

## Learner Enrolment Form

SAQA Qualification 58761 Further Education and Training Certificate: Early Childhood Development. NQF Level 04, 173 Credits

<b>Who is Responsible for the Payment?</b>	Company <input type="checkbox"/>	<b>Date</b>	
	Other (Include certified copy of ID) <input type="checkbox"/>		
	Student (Self) <input type="checkbox"/>		

**Company Details** (Company Details are only required if a company is enrolling and paying for the student)

<b>Company Name</b>			
<b>Tel No</b>		<b>Fax No</b>	
<b>Company Email</b>		<b>Website</b>	
<b>Postal Address</b>		<b>Physical Address</b>	
	<b>Code</b>		<b>Code</b>
<b>Province</b>		<b>Country</b>	
<b>VAT Number</b>		<b>Company Registration No</b>	
<b>Purchase Order No.</b>			<i>Please attach order form where relevant</i>

**Details of Person Responsible for the Payment**

<b>Name of Person Responsible for Payment</b>			
<b>Email of Person Responsible for Payment</b>			
<b>Tel No</b>		<b>Fax No</b>	
<b>Signature of Persons Responsible for Payment</b>			<b>ID Number</b>

**Student (Learner) Details**

Personal Details			
<b>Surname (Last Name)</b>			
<b>Previous Surname</b>			
<b>First Name</b>		<b>Middle Name</b>	
<b>Initials</b>		<b>Title (Mr/Mrs, etc.)</b>	
<b>ID No.</b>		<b>Date Birth</b>	
<b>Alternative ID Type (please tick box) – Only required if ID Document is not available.</b>		<b>Alternative ID Number</b>	
521 – SAQA Member ID <input type="checkbox"/> 527 – Passport <input type="checkbox"/> 529 – Driver's Licence <input type="checkbox"/> 531 – Temporary ID <input type="checkbox"/> 533 – None <input type="checkbox"/> 535 – Unknown <input type="checkbox"/> 537 – Student Number <input type="checkbox"/> 538 – Work Permit <input type="checkbox"/> 539 – Employee No. <input type="checkbox"/> 540 – Birth Cert. <input type="checkbox"/> 541 – HSRC Register <input type="checkbox"/> 561 – ETQA Record <input type="checkbox"/>			
<b>Gender (please tick box)</b>	Male – M <input type="checkbox"/> Female – F <input type="checkbox"/>		
<b>Equity (please tick box)</b>	BA – Black African <input type="checkbox"/> BC – Black Coloured <input type="checkbox"/> BI – Black Indian <input type="checkbox"/> U – Unknown <input type="checkbox"/> WH – White <input type="checkbox"/>		

OFFICE USE ONLY		
<b>Student Number:</b>		
<b>Captured on database by:</b>	<b>Invoice Number:</b>	<b>Invoice Date:</b>
<b>Date captured on database:</b>	<b>Paid: Yes <input type="checkbox"/> No <input type="checkbox"/></b>	<b>Payment Date:</b>
<b>Programmes:</b>		

<b>Nationality (please tick box)</b>			
Angola <input type="checkbox"/> Asian Countries <input type="checkbox"/> Australia and New Zealand <input type="checkbox"/> Botswana <input type="checkbox"/> Central and South America <input type="checkbox"/> European Countries <input type="checkbox"/> Lesotho <input type="checkbox"/> Malawi <input type="checkbox"/> Mauritius <input type="checkbox"/> Mozambique <input type="checkbox"/> N/A: Institution <input type="checkbox"/> Namibia <input type="checkbox"/> North American Countries <input type="checkbox"/> Other and rest of Oceania <input type="checkbox"/> Rest of Africa <input type="checkbox"/> SADC except SA (i.e. NAM to ZAI) <input type="checkbox"/> Seychelles <input type="checkbox"/> South Africa <input type="checkbox"/> Swaziland <input type="checkbox"/> Tanzania <input type="checkbox"/> Zaire <input type="checkbox"/> Zimbabwe <input type="checkbox"/>			
<b>Home Language (please tick box)</b>			
Afrikaans <input type="checkbox"/> English <input type="checkbox"/> isiNdebele <input type="checkbox"/> isiXhosa <input type="checkbox"/> isiZulu <input type="checkbox"/> Other <input type="checkbox"/> (Please state: _____ ) sePedi [also known as Northern Sotho / Sesotho sa Lebowa] <input type="checkbox"/> seSotho <input type="checkbox"/> seTswana <input type="checkbox"/> siSwati <input type="checkbox"/> South African Sign Language <input type="checkbox"/> tshiVenda <input type="checkbox"/> xiTsonga <input type="checkbox"/>			
<b>Citizen Resident Status (please tick box)</b>		Dual (SA plus Other) <input type="checkbox"/> Other <input type="checkbox"/> (Please state: _____ ) Permanent Resident <input type="checkbox"/> South Africa – SA <input type="checkbox"/>	
<b>Ability / Disability Status (please tick box)</b>			
<b>Seeing</b>	<input type="checkbox"/> 1 - no difficulty <input type="checkbox"/> 2 - some difficulty <input type="checkbox"/> 3 - a lot of difficulty <input type="checkbox"/> 4 - cannot do at all <input type="checkbox"/> 6 - cannot yet be determined <input type="checkbox"/> 60 - may be part of multiple difficulties (tbc) <input type="checkbox"/> 70 - may have difficulty (tbc) <input type="checkbox"/> 80 - former difficulty (not now)	<b>Hearing</b>	<input type="checkbox"/> 1 - no difficulty <input type="checkbox"/> 2 - some difficulty <input type="checkbox"/> 3 - a lot of difficulty <input type="checkbox"/> 4 - cannot do at all <input type="checkbox"/> 6 - cannot yet be determined <input type="checkbox"/> 60 - may be part of multiple difficulties (tbc) <input type="checkbox"/> 70 - may have difficulty (tbc) <input type="checkbox"/> 80 - former difficulty (not now)
	<b>Walking</b>		<b>Remembering</b>
<input type="checkbox"/> 1 - no difficulty <input type="checkbox"/> 2 - some difficulty <input type="checkbox"/> 3 - a lot of difficulty <input type="checkbox"/> 4 - cannot do at all <input type="checkbox"/> 6 - cannot yet be determined <input type="checkbox"/> 60 - may be part of multiple difficulties (tbc) <input type="checkbox"/> 70 - may have difficulty (tbc) <input type="checkbox"/> 80 - former difficulty (not now)		<input type="checkbox"/> 1 - no difficulty <input type="checkbox"/> 2 - some difficulty <input type="checkbox"/> 3 - a lot of difficulty <input type="checkbox"/> 4 - cannot do at all <input type="checkbox"/> 6 - cannot yet be determined <input type="checkbox"/> 60 - may be part of multiple difficulties (tbc) <input type="checkbox"/> 70 - may have difficulty (tbc) <input type="checkbox"/> 80 - former difficulty (not now)	
<b>Student / Learner Contact Details</b>			
<b>Tel No. (H)</b>		<b>Tel No. (W)</b>	
<b>Cell No.</b>		<b>Fax No.</b>	
<b>Email</b>			
<b>Physical Address</b>			<b>Code</b>
	<b>Physical Municipality</b>	<b>Physical Urban/Rural</b> Urban <input type="checkbox"/> Rural <input type="checkbox"/>	<b>Physical Province</b>
<b>Postal Address</b>			<b>Code</b>
	<b>Physical Municipality</b>	<b>Physical Urban/Rural</b> Urban <input type="checkbox"/> Rural <input type="checkbox"/>	<b>Physical Province</b>
<b>Physical Address where the certificate must be couriered to</b>			<b>Code</b>
<b>Socio-Economic Status (please tick box)</b>			
<input type="checkbox"/> U – Unspecified <input type="checkbox"/> 01 – Employed	<input type="checkbox"/> 02 – Unemployed <input type="checkbox"/> 04 – Homemaker	<input type="checkbox"/> 06 – Student <input type="checkbox"/> 07 – Retired	<input type="checkbox"/> 08 – Unemployed - Disabled
<b>Qualifications</b>			
<b>Highest Qualification</b>			
<b>School Attended</b>			
<b>Do you have any special needs we need to be aware of?</b>			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Please give details:</b>	

Please submit certified copies of ID and Qualifications along with the enrolment form.

**Enrol per Full Qualification: Full Certificate: Once-off enrolment and Payment. Duration: 1 Year**

Title	Distance Learning	Online/E-Learning	Start Date	End Date	Duration
SAQA Qualification 58761 Further Education and Training Certificate: Early Childhood Development. NQF Level 04, 173 Credits Once-off enrolment and Payment. Duration: 1 Year	<input type="checkbox"/>	<input type="checkbox"/>			1 Year

OR

**Enrol per Module**

ID	Title	NQF Level	Cr	* Distance Learning	Online /E-Learning	Start Date	End Date	Duration	Class Attendance
<b>First Year</b>									
<b>Module 1: Communication (Credits: 20)</b>						<b>Start Date</b>	<b>End Date</b>	<b>Duration</b>	
<a href="#">119459</a>	Write/present/sign for a wide range of contexts	4	5	<input type="checkbox"/>	<input type="checkbox"/>				
<a href="#">119462</a>	Engage in sustained oral/signed communication and evaluate spoken/signed texts	4	5	<input type="checkbox"/>	<input type="checkbox"/>				
<a href="#">119469</a>	Read/view, analyse and respond to a variety of texts	4	5	<input type="checkbox"/>	<input type="checkbox"/>				
<a href="#">119471</a>	Use language and communication in occupational learning programmes	4	5	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Module 2: Communication Second Language (Credits: 20)</b>						<b>Start Date</b>	<b>End Date</b>	<b>Duration</b>	
<a href="#">119457</a>	Interpret and use information from texts	3	5	<input type="checkbox"/>	<input type="checkbox"/>				
<a href="#">119465</a>	Write/present/sign texts for a range of communicative contexts	3	5	<input type="checkbox"/>	<input type="checkbox"/>				
<a href="#">119467</a>	Use language and communication in occupational learning programmes	3	5	<input type="checkbox"/>	<input type="checkbox"/>				
<a href="#">119472</a>	Accommodate audience and context needs in oral/signed	3	5	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Module 3: Numerical Skills (Credits: 16)</b>						<b>Start Date</b>	<b>End Date</b>	<b>Duration</b>	
<a href="#">9015</a>	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6	<input type="checkbox"/>	<input type="checkbox"/>				
<a href="#">9016</a>	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4	4	<input type="checkbox"/>	<input type="checkbox"/>				
<a href="#">7468</a>	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Module 4: Basic Child Knowledge (Credits: 18)</b>						<b>Start Date</b>	<b>End Date</b>	<b>Duration</b>	
<a href="#">244469</a>	Provide care for babies, toddlers and young children	4	10	<input type="checkbox"/>	<input type="checkbox"/>				
<a href="#">244484</a>	Demonstrate knowledge and understanding of the development of babies, toddlers and young children	4	8	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Module 5: Environment and Care (Credits: 41)</b>						<b>Start Date</b>	<b>End Date</b>	<b>Duration</b>	
<a href="#">244468</a>	Prepare resources and set up the environment to support the development of babies, toddlers and young children	3	5	<input type="checkbox"/>	<input type="checkbox"/>				
<a href="#">244472</a>	Prepare Early Childhood Development programmes with support	4	6	<input type="checkbox"/>	<input type="checkbox"/>				
<a href="#">244475</a>	Observe and report on child development	4	6	<input type="checkbox"/>	<input type="checkbox"/>				
<a href="#">244485</a>	Design activities to support the development of babies, toddlers and young children	5	8	<input type="checkbox"/>	<input type="checkbox"/>				
<a href="#">244480</a>	Facilitate the holistic development of babies, toddlers and young children	4	16	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Module 6: Support to Families (Credits: 13)</b>						<b>Start Date</b>	<b>End Date</b>	<b>Duration</b>	
<a href="#">244259</a>	Support children and adults living with HIV and AIDS	3	8	<input type="checkbox"/>	<input type="checkbox"/>				
<a href="#">244462</a>	Work with families and communities to support Early Childhood Development	3	5	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Module 7: Numeracy, Literacy &amp; Life Skills in Grade R (Credits: 45)</b>						<b>Start Date</b>	<b>End Date</b>	<b>Duration</b>	
<a href="#">244256</a>	Facilitate a Numeracy Learning Programme in the Reception Year	4	15	<input type="checkbox"/>	<input type="checkbox"/>				
<a href="#">244257</a>	Facilitate a Literacy Learning Programme in the Reception Year	4	15	<input type="checkbox"/>	<input type="checkbox"/>				
<a href="#">244260</a>	Facilitate a Life Skills Learning Programme in the Reception Year	4	15	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Module 8: Child Care Management (Credits: 21)</b>						<b>Start Date</b>	<b>End Date</b>	<b>Duration</b>	
<a href="#">244478</a>	Manage an Early Childhood Development service	5	5	<input type="checkbox"/>	<input type="checkbox"/>				
<a href="#">114592</a>	Produce business plans for a new venture	4	8	<input type="checkbox"/>	<input type="checkbox"/>				
<a href="#">114583</a>	Develop, implement and evaluate a marketing strategy for a new venture	4	8	<input type="checkbox"/>	<input type="checkbox"/>				

\* Distance Learners who enrol per module will be granted 5 days to 3 months per portfolio for completion.

## COURSE FEES:

COURSE	DURATION	REGISTRATION	INSTALMENT	TOTAL PRICE
<b>Further Education and Training Certificate: Early Childhood Development</b>	<b>12 Months/1 Year</b>	<b>R1 200</b>	<b>R550x12=R6600</b>	<b>R7 800</b>

## PAYMENT OPTIONS

LEARNFORWARD offers the following payment options on course fees:

- 5% off the course fees if you pay the total amount upfront.
- 10% discount for returning TLC Level 4 graduates who wish to study towards the NQF Level 5 course.

## PLEASE NOTE

- 50% deposit is **payable upon submission** of this registration form **together with the proof of payment (Applicable to short courses)**.
- A monthly payment option plan is available on Full Courses. Should you choose a payment option, one month's fee is payable on registration together with the registration fee. (Applicable on the Full Qualification)
- All payments are **due by the 7<sup>th</sup> of each month and** any discount will fall away if payments are made later than this date, or as otherwise indicated. (Applicable on the Full Qualification)
- Outstanding payments will result in the learner's assignment and Portfolio of Evidence **not being assessed**; and will thus impact on the learner's certification.
- Outstanding or late submission of Portfolios of Evidence will incur a **late penalty fee of R 200 per unit standard** for an external assessor.

## FINANCIAL AGREEMENT

LEARNFORWARD will provide you with a statement reflecting all monies received and any outstanding fees. Course fees must be fully paid on or before **the submission date** of your PoE. Should your account be overdue, LEARNFORWARD reserves the right to

- withhold providing official transcript;
- withhold the awarding of any qualification/course;
- withhold future registration privileges;
- prohibit you from continuing with the course; and
- commence with collection and legal proceedings against you resulting in additional costs and fees.

Should you withdraw from the course, any refund will be according to LEARNFORWARD Cancellation Policy. By signing this financial agreement, you are acknowledging that you are solely responsible for the payment of the course fees and any other payments. You acknowledge that you fully understand and agree that regardless of any third party (e.g. your employer or parent/guardian) paying for your course fees, you are and remain personally responsible for paying any and all balances due to LEARNFORWARD.

## LEARNFORWARD BANKING DETAILS:

Please make all payments in favour of:

**BANK: FIRST NATIONAL BANK**  
**ACCOUNT HOLDER: LEARNFORWARD TRAINING SOLUTIONS AND CONSULTING AGENCY (PTY) LTD**  
**BRANCH CODE: 220122**  
**ACCOUNT NO: 62868286933**

**Note:**

Please use your NAME AND SURNAME as a reference when paying electronically or making a bank deposit.

**CONTACT DETAILS**

LearnForward Training Solutions and Consulting Agency  
 Albert Luthuli Road, Shayamoya  
 Kokstad 4700, Republic of South Africa  
 Telephone: +27 64 539 7191  
 Email: [info@learnforward.co.za](mailto:info@learnforward.co.za) or [learnforward.tsc@gmail.com](mailto:learnforward.tsc@gmail.com)

<b>REGISTRATION CHECKLIST</b>	
<b>NOTE: Before submitting this registration form, please ensure that you have attached the following mandatory documentation. Your registration will not be processed unless these are submitted. Tick the appropriate column.</b>	
1. Certified copy of your Identification document	
2. Certified copy of your Matric Certificate (if applicable) OR highest school qualification	
3. A brief Curriculum Vitae (CV)	
4. Registration fee deposit if applicable (or proof of payment)	
5. Certified copy of Study Permit if you are not a South African citizen or a permanent resident	

**SUPPORT:**

The coaches will be always available via WhatsApp/email or Ms Teams to support you with your course needs.

**FEATURES & BENEFITS:**

If you enrol with us, we will assist you to become registered as a constituent assessor or moderator with the SETA of your choice free of charge.  
 This course is accredited with ETDP SETA, upon successful completion of your PoE process (Moderated and found competent) you will receive a statement of results from the SETA and the certificate of completion from LEARNFORWARD. Note: all certificates are electronically issued.

<b>LEARNER DECLARATION</b>	
<p>I, _____ (Full Name) hereby confirm that I have read and understood the above terms and conditions of this financial agreement, and by signing this document, I am agreeing to be bound by all the terms of this agreement, thereby obligating me to pay all outstanding balances that I may incur with LEARNFORWARD now and in the future.</p>	
<p>_____</p> <p>LEARNER SIGNATURE</p>	<p>_____</p> <p>DATE</p>

**PoPIA Act:**

The Protection of Personal Information Act of 2013 (PoPIA) is South Africa’s data protection law, aimed at protecting personal information processed by public and private bodies. PoPIA came into effect on 1 July 2020. [LEARNFORWARD] will only share your personal information within the network of LEARNFORWARD and the STAKEHOLDERS for the purposes of statistical and placement information required by our ETQAs of our programmes. Your information will NOT be shared with any and all Third Party entities.

Upon signature you acknowledge that you understand and are aware of the above-mentioned with regards to the Protection of Personal Information Act of 2013 and the use of your personal information within the LEARNFORWARD Network.

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<sup>1</sup> Afrikaans, English, IsiNdebele, IsiXhosa, IsiZulu, Sepedi, Sesotho, Setswana, Sign Language, Siswati, Tshivenda, Xitsonga, Other

<sup>1</sup> Parent, Guardian, Sibling, Spouse, Relative, Other