**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** | | | | | | |
|  | | | | |  | | | | | | |
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|  | | | | |  | | | | | | |
|  | | | **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**

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| --- | --- | --- | --- | --- | --- |
| **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** |  | | | | | | | | |
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|  | | | | | | **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** | **NQF Level** | **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)*** |