

SECTION A (Continued)

RELATIVE'S NAME (Not living with you)

ADDRESS

..... (POSTAL CODE

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)

TEL. (H) (.....) (W) (.....) FAX (.....)

YOUR OCCUPATION

YOUR EMPLOYER

YOUR EMPLOYER'S ADDRESS

..... POSTAL CODE

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TEL. (W) (.....) (F) (.....)

SECTION B

YOUR SCHOLASTIC/TERTIARY QUALIFICATIONS:

HIGHEST GRADE PASSED? GRADE

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OTHER CERTIFICATES COMPLETED:

DIPLOMAS COMPLETED:

DEGREES COMPLETED:

SECTION C

If you are under the age of 18 or are married in community of property, your guardian or spouse (if applicable) must complete the following declaration:

I, _____ (full names)

Identity Number: _____, as guardian or spouse (delete whichever is not applicable) of the student in Section A of this application, hereby declare that this application is being made with my permission, and that where I am the guardian I hereby bind myself as surety for and co-principal debtor with the student in Section A of this application for the due and punctual performance of the said student's obligation arising out of this agreement.

Occupation: _____

Physical address: _____

(Chosen address for service of legal and other processes)

Work address: _____

Signature: _____ Date: _____

SECTION D

COURSE REQUIRED: (Tick the option you choose)

Note: The below mentioned unit standards are credit bearing and choosing any of these will mean you have to compile a Portfolio of Evidence and be declared competent to earn the credits and also earn the CPTD points linked to the particular unit standard.

If you want to enrol for CPTD or any of the under mentioned unit standards, please tick below.

Note: These unit standards do not necessarily form part of the ACE qualification.

- Certificate in Principalship - 60 PD Points**
 - US 115441 - Understand school management and leadership in the SA context - 15 PD Points
 - US 115437 - Lead and manage people - 15 PD Points
 - US 115436 - Manage teaching and learning - 15 PD Points
 - US 115438 - Develop a portfolio to demonstrate school management and leadership competence - 15 PD Points
- School management and leadership in the SA context - 15 PD Points**
 - US 115441 - Understand school management and leadership in the SA context - 15 PD Points
- Overview of school leadership and management principles - 15 PD Points**
 - US 115437 - Lead and manage people - 15 PD Points
- Managing resources and systems - 15 PD Points**
 - US 115434 - Manage organisational systems and physical and financial resources - 15 PD Points
- Manage policy, planning school development and governance - 15 PD Points**
 - US 115439 - Manage policy, planning, school development and governance - 15 PD Points
- Manage teaching and learning - 15 PD Points**
 - US 115436 - Manage teaching and learning - 15 PD Points
- US 115438 - Develop a portfolio to demonstrate school management and leadership competence - 15 PD Points**
- US 115753 – Conduct outcomes-based assessment – 15 PD Points**
- US 115759 – Conduct moderation of outcomes-based assessment – 15 PD Points**
- US 115440 – Demonstrate effective language skills in school management & leadership – 15 PD Points**
- US 115432 – Mentor school managers and manage mentoring programmes in school – 10 PD Points**
- US 114941 – Apply knowledge of HIV/AIDS to a specific sector and a workplace – 15 PD Points**
- Mentoring learners – 15 PD Points**
 - US 117865 – Assist and support learners to manage their learning experiences
 - US 117874 – Guide learners about their learning, assessment and recognition opportunities
- US 117871 – Facilitate learning using a variety of given methodologies – 15 PD Points**
- Developing outcomes-based learning programmes – 15 PD Points**
 - US 123401 – Design outcomes-based learning programmes
 - US 123394 – Develop outcomes-based learning programmes
- US 115755 – Design and develop outcomes-based assessments – 15 PD Points**

Assessor course

- Skills Development Facilitator – 90 PD Points**
US 15221 – Provide information and advice regarding skills development and related issues
US 15217 – Develop an organizational training and development plan
US 15232 – Co-ordinate planned skills development interventions in an organization
US 15228 – Advise on the establishment and implementation of a QMS for skills development practices in an organisation
US 15227 – Conduct skills development administration in an organization
US 252042 – Promote a learning culture in an organisation

- US 10294 – Identify and respond to learners with special needs and barriers to learning – 15 PD Points**

- US 260277 – Administer school assets – 10 PD Points**

- US 260357 – Prepare and monitor the budget of a school – 10 PD Points**

- US 15218 – Conduct an analysis to determine outcomes and learning for skills development and other purposes – 15 PD Points**

- US 117877 – Coaching within the school environment – 15 PD Points**

MATHEMATICAL LITERACY COURSES

- Exploring 2- and 3-dimensional space in different contexts – 15 PD Points**
US 9016 – Represent, analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts
US 12417 – Measure, estimate & explore, critique & prove geometrical relationships in 2- and 3-dimensional space in the life and workplace of adult with increasing responsibilities
US 9008 – Identify, describe, compare, classify, explore shape and motion in 2- and 3-dimensional shapes in different contexts
US 9013 – Describe, apply, analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts

- Investigate life and work related problems using data and probabilities – 15 PD Points**
US 9012 – Investigate life and work related problems using data and probabilities
US 7456 – Use Mathematics to investigate and monitor the financial aspects of personal, business and national issues

- Demonstrate an understanding of rational and irrational numbers and number systems – 15 PD Points**
US 7480 – Demonstrate understanding of rational and irrational numbers and numbers systems

- Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations – 15 PD Points**
US 9010 – Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations

- Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems – 15 PD Points**
US 9009 – Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems

- Demonstrate understanding of real and complex number systems – 15 PD Points**
US 7485 – Demonstrate understanding of real and complex number systems

Other Qualifications

- National Certificate: Public Administration**, NQF Level 05, SAQA ID 50060 – 141 credits
- National Certificate: Occupationally-Directed Education, Training and Development Practices**, NQF Level 05, SAQA ID 50334 – 120 credits
- National Diploma: Occupationally-Directed Education, Training and Development Practices**, NQF Level 05, SAQA ID 50333 – 120 credits – Second year only
- National Diploma: Human Resources Management and Practices**, NQF Level 05, SAQA ID 61592 – 249 credits – First year
- National Diploma: Human Resources Management and Practices**, NQF Level 05, SAQA ID 61592 – 249 credits – Second year
- National Certificate: Occupationally- Directed Education, Training and Development Practices**, NQF Level 06, SAQA ID 50331 – 145 credits
- Other Qualification

CPTD WORKSHOPS

Note: If you attend any of the below mentioned CTPD workshops/programmes, you will earn the relevant CTPD points on completion of the workshop.

Tick your option 2-day workshops

- US 115436 – Manage teaching and learning – 15 PD Points
- US 115753 – Conduct outcomes-based assessment – 15 PD Points
- US 115441 – Understand school management and leadership in the SA context – 15 PD Points
- US 115433 – Demonstrate basic computer literacy in school management – 15 PD Points
- US 115438 - Develop a portfolio to demonstrate school management and leadership competence – 15 PD Points
- US 10294 - Identify and respond to learners with special needs and barriers to learning – 15 PD Points
- US 115432 - Mentor school managers and manage mentoring programmes in schools – 15 PD Points

Tick your option 3-day workshops

- US 115437 - Lead and manage people – 15 PD Points
- US 117871 - Facilitate learning using a variety of given methodologies – 15 PD Points
- US 115759 - Conduct moderation of outcomes-based assessments – 15 PD Points
- US 115440 - Demonstrate effective language skills in school management and leadership – 15 PD Points
- US 114226 - Interpret and manage conflicts within the workplace – 15 PD Points
- US 115439 - Manage policy, planning, school development and governance – 15 PD Points

Tick your option 4-day workshops

- US 115434 - Manage organizational systems and physical and financial resources – 15 PD Points

Indicate during which school holiday you prefer to attend your workshop. Note: if limited number of workshops is not achieved, you will be notified and your workshop postponed to the next school holiday or you may choose to attend at a venue where there are a sufficient number of learners registered.

SCHOOL HOLIDAY: December April July October

COURSE FEES

Edutel offers you two options to pay your course fee.

OPTION 1 – FUNDI/STUDENT LOAN STOP ORDER							
Tick your option	No. of U.S	Terms					
		Cash fee	10 months	12 months	18 months	24 months	30 months
	1	R2 360	R339.90	R295.34			
	2	R4 722	R625.04	R536.93			
	3	R7 083	R910.07	R778.43	R559.60		
	4	R8 570	R1 018.88	R924.12	R661.88		
	5	R9 000	R1 129.49	R9464.52	R690.30		
	6	R9 800	R1 218.06	R1 039.69	R743.17		
	7	R13 000	R1 572.37	R1 340.34	R954.67	R762.95	
	Complete Public Admin, NQF 5 qualification (17 US)	R16 500		R1 669.19	R1 185.99	R945.82	R802.88
	NC: OD-ETDP NQF 5 (16 US)	R21 425		R2 131.65	R1 511.50	R1 203.15	R1 019.65
	ND: OD-ETDP NQF 5 (18 US per year)	R21 425		R2 131.65	R1 511.50	R1 203.15	R1 019.65
	HR level 5 qualification – first year	R25 000		R2 467.81	R1 747.78	R1 389.94	R1 176.99
	HR level 5 qualification – second year	R25 000		R2 467.81	R1 747.78	R1 389.94	R1 176.99
	Complete OD-ETDP level 6 qualification (15 US)	R21 425		R2 131.65	R1 511.50	R1 203.15	R1 019.65

WORKSHOPS PDP non-credit bearing

Tick your option	No. of Days	10 months
	3 Days	R326.63
	4 Days	R417.16

OPTION 2

Edutel – if you pay cash you get 20% discount on your course fee.

Tick your option	Edutel course fee	Cash fee	Deposit 35%	No. of instalments if deposit paid	Instalment amount	Instalments if no deposit paid	Instalment amount
	R2 950	R2 360	R1 033	4	R479.25	6	R491.66
	R5 903	R4 722	R2 067	6	R639.33	10	R590.30
	R8 854	R7 083	R3 099	10	R575.50	12	R737.83
	R10 713	R8 570	R3 750	10	R696.30	14	R765.21
	R11 250	R9 000	R3 938	10	R731.20	14	R803.57
	R12 250	R9 800	R4 288	10	R796.20	16	R765.62
	R16 250	R13 000	R5 688	14	R754.42	22	R738.63
	R19 800	R16 500	R6 930	14	R919.28	22	R900.00
	R23 340	R19 450	R8 169	14	R1 083.64	22	R1 060.90
	R23 340	R19 450	R8 169	14	R1 083.64	22	R1 060.90
	R23 340	R19 450	R8 169	14	R1 083.64	22	R1 060.90
	R23 340	R19 450	R8 169	14	R1 083.64	22	R1 060.90
	R23 340	R19 450	R8 169	14	R1 083.64	22	R1 060.90

I wish to pay cash deposit plus debit order debit order only

PLEASE NOTE:

- If you pay via Option 2 and you choose not to pay a deposit with your registration, Edutel will first deduct 4 instalments from your bank account before any material will be dispatched. It is thus advisable to pay a deposit or choose the cash option where you save 20% on your course fee.
- Credit card payments are accepted.

Edutel Skills Development banking details: ABSA Horizon, Account number: 4053498561, Branch Code: 630841.

SECTION E

NAEDO Debit order

AUTHORITY AND MANDATE FOR NAEDO PAYMENT INSTRUCTIONS – Must be completed by all applicants, unless you pay cash for your course.

A. AUTHORITY

GIVEN BY: (NAME OF ACCOUNTHOLDER) _____

(ADDRESS) _____

BANK ACCOUNT DETAILS:

BANK NAME _____

BRANCH NAME AND TOWN _____

BRANCH NUMBER

ACCOUNT NUMBER

TYPE OF ACCOUNT: CURRENT (CHEQUE)/SAVINGS/TRANSMISSION)*

*(DELETE WHERE NOT APPLICABLE)

DATE: _____

TO: (NAME OF BENEFICIARY) _____

(ADDRESS) _____

REFER TO OUR CONTRACT DATED _____ (“the Agreement”)
I/We hereby authorise you to issue and deliver payment instructions to your banker for collection against my/our abovementioned account at my/our abovementioned bank on condition that the sum of such payment instructions will never exceed my/our obligations as agreed to in the Agreement.

SECTION F

Credit Card Option (5.7% Levy Payable) Type: VISA MASTER OTHER

Total Cash Amount R -

Budget Account 3 Months 6 Months 12 Months 24 Months

Name as it appears on card: _____

Credit Card Number

Expiry date on Credit Card

Last three digits on back of credit card

Signature of Cardholder: _____

SECTION G

By signing below you will be signifying your acceptance of the Terms and Conditions that apply to this application, being those set out in Appendix 1 to this application.

SIGNED AT ON THISDAY OF YEAR.....

SIGNATURE OF STUDENT

CONTACT CENTRES (Select one only)

CONTACT CENTRES:

Please indicate the nearest centre where you wish to attend contact sessions during school holidays (pending numbers). Dates and further information will be mailed to you in due course. Please note that a contact session will only take place if there are a sufficient number of bookings.

GAUTENG

Johannesburg

Pretoria

FREE STATE

Bloemfontein

LIMPOPO

Polokwane

NORTHWEST PROVINCE

Klerksdorp

Mafikeng

EASTERN CAPE

Mthatha

East London

KWAZULU NATAL

Durban

Empangeni

Kokstad

MPUMALANGA

Nelspruit

TERMS AND CONDITIONS

Your Enrolment

1. If this Application is accepted by us, it will, from the time of acceptance, become a valid and binding contract between us and you.

Our Responsibilities

2. We will, as soon as possible after receiving this Application, consider it and notify you whether or not it has been accepted.
3. If this Application is accepted, we will make sure that you receive, in good time, the appropriate study material for the Course.
4. We will ensure that all approvals of the Education and Training Quality Assurance bodies ("ETQAs") in relation to the Course are retained.
5. We will ensure that such appropriately qualified personnel as are necessary for the conduct of the Course are assigned to you.
6. Once you have been found competent by us in relation to the Course, and such competence has been verified by an ETQA, we will issue the relevant Certificate of Competence to you or in the case of non-credit bearing workshops you will receive a Certificate of Attendance.
7. In cases of credit bearing programmes, we will grant you two years to complete the course you have registered for.
8. If you register for a CPTD workshop and Edutel doesn't get the required number of learners (at Edutel's discretion), Edutel will notify you to either attend at another venue or to postpone your workshop to the next school holiday.

Your Responsibilities

9. You must, if we require it, make available to us the originals of all documents relevant to this Application. You must take note of the requirements for the Course, as well as the minimum requirements in order to pass the Course and be declared competent on the relevant unit standards.
10. You must also avail yourself of all contact session times and venues in relation to the Course.
11. It is your responsibility to ensure that assignments reach us or the institute concerned on time.
12. The student also agrees to register with SACE for CPTD in line with the implementation time frame of SACE. Edutel will not be able to upload CPTD points earned, should you not have registered yourself with SACE for this purpose, and confirm your registration with Edutel by providing Edutel with the necessary registration details.
13. The responsibility lies with you to make sure if your course will earn CPTD points or not. All CPTD bearing courses are listed on this application form and by signing it, you confirm that you have taken notices of them.
14. It is the responsibility of the student to confirm with his/her employer whether the course would be recognised as Edutel cannot guarantee such recognition.
15. You agree to inform your employer about the fact that you have registered for this course and in case of credit bearing courses, you will ensure that you will get yourself a mentor in your workplace to mentor you on the performance criteria of the course you have registered for. You also agree to inform Edutel in writing as to who this mentor is and provide us with a CV, confirming his/her competence in this regard.
16. It remains your responsibility to avail yourself of the SAQA lifespan of the qualification or unit standard/s you have registered for with regard to its expiry date/last date of registration/last date of achievement.

Fees

17. You must pay the fees for the Course in accordance with Section D of this Application.
18. In case of credit bearing courses, first-time assessment fees are included in the Course fees. Re-assessment fees need to be paid separately if you are not found competent the first time.
19. Should you choose to make use of the Fundi/Student loan (stop order facility) or debit order facility if Fundi doesn't approve of your application, you hereby give Edutel the right to deduct your course fee from your bank account in line with option 2 of the course fee schedule. Edutel charges no interest.
20. Your study period will not be extended but will remain 2 years in case of credit bearing courses. If you haven't paid cash or a deposit and we deducted your deposit from your bank account in instalments, the deposit payment period will be included in your 2 year study period.
21. If any debit order remains unpaid, your study period will not be extended.
22. You will not be able to attend contact sessions if your account is in arrears.
23. We will not assess your portfolios or questionnaire if your account is in arrears.

Your Declarations

24. You declare that –
 - 24.1 the information provided in this Application is both true and correct;
 - 24.2 all copies provided are true copies of the originals thereof; and
 - 24.3 you are aware of the curriculum and qualification of the Course.

Copyright

25. Copyright subsists in all study material provided to you in relation to the Course. Any unauthorised reproduction or adaptation thereof will constitute an act of copyright infringement, leaving the offender liable for civil law copyright infringement and, in certain circumstances, criminal prosecution.

Your Right to Cancel

26. You may cancel your enrolment at any time, provided you do so in writing.
27. If you exercise your right to cancel in terms of paragraph 26 above within 14 (fourteen) days of registration, you will be charged a cancellation fee of R972.00 inclusive of VAT, but will have no other financial obligation towards us.
28. If you exercise your right to cancel in terms of paragraph 26 above more than 14 (fourteen) days after registration, you will remain liable for the full course fees.

Legal Action

29. You hereby consent to the jurisdiction of the Magistrates' Court for purposes of any legal action we may take against you as a result of your failure to comply with any of your obligations in terms of this Application.
30. You accept and agree that, if we take any legal action against you, you will be liable for any and all costs incurred by us in doing so, including costs on an attorney and own client scale.
31. A certificate signed by any of our managers (whose designation, appointment or authority it shall not be necessary to prove), as to the existence and amount of your indebtedness to us at any time and/or any other fact matter or thing relating to your indebtedness to us, shall be *prima facie* proof of the contents and correctness thereof and of the amounts of all your indebtedness for the purposes of provisional sentence or summary judgment, or any other proceedings against you in any competent court and shall be valid as a liquid document for such purposes.

General Terms

32. You accept and agree that the street address provided by you in Section A of this Form shall be your chosen address for service of legal and other process arising from this Application.
33. You cannot transfer or delegate any of your rights or duties under this Application, or under any part hereof, without our written consent.
34. We can transfer or delegate any of our rights and duties under this Application, or under any part hereof, upon notice to you.
35. In case of distance learning programme, you nominate the South African Post Office as the only agent to be used by Edutel to dispatch your learning material to you.

Applicant's signature: _____

Date: _____