Learner Enrolment Form

SAQA Qualification 50334 National Certificate Occupationally Directed Education, Training and Development Practices. NQF Level 05, 162 Credits

Who is Responsible for the Payment?	Company ☐ Other (Include certifiied copy of ID) ☐ Student (Self) ☐	Date	

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

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

Details of Person Responsible for the Payment

Name of Person Responsible for Payment	
Email of Person Responsible for Payment	

Tel No		Fax No	
Signature of Persons Responsible for Payment		ID Number	

Student (Learner) Details

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

OFFICE USE ONLY			
Student Number:			
Captured on database by:		Invoice Number:	Invoice Date:
Date captured on database:		Paid: Yes ☐ No ☐	Payment Date:
Programmes:			

Nationality (*please tick box*)

Angola ☐   Asian Countires ☐   Australia and New Zealand ☐   Botswana ☐   Central and South America ☐   European Countires ☐   Lesotho ☐   Malawi ☐

Mauritius ☐   Mozambique ☐   N/A: Institution ☐   Namibia ☐   North American Countries ☐   Other and rest of Oceania ☐   Rest of Africa ☐

SADC except SA (i.e. NAM to ZAI) ☐   Seychelles ☐   South Africa ☐   Swaziland ☐   Tanzania ☐   Zaire ☐   Zimbabwe ☐

Home Language (*please tick box*)

Afrikaans ☐   English ☐   isiNdebele ☐   isiXhosa ☐   isiZulu ☐   Other ☐ (Please state:)

sePedi [also known as Northern Sotho / Sesotho sa Lebowa] ☐   seSotho ☐   seTswana ☐   siSwati ☐   South African Sign Language ☐   tshiVenda ☐   xiTsonga☐

Citizen Resident Status (*please tick box*)

Dual (SA plus Other) ☐   Other ☐ (Please state:)

Permanent Resident ☐   South Africa – SA ☐

Ability / Disability Status (*please tick box*)

Seeing	Hearing	Communicating
☐ 1 - no difficulty ☐ 2 - some difficulty ☐ 3 - a lot of difficulty ☐ 4 - cannot do at all ☐ 6 - cannot yet be determined ☐ 60 - may be part of multiple difficulties (tbc) ☐ 70 - may have difficulty (tbc) ☐ 80 - former difficulty (not now)	☐ 1 - no difficulty ☐ 2 - some difficulty ☐ 3 - a lot of difficulty ☐ 4 - cannot do at all ☐ 6 - cannot yet be determined ☐ 60 - may be part of multiple difficulties (tbc) ☐ 70 - may have difficulty (tbc) ☐ 80 - former difficulty (not now)	☐ 1 - no difficulty ☐ 2 - some difficulty ☐ 3 - a lot of difficulty ☐ 4 - cannot do at all ☐ 6 - cannot yet be determined ☐ 60 - may be part of multiple difficulties (tbc) ☐ 70 - may have difficulty (tbc) ☐ 80 - former difficulty (not now)
Walking	**Remembering**	**Self Care**
☐ 1 - no difficulty ☐ 2 - some difficulty ☐ 3 - a lot of difficulty ☐ 4 - cannot do at all ☐ 6 - cannot yet be determined ☐ 60 - may be part of multiple difficulties (tbc) ☐ 70 - may have difficulty (tbc) ☐ 80 - former difficulty (not now)	☐ 1 - no difficulty ☐ 2 - some difficulty ☐ 3 - a lot of difficulty ☐ 4 - cannot do at all ☐ 6 - cannot yet be determined ☐ 60 - may be part of multiple difficulties (tbc) ☐ 70 - may have difficulty (tbc) ☐ 80 - former difficulty (not now)	☐ 1 - no difficulty ☐ 2 - some difficulty ☐ 3 - a lot of difficulty ☐ 4 - cannot do at all ☐ 6 - cannot yet be determined ☐ 60 - may be part of multiple difficulties (tbc) ☐ 70 - may have difficulty (tbc) ☐ 80 - former difficulty (not now)

Student / Learner Contact Details

Tel No. (H)		**Tel No. (W)**	
Cell No.		**Fax No.**	
Email			
Physical Address			
		Code	
Physical Municipality		**Physical Urban/Rural** — Urban ☐ Rural ☐	**Physical Province**	
Postal Address			
		Code	
Physical Municipality		**Physical Urban/Rural** — Urban ☐ Rural ☐	**Physical Province**	
Physical Address where the certificate must be couriered to			
		Code	

Socio-Economic Status (*please tick box*)

☐ U – Unspecified ☐ 01 – Employed	☐ 02 – Unemployed ☐ 04 – Homemaker	☐ 06 – Student ☐ 07 – Retired	☐ 08 – Unemployed - Disabled

Qualifications

Highest Qualification	
School Attended	

Do you have any special needs we need to be aware of?

☐ Yes   ☐ No   **Please give details:**

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 50334 National Certificate Occupationally Directed Education, Training and Development Practices. NQF Level 05, 162 Credits Once-off enrolment and Payment. Duration: 1 Year	☐	☐			1 Year

OR

Enrol per Module

ID	Title	NQF Level	Cr	* Distance Learning	Online /E-Learning			Class Attendance
First Year								
Module 1: Understanding Outcomes Based Education (5 Credits)						Start Date	End Date	Duration
263976/1 14924	Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework.	5	5	☐	☐			
Module 2: Communication & Presentation Skills (10 Credits)						Start Date	End Date	Duration
115789	Sustain oral interaction across a wide range of contexts and critically evaluate spoken texts.	5	5	☐	☐			
115790	Write and present for a wide range of purposes, audiences and contexts.	5	5					
Module 3: Facilitator Training Programme (10 Credits)						Start Date	End Date	Duration
117871	Facilitate learning using a variety of given methodologies.	5	10	☐	☐			
Module 4: Assessor Training Programme (15 Credits)						Start Date	End Date	Duration
115753	Conduct outcomes-based assessment.	5	15	☐	☐			
Module 5: Moderator Training Programme (10 Credits)						Start Date	End Date	Duration
115759	Conduct moderation of outcomes-based assessments.	6	10	☐	☐			
Module 6: Learner Support Training Programme (17 Credits)						Start Date	End Date	Duration
117865	Assist and support learners to manage their learning experiences.	4	5	☐	☐			
117874	Guide learners about their learning, assessment and recognition opportunities.	5	6					
10294	Identify and respond to learners with special needs and barriers to learning	05	10					
Module 7: Design & Develop Learning Material Training Programme (45 Credits)						Start Date	End Date	Duration
123397	Evaluate a learning intervention using given evaluation instruments.	5	10	☐	☐			
123401	Design outcomes-based learning programmes.	6	15					
123394	Develop outcomes-based learning programmes.	5	10					
115755	Design and develop outcomes-based assessments.	6	10					
Module 8: Skills Development Facilitator Training Programme (45 Credits)						Start Date	End Date	Duration
15217	Develop an organisational training and development plan	5	6	☐	☐			
15218	Conduct an analysis to determine outcomes of learning for skills development and other purposes	6	4					
15221	Provide information and advice regarding skills development and related issues	5	4					
15227	Conduct skills development administration in an organisation	4	4					
15232	Coordinate planned skills development interventions in an organisation	6	6					
Module 9: Evaluate and Promote ETD						Start Date	End Date	Duration
123400	Evaluate and promote education training and development (ETD) providers, services and products for organisational use	06	5	☐	☐			

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

COURSE FEES:

COURSES	TOTAL PRICE
Understanding Outcomes Based Education (5 Credits)	**R1 200 .00**
Communication & Presentation Skills (10 Credits)	**R2 400.00**
Facilitator Training Programme (10 Credits)	**R1 200.00**
Assessor Training Programme (15 Credits)	**R1 200.00**
Moderator Training Programme (10 Credits)	**R1 500.00**
Learner Support Training Programme (17 Credits	**R3 600.00**
Design & Develop Learning Material Training Programme (45 Credits)	**R3 600.00**
Skills Development Facilitator Training Programme (24 Credits)	**R5 000.00**
Evaluate and Promote ETD (5 Credits)	**R1 500.00**

National Certificate: Occupationally Directed Education Training and Development Practices – 50334 – Level 05 (162 Credits)	**R12 000.00 Registration Fee: R1500 Instalment: R875x12=R10 500**

PAYMENT OPTIONS

LEARNFORWARD offers the following payment options on course fees:
- 50% deposit of the course fees.
- 50% balance when you are submitting your PoE.

PLEASE NOTE

- 50% deposit **is payable upon submission** of this registration form **together with the proof of payment.**
- 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 7th 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
    a) withhold providing official transcript;
    b) withhold the awarding of any qualification/course;
    c) withhold future registration privileges;
    d) prohibit you from continuing with the course; and
    e) 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.

LearnForward Training Solutions and Consulting Agency, Albert Luthuli Road, Kokstad 4700, Republic of South Africa. Directors: Abongile Xapa, Lumka Gcorha, Public Officer: Lumka Gcorha / Abongile Xapa Registration Number: 2020/ 743374/07, ETDP SETA ACCR NO. ETDP011592, SERVICES SETA 14274, AGRISETA-MoU

4

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 or learnforward.tsc@gmai.com

REGISTRATION CHECKLIST	
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.	
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. 50% deposit fee 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.

LEARNER DECLARATION
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.   _____   _____   LEARNER SIGNATURE   DATE

LearnForward Training Solutions and Consulting Agency, Albert Luthuli Road, Kokstad 4700, Republic of South Africa. Directors: Abongile Xapa, Lumka Gcorha, Public Officer: Lumka Gcorha / Abongile Xapa Registration Number: 2020/ 743374/07, ETDP SETA ACCR NO. ETDP011592, SERVICES SETA 14274, AGRISETA-MoU

5

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.

....

[1] Afrikaans, English, IsiNdebele, IsiXhosa, IsiZulu, Sepedi, Sesotho, Setswana, Sign Language, Siswati, Tshivenda, Xitsonga, Other
[1] Parent, Guardian, Sibling, Spouse, Relative, Other