

Guide to Downloading Our Training Forms

Follow these steps to download our forms. We recommend using a laptop or PC, preferably one with access to a printer.

Step 1

In the "How to Apply" section, click the Get Syllabus and Get Forms button. This will allow you to download the forms you need to make your application. If nothing happens, you can right click on each of these buttons and select the "Save link as" option.

How to Apply

Downloads contain forms for both levels. Complete only the forms for your level, or use the "Applying for Level 1 & 2" folder if applying for both.

1

Review Syllabus

Review the course syllabus to get a broader understanding of what the course entails.

[Get Syllabus](#)

2

Fill Out Forms

Fill out the application forms. This is a prerequisite to applying for any one of our courses.

[Get Forms](#)

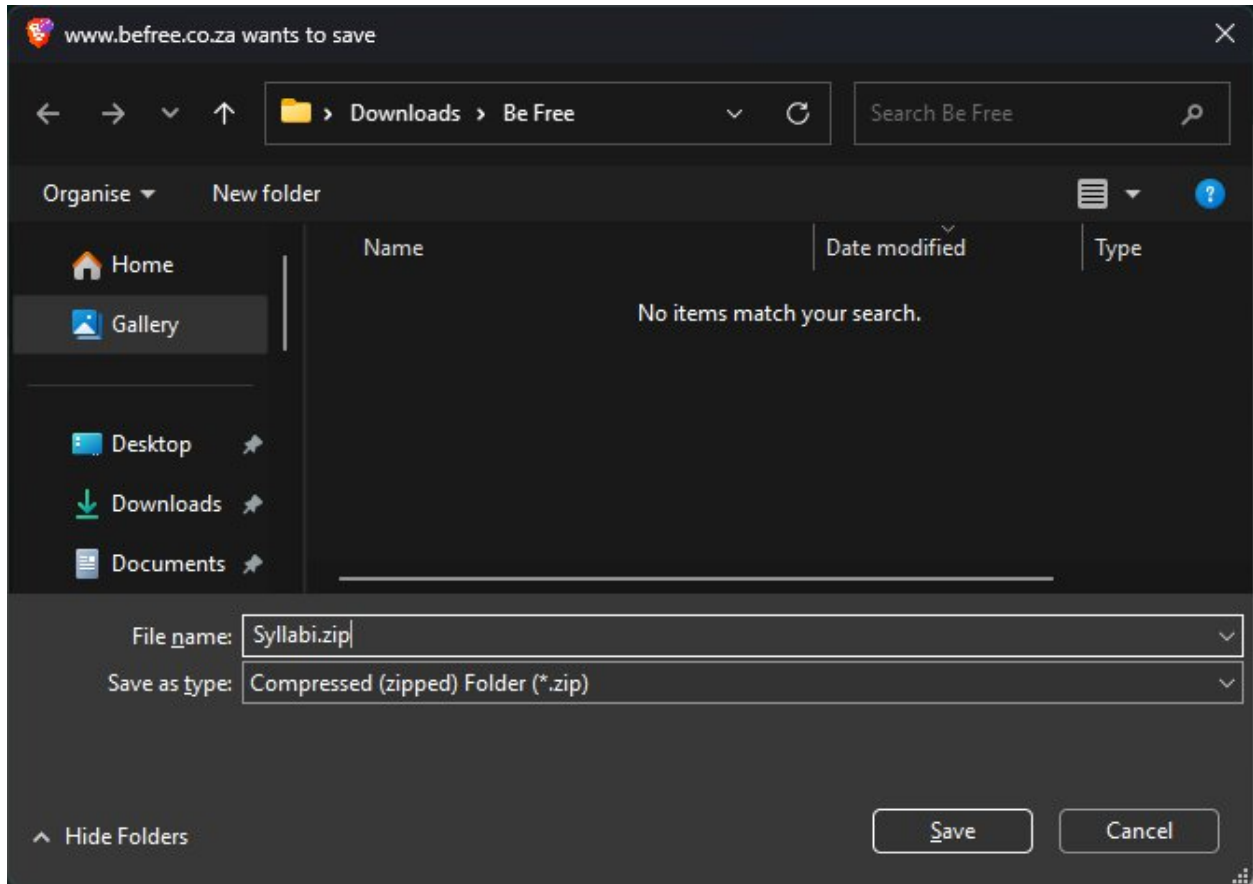
3

Apply!

Send us your completed forms to info@befree.co.za and we will get back to you as soon as possible.

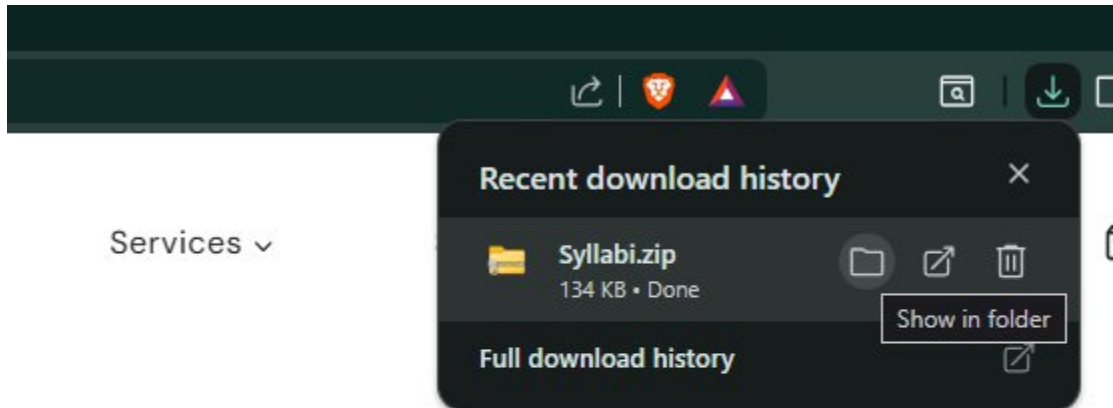
Step 2

A dialog box will open with a Save button in the bottom right (next to the Cancel button). Usually your downloads will save to the Download folder, but you can also choose a different folder to save to, then click Save. Do this for both Get Syllabus and Get Forms.



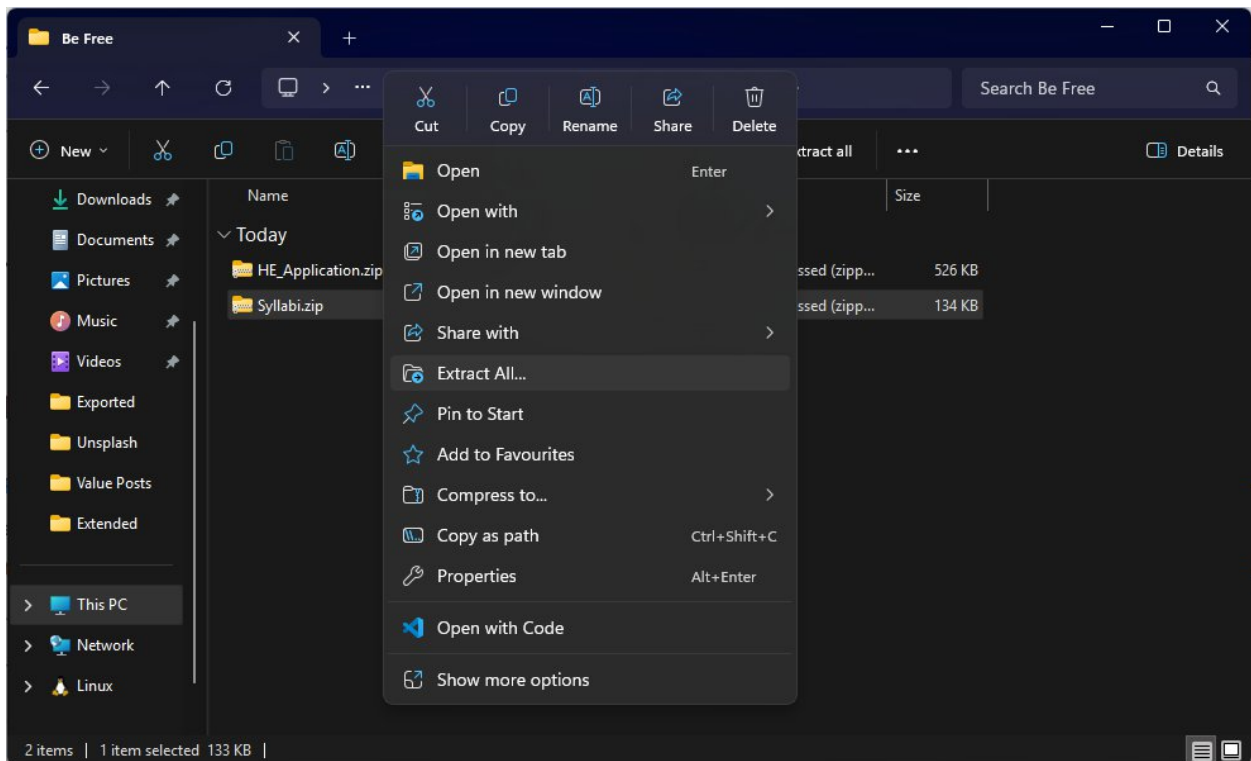
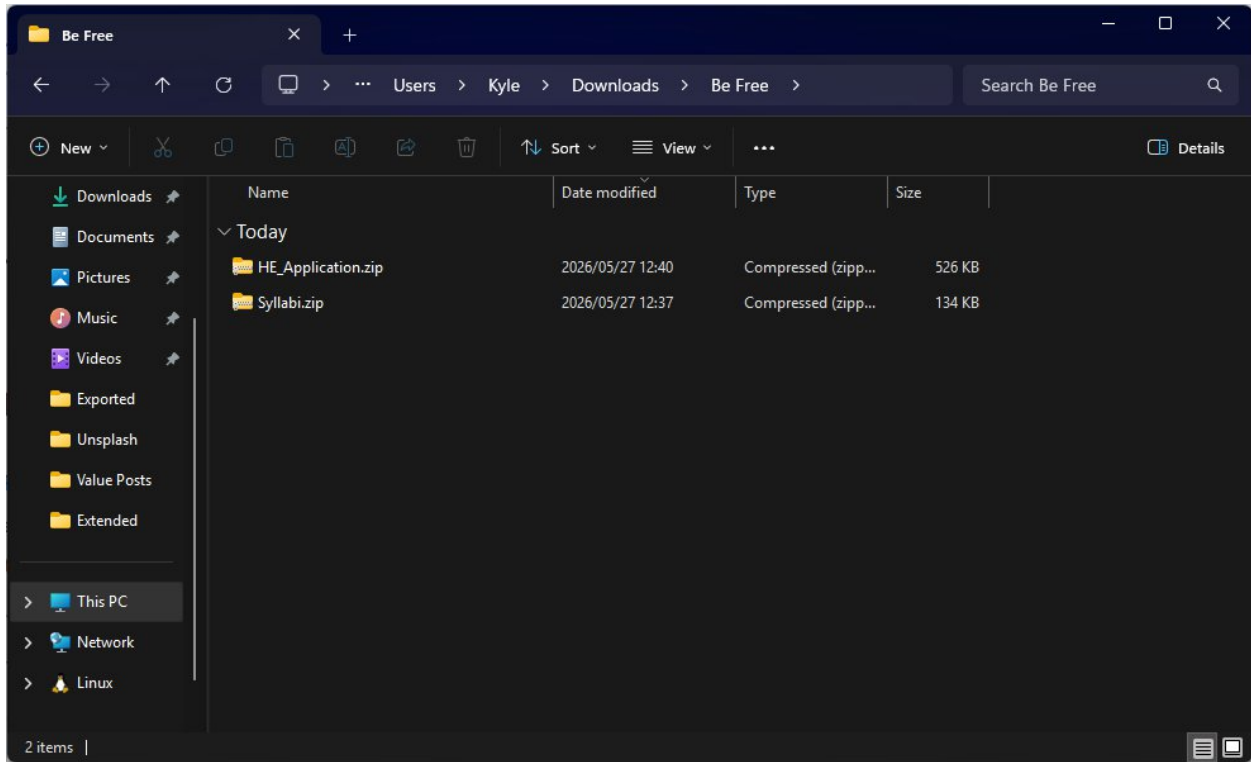
Step 3

Once you've clicked on Save, your download will begin. You can check your download progress by finding your downloads button somewhere in the top right of the browser window (this varies from browser to browser). Click the button that allows you to Show in Folder.



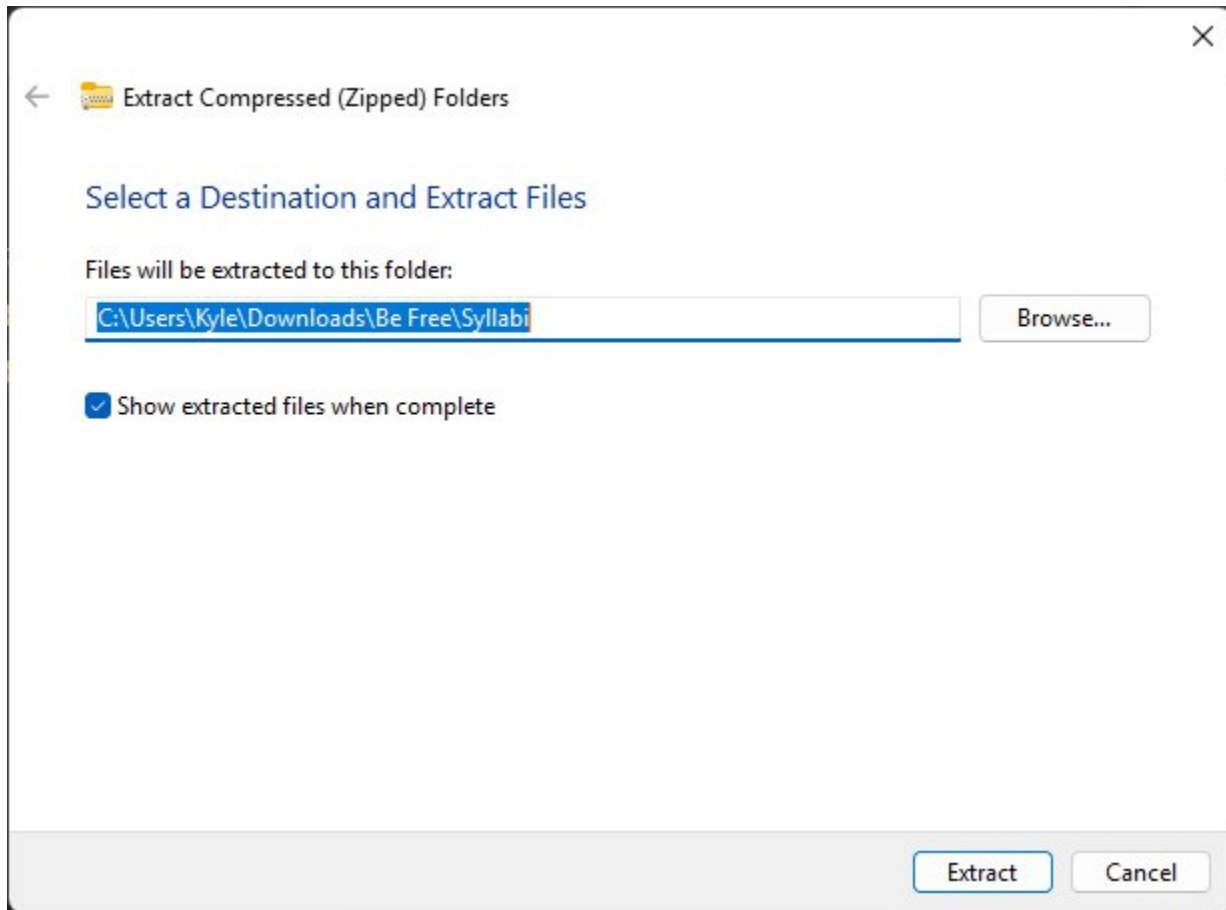
Step 4

A window will open with your downloaded files (see first image below). Single-click on one of them, then Right-click and select Extract All (second image below).



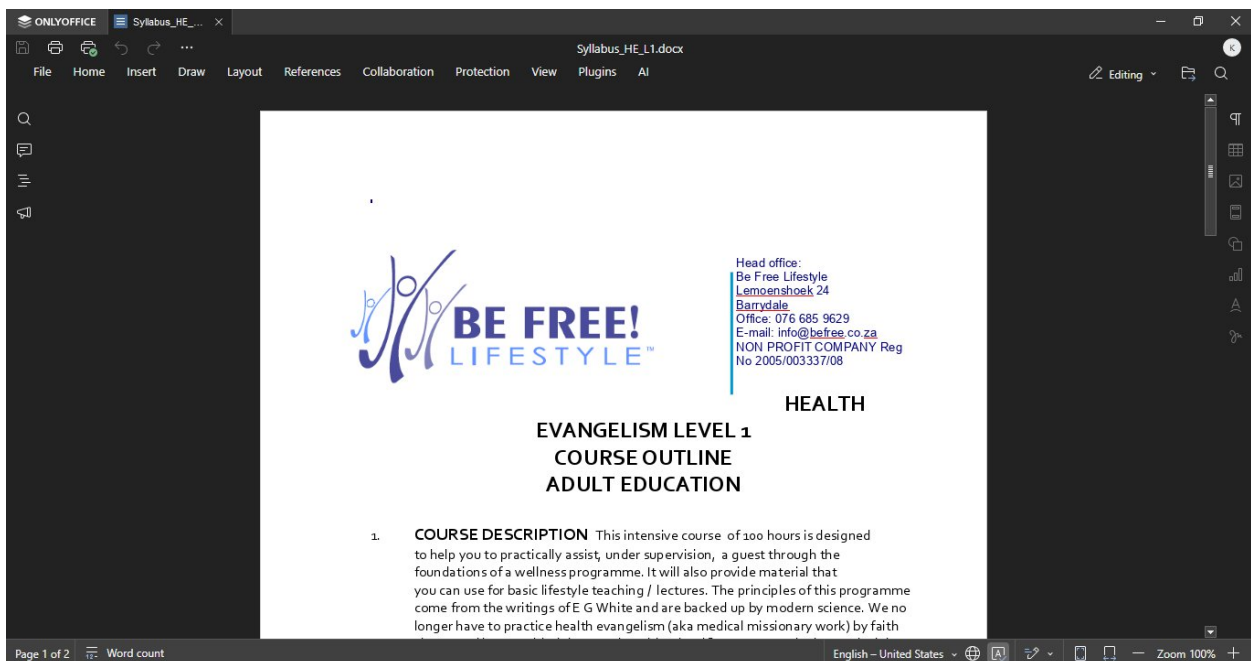
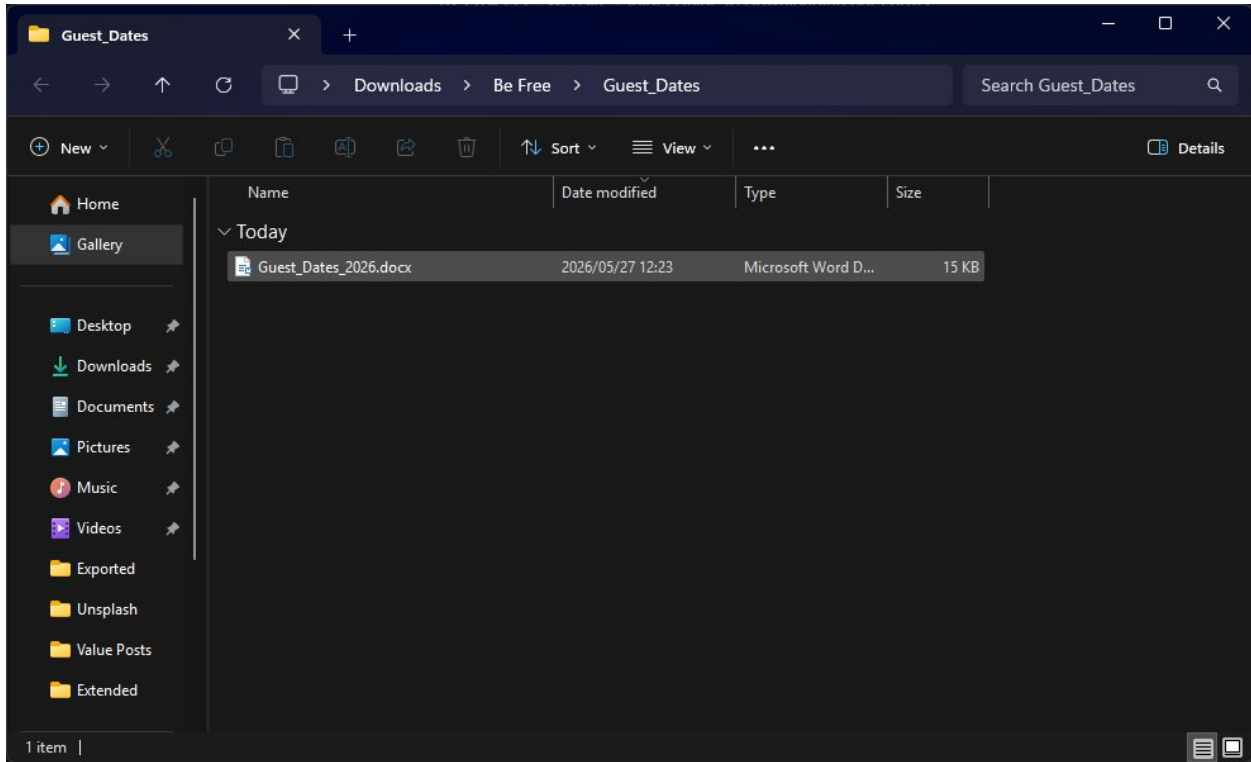
Step 5

A new dialog box will open. Ensure the check box that says "Show extracted files when complete" is checked, then click Extract at the bottom right of the dialog box.



Step 6

Great, now you can double click on the documents to open them (ensure you have Microsoft Office or an alternative installed on your machine).



When document is double clicked

Step 7

Ensure you extract each of the ZIP files you downloaded from our website. Downloads contain the forms for both Level 1 and Level 2. Complete only the forms for the level you wish to apply for, or use the "Applying for Level 1 & 2" folder if you want the necessary forms to apply for both levels. Ensure all forms are fully completed, then email them to info@befree.co.za.