



ENROLMENT APPLICATION FORM

Edutel Building, Corner of Ontdekkers Road and Crane Avenue, Horison,
Roodepoort, 1734, South Africa

Tel: (011) 760-4251

E-mail: enrol@edutel.co.za

- By completing and submitting this enrolment application form, you are applying to be enrolled as a learner for a Course(s) offered by Edutel Skills Development.
- In this application, "we", "us" or "our" refers to Edutel Skills Development (Proprietary) Limited and "you" or "your" refers to the individual described in section A of this application.
- This application includes the Terms and Conditions attached in Appendix 1.
- You must complete all sections in full and sign in full where indicated.
- You must provide us with a certified copy of your ID, proof of bank account details (if paying through debit order) and certified copies of your qualifications with your application. Also include proof of a computer literacy course, if attended.
- Please ensure that the documents you submit are not password-protected and , if they are, that you provide us with the relevant password.

SECTION A

LEARNER NUMBER

(If you have enrolled with us before)

Code

YOUR PERSONAL DETAILS:

TITLE: SURNAME:

FIRST NAMES AGE YEARS

SEX MARITAL STATUS

RACE HOME LANGUAGE

DISABILITY STATUS If yes, please specify:

CITIZEN STATUS IDENTITY NUMBER

POSTAL ADDRESS POSTAL CODE

STREET ADDRESS POSTAL CODE

TEL (H) CELL

E-MAIL ADDRESS

HOW WOULD YOU LIKE US TO COMMUNICATE WITH YOU

HOBBIES

SECTION A (Continued)

YOUR OCCUPATION _____

YOUR EMPLOYER _____

YOUR EMPLOYER'S ADDRESS _____

POSTAL CODE

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

DO YOU HAVE ANY DISABILITY THAT MAY AFFECT YOUR ABILITY TO STUDY THE COURSE YOU ARE APPLYING FOR? ☐ Y ☐ N

What is the disability (provide more information): _____

RELATIVE'S NAME (Not living with you) _____

ADDRESS _____

(POSTAL CODE

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

SECTION B

YOUR SCHOLASTIC/TERTIARY QUALIFICATIONS:

HIGHEST GRADE PASSED? GRADE

CERTIFICATES COMPLETED: _____

DIPLOMAS COMPLETED: _____

DEGREES COMPLETED: _____

You must be (ICT) Computer Literate to complete the these programmes. Please confirm whether you are computer literate by answering the questions below:

ARE YOU (ICT) COMPUTER LITERATE? YES ☐ NO ☐

DO YOU HAVE A CERTIFICATE OR PROOF THAT YOU HAVE COMPLETED A COMPUTER LITERACY (ICT) COURSE? YES ☐ NO ☐

NOTE: PLEASE INCLUDE PROOF WITH THIS APPLICATION.

If you are computer (ICT) literate but don't have a certificate to prove it, sign here to confirm that you are computer

(ICT) literate: _____ **Sign here**

DO YOU HAVE ACCESS TO A COMPUTER ☐ LAPTOP ☐ IPAD ☐ TABLET ☐

If you are not computer (ICT) literate when you register for the programme, you are requested to complete the declaration below:

SECTION B (Continued)

Declaration of undertaking: (If not Computer Literate)

I hereby declare that I am aware that I must be computer (ICT) Literate. I undertake to complete the online Computer Literacy workshop that I will receive after registration in order to acquire the skills needed to complete the programme. I need to have my own computer with sound or a laptop including data/Wi-Fi to attend the training.

If I do not complete the online ICT workshop presented by Edutel, I undertake to provide Edutel with evidence that I have attended another computer literacy programme at a registered, reputable, training institution.

Signature: _____

Sign here

SECTION C

Course required (Tick the option you choose)

Indicate that you are aware that you need to have access to the internet to access our online Learner Management System (Skills Online).

☐

Signature _____

Sign here

SECTION D

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

I, _____ (full names)

Identity Number: _____, as spouse or guardian (delete whichever is not applicable) of the student in Section A of this application, hereby declare that this application is made with my permission, and that, where I am the guardian, I hereby bind myself as surety for, and co-principal debtor to 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: _____

Sign here

Date: _____

SECTION E

QCTO Skills Programmes

These skills programmes derive from SAQA ID 101321:

Work Based Learning and Development Practitioner (ID: SP-220322)

☐

Assessment Practitioner (ID: SP-220320)

☐

Skills Development Facilitation (SDF) Practitioner (ID:SP-220321)

☐

Learning and Development Facilitator (ID: SP-220319)

☐

Occupational Qualification/s

☐

SAQA ID 101321, Occupational Certificate: Training and Development Practitioner, NQF 5, 190 Credits

☐

SAQA ID 97542, Occupational Certificate: Early Childhood Development Practitioner NQF 4, 131 Credits

☐

SECTION F

Qualification costs

Course fee: Occupational Certificate: Training and Development Practitioner, NQF 5,
SAQA ID 101321 – 190 credits (Occupational)

☐☐

Cash R21 450.00 (one payment)

OR

☐

3 Consecutive payments of R7 150.50

OR

☐

You can pay a deposit and via Edutel debit order.

Course fee: R26 812.50

Deposit required: R6 703.12

10 instalments of R2 010.93 per month

Students who pay the full amount in cash or within 3 equal instalments receive 20% discount on the course fee.

Note: Your application will not be processed if you have not paid a deposit, applied for a FUNDI loan or paid the full amount for your programme. If we do not accept your application, we will do a full refund.

Edutel Higher Education banking details:

Bank: ABSA
Account Holder: Edutel Higher Education
Branch Code: 630156
Account No: 407-015-3037

Please include your ID number as reference when making a deposit.

SECTION F (Continued)

Qualification costs

Course fee: Occupational Certificate: Early Childhood Development Practitioner,
NQF 4, SAQA ID 97542, 131 credits.

☐☐

Cash R14 000.00 (one payment)

OR

☐

3 Consecutive payments of R4 666.67

OR

☐

You can pay a deposit and via Edutel debit order.

Course fee: R17 500.00

Deposit required: R3 500.00

12 instalments of R1 166.67 per month

Students who pay the full amount in cash or within 3 equal instalments receive 20% discount on the course fee.

Note: Your application will not be processed if you have not paid a deposit, applied for a FUNDI loan or paid the full amount for your programme. If we do not accept your application, we will do a full refund.

Edutel Higher Education banking details:

Bank: ABSA
Account Holder: Edutel Higher Education
Branch Code: 630156
Account No: 407-015-3037
Please include your ID number as reference when making a deposit.

Workshop Costs- Occupational Skills Programme

Course fee: Work Based Learning and Development Practitioner

☐

Cash R5 699 ☐ or 3 equal instalments of R1 899.66

☐

Course fee: Assessment Practitioner

☐

Cash R4 999 ☐ or 3 equal instalments of R1 666.33

☐

Course fee: Skills Development Facilitation (SDF) Practitioner

☐

Cash R7 799 ☐ or 3 equal instalments of R2 599.66

☐

Course fee: Learning and Development Facilitator

☐

Cash R5 699 ☐ or 3 equal instalments of R1 899.66

☐

SECTION G

BURSARY APPLICATIONS

Are you applying for or have you already received a bursary from your employer / SETA / external bursar? Yes ☐ No ☐

Do you need a letter of conditional registration? Yes ☐ No ☐

Do you need a quotation? Yes ☐ No ☐

Note: Before we can process your application form, we require written confirmation on your employer / SETA/ external bursar's letterhead clearly stating that a bursary has been granted to you and that they will be responsible for paying your course fees. Only upon receipt of this letter will we provide you with proof of registration.

SECTION H

Debit Order Mandate

AUTHORITY AND MANDATE FOR DEBIT ORDER PAYMENT INSTRUCTIONS – Must be completed by all applicants, unless you are paying cash for this course.

A. AUTHORITY

GIVEN BY: (NAME OF ACCOUNT HOLDER/APPLICANT) _____

(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)

SALARY PAYMENT DATE: _____

TO: (EDUTEL SKILLS DEVELOPMENT) _____ + _____

Date of first debit order deduction: _____

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.

Signature: _____

Sign here
←

Signature of surety: _____

SECTION I

Please tick (✓) here to confirm that Edutel may contact you via SMS and e-mail.

Which social media do you use? Facebook ☐ Twitter ☐ SMS ☐ Other _____

Please tick (✓) to indicate how you heard about Edutel Higher Education

Billboard ☐ Social Media ☐ Trailer ☐ Word of Mouth ☐ Other _____

SECTION J – Very important: If not completed it could delay the dispatch of your material

Should we dispatch your material via PAXI, which means you will collect your material at your nearest PEP Stores, we need the following information.

At which PEP Stores branch do you wish to collect your study material? Please provide the branch name, town and province.

SECTION K – Financial Data: All information provided will be used strictly for data collection and assessment purposes and will be treated as confidential.

EMPLOYMENT & FINANCIAL STATUS:

Are you currently employed? Yes ☐ No ☐

Are you employed by the government? Yes ☐ No ☐

Are your parents employed by the government? Yes ☐ No ☐

Your monthly income (gross)?

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HOUSEHOLD INCOME:

Below R200 000 ☐ R200 000-R350 000 ☐ R350 000-R600 000 ☐ Above R350,000 ☐

SECTION K (Continued)

ACCESS TO TECHNOLOGY:

Internet Access? Yes ☐ No ☐

Devices: Desktop ☐ Smartphone ☐ Tablet ☐ Laptop ☐

STUDY FUNDING: Who is going to pay for your course

Yourself ☐ Parent/Guardian ☐ Family Member ☐ Bursary ☐ Employed Sponsor ☐

Family Member ☐ Other:

WORKPLACE CONFIRMATION LETTER

This Workplace Confirmation Form is only applicable to learners applying for the Occupational Certificate: Early Childhood Development Practitioner (SAQA ID 97542), NQF Level 4.

To whom it may concern

I hereby confirm that Mr/Ms/Mrs _____

Identity/passport number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Learner number:

--	--	--	--	--	--	--	--

Is presently employed as an Early Childhood Practitioner or will be granted access to our institution to conduct the Workplace learning as required to complete the Occupational Certificate: Early Childhood Practitioner NQF level 4.

The learner is a full-time ☐ or part-time ☐ learner (please tick the relevant section).

Name of school/nursery: _____

School address (Physical and Postal): _____

Postal code:

_____ EMIS no: _____

School stamp

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Official stamp

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 you and us.
2. You are hereby applying to be registered as one of our learners. Training will be conducted in line with your preference indicated under Section E.

Our Responsibilities

3. We will, as soon as possible after receiving this Application, consider it and notify you whether or not it has been accepted.
4. If this Application is accepted, we will make sure that you receive, in good time, the appropriate study material for the Course. This could take 3-6 weeks.
5. We will ensure that all approvals of the Quality Assurance bodies ("QAs") in relation to the Course are retained.
6. We will ensure that such appropriately qualified personnel as are necessary for the conduct of the Course are assigned to you as it pertains to "limited contact learners".
7. Once you have been found competent by us in relation to the Course, and such competence has been verified by an QA, we or the relevant QA (pending the relevant QA policy in this regard) will issue the relevant Certificate of Competence to you.
8. We will grant you the following period to complete the course/s you have registered for:
 - Full qualification – 18 months
 - Single unit standards (Legacy) – 3-6 months
 - Short programmes
 - Occupational Skills Programme: Workplace Based Practitioner Programme - 3 months

Your registration will lapse if you do not complete in the stipulated time period, and you will need to re-register if you wish to complete the programme/qualification.

- We will provide you access to an online ICT training programme to complete.

Your Responsibilities

9. You must, if we require it, make available to us the originals of all documents relevant to this Application
10. You must take note of the requirements for the Course, as well as the minimum requirements in order to be declared competent on the relevant unit standards, skills programme, part or full occupational qualification.
11. You must also avail yourself of all contact session times and venues in relation to the Course (if applicable).
12. It is your responsibility to ensure that assignments and Portfolio of Evidence (if applicable to your course reach us or the institute concerned on time.
13. It remains your responsibility to avail yourself of the SAQA lifespan of the qualification or unit standard/s or skills programme/s you have registered for with regard to its expiry date/last date of registration/last date of achievement.
14. If you suffer from any disability, you need to provide us with the full details of your disability in order to determine how we can accommodate you as a learner. Any additional cost to accommodate you as a learner in order to deal with your disability will be payable by yourself above the course fee quoted on this application form.
15. If you apply to register for the ECD programme, you will need to secure an acceptable workplace where you can complete your workplace learning component of the qualification. Edutel will need to approve the school/nursery.
16. The school/nursery must be registered with the Department of education.
17. You must provide us with a completed Workplace confirmation form when submitting your application to enrol for the ECD programme.
18. You acknowledge that you need access to a computer (suitable equipment) and data to do (some/all of) your assignments, attend Zoom sessions, receive and watch multimedia lectures and access Edutel's LMS Skills Online.
19. You understand that should you mail any documents to Edutel, it is your responsibility to ensure that such documents reach Edutel. Edutel will take no responsibility for anything mailed to Edutel.
20. If you suffer from any disability, you need to provide us with the full details of your disability in order to determine how we can accommodate you as a learner. Any additional cost to accommodate you as a learner in order to deal with your disability will be payable by yourself above the course fee quoted on this application form.
21. In the event that your fees are outstanding and are handed over for collection, you will be liable for all reasonable legal and collection costs incurred, including collection agency fees where applicable.
22. If you agree to pay via bank debit order and your debit order is returned as unpaid, the cost associated with the unpaid debit order will be added to your account.

Fees

- 23. You must pay the fees for the Course in accordance with Section F of this Application.
- 24. First-time assessment fees are included in the Course fees. Re-assessment fees need to be paid separately (at the prevailing rate at that time) if you are not found competent the first time.
- 25. If any debit order remains unpaid, your study period will not be extended.
- 26. You will not be able to attend contact sessions (if applicable) if your account is in arrears.
- 27. We will not assess your portfolios, assignments or questionnaires if your account is in arrears.

Your Declarations

- 28. You declare that –
 - 28.1 the information provided in this Application is both true and correct;
 - 28.2 all copies provided are true copies of the originals thereof; and
 - 28.3 you are aware of the curriculum and qualification of the Course.

Copyright

- 29. 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

- 30. You may cancel your enrolment for the Course at any time before you receive the study material electronically in e-book format. You will also receive your material in hard copy.
- 31. If you exercise your right to cancel in terms of Paragraph 30 above, you will be charged a cancellation fee equal to 10% of the full course fees, plus VAT, which compensates us for some of the costs that we have incurred in respect of your Application and its acceptance.
- 32. If you cancel your enrolment at any other time or otherwise give up your studies, you will remain liable for the full course fees.

Legal Action

- 33. 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.
- 34. 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.
- 35. 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

36. 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.
37. You cannot transfer or delegate any of your rights or duties under this Application, or under any part hereof, without our written consent.
38. We can transfer or delegate any of our rights and duties under this Application, or under any part hereof, upon notice to you.
39. In case of distance learning, you nominate the South African Post Office, PAXI or AMEX as the only agent to be used by Edutel to dispatch your learning material to you.
40. You acknowledge that plagiarism is an offence and that you are aware that plagiarism will constitute disciplinary procedures.
41. You will not be able to transfer the course your registered for to another party.
42. If the mode of delivery, namely face-to-face or online, is not possible or available, Edutel will make alternative arrangements to accommodate you via another mode of delivery.
43. By signing the terms and conditions, you provide Edutel with the necessary permission to keep a record of all data reflected on this application form/document to exercise the relevant tasks associated with it as well as for the purpose of direct marketing by means of any forms of electronic communication, including automatic calling machines, facsimile machines, SMS's or e-mail and social media communication. Edutel will protect your personal information as part of our compliance with the POPI and PAIA Acts.
44. By downloading the Edutel Online App and using Edutel Online, you give Edutel and Firebase Analytics the permission to analyse your app usage and engagement. This information will not be shared and will only be used for the purpose it is intended for.

Applicant's signature: _____

Date: _____