **Technical Training Manager**

AA Technical & Road Safety Institute

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#### AA KENYA BANK DETAILS

ACCOUNT NAME:	Automobile Association of Kenya
BANK:	Barclays Bank of Kenya Limited
BRANCH:	Hurlingham Branch
BANK ACCOUNT NO:	0451000144
VAT NUMBER:	0119403B
BANK SORT CODE:	03-045
BANK SWIFT CODE:	BARCKENX
CURRENCY:	Kenya Shilling

**NOTE: AA Courses are NITA and DOSHS accredited**