

Training Calendar 2022

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

Code	Course Description	Target Audience	Period	Objective
A. EFFECTIVE DRIVING COURSES				
IDDC2	Intermediate Defensive Driving Course; with driving practical	Company drivers Sales & marketing staff PSV drivers Individual drivers All motorists	2	To equip motorist with safe driving skills, attitude and behavior change
IDDC3	Intermediate Defensive Driving Course; with basic mechanics and driving practical		3	Provide drivers with updated Highway Code, Traffic rules and regulations
DRC2	Defensive Riders Course; motor cycle competence		2	
ADDC5	Intensive Defensive Driving Course; with First Aid, Fire Control, Car attention and Customer Care (NB: Pre-requisite; must have undergone IDDC2/3)		5	Increase the skills and knowledge of driving, Firsts Aid, Customer Care and automobile fire control skills.
PDC6	Professional Driver Course; with intense mechanics and practical driving and First Aid. (NB: Must have undergone IDDC2/3)		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.
EDC5	Executive Drivers Course; with basic mechanics, driving practical, personal etiquette, stress management, behavior change, etc.		Designated drivers for CEOs, Diplomats, Chauffeurs and any executives	5
EVOCS	Emergency Vehicle Operation Course; 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)	5	To offer enhanced skills to drivers handling emergency vehicles to offer services in an efficient and effective manner.
VCM2	Vehicle Care and Maintenance: explore of emerging vehicle technology	Drivers and Vehicle Managing Persons	2	To update participants of the new vehicle technologies, basic care of vehicles and their operations
CCPE3	Customer Care & Professional Etiquette: better interaction among contact and interactions	Drivers, supervisor and Persons engaging in day to day communication	3	Participants to improve the approach to business with focus aimed towards continues improvement
SSBDC2	Smart School Bus Drivers Safety Program: with Essential Mechanics Skills, First Aid and Customer Attention	Institutions of learning and students handling drivers	2	To offer Drivers with highly regarded contact skills to regulars
SWRSC1	School Bus Warden Road Safety Course;	School/institutions bus wardens	1	Impart skills and knowledge of road safety and handling of students
B. MOTOR FLEET/TRANSPORT MANAGEMENT				
EFM3	Effective Fleet Management Course: with valuable cost of fleet and its management	Transport & Fleet Managers/ Supervisors / Administrators and Senior Drivers	3	To provide participants with effective fleet management operational skills
MTM5	Motor Transport Management Course: managing transport cost effectively		5	To equip participants with cost control and efficient operations in fleet management

A. Open Courses Calendar -Year 2022

Month	Date	Course	Venue	Month	Date	Course	Venue
JANUARY	12th - 14th	Intermediate Defensive Driving (IDDC2/3)	Embakasi	JULY	4th -6th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	19th - 21st	Intermediate Defensive Driving (IDDC2/3)	Embakasi		7th -8th	Defensive Riding (DRC2)	Embakasi
	24th - 26th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi		11th -15th	Emergency Vehicle Operations Course (EVOCS)	Embakasi
FEBRUARY	2nd - 4th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi		18th -20th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	9th -11th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi		27th -29th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Mombasa
	16th -18th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Mombasa		AUGUST	1st -5th	Executive Driving Course (EDC5)
	21st -23rd	Effective Fleet Management (EFM3)	Embakasi	8th -10th		Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	28th-5th Mar	Professional Driver Certification (PDC6)	Embakasi	15th -19th		Intensive Defensive Driving (IDDC5)	Naivasha
MARCH	3rd - 4th	Vehicle Care and Maintenance (VCM2)	Embakasi	22nd -24th		Intermediate Defensive (with basic mechanics) (IDDC2/3)	Mombasa
	7th -9th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi	22nd -26th		Motor Transport Management (MTM5)	Machakos
	9th -11th	Customer Care and Professional Etiquette (CCPE3)	Embakasi	29th -31st		Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	14th -16th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi	SEPT.		5th -7th	Intermediate Defensive (with basic mechanics) (IDDC2/3)
	14th -18th	Motor Transport Management (MTM5)	Embakasi		12th -13th	Vehicle care and Maintenance (VCM2)	Embakasi
	21st -25th	Emergency Vehicle Operations Course (EVOCS)	Embakasi		13th -16th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Machakos
	28th -30th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Mombasa		19th -24th	Professional Driver Certification (PDC6)	Kisumu
APRIL	4th -6th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi		26th -28th	Effective Fleet Management (EFM3)	Machakos
	4th -8th	Executive Driving Course (EDC5)	Embakasi		28th - 30th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	11th -13th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi		OCT.	5th -7th	Intermediate Defensive (with basic mechanics) (IDDC2/3)
	20th -22nd	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi	12th -14th		Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	25th -29th	Intensive Defensive Driving (IDDC5)	Machakos	24th -26th		Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
24th -28th	Intensive Defensive Driving (IDDC5)	Embakasi	NOV .	2nd -4th		Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
MAY	3rd - 4th	Defensive Riders Course-DRC2		Embakasi	9th -11th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	4th -6th	Intermediate Defensive (with basic mechanics) (IDDC2/3)		Embakasi	14th -18th	Emergency Vehicle Operations Course (EVOCS)	Mombasa
	11th -13th	Intermediate Defensive (with basic mechanics) (IDDC2/3)		Kisumu	21st -25th	Motor Transport Management (MTM5)	Mombasa
	16th -21st	Professional Driver Certification (PDC6)		Mombasa	28th -30th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	18th -20th	Intermediate Defensive (with basic mechanics) (IDDC2/3)		Embakasi	28th-2nd Dec	Executive Driving Course (EDC5)	Embakasi
	25th -27th	Intermediate Defensive (with basic mechanics) (IDDC2/3)		Embakasi	DEC.	5th -10th	Professional Driver Certification (PDC6)
	30th -31st	Vehicle Care and Maintenance (VCM2)	Embakasi	7th -9th		Intermediate Defensive (with basic mechanics) (IDDC2/3)	Eldoret
JUNE	6th -10th	Intensive Defensive Driving (IDDC5)	Machakos	13th -15th		Customer Care and Professional Etiquette (CCPE3)	Mombasa
	6th -8th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Mombasa	19th -21st		Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	13th -17th	Executive Driving Course (EDC5)	Kisumu				
	20th -22nd	Effective Fleet Management (EFM3)	Embakasi				
	27th -29th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi				

B. SMART SCHOOL BUS ROAD SAFETY PROGRAM- Calendar 2022

TRAINING DATES- 2022			
MONTH	Venue	DATE	VENUE
MARCH	Smart School Bus Driver course	9th -10th	Embakasi
	School Bus warden course	11th	Embakasi
	Smart School Bus Driver course	16th -17th	Nakuru
	School Bus warden course	18th	Nakuru
APRIL	Smart School Bus Driver course	6th -7th	Embakasi
	School Bus warden course	8th	Embakasi
	Smart School Bus Driver course	18th -19th	Mombasa
	School Bus warden course	20th	Mombasa
JULY	Smart School Bus Driver course	7th -8th	Embakasi
SEPT.	Smart School Bus Driver course	22nd -23rd	Embakasi
DECEMBER	Smart School Bus Driver course	7th -8th	Embakasi
	School Bus warden course	9th	Embakasi
	Smart School Bus Driver course	14th -15th	Kisumu
	School Bus warden course	16th	Kisumu

C. VIRTUAL- ONLINE CLASSES

NOTE: AA Kenya offers online classes and this shall be delivered on request by customers.
Virtual/online classes are done via ZOOM platform

FEES PAYABLE

A. FEE FOR IN-HOUSE TRAINING -(trainings carried at customer preferred venue)

1. Trainings classes consist a group of up to **25pax participants**
Maximum as recommended by NITA. 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.
2. **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 at a rate of **Kshs. 80,000.00 + VAT per group per day**. Client will provide Projector, Venue and Training Logistics. In-house courses where applicable may attract additional charges on other Logistics costs.
 - a. Trainings outside Kenya will be charged separately.
 - b. Training for groups such as PSV drivers will be priced as per the numbers.
3. Road Safety Team building activities can be facilitated as per clients need at a rate of **Kshs.75,000.00 + VAT** per group per day to a maximum of **50pax**

B. Fees per individual Participant

Open courses fee Kshs, (inclusive:- VAT, Meals and Venue Charges) **NOTE:** Accommodation and Transport **NOT** inclusive.

#	Course Code	Course Name (Description)	Duration (Days)	Fee per Participant
1	DDC2	Intermediate Defensive Driving Course	2	22,000.00
2	DDC3	Intermediate Defensive Driving with basic mechanics	3	29,150.00
3	DDC5	Intensive Defensive Driving Course– Road Safety	5	44,000.00
4	DRC2	Defensive Riders Course	2	15,000.00
5	PDC6	Professional Drivers Certification	6	50,000.00
6	EDC5	Executive Driving Course	5	65,000.00
7	SBSC2	Smart School Bus Drivers Course	2	15,000.00
8	SWRSC1	School Bus Warden Road Safety Course	1	5,000.00
9	EVOC5	Emergency Vehicles Operations Course	5	46,000.00
10	EFM3	Effective Fleet Management	3	32,000.00
11	MTM5	Motor Transport Management	5	49,900.00
12	VCM2	Vehicle Care and Maintenance	2	22,000.00
13	CCPE3	Customer Care & Professional Etiquette	3	31,500.00
14	VMT	Vehicle Maneuvering technique (4WD on and off road)	1	15,000.00
15	RDD	Refresher Defensive Driving	1	6,000.00
16	OGP/HAZMAT	Hazardous Materials, Oil, Gas & Petroleum products transportation	5	46,000

Other available/tailor made courses on request				
1	MPAE3	Mobile Plant and Agricultural Equipment	3	35,000.00
2	CFOP3	Cranes and Forklift Operations Program	3	35,000.00
3	BSSP1	Banksman Signals and Signs Program	1	15,000.00
4	ARSNA1	Autonomous Road Safety Course Need Assessment	1	25,000.00
5	RSA	Road Safety Awareness (intense)	1	10,000.00
6	TBP3	Trucks and Bowser Program (OGP Truck Drivers)	3	35,000.00
7	LDSC	Lady Drivers Safety Course	1	12,000.00
8	RTIP	Road Traffic Injury Prevention	1	12,000.00

Enquiries and Bookings to:

Technical Training Manager

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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