

Training Calendar/schedule -2024

COURSES OFFERED BY AA MOBILITY & ROAD SAFETY INSTITUTE

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

#	Code	Course Description	Fees (Kes)	No of Days	Objective
A. DEFENSIVE DRIVING, ROAD SAFETY & DRIVER UPSKILLING COURSES					
1	IDDC2	Intermediate Defensive Driving Course; with driving practical	22,000	2	To equip motorist with safe driving skills, attitude and behavior change Provide drivers with updated Highway Code, Traffic rules and regulations
2	IDDC3	Intermediate Defensive Driving Course; with basic mechanics and driving practical	29,150	3	
3	DRC2	Defensive Riders Course; motor cycle competence	15,000	2	
4	ADDC5	Intensive Defensive Driving Course; 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	Professional Driver Course; 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	Executive Drivers Course; with basic mechanics, driving practical, personal etiquette, stress management, behavior change, etc.	65,000	5	Impart drivers with interpersonal skills, communication, time management, proactivity and high personal etiquette.
7	EVOCS	Emergency Vehicle Operation Course; Handling and working with various emergency vehicles	46,000	5	To offer enhanced skills to drivers handling emergency vehicles to offer services in an efficient and effective manner.
8	VCM2	Vehicle Care and Maintenance: explore of emerging vehicle technology	22,000	2	To update participants of the new vehicle technologies, basic care of vehicles and their operations
9	CCPE3	Customer Care & Professional Etiquette: better interaction among contact and interactions	31,500	3	Participants to improve the approach to business with focus aimed towards continues improvement
10	SSBDC2	Smart School Bus Drivers Safety Program: with Essential Mechanics Skills, First Aid and Customer Attention	10,000	2	To offer Drivers with highly regarded contact skills to regulars
11	SWRSC1	School Bus Warden Road Safety Course;	5,000	1	Impart skills and knowledge of road safety and handling of students
12	OGRTS	Oil & Gas Road Transport Safety	29,150	3	Impart skills that mitigate hazardous incidents while petroleum products are in transportation.
13	FSO	Forklift Safety Operation	22,000	2	Guide forklift operator on safe handling of loads, forklift dynamics and pedestrians safety
14	CTSO	Construction Trucks Safety Operation (Bulkers & Mixers)	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	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	15,000	1	Understand safe operation and utilization of 4WD features of vehicle and basic 4WD mechanical components.



#	Code	Course Description	Fees (Kes)	No of Days	Objective
17	RDD	Refresher Defensive Driving	6,000	1	Refresh driving skills to enhance road safety at all times.
B. FLEET/MOTOR TRANSPORT MANAGEMENT COURSES					
18	EFM3	Effective Fleet Management Course: with valuable cost of fleet and its management	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	32,000	3	Demonstrate the various steps in accident investigations, causes of accidents and reporting
21	VHRCA	Vehicle Health Care & Root Cause Analysis	50,000	5	Gain maximum efficiency in vehicle use by having proper maintenance and root cause methodologies hence reducing costs.
C. OCCUPATIONAL FIRST AID & FIRE SAFETY					
22	FAC5	First Aid Course (Full Occupational first Aid as per DOSHS requirement- 30 hrs.	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	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.	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.
25	FIDW	First Aid for Domestic workers	3,000	1	Gain basic life -saving skills at home
26	FAFR	First Aid For First Responders	3,000	1	Gain skills on handling accident victims at scene before help arrives.
27	FRFT	First Responder Fire Training	3,000	1	Learn basic firefighting skills
D. OTHER TAILOR-MADE COURSES (Upon Customer request)					
28	MPAE3	Mobile Plant and Agricultural Equipment	35,000	3	Safe operation skills to minimize incidents
29	CFOP3	Cranes Operations Program	35,000	3	Safe operation skills to minimize incidents
30	BSSP1	Banksman Signals and Signs Program	15,000	1	Understand signs used in guiding various equipment
31	ARSNA1	Autonomous Road Safety Course Need Assessment	25,000	1	Guide managers on road risk assessment
32	RSA	Road Safety Awareness (intense)	10,000	1	Understand safe road use, causes of accidents and minimize road incidents
33	LDSC	Lady Drivers Safety Course	12,000	1	Gain skills on basic vehicle systems, tyre change, vehicle pre-trip inspections, etc.
34	RTIP	Road Traffic Injury Prevention	12,000	1	Gain basic skills on injury prevention

E. VOCATIONAL & PROFESSIONAL COURSES

#	COURSE	DURATION	TIMING	FEES- Kes.
1	Motor Vehicle Mechanics Grade III,II & I	2 terms per level	Full time	20,000 per term
2	Motor Vehicle Electrical Grade III,II & I	2 terms per level	Full time	20,000 per term
3	ICT- Computer packages	1 month	Full time	5,000
4	Vehicle Diagnostics & Technology	3 Weeks	Part-time	10,000
5	Driver Instructors Course	3 months	Part-time	40,000
6	Motor & Plant Machinery Inspection & Valuation Course	3 months	Part-time	40,000
7	Forklift Operators Course- NTSA test endorsement for class G	6 weeks	Full time	40,000

1. MAIN OPEN COURSES CALENDAR -Year 2023

Month	Date	Course	Venue
JANUARY	10th -12th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	17th -19th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	22nd -26th	First Aid- Occupational- 5 Days Course	Embakasi
	24th -26th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	29th – 31st	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
FEBRUARY	5th -7th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	7th -9th	Customer Care and Professional Etiquette (CCPE3)	Embakasi
	12th - 14th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	12th -16th	Fire Safety- Occupational- 5 Days Course	Embakasi
	19th -21st	Effective Fleet Management (EFM3)	Embakasi
	21st -23rd	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	26th-1st Mar	Professional Driver Certification (PDC6)	Embakasi
	26th-1st Mar	First Aid- Occupational- 5 Days Course	Embakasi
MARCH	4th -8th	Motor Transport Management (MTM5)	Embakasi
	4th -6th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	11th -15th	Executive Driving Course (EDC5)	Embakasi
	11th -13th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	18th -20th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	18th - 22nd	First Aid- Occupational- 5 Days Course	Embakasi
	18th -22nd	Intensive Defensive Drivers Course- IDDC5	Mombasa
	25th -27th	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
	15th - 19th	Emergency Vehicle Operations Course (EVOC5)	Embakasi
	17th -19th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	22nd - 26th	First Aid- Occupational- 5 Days Course	Embakasi
	24th -26th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	22nd -24th	Accident Crash Investigation & Reporting- ACIR	Embakasi
	17th- 19th	Oil & Gas Road Transport Safety	Embakasi
MAY	24th -26th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	2nd -4th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	6th -10th	Professional Driver Certification (PDC6)	Mombasa

Month	Date	Course	Venue
	8th - 10th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	13th -17th	Vehicle Health Care & Root Cause Analysis	Embakasi
	13th -17th	First Aid- Occupational- 5 Days Course	Embakasi
	20th -22nd	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	20th -24th	Fire Safety- Occupational- 5 Days Course	Embakasi
	27th -29th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
JUNE	3rd -7th	Intensive Defensive Drivers Course- IDDC5	Embakasi
	5th-7th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	10th -14th	First Aid- Occupational- 5 Days Course	Embakasi
	12th -14th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	17th -21st	Executive Driving Course (EDC5)	Mombasa
	19th - 21st	Effective Fleet Management (EFM3)	Embakasi
	24th -28th	Fire Safety- Occupational- 5 Days Course	Embakasi
	26th -28th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
JULY	3rd - 5th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	3rd - 4th	Defensive Riding (DRC2)	Embakasi
	8th -12th	Motor Transport Management (MTM5)	Mombasa
	10th- 12th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	15th -19th	First Aid- Occupational- 5 Days Course	Embakasi
	17th -19th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	22nd - 24th	Accident Crash Investigation & Reporting	Embakasi
	22nd - 24th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	29th-2nd Aug	Fire Safety- Occupational- 5 Days Course	Embakasi
AUGUST	5th -7th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	5th -9th	Professional Driver Certification (PDC6)	Kisumu
	12th -14th	Effective Fleet Management (EFM3)	Embakasi
	12th -16th	First Aid- Occupational- 5 Days Course	Embakasi
	15th -16th	Vehicle care and Maintenance (VCM2)	Embakasi
	19th -23rd	Fire Safety- Occupational- 5 Days Course	Embakasi
	19th -21st	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	26th-28th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	26th -30th	Emergency Vehicle Operations Course (EVOCS)	Embakasi
SEPT.	2nd -6th	Executive Driving Course (EDC5)	Mombasa
	4th - 6th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	9th -13th	First Aid- Occupational- 5 Days Course	Embakasi
	11th - 13th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	16th -20th	Intensive Defensive Driving (IDDC5)	Naivasha
	16th -18th	Customer Care and Professional Etiquette (CCPE3)	Kisumu
	18th -20th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	23rd-27th	Fire Safety- Occupational- 5 Days Course	Embakasi
	25th-27th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
OCT.	2nd-4th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	7th -9th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	14th -18th	Motor Transport Management (MTM5)	Mombasa
	16th -18th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	22nd -26th	First Aid- Occupational- 5 Days Course	Embakasi
	28th -30th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	28th-1st Nov	Fire Safety- Occupational- 5 Days Course	Embakasi



Month	Date	Course	Venue
NOV.	4th -6th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	4th -8th	Executive Driving Course (EDC5)	Embakasi
	11th -15th	Intensive Defensive Driving (IDDC5)	Embakasi
	13th -15th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	18th -22nd	First Aid- Occupational- 5 Days Course	Embakasi
	20th -22nd	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	25th -29th	Fire Safety- Occupational- 5 Days Course	Embakasi
	25th-27th	Customer Care and Professional Etiquette (CCPE3)	Embakasi
	27th - 29th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
DEC.	2nd -6th	Emergency Vehicle Operations Course (EVOCS)	Embakasi
	4th -6th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	9th -11th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	16th -20th	First Aid- Occupational- 5 Days Course	Embakasi
	18th -20th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi

2. MOMBASA TRAINING SCHEDULE- 2024

Month	Date	Course	Venue
JAN	10th -12th	Defensive Driving- IDDC2/3 & Heavy Goods Vehicle	Mombasa
	22nd -24th	Defensive Driving- IDDC2/3 & Heavy Goods Vehicle	Mombasa
FEB	5th -7th	Defensive Driving- IDDC2/3 & Heavy Goods Vehicle	Mombasa
	21st -23rd	Defensive Driving- IDDC2/3 & Heavy Goods Vehicle	Mombasa
MAR	4th -6th	Defensive Driving- IDDC2/3 & Heavy Goods Vehicle	Mombasa
	25th -27th	Defensive Driving- IDDC2/3 & Heavy Goods Vehicle	Mombasa
APR	3rd -5th	Defensive Driving- IDDC2/3 & Heavy Goods Vehicle	Mombasa
	22nd -24th	Defensive Driving- IDDC2/3 & Heavy Goods Vehicle	Mombasa
MAY	13th -15th	Defensive Driving- IDDC2/3 & Heavy Goods Vehicle	Mombasa
	29th -31st	Defensive Driving- IDDC2/3 & Heavy Goods Vehicle	Mombasa
JUNE	5th -7th	Defensive Driving- IDDC2/3 & Heavy Goods Vehicle	Mombasa
	26th -28th	Defensive Driving- IDDC2/3 & Heavy Goods Vehicle	Mombasa
JULY	15th -17th	Defensive Driving- IDDC2/3 & Heavy Goods Vehicle	Mombasa
	29th -31st	Defensive Driving- IDDC2/3 & Heavy Goods Vehicle	Mombasa
AUGUST	7th - 9th	Defensive Driving- IDDC2/3 & Heavy Goods Vehicle	Mombasa
	26th -28th	Defensive Driving- IDDC2/3 & Heavy Goods Vehicle	Mombasa
SEPT.	9th -11th	Defensive Driving- IDDC2/3 & Heavy Goods Vehicle	Mombasa
	25th -27th	Defensive Driving- IDDC2/3 & Heavy Goods Vehicle	Mombasa
OCT	7th -9th	Defensive Driving- IDDC2/3 & Heavy Goods Vehicle	Mombasa
	23rd -25th	Defensive Driving- IDDC2/3 & Heavy Goods Vehicle	Mombasa
NOV .	4th -6th	Defensive Driving- IDDC2/3 & Heavy Goods Vehicle	Mombasa
	25th -27th	Defensive Driving- IDDC2/3 & Heavy Goods Vehicle	Mombasa
DEC	9th -11th	Defensive Driving- IDDC2/3 & Heavy Goods Vehicle	Mombasa
	16th -18th	Defensive Driving- IDDC2/3 & Heavy Goods Vehicle	Mombasa



3. VIRTUAL/ONLINE LEARNING PROGRAMS

AA Kenya offers sessions via online platforms once customer request on selected courses. Areas that need intensive practical demonstration will only be via physical, call us for a tailored program that suits your needs.

4. SCHOOL BUS SAFETY PROGRAM

School bus drivers and their helpers/wardens training happens on holidays or weekends. Schools can make bookings via the given contacts to prepare.

TERMS & CONDITIONS

1. Individual fees terms

- a. The training is done at AA Kenya venues, driver must have at least two (2) years driving experience.
- b. Fees; VAT is included in fees, stationery provided, meals: (10 O'clock, lunch and 4 O'clock teas with snacks)
- c. 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. Any additional participant shall be charged at Kes. 1,000 per day
- c. Trainings outside Nairobi and Mombasa will attract additional trainer logistics costs.
- d. In-house courses are structured in collaboration with the Client and where applicable customized to meet clients need. Client will provide Projector, Venue and Training Logistics.
- e. Trainings outside Kenya will be charged separately.
- f. 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:

Head of AA Institute

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AA KENYA BANK DETAILS

ACCOUNT NAME:	AA Kenya
BANK:	Co-operative Bank of Kenya
BRANCH:	Buru Buru Branch
BANK ACCOUNT NO:	01147993553300
BANK SORT CODE:	11000
BANK SWIFT CODE:	KCOOKENA
CURRENCY:	Kenya Shilling

NOTE: AA Courses are NITA and DOSHS accredited