



PRESTIGE ETD GROUP
CONSULTING



CORE CAPACITY
TRAINING ACADEMY

LM-D002

QUALIFICATION REGISTRATION AND ENROLMENT FORM

Section 1: APPLICANT & COURSE DETAILS

APPLICANT DETAILS	
Applicant Surname:	Initials:
Applicant First Names:	
Applicant Registration Number:	
Registration Date:	

COURSE DETAILS	
Course Name:	
Internal course Name:	
SAQA U/S / Qualification I.D.:	
NQF Level:	
Credit Value:	
Start Date:	
End Date:	
Enrolment Closing Date:	
Investment:	

PREFERRED TRAINING METHODOLOGY	
Distance / Correspondence Learning	
Classroom / Face-to-Face	

1. PRESTIGE ETD GROUP AND CORE CAPACITY TRAINING ACADEMY UNDERTAKING

We at Prestige ETD Group and CORE Capacity Training Academy thank you for your interest in our National Certificate: ODETD, L5 qualification.

We value you as a person who is committed to empowering yourself with knowledge.

We would like to ensure that your learning experience with us is effective, fit-for-purpose, meaningful and meets your learning expectations.

For us to ensure a positive learning experience, we would like to take this opportunity to get to know you.

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Review: Senior Manager		Approved: CEO	

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2. MINIMUM ENTRY REQUIREMENTS

The success of a delegate being selected for enrolment on the course is subject to him / her meeting the basic entry requirements and criteria as listed below:

- 1.) delegates accessing this qualification should have evaluative expertise within **the area of learning in which they will intend to assess.**
- 2.) delegates accessing this qualification should:
 - Be **willing and able** to study;
 - Be a **South African citizen** or have the relevant documents to study in SA.
 - Be **interested** in assessment practices.
- 3.) The following personal qualities may enhance a delegate's opportunity for selection - delegates who wish to enrol on a course with Prestige ETD Group and CORE Capacity Training Academy, should:
 - Have a fundamental belief in the principles of **lifelong learning**;
 - Display **leadership potential**.
 - Be willing to use education to **empower** others to achieve their goals;
 - Be involved in his/her **community**.
 - Have a **positive and proactive attitude**.
 - Have an **entrepreneurial mindset**.
 - Show **emotional maturity**.

3. APPLICANT SELECTION PROCEDURE

- 1.) Only delegates who have met the minimum entry criteria will be considered for enrolment.
- 2.) Delegates may support their application by attaching references from Community Leaders / Teachers / Employers etc. To verify that they have the qualities required to successfully and competently complete the course.
- 3.) Delegates must ensure that the relevant course Registration Form is completed and submitted with this Application for Enrolment Form.
- 4.) Kindly refer to the delegate Supporting Document Checklist below to ensure that all the required documentation is attached and submitted.
- 5.) Delegate Applications for Enrolment will **NOT** be considered without the required supporting documentation.
- 6.) This Application for Enrolment form will not be considered unless proof of payment of the Registration Fee is attached and submitted with this application.
- 7.) Management of Prestige ETD Group and CORE Capacity Training Academy reserve the right to request that a delegate be required to complete certain diagnostic tests, and/or an interview before a final enrolment decision is made. Failure to turn up on time for these appointments will disqualify the delegate.

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4. APPLICANT FINANCIAL STATUS AND SUPPORT STRUCTURE

This information is required for our Learner Database and Statutory Reporting. Kindly answer the following questions and complete the table/s below. (Please provide as much information as possible.)

1.) Please list all the people with whom you share a home in the table below.

Name	Surname	Relationship to delegate	Occupation / Job Title	Monthly Income

2.) Do you have an external financial support structure? (i.e. someone that doesn't live with you, but is supporting you or your family financially)

Yes	No	Name & Surname	Relationship

3.) Please indicate the type of structure that you live in with a ✓.

Informal Settlement	Wendy House	Flat	Flat Freestanding	Brick House	Other

4.) Please indicate what of the following resources you have access to at your home with a ✓.

Resource	Yes	No
Electricity		
Running Water		
Ablution Facilities		

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5. DELEGATE MOTIVATION FOR ENROLMENT

1.) In the space below, please indicate your reasons for enrolling on your chosen qualification with Prestige ETD Group and CORE Capacity Training Academy.

2.) In the space below, please describe your ideal job / career.

3.) What are your future learning aspirations? What other learning would you like to accomplish?

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4.) Where do you see yourself in the next 5 years?

5.) What is your involvement in your Community, Church and home?

6.) Give an example of an achievement that you accomplished in the past 12 months?

7.) Describe an event in your life where you showed leadership potential.

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8.) Where and/or how did you hear about qualification?

9.) Are you able to study at other educational institutions or is this your only available option?

10.)How will you proceed if you are not accepted at Prestige ETD Group and CORE Capacity Training Academy?

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6. DELEGATE UNDERTAKING

I hereby certify that I have read and understand the Registration and course Enrolment requirements of me and that all the information submitted is true and correct.

I understand that Prestige ETD Group and CORE Capacity Training Academy reserves the right to verify any of the details supplied in this form.

I understand and accept that Prestige ETD Group and CORE Capacity Training Academy's decision on whether I - the Applicant / delegate am accepted onto the course or not is theirs and is final.

delegate Signature

(Note: If the delegate is under 18 years of age, a parent / guardian must sign on Applicant's behalf)

Date

Parent / Guardian / Sponsor / Witness Signature

Date

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Section 2: DELEGATE SUPPORTING DOCUMENT CHECKLIST

Please ensure that the following documents (where applicable) support your registration form and application for enrolment at Prestige ETD Group and CORE Capacity Training Academy:

For office use: Tick all document/s required / supplied.	Supporting Documentation	Check	
		Yes	No
	delegate Registration Form		
	Proof of Registration Fee Payment		
	delegate / Candidate Enrolment Form		
	Section 3: delegate Agreement		
	Section 4: delegate Commitment		
	Certified copy of delegate I.D.		
	Two (2) I.D. photographs of the delegate		
	Certified copy of National Senior Certificate		
	Certified copies of Qualifications		
	delegate CV		
	Payslip		
	3 month's bank statements (from Sponsor / Person paying delegate Fees)		
	Copy of Sponsor I.D.		
	Employer Letterhead		
	Character reference/s (from a community leader / teacher / employer etc)		
	Letter of undertaking/authority from Sponsor / person responsible for payment of account.		
	Other: <i>(List)</i>		

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Section 3: DELEGATE AGREEMENT

Date _____

To: **Prestige ETD Group and CORE Capacity Training Academy**

7 Ramsgate Views
2596 Chiddengstone Road
Ramsgate
4276

1. This contract constitutes the entire and only agreement between Prestige ETD Group and CORE Capacity Training Academy and the applicant, and supersedes all prior or contemporaneous agreements, representations, warranties, and understandings with respect to the goods, services and information provided by or through the Site, and the subject matter of this Contract.
2. The applicant agrees to review this contract prior to purchasing goods and/or services, and this shall be deemed acceptance of this contract.
3. It is specifically recorded that the applicant shall remain liable for the full purchase price of the course in the event of a failure by the delegate to complete the course.
4. Study material supplied to the student may not be passed on or access given to anyone other than the student.
5. The price payable will be submitted by the method that the applicant has indicated on the registration document.
6. Should the applicant fail to make any payment owing, the full amount of the balance owing shall become immediately payable. Prestige ETD Group and CORE Capacity Training Academy shall be entitled to proceed against me for recovery without further notice.
7. If the applicant is in arrears, or if legal action is instituted, the applicant agrees to pay all legal costs, including legal charges, collection charges, tracking costs and commissions.
8. The applicant consents in Terms of the Provisions of Section 65J of the Magistrates Court Act No.32 of 1944 to an emoluments attachment order to be issued, without further notice to the applicant, from the Court of the District in which the applicant / Employer resides, is employed, or carries on its business activities, and that the amounts of the emoluments be attached in instalments as reflected in the agreement with Prestige ETD Group and CORE Capacity Training Academy.
9. The applicant agrees that the method of communication requested in this agreement shall be the agent for the acceptance and conveyance of all study material or correspondence addressed to the applicant.
10. The applicant understands that Prestige ETD Group and CORE Capacity Training Academy offers various comprehensive occupational skills programmes, qualifications and short courses.
11. Prestige ETD Group and CORE Capacity Training Academy may cede this agreement at any time.
12. The applicant chooses the applicants or Employers (cancel whichever in not applicable) home address as set out in this form as the domicilium citandi et executandi.
13. Prestige ETD Group and CORE Capacity Training Academy guarantees to provide tuition for the period stated per each course or programme from the date of registration. Any extensions of courses or programmes period must be communicated to the Training Provider via e-mail to: training@prestige-etd-group.co.za / renee@prestige-etd-group.co.za
14. The applicant agrees that the Training Provider or its duly authorised agents may communicate by e-mail or SMS to the applicant's computer or cellular telephone as provided. (These methods will be regarded as a valid method of sending any communication in respect of the agreement.)
15. The applicant may cancel this agreement within 7 (seven) days from the date of registration by faxing a letter to _____ where after this agreement is binding and the student or client is fully responsible for all fees due.
16. The applicant warrants that the information disclosed in this agreement is true and correct in every respect.
17. The applicant undertakes to notify us in writing of any material changes to contact details within 7 (seven) days of such change.
18. Fees charged by Prestige ETD Group and CORE Capacity Training Academy exclude meals and refreshments, additional learning resources, text books, writing materials, computers, tablets etc.
19. Late payment fees will be charged on all overdue accounts at prime plus 2% compounded.
20. Domicilium citandi et executandi (physical address for official notices):

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(a) I/we, undersigned hereby appoint as our domicilium citandi et executandi for all purposes in terms of this agreement, including service of legal process, the address set out in Section 2 (Applicants Details) of the registration document.

21. I hereby give consent for an enquiry to be performed on my name at a Credit Bureau.

Signed at _____ on this _____ day of _____ 20____

delegate Name

delegate Signature

Date

Parent / Guardian / Employer Name

Parent / Guardian / Employer Signature (if delegate is under the age of 21)

Date

Note: Completion of this registration form in no way whatsoever guarantees or ensures a delegate's entry or enrolment onto the course.

The decision to enrol a delegate is subject to approval by the management of Prestige ETD Group and CORE Capacity Training Academy and is dependent upon the delegate satisfactorily meeting the minimum entry requirements, competent RPL assessment and/or diagnostic entry assessment.

Section 4: DELEGATE COMMITMENT

Date _____

Dear Candidate / delegate,

You have requested to be enrolled on _____
qualification through our company / your company has requested that you undertake a learning
intervention and/or an assessment) through our company. *(DELETE WHICHEVER IS NOT APPLICABLE)*

To ensure that effective learning and assessment takes place, there needs to be a commitment from you that you will attend the required training and endeavour to do your best to achieve the desired learning and assessment results. You are also required to commit to submitting the required evidence in support of your application as well as in support of your learning milestones as required by your facilitator and assessor.

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Delegate Declaration of Commitment

I, the undersigned, undertake to fulfil all the requirements of the learning intervention and / or assessment practices as specified by the facilitator and/or assessor and/or Prestige ETD Group and CORE Capacity Training Academy.

Full Names of delegate

Signature

Date

Employer Name

Signature

Date

Parent / Guardian / Sponsor Name

Signature

Date