



MABAPI
Fire Services Training Institute



BQA certified Provider
Established since 2015

Registered with Institute of Fire Engineers, Institute of Occupational Health and Safety, Fire Protection Association, and American Fire Sprinkler Association



COMPANY PROFILE



Mabapi Fire Services Training Institute is training arm of INSTANT SYSTEMS (Pty) Ltd.
Registered Office: Plot 63731, Unit 3, G-West Industrial Park, Gaborone.
PO Box 81888 Gaborone, BOTSWANA- [Tel:+267-3105763](tel:+267-3105763) /Email: mabapifireschool@gmail.com

INTRODUCTION

Mabapi is a professional Educational Training Service Provider. Established to empower, equip the business industry, community including ordinary public members with aggressive training skill development, knowledge in programs of fire safety, fire risks assessment, fire prevent, control and management of workplace health and safety, Recondition of fire protection equipment's as a major BOBS requirement, as well as conduct fire drills, effective use of fire equipment's at workplace, our training ensure less business discontinuity, it improve life safety within workplace, knowledge of environmental protection, understanding of property conservation and assets, and empower learners with life skill understanding of ever changing field of fire safety, science of fire and engineering.

We are proudly coincidentally coexisting with our Sister Company in the industry of fire prevention and protection in the name of Instant Systems.

The ethos of **Mabapi** is to provide nationally recognized quality training to the best value using only accredited trainers and instructors at the same time ensuring that the most up to date legislation and training techniques are used in its delivery methods.

Mabapi have designed and developed its programs to meet the most stringent national and international fire standards, safety standards and creeds that surpass the time expectations of this 21st competitive business landscape.

Accreditation is a process in which certification of competency, authority, or credibility is presented. The accreditation ensure that our certification practice is acceptable and legal, typical meaning that **Mabapi** Training is competent to test and certify.

Mabapi is committed to establish, implement, and maintain formal Quality Management System, which includes visible and auditable policies and procedures based on company defined scope. The standard of quality expected in the company is defined and documented in our QMS documents.

We are situated in Gaborone, Botswana. We offer on - site training, we hire off – site at BOBS accredited training center at a very competitive rate

COMPANY OVERVIEW

Mabapi Fire Services Training Institute is a Fire Training & Consulting company since 2015.

We specialize in Training and Human Capital Development, for both Fire management and technical firefighting skills.



In addition to the extensive industrial experience in fire management, we have a pool of experts in our organization specializing in specific areas that serve organizations of numerous industries.

We work together with companies as smart partnership in providing hands-on solutions to help solve day to day business challenges by developing their Fire protection systems, saving lives and protecting their business

We believe in a comprehensive approach – becoming a part of our client's business and knowing as much about their operations and challenges as possible. We want to support you in meeting your needs and most importantly achieving your goals in improving bottom line results and to sustain the competitive advantage.

ABOUT US

Our short courses are not run-of- the-mill, because we do things a little differently than other training companies you may have worked with in the past.

We research skills gaps and from there we then design and develop all of our training courses in great detail with one aim in mind - to help you take your Course Participants and your company to the next level.

Having this capability in-house allows us to conduct an in-depth training needs analysis, pinpoint urgent skills gaps and design practical learning modules which are highly relevant to the Botswana working environment including international.

We listen to understand your issues and business objectives. We work together with you to equip your people with necessary skills, providing them with the right tools to achieve important skills to have the competitive edge

We believe that training does not stop at preaching in front of a whiteboard. We stress on hands on application, real LIVE experiences and FRONT end technology.

Each consultant is matched to the requirement of the client. They are specialist in their own field who have substantial experience and are able to share gems. We bring to you the front end of technology right in the heart of your company, empowering your staff with global industrial knowledge and current practices.

We are a Solution-Driven organization with customized pro- gram dedicated to the essence of training and development. Give us a call today!



Our specialized team of consultants will come to your doorstep and listen to your needs and come up with the best human development and training programs, coaching and consultancy for YOU

WHAT MAKES US DIFFERENT

As a new generation, Education Training Provider, we have firm commitment to you and our course participants. We want to ensure that there is a measurable and sustainable change from your learning experience, in short you are able to apply your learning to real business problem. So, we believe that reinforcement of learning is vitally important. Every Course Participant attending our training courses (public and or onsite) receives extensive and ongoing Post-Course Support from our diligent staff.

PLOUGHING BACK

We thought about calling this section ‘Corporate Social Responsibility’ like most corporate companies do. But we aren’t your typical corporate company and at **Mabapi** we believe in giving something back!

But we decided that for our investment to make a meaningful difference in the lives of underprivileged society we needed to extend our Holy Undivided Merciful hand to the less fortunate, and poverty stricken families of our country.

We are proud to have been able to assist many to make a difference (even a small one) in the lives of the most vulnerable through our Sister Company Instant Systems.

VISION

To be the leading training service provider in the whole African Continent that cater for everybody.

Mission

The mission of **Mabapi** is to effect meaningful change in the individuals so they can, in return contribute meaningfully to ensure safety in their organization, their love ones, grow the economy of the country by reducing fire outbreaks everywhere.

To provide quality training to the Fire Service Industry in an effective and efficient manner. **Mabapi** is committed to providing quality training programs to fire service personnel throughout the country using various technologies and methodologies to meet the needs of the fire service.



Mabapi is also committed to certifying fire service personnel throughout Botswana who meet the certification requirements of the applicable National Fire Protection Association (NFPA).

OUR VALUES

Quality Service

Professionalism

Integrity and accountability

Innovation and sustainable continuous development

Reliability and continual improvement

OUR OBLIGATION

Endeavor to impact and empower the nation with qualitative, most recent technological skills of dealing with challenges facing them at present and in future in matters of Health, Safety, Environment and Fire Outbreaks.

OUR OBJECTIVE

To transform the society into a knowledgeable, self-sufficient, competent, safety oriented, quality driven thereby empowering them against challenges posed by fire, trauma, medical, disasters and environmental hazards through internationally recognized standards of education and training.

Mabapi intends to achieve this by:

- a) Constantly reviewing the latest technology, standards and research into new methods and techniques of training.
- b) Identifying new challenges posed by new technological developments and providing qualitative solutions
- c) Constantly monitoring the types of incidents, trends, severity and or impact of individual business to develop new training programs' that are tailor-made to suit their businesses.
- d) Keeping a well innovated staff which can afford qualitative service delivery without compromising quality.
- e) Provide employee development training to our trainers through attending refresher courses and seminars so that we keep them at their effective level and into grips with any developments.



- f) Hold conferences, exhibitions, and awareness campaigns to keep the business and community well placed in obviating prevailing safety abnormalities in their business.

OUR LIST OF GUIDING POLICIES

- **Administrative Policy**
- **Human resources Policy**
- **Resource management systems Policy**
- **Environmental Policy**
- **Access and equity Policy**
- **Protection of enrolled learners Policy**
- **Programme development and delivery Policy**
- **Learning programme review and evaluation Policy**
- **Assessment and moderation Policy**
- **Learner support service Policy**
- **Corporate social responsibility Policy**
- **Legal status and name Policy**
- **Ownership Policy**
- **Vision, mission and strategic planning Policy**
- **Governance of the ETP Policy**
- **Accreditation Policy**
- **Management of the ETP Policy**
- **Quality management Policy**
- **Financial and viability management Policy**
- **HIV Policy**

TRAINING METHODOLOGY

Our corporate training philosophy states that:

- All training must be practical, relevant and up-to-date, using high caliber instructors who present interesting, stimulating and thought provoking subjects through innovative practices.
- As much learning as possible must be portrayed through hands-on practical work in conjunction with classroom-based theory at the work places.
- Committed to a high instructor-to-participant ratio throughout. We feel the more personal the training, the more effective the message. We believe in providing the same high quality services for all our customers, regardless of the status of the participant and/or within the most stringent budget.

MABAPI TRAINING TEAM

The high-caliber professional safety instructors and advisors who work for **Mabapi** are some of the best in the industry. All of them have recent first-hand experience of many of the world's hot spots and are highly skilled and approachable facilitators, adept at passing on life- saving skills to others who work in places where their safety may be at risk.

MABAPI ACCREDITATION

Mabapi Training Academy is a BQA Accredited Training Education Service Provider. This means our training programs have been designed, develop and approved to meet all the requirements of BQA. Trainers and instructors are as well trained and accredited by BQA.

CONTACTS AND TRADING LICENSES

Item No.	Item Description	Identification Number
1	Contacts	+267-3105763
2.	Email Address	Mabapifireschool@gmail.com
3.	Company Registration	C02014/13880
4.	BQA Accreditation	BQA 7/3/4 III (5)
5.	Bankers	FNB 62531552710
6.	Shareholders	100% Batswana
7.	PHYSICAL ADDRESS	PLOT 63731 Unit 3 G West Industrial Park Gaborone
8.	POSTAL ADDRESS	P.O.BOX ,81888 Gaborone Botswana



TRAINING AIDS

A) FIRE PREVENTION AND MANAGEMENT

- 1) Fire Extinguishers of various types and sizes
- 2) Fire pan
- 3) Fire Fighting Hose Reel
- 4) Fire Branches, stand pipe, Breathing apparatus
- 5) Videos

- 6) Chart dummies i.e. for rescue
- 7) Fire simulations and Fire accelerants

B) FIRST AID/ EMERGENCY CARE

1).Dolls:- Various sizes for demonstration on topics and such as

- a) Cardio pulmonary Resuscitation
- b) Choking
- c) Primary and Secondary Surveys of the patient

2).Splints: For immobilization of patients

- 3.) Triangular and Crepe bandages: general dressing
- 4.) Video: Showing different scenarios
- 5.) Breaching apparatus
- 6.) First kit

TRAINING OFFERED

SOFT SKILLS	Level	Code	Ratio in class time	Duration
First Aid Level 1,2 and 3	2	BFAL-1,2,3	5 MIN -20 MAX	2 days 1-Theory +1-Practical
Fire Safety Management	4	FSM-1	15 MIN -25 MAX	4 days 2-Theory +2-Practical
Special Fires	4	SF-3	15 MIN -25 MAX	4 days 2-Theory +2-Practical
Basic Fire Fighting	2	BFF	5 MIN -20 MAX	2 day 1-Theory +1-Practical
Advance Fire Fighting Marshall	3	AFFM	20 MIN -35 MAX	5 days 4-Theory +1-Practical
Veld Fire Management	3	RFPE	10 MIN -25 MAX	3 days 2-Theory +1-Practical



Aviation Fires	3	AF	15 MIN -25 MAX	4 days 2-Theory +2-Practical
Safety Health and Environment	3	SHE	15 MIN -25 MAX	4 days 2-Theory +2-Practical
Risk Management	2	RM	10 MIN -25 MAX	3 days 2 Theory +1 Practical
Safe Handling of Hazardous Material	3	SHHM	10 MIN -25 MAX	3 days 2 Theory + 1 Practical
Railway Fires	2	RF	10 MIN -25 MAX	3 days 2 Theory + 1 Practical
Pumps and Primers	3	PP	20 MIN -35 MAX	5 days 3 Theory + 2 Practical's
Breathing Apparatus	3	BA	10 MIN -25 MAX	3 days 2 Theory + 1 Practical
Rescue Methods	2	RM	10 MIN -25 MAX	3 days 2 Theory + 1 Practical
Recondition of Fire Equipments	3	RFE	20 MIN -35 MAX	5 days 3 Theory + 2 Practical's

Mabapi Training Academy is focused on providing accredited training. Each learner is given individual attention to be able to get value from the training content presented. On -site training, is conducted by a registered facilitator to mentor and guide all the learners according to unit standard. Our facilitators use different types of training tools to make the learning experience interesting in order to maximize memory retention and ensure that training and learning are memorable. We give our clients what they need, not just another generic training program that do not achieve outcome.

TRAINING MANUALS

FIRST AID LEVEL 1, 2 and 3 (Course Code): BFA-L1, L2, L3)

This course offers a basic but essential introduction to life-saving first aid, and aimed at those working in low-risk environments that have little or no first aid experience.

For employers and small businesses, this one-day course offers the basic level of cover in first aid training to groups of participants, and includes both theory and practical first aid session in a relaxed and friendly atmosphere.

As with our entire first aid course, we encourage participants to get hands-on practical in perfecting the skill that could save lives in an emergency situation.

There is a **formal written and oral examination to pass**. Candidates are monitored throughout the day and continuously assessed on their ability and confidence when dealing with `` causalities ``.



At the end of the course, successful participants will be issued with accredited certificates, valid for 2 years and others will only receive certificates of attendance if one does not pass the written examinations.

PREREQUISITES:	16 years old and above, No previous first aid training is required.
EXAMINATION:	Ongoing practical evacuation and a written exam
COURSE COST:	As per schedule below
COURSE LENGTH:	2 Days
VENUE:	This training can be conducted either at our training facility or, in most instances, at a client's choice of locality
CERTIFICATE:	Good and effective for 2 years and is thereafter validated for renewal through refresher courses

During the day, participants will cover the following subjects:

Priorities of first aid	Applying dressings	Treatment of shock
Accident Prevention	Treating burns	Resuscitation
Management of accidents	Control of bleeding	Recognizing or deal with fractures

AIMS AND OBJECTIVES of BFA

1. Identifying an emergency and non-emergency scenario
2. Efficiently and effectively manage traumatic and medical emergencies
3. Detect signs and symptoms of heat related ailments, shock, head injuries and internal bleeding as these are major killers and administer appropriate therapy
4. Apply safe and correct methods of lifting casualty and correct referral procedures (i.e. Handover, Takeover)
5. Administer life support system manually
6. Care and reassure patient's and or guardians of the injured
7. First aid kits and contents

BASIC FIRE FIGHTING CODE (Course Code: BFF)

This course has been specifically designed to not only reduce the risk of fire through the promotion of fire safety awareness and basic fire training for all staff. Delegates will have the opportunity at a training facility to understand the principles of firefighting equipment. **All participants will receive certificates, but those who did not pass the exams will only receive certificates of attendance.**

PREREQUISITES:	16 years old and above, No previous first aid training is required.
EXAMINATION:	Ongoing practical evacuation and a written exam
COURSE COST:	As per schedule below
COURSE LENGTH:	2 Days
VENUE:	This training can be conducted either at our training facility or, in most instances, at a client's choice of locality
CERTIFICATE:	Good and effective for 2 years and is thereafter validated for renewal through refresher courses

During the day, the participants will cover the following subjects:

The three elements of fire (fire triangle)	Operating the extinguishers
How fire spreads	Choice of extinguishers
Types of fire extinguishers	Operating hose reels
How to evacuate a burning building	Regular equipment checks
Causes and classes of fire	Live fire demonstration (practical)
What to do if trapped in a burning building	Fire prevention principles
Hose reel & hydrant	

AIMS AND OBJECTIVES of BFF

The successful candidates will be able to:

Know basic fire risk assessment and fire prevention rules	Distinguish between a fire and a flame
Know how a fire spreads Know what is the 3 elements of fire	Use and identify various firefighting equipment and the various mediums
Know how to extinguish a fire using suitable firefighting equipment	Ready symbolic signage Know to inspect extinguishers
Evacuate a building on fire	Raising the fire alarm
Evacuation procedures	What to do if someone catches on fire

FIRE MARSHALL TRAINING (Course code: FMT)

This course is intended for staff members that have fire safety responsibilities within an organization and for those personnel given the responsibility of carrying out a fire risk assessment. It is also very useful for personnel who have the responsibility of maintaining a current level of fire protection equipment's. These programs are intended for all staff but will be required to undertake the role of the fire marshal or a person nominated as a fire team leader in the organization.

The course is designed:

- To provide participants/ learners with a greater awareness and understanding of the threat posed by fire, their personal responsibility in preventing an outbreak where they work and, on the preemptive action needed to be taken at any time of occurrence.



- To enable participants / learners to tackle an outbreak of fire in its insipient stages, in the correct and safe manner, using the correct extinguishing medium tool/equipment.
- **To assist with the safe evacuation of all building occupants and correct reporting procedures should a fire or other emergency take place.**

(EVACUATION PLAN, AND FIRE DRILLS included in the program)

PREREQUISITES	Any prior fire training
EXAMINATION	Ongoing practical evaluation and a written exam
COURSE COST	As per schedule below
COURSE LENGTH	5 Days continuously
VENUE	This training can be conducted either at our training facility or, in most instances, at a client's choice of location and/or training center
CERTIFICATE	Good and effective for 2 years and is thereafter validated for renewal through refresher courses

During the day, participants will cover the following subjects:

Legislation	Fire safety and prevention
Chemistry of fire	Practical use of firefighting media
Evacuation Procedures	Risk assessment
Audit techniques	Development of emergency procedures
Applications for a fire certificate	
Precautionary measures	Staff training
Equipment	Means of escape
Detection	Record keeping

CONSULTATION DIVISION

The extension of **Mabapi** Training development now brings with it added advantage of innovative consultancy division. The Consultation Divisions core business is that of Fire Safety Risk Assessment compliance, Pre-Audits Quality Management Systems and Fire Audits.

The alarming increase in litigation and fines against organizations, which have not complied with the Act; have resulted in higher volumes of insurance claims, and premiums increment. The risks and direct costs of those risks are far from negligible. Consultation division has meticulously researched and effective Risk Control management, which will effectively reduce fire risk, involved in workplace and ensure business continuity as well as insurance premium reduction. Consultation Division offers two primary services, the first been Fire Safety Risk Assessment which assist in all fire safety deficiency and noncompliance. The second is the monthly consultation package which is essentially incorporates standard rate charge that introduces fire safety policy, documentation process, uniform standard operating procedures, develop tender specification in an organization that does not have one.



Our company is about RESULTS! Delivering results based on the client's needs and objectives. All our consultants are highly experienced, hands on, Fire Safety Practitioners ensuring that you get professional support, service, and advice, but more importantly, a favorable return on your investment.

Our Consulting Services are tailor made for clients requiring assistance in certain fields of expertise or where there is a problematic area within their safety system.

This service is purely done by coming on side, assessing, auditing, reporting and making recommendations. The client is then left to implement the corrective Actions.

EXTENDED SERVICES

Fire Safety Risk Assessments

Develop tender specifications

Conduct fire drills

Fire Evacuation Systems

Health and Safety committee meetings

On-going Safety Awareness Programme Implementation

Fire cause investigation and determination for insurance companies

SCHEDULE OF FEES FOR COURSES

Course	Course Duration	Fee per Trainee
1. First Aid - Level 1, 2, and 3	2 Day	P750.00
2. Risk Management	3 Days	P2,500.00
3. Basic Fire Fighting	2 Day	P650.00
4. Fire Safety Management	4 Days	P2,800.00
5. Advance Fire Marshall Course	5 Days	P1,950.00
6. Special Fires	4 Days	P3,900.00
7. Veld Fire Management	3 Days	P3,800.00
8. Fire in Construction	3 Days	P2,500.00
9. Aviation Fires	4 Days	P4,200.00
10. Health and Safety	4 Days	P3,100.00
11. Safe Handling of Hazardous Material	3 Days	P1,400.00
12. Railway Fire	3 Days	P3,200.00
13. Pumps and Primers	5 Days	P3,600.00
14. Breathing Apparatus	3 Days	P1,200.00
15. Rescue Methods	3 Days	P1,800.00
16. Recondition of Fire Equipment's	5 Days	P4,850.00
17. VAT is levied @ 12% on all course fees		



Please note our prices are further influenced and calculated within the following parameters:

Refreshments including lunch, morning and afternoon tea for participants are provided at the clients' request.

PLEASE NOTE

OUT OF GABORONE TRAINING

Please note that training outside Gaborone attracts the following:

- Mileage claims at a standard rate of **P 3.75 / km.**
- Accommodation at a rate of **P 550.00 / per night / trainer.** Usually two trainers make the trip.
- Subsistence travel at **P 250.00** per day per trainer where bed and breakfast are not provided the subsistence is **P350.00** per day.

ADMINISTRATIVE PROCEDURES

QUOTATIONS

All quotations submitted are tailored to suit each Client's special needs and requirements (on site, after hrs. weekends, rental of equipment etc.). The quotation is valid for **15 days** from date of issue.

BOOKINGS

All training booked is confirmed via a booking confirmation which is completed by your sales consulted and forwarded to you for confirmation, once signed and returned a VAT invoice will be issued immediately.

CANCELLATIONS

Cancellations or postponements of training must be received in writing within **5 working days** prior to the training course. A cancellation or postponement fee of 100% will be levied should written cancellation not be received.

INVOICING:

An invoice is issued upon receipt of the booking confirmation. The Said invoice is forwarded immediately thus negating late payment.

PAYMENT:

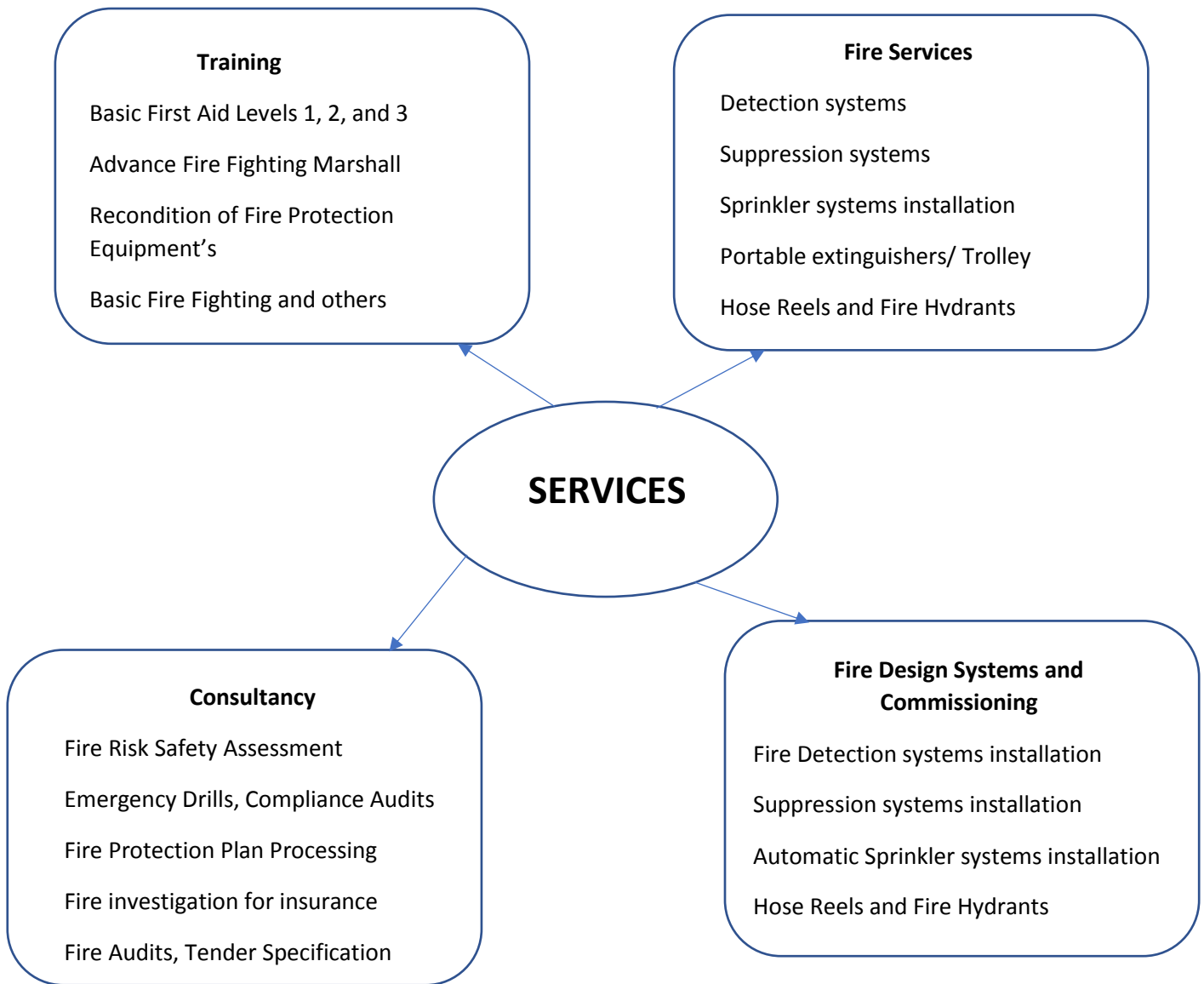
Payment secures the delegates position in a particular program.

CERTIFICATES:

These are issued within a week after completion of training to successful delegates, subject to payment having been received.



SERVICES OFFERED BY MABAPI TRAINING ACADEMY



LIST OF PREVIOUS CLIENTS

- ◆ Boteti Mining
 - ◆ Crown
- ◆ Morupule Coal Mine
 - ◆ BTC
- ◆ Crown Relocations

