**Learner Enrolment Form**

**SAQA Qualification 61591: National Certificate: Information Technology: End User Computing**

**NQF Level 03, 131 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 [ ]  |

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| **OFFICE USE ONLY** |
| Student Number: |  |
| Captured on database by: | Invoice Number:  | Invoice Date: |
| Date captured on database: | Paid: Yes [ ]  No [ ]  | Payment Date: |
| Programmes: |

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| **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** | [ ]  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) | **Hearing** | [ ]  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) | **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) |
| **Walking** | [ ]  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) | **Remembering** | [ ]  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) | **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) |

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| **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** |       |

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| **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 Highest Qualification along with the enrolment form.*

**Enrol and Pay per Full Qualification**

| **Title** | **Distance****Learning** | **Class****Attendance**  | **Start Date** | **End Date** | **Duration** |
| --- | --- | --- | --- | --- | --- |
| **SAQA Qualification 61591: National Certificate: Information Technology: End User Computing****NQF Level 03, 131 Credits** |
| Full Certificate Modules 1 - 15 (131 Credits) Once-off enrolment and Payment. Duration: 1 Year |[ ] [ ]   |  |       |

**OR**

**Enrol and Pay per Module**

| **Type** | **ID** | **Title** | **NQFLevel** | **Credits** | **Module Credits** | **Duration** | **Start Date** | **End Date** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Module 1: Business Communication & Report Writing (21 Credits)** |  |  |  |  |
| Fundamental | [8968](http://regqs.saqa.org.za/showUnitStandard.php?id=8970) | Accommodate audience and context needs in oral communication | 3 | 5 | 21 | 5 Days |       |       |
| Fundamental | 8970 | Write texts for a range of communicative contexts | 3 | 5 |
| Fundamental | [8973](http://regqs.saqa.org.za/showUnitStandard.php?id=8973) | Use language and communication in occupational learning programmes | 3 | 5 |
| Fundamental | [110023](http://regqs.saqa.org.za/showUnitStandard.php?id=8973) | Present information in report format | 4 | 6 |
| **Module 2: Numerical Skills (11 Credits)** |  |  |  |  |
| Fundamental | [9010](http://regqs.saqa.org.za/showUnitStandard.php?id=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 | 3 | 2 | 11 | 5 Days |       |       |
| Fundamental | [9012](http://regqs.saqa.org.za/showUnitStandard.php?id=9012) | Investigate life and work related problems using data and probabilities | 3 | 5 |
| Fundamental | [9013](http://regqs.saqa.org.za/showUnitStandard.php?id=9013) | Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts | 3 | 4 |
| **Module 3: Business Calculations, Economy & Budget (11 Credits)** |  |  |  |  |
| Fundamental | [7456](http://regqs.saqa.org.za/showUnitStandard.php?id=7456) | Use mathematics to investigate and monitor the financial aspects of personal, business and national issues | 3 | 5 | 11 | 2 Days |       |       |
| Fundamental | [11241](http://regqs.saqa.org.za/showUnitStandard.php?id=11241) | Perform Basic Business Calculations | 3 | 6 |
| **Module 4: Demonstrate knowledge and understanding of HIV/AIDS in a workplace (4 Credits)** |  |  |  |  |
| Fundamental | [13915](http://regqs.saqa.org.za/showUnitStandard.php?id=13915) | Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace. | 3 | 4 | 4 | 1 Day |       |       |
| **Module 5: Introduction to Computers & Windows (7 Credits)** |  |  |  |  |
| Core | [117925](http://regqs.saqa.org.za/showUnitStandard.php?id=117925) | Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner | 2 | 3 | 7 | 1 Day |       |       |
| Elective | [258883](http://regqs.saqa.org.za/showUnitStandard.php?id=258883) | Use generic functions in a Graphical User Interface (GUI)-environment | 1 | 4 |
| **Module 6: Microsoft Word: Basic (5 Credits)** |  |  |  |  |
| Core | [117924](http://regqs.saqa.org.za/showUnitStandard.php?id=117924) | Use a Graphical User Interface (GUI)-based word processor to format documents | 2 | 5 | 5 | 2 Days |       |       |
| **Module 7: Microsoft Word: Intermediate (12 Credits)** |  |  |  |  |
| Core | [119078](http://regqs.saqa.org.za/showUnitStandard.php?id=119078) | Use a GUI-based word processor to enhance a document through the use of tables and columns | 3 | 5 | 12 | 2 Days |       |       |
| Elective | [258898](http://regqs.saqa.org.za/showUnitStandard.php?id=258898) | Review and create documents using a Graphical User Interface (GUI)-based word processor | 3 | 7 |
| **Module 8: Microsoft Word: Advanced (7 Credits)** |  |  |  |  |
| Core | [116942](http://regqs.saqa.org.za/showUnitStandard.php?id=116942) | Use a GUI-based word processor to create merged documents | 3 | 3 | 7 | 2 Days |       |       |
| Elective | [258877](http://regqs.saqa.org.za/showUnitStandard.php?id=258877) | Demonstrate knowledge of and manipulate master and subdocuments in a Graphical User Interface (GUI)-based word processor | 4 | 4 |
| **Module 9: Microsoft Excel: Basic (7 Credits)** |  |  |  |  |
| Core | [116937](http://regqs.saqa.org.za/showUnitStandard.php?id=116937) | Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets | 2 | 4 | 7 | 2 Days |       |       |
| Elective | [258879](http://regqs.saqa.org.za/showUnitStandard.php?id=258879) | Change the appearance of a spreadsheet | 3 | 3 |
| **Module 10: Microsoft Excel: Intermediate (9 Credits)** |  |  |  |  |
| Core | [116940](http://regqs.saqa.org.za/showUnitStandard.php?id=116940) | Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem | 3 | 6 | 9 | 2 Days |       |       |
| Core | [116943](http://regqs.saqa.org.za/showUnitStandard.php?id=116943) | Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet. | 4 | 3 |
| **Module 11: Microsoft Excel: Advanced (3 Credits)** |  |  |  |  |
| Elective | [258876](http://regqs.saqa.org.za/showUnitStandard.php?id=258876) | Work with spreadsheets | 4 | 3 | 3 | 3 Days |       |       |
| **Module 12: Microsoft Access (3 Credits)** |  |  |  |  |
| Core | [116936](http://regqs.saqa.org.za/showUnitStandard.php?id=258876) | Use a Graphical User Interface (GUI)-based database application to work with simple databases. | 3 | 3 | 3 | 2 Days |       |       |
| **Module 13: Microsoft PowerPoint: Basic (5 Credits)** |  |  |  |  |
| Core | [117923](http://regqs.saqa.org.za/showUnitStandard.php?id=117923) | Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief | 2 | 5 | 5 | 2 Days |       |       |
| **Module 14: Microsoft PowerPoint: Intermediate (8 Credits)** |  |  |  |  |
| Core | [116930](http://regqs.saqa.org.za/showUnitStandard.php?id=116930) | Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance | 3 | 5 | 8 | 2 Days |       |       |
| Core | 258880 | Utilise special features to enhance presentations | 3 | 3 |
| **Module 15: Emails (Outlook) (8 Credits)** |  |  |  |  |
| Elective | [114984](http://regqs.saqa.org.za/showUnitStandard.php?id=114984) | Manage electronic mail in a business environment  | 3 | 2 | 8 | 2 Days |       |       |
| Core | [116935](http://regqs.saqa.org.za/showUnitStandard.php?id=116935) | Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application | 2 | 2 |
| Core | [116945](http://regqs.saqa.org.za/showUnitStandard.php?id=116931) | Use electronic mail to send and receive messages | 2 | 2 |
| Elective | [258897](http://regqs.saqa.org.za/showUnitStandard.php?id=258897) | Apply electronic messaging and calendar application | 2 | 2 |
| **Module 16: Using the Internet (10 Credits)** |  |  |  |  |
| Core | [114076](http://regqs.saqa.org.za/showUnitStandard.php?id=114076) | Use computer technology to research a computer topic | 4 | 3 | 10 | 2 Days |       |       |
| Core | [115391](http://regqs.saqa.org.za/showUnitStandard.php?id=115391) | Demonstrate an understanding of the principles of the internet and the world-wide-web  | 4 | 3 |
| Core | [116931](http://regqs.saqa.org.za/showUnitStandard.php?id=116931) | Use a Graphical User Interface (GUI)-based web-browser to search the Internet | 2 | 4 |

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| **Where did you hear about ENJO Consultants?** |
| Referred by a colleague/friend [ ]  | Google [ ]  | Facebook [ ]  | Company I am working for [ ]  | Other [ ]  |
| **Would you like to receive our email newsletter?** |
| [ ]  Yes | [ ]  No |       |

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| **This Section Only to be completed by those attending training at ENJO Consultants** |
| **Do you require wheelchair access?** | [ ]  Yes | [ ]  No | **Please give details:**       |
|       |
| **Meals for Training taking place at ENJO Consultants** |
| *A free complimentary light lunch is provided to learners who attend training at the offices of ENJO Consultants.**Please note that we are only able to cater for a Normal (Western Diet) or a Vegetarian Diet.**Meals are according to a set menu.**Learners who have specific allergies, other dietary requirements or larger appetites should provide their own lunch to be on the safe side.* |
| Would you like to receive the free complimentary light lunch? | [ ]  Yes | [ ]  No | Please select diet | [ ]  Normal Diet (Western)[ ]  Vegetarian Diet | ***(No pork products are served)*** |