



Dear Sir/Madam /Student

RE: THE 2017 ADVENTURE BASED LEADERSHIP TRAINING PROGRAMME

We believe the Beyond Adventure concept to be unique in South Africa. The concept of **Extreme Education** was designed to provide a challenging environment for young people to discover and develop their leadership potential. Leadership deals with direction, vision, purpose and principles. The Beyond Leadership programme focuses on building the students up, making them aware of culture building, helping them with emotional bank account building and strengthening them as individuals functioning in a group context.

The **BEYOND ADVENTURE, EXTREME LEADERSHIP EDUCATION** programme was launched on the first of February 2001. Beyond Adventure is located 102 kilometres north east of Port Elizabeth in Alicedale on the Bushman Sands Golf Estate. We are situated close to other adventure sites as well as Mansfield Private Game Reserve, where many of our activities are presented.

The Beyond Adventure programme is an “exhilarating year of your life” during which young people will discover and develop their leadership potential. It is the Gap Year option of the century – a programme filled with vision, purpose, adventure and challenge.

Not only will the participants be equipped with recognised qualifications but, they will also acquire insight and develop the ability to make responsible and informed decisions regarding their future studies and career options.

N.B. Please note that Beyond Adventure hires the campus and therefore the physical campus may change in the unlikely event of unforeseen circumstances.

ACADEMICS

Extreme Tertiary Education: preparing the student for the business arena, adventure industry and equipping the student with the necessary skill to become effective in Gods kingdom.

ADVENTURE ACTIVITIES:

All the Beyond Adventure students will do an Adventure Recreation Association (ARA) Certificate Course and qualify as **ARA Phase II E Learner Assistant Adventure Activity Facilitators / Leaders**.

The course includes Hard Skills and Soft Skills training in the following Adventure activities:

HARD SKILLS TRAINING

Backpacking / Apply basic hiking skills, Set up and operate a camping site, Use and maintain a temporary overnight site

Plan and implement minimum impact practices, Lead participants through outdoor recreation and adventure activities showing competence in technical skills , Navigate in tracked and untracked areas,

Demonstrate off-road mountain bike skills. Kayaking, Conduct a guided paddling experience, Provide support for a guided outdoor adventure experience, Demonstrate and apply climbing skills in a limited range of situations

High & low ropes courses. Eco-challenges and Adventure Racing. First Aid Training / First Response (ARA)

PLUS:

Safety Skills per activity. Technical Skills per activity. Environment Skills training

SOFT SKILLS TRAINING

Instruction methods. Reviewing experienced based learning. Facilitation techniques. Initiative games trust activities etc. Adventure programme planning. High & Low Ropes. Group Dynamics games. Leadership activities. Communication. Problem solving. Conflict management. Life skills. . Work Shops, Formal dinner etiquette.

Extreme Activities. Scuba diving. Sky diving. Basic 4 x 4 off-road driving.

NB: Please note that the abovementioned activities are all inclusive it the January to December program. In the event of students who either attend the January to June or the July to December programs, some activities may be excluded.

1. Optional extras for all students include: Bungee Jumping and/or Zip lining, Advanced SCUBA, First Aid Level 3.
2. Optional extra for Jan – June students over and above the ones mentioned in point 1, is Sky Diving,
3. Optional extra for July – December students over and above the ones mentioned in point 1, is SCUBA.

EXTREME TERTIARY EDUCATION

In addition to the above, the students will do various business modules preparing them for the corporate environment.

1. Employment –Based Business and Leadership Training.

8 courses (For Jan – December students) and 4 courses (For Jan – June and July to Dec students), for which a separate certificate will be issued for each one successfully completed, are credit bearing and adds up towards an accredited diploma qualification at the end of the study cycle.

The 8 courses are as follows, (Subject to change):

- Time Management
- Customer Service
- Teamwork and Teambuilding
- Etiquette in Business
- Business Writing
- Anger Management
- Presentation Skills
- Facilitation Skills

Certification

- Students will receive a Professional Certificate after completion of the programme.
- Students may enrol afterward on the EduStudy Entrepreneurship Programme which will enable them to continue their studies as well as to start a business of their own at a minimal cost.
- The training Programmes of EduStudy is certified by the Institute for Professional Administration and Management (IPAMSA) which means that it receives the highest levels of recognition by both the corporate as well as government institutions in terms of business skills transfer as well as leadership development through distance education as well as through specialised leadership programmes. The Guided Home Study System (GHSS) used by EduStudy as basis for the Distance Education Programme is recognised as a leading and innovative approach to business and managerial studies
- Employers and students can be assured that EduStudy has proven itself to be a quality brand that is consistently being evaluated by it's clients in terms of quality and study outcomes. Qualifications offered have been benchmarked against and aligned with public sector and international academic programmes. As such the student can be assured of a quality training and income offering that seeks accreditation with the relevant national and international institutions.

2. “Ready for Success – Let’s talk Business” (For the Jan to Dec and July to Dec Students)

This **WORK-4aLiving** course was developed by the General Motors Foundation.

Description

This course prepares individuals for the marketplace. It also provides employed individuals with the skills needed to work to a standard of excellence. It is designed to motivate and energize people, whether employed or unemployed to raise the standards in their life and to equip them to progress.

1. Job Skills

Once completed a learner:

- Can communicate effectively with an employer.
- Understands where the employee's loyalty should lie,
- Takes ownership of his job, his promotional potential and therefore his career.
- Understands that only excellence should be promoted.
- Guards against the “tall poppy syndrome”
- Is Financially Literate with an understanding of life-changing concepts such as Compound Interest?
- Understands and CAN IMPLEMENT effective Time-Management.
- Will excel in a job interview and knows how to conduct a professional job-search.
- Understands professional conduct in the workplace
- Understands the pressures of business from an Employer's perspective
- Can service customers professionally
- Has investigated his/her moral character and the consequences of decisions made
- Has grasped the concept that the way we think influences our behaviour
- Knows that, in order to truly develop, excellence is required. These areas of excellence required in the workplace are explored in detail.

2. Let's Talk Business (For the Jan to Dec and July to Dec Students)

Description

This course introduces participants to entrepreneurial activity and the world of small business as a viable career path option in the South African and global context.

Course Outline:

1. **INTRODUCTION** What you know about business right now
2. **STARTING A BUSINESS** So how about franchising? How do I franchise? Forms of ownership. Naming the business. Patents, Trade Marks and Copyright.
3. **MONEY MATTERS** About contracts and fine print. Different types of contract. Insurance, VAT, UIF and other issues. Business terminology.
4. **AM I AN ENTREPRENEUR?** Origins of the term: Entrepreneurship. Role of the entrepreneur in the economy, Do I have what it takes to be a successful entrepreneur? Functions of the entrepreneur.
5. **DEVELOPING WORKABLE BUSINESS IDEAS** Screening business ideas. The viability screening test. Investigating the market.
6. **ACQUIRING FINANCE** Picking from the money tree. Evidence required when applying for funding. Other doors to knock on. Forms of security.
7. **MANAGEMENT MATTERS** From the Horse's Mouth. Recruiting and maintaining effective frontline and solid back-up staff. Will I be a good manager? A quick recap.
8. **DOING IT THE RIGHT WAY** The ethical business person. The code of ethics.
9. **THE MAKINGS OF A SUCCESSFUL BUSINESS**
Reasons why businesses fail. Guidelines for conducting a successful business venture. Characteristics of a successful business. Questions and answers.
10. **WRAP UP - The following themes will be incorporated throughout the course:**

How Ideas Stick. Business ethics. Biblical market place strategies/values. Kingdom Business vs. Business in the Kingdom and Business for the Kingdom. Present global trends and IT development. Creative ideas on Marketing Communication. Freedom of Choice. Creative Ideas. Technology in Our Lives. The Art of Choosing. GNH vs. GDP

MINISTRY

The students will cover a variety of ministry subjects related to bible studies and life skills, which will equip them to live a life of integrity and faith.

The students will also participate in a variety of community outreaches whereby they will make influential changes in the lives of others.

The students all attend church together on Sundays as part of the program. They are encouraged to participate in various aspects of church life.

Students will also attend conferences as well as go on a mission's trip as part of the program.

LEADERSHIP TRAINING

Everything the students participate in is directed to bring out the leadership potential within them. A strong focus is placed on developing this leadership potential and ensuring that every student walks away at the end of the year as a leader in their own right.

SYLLABUS CHANGES

B.A. reserves the right to change the programme schedule or the facilitators as deemed necessary to ensure the maximum value to the programme and the participants. The parties acknowledge that the programme schedule, courses and subjects are subject to change due to weather and time constraints.

COACHING

Not only do the students obtain the skills and knowledge on the various courses they do, but after each course, the students are coached regarding that particular activity, resulting in social, mental, spiritual and emotional shifts, developing the students into well-balanced individuals.

Rules:

We believe that discipline forms part of building character and that rules are there to protect both student and the institution of Beyond Adventure. We also recognise the freedom of choice with the understanding that one needs to accept both the responsibilities and the consequences of ones choices and actions.

Hair Policy

Our policy has always been that at the beginning of the year, as part of induction, we cut all the guys hair very short. Thereafter we expect them to keep it neat and tidy and will be monitored at the discretion of the facilitators. .

This constitutes hair that does not grow over the ears, does not grow over the neck line, fringes that do not go over the eyebrows. No Mohawk or mullet styles, no pony tails or putting various colours in or bleaching it.

We at Beyond Adventure feel that whilst the student is with us and part of the program they represent Beyond Adventure and its standards.

OTHER

Part of raising up leaders is teaching them to be responsible. This will include taking responsibility for the cleaning and maintenance of the equipment, rooms, vehicles, gardens and the facilities at Beyond Adventure.

SMOKING, DRUGS AND ALCOHOL

You are encouraged not to smoke for your own health, the environment and as a general courtesy. Should you wish to smoke, there are assigned areas and times. Smoking is not allowed during program time.

Drug and alcohol abuse will not be tolerated and could result in you being asked to leave the programme without financial refund. Our campus is a dry campus and no alcohol or drugs are allowed on the campus.

Student vehicles

We will be travelling in the Beyond Adventure vehicles to all program destinations. We do discourage students to bring their own vehicles as there is no secure or covered parking available and the vehicles tend to get Sun damage. The use of personal transport is a privilege and will only be allowed at the discretion of the facilitators.

Student intimate relationships with students of the opposite sex.

Again this is something that we discourage as we feel that in order for a student to get the most out of the program, they do not need the distraction of a relationship with the opposite sex among the students. We can obviously not enforce this; however the campus rules are very strict in this regard.

Free time / Time off.

As the program is extremely full, there is not much free time or time off. There will however be allocated town passes and specific days and weekends off at the discretion of the staff and as the program allows.

Physical Training. (P.T.)

We at beyond believe in the saying, “**Healthy bodies, Healthy minds.**” Therefore we facilitate regular physical training in various forms. One of these is a daily P.T. program.

We also make use of a merit and demerit system where corrective training , or removal of privileges, may be given for various transgressions, which may be administered either individually or as a group, and certain incentives, such as extra town passes, given for cooperation and support.

Medical

Beyond Adventure will not be held liable for any medical costs.

Permission for Absence from the course

Any requests for time away from the course must be done in writing or by email from parents at least 2 weeks in advance and can only be for direct family (Father, Mother, Grandfather, Grandmother and siblings) events such as 21st birthdays, weddings and funerals. University entrance tests must please be done during holiday periods. Please note the Graduation requirements as regards to this.

Security

Individual cupboards are provided with locking clasps. Students are requested to bring, or purchase locally, medium sized locks. Any items of value may be kept at the main office.

Coin operated industrial washing machines and dryers are available for students to do their own washing at R7 per load. Tumble dryers are also available at an additional R 7 per load. Students are to provide own detergent.

Withdrawal from any aspect of the Program

Should the student withdraw or refuse to participate in any aspect of the program, he/she will have no claim to the finances allocated thereto and acknowledges that doing so may negatively influence their graduation.

N.B. Please note that a student that has enrolled for a Six month program, may extend it to a full year program and the fees will be adapted accordingly.

However, a full year applicant may not change to the six month option and if wanting to end early, the cancellation procedure on page 4 of the allocation will be binding.

Cell Phones

During the first term, for a period specified by the Senior leadership of B.A. all cell phones are to be handed in for safe keeping. The same applies during the conference times. Once handed back, no cell phones are to be on the person of the student during program times and if found will be confiscated. During program times, cell phones may be handed into the office for safekeeping.

Expulsion

Should the behaviour of the student during the program be disruptive or such as to undermine the program, the authority of the facilitators or prejudice other students, he or she will face the consequences thereof according to the B.A. code of conduct. If however this does not have the desired effect and should the senior management of B.A. be of the opinion that the behaviour or demeanour of the student is incompatible with the ideals of the program to such an extent that his or her further participation has become intolerable, the Senior management of B.A. will be entitled to expel the student.

IMPORTANT DATES: (May be subject to change closer to the time)

Orientation Day	:	21 Jan 2017 (Jan – Nov and Jan to June intakes) and 15 July 2017 (July intake)
Duration of Courses	:	Full year (21 Jan 2017 – 25 Nov 2017)
		First half of year (21 Jan 2017 – 17 June 2017)
		Second half of year (15 July 2017 – 25 Nov 2017)
Graduation Days	:	17 June 2017 (For January – June Intakes)
		25 November 2017 (For Jan to November and July to November intakes)

Other Dates can be seen on the Web page. "2017 Calendar" :

Travel arrangements for students from Beyond Adventure at holiday and Experiential times must be made and paid for by parents.

- The closest bus stop is Grahamstown 53km.
- The closest airports are East London 216km or Port Elizabeth 105km.

Attached please find the price list, inclusive of:

- three meals a day, accommodation, all training,
- all adventure activities (scuba diving, skydiving, etc.)
- adventure equipment (mountain bikes, kayaks etc.), For program use only.
- training manuals, logbooks and Certificates.

Excluding:

- transport cost for social / private purposes
- transport to and from airports and bus stops as well as too and from experiential work places.

DAMAGES – Should the participant cause damages to any of the B.A. assets, property or equipment, due to wrongful, unlawful, negligence or with malicious intent, he or she will be liable to B.A. to make good such loss and to cover any costs incurred.

REGISTRATION PROCEDURE:

Deposits and registration fees of successful candidates are payable as soon as possible

Two testimonials need to be attached to the application for admission. Selection will be based on the information we receive from the two different testimonials.

The age restriction is between 17 & 25 years of age. Exceptions have been made in the past, submit your application to the office and it will be considered.

If you would like to make further enquiries or begin the process of registration, please contact our office on telephone (042) 2318 051 or e-mail your personal details to baregistrations@myriver.com

We look forward to hearing from you.

Kind regards

BEYOND ADVENTURE

I, the parent of _____ have read, understood and accept the abovementioned.

Signed. _____ Date. _____.

I, the student, _____ have read, understood and accept the abovementioned and agree to comply with the rules set therein.

Signed. _____ Date. _____.

N.B. Please initial at the bottom of pages 1 to 5.