



**HR RPL REGISTRATION DOCUMENT - DIPLOMA**

Complete part 1, 2, 3, 4 and 5 of this form in full and send it to: [registrations@aoy.co.za](mailto:registrations@aoy.co.za)

**Part 1: Student Details PLEASE COMPLETE ALL FIELDS IN BLOCK LETTERS**

Full Name \_\_\_\_\_

Surname \_\_\_\_\_

Mr/Mrs/Ms \_\_\_\_\_ Initials \_\_\_\_\_

ID Number \_\_\_\_\_

Date of Birth \_\_\_\_\_

Tel No: Cell \_\_\_\_\_

Home \_\_\_\_\_

Work \_\_\_\_\_

E-mail Address \_\_\_\_\_

Receive info per SMS  and / or per E-mail

Monthly Statements via: Email

Home Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Salary before tax (Gross) \_\_\_\_\_

Salary after tax (Nett) \_\_\_\_\_

Next of Kin Name & Surname \_\_\_\_\_

Next of Kin Tel No. Cell \_\_\_\_\_

Home / Work \_\_\_\_\_

Next of Kin Home Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Part 2: Payer's Details PLEASE COMPLETE ALL FIELDS IN BLOCK LETTERS**

IS THE STUDENT THE ACCOUNT PAYER? Yes  No

If you answered NO, please let your Sponsor complete and sign this section and ensure that we receive a Guarantor Letter.

Name \_\_\_\_\_

Surname \_\_\_\_\_

Mr/Mrs/Ms \_\_\_\_\_ Initials \_\_\_\_\_

ID Number \_\_\_\_\_

Monthly Statements via:  Email  Postal Address

Tel No: Cell \_\_\_\_\_

Home \_\_\_\_\_

Work \_\_\_\_\_

E-mail Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

I, hereby agree to the above Payment option and the Terms and Conditions on the back.

Payer's Signature \_\_\_\_\_

← PLEASE SIGN HERE

**Academy of York Bank details: ABSA Cheque Account: 4076 998 918**

**Part 3: Course and Payment Details PLEASE COMPLETE ALL FIELDS IN BLOCK LETTERS**

**SABPP HR Management & Practice Support – National Diploma NQF L5 SAQA ID 61592**

Once off fee R15,500

OR

Payment plan of R1,500 over 11.4 months (R17,000 total)

Please note, SABPP FISA exam fees are NOT included in Academy of York fees.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_

Student Signature \_\_\_\_\_

← PLEASE SIGN HERE

Part 4: Debit Order Form PLEASE COMPLETE ALL FIELDS IN BLOCK LETTERS

DEBIT ORDER AUTHORITY AND MANDATE FORM (IN RESPECT OF ALL ELECTRONIC DEBITS INCLUDING NAEDO TRACKING)

**A. AUTHORITY**

Given by: (Name of account holder) \_\_\_\_\_

Student Name \_\_\_\_\_

Bank \_\_\_\_\_ Branch and code \_\_\_\_\_

Account number \_\_\_\_\_ Type of account: current / cheque / savings [circle applicable]

Total amount of R \_\_\_\_\_ with a monthly repayment of R \_\_\_\_\_ for \_\_\_\_\_ months.

To **Academy of York** Beneficiary's address **PO Box 490, Randburg, 2125**

This signed Authority and Mandate refers to our contract dated \_\_\_\_\_ (“the Agreement”)

I hereby authorise Academy of York to issue and deliver payment instructions to your banker for collection against my/our account at my bank (or any other bank or branch to which I may transfer my account) on condition that the sum of such payment instructions will never exceed my obligations as agreed to in the Agreement and commencing on \_\_\_\_\_ (date) and continuing registration and continuing until this Authority and Mandate is terminated by me by giving you notice in writing of not less than 20 ordinary working days, and sent by prepaid registered post or delivered to your address indicated above.

**The individual payment instructions so authorised to be issued must be issued and delivered as follows:**

On the \_\_\_\_\_th (SALARY DAY) of each month as per payment plan, commencing on \_\_\_\_\_(day) of \_\_\_\_\_(month) \_\_\_\_\_(year)

In the event that the payment day falls on a Saturday, Sunday or recognized South African public holiday, the payment day will automatically be the next ordinary business day or preceding business day. Further, if there are insufficient funds in the nominated account to meet the obligation, you are entitled to track my account and re-present the instruction for payment as soon as sufficient funds are available in my account.

Payment instructions due in December and /or April may be debited against my account on \_\_\_\_\_(Date)

I understand that the withdrawals hereby authorised will be processed through a computerized system provided by the South African Banks and I also understand that details of each withdrawal will be printed on my bank statement. The following description will be used; **REAOYSTUDY**. I shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force, if such amounts were legally owing by you.

**B. MANDATE**

I acknowledge that all payment instructions issued by you shall be treated by my above mentioned bank as if the instructions had been issued by me personally.

**C. CANCELLATION**

I agree that although this Authority and Mandate may be cancelled by me, such cancellation will not cancel the Agreement. I shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force, if such amounts were legally owing to you.

**D. ASSIGNMENT**

I acknowledge that this authority may be ceded or assigned to a third party if the Agreement is also ceded or assigned to that third party, but in the absence of such assignment of the Agreement, this Authority and Mandate cannot be assigned to any third party.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_

Signature of Bank Account Holder \_\_\_\_\_



**TERMS & CONDITIONS FOR RPL PROCESS**

1. This Contract constitutes the entire and only agreement between Academy of York (Pty) Ltd (here-in after referred to as "AOY") and the Student/Client, and supersedes any and all prior or contemporaneous agreements, representations, warranties, and understandings with respect to the goods, services and information provided by or through AOY, and the subject matter of this contract. The Student/Client agrees to review this contract prior to purchasing goods and/or services, and this shall be deemed acceptance of this contract. 2. It is specifically recorded that the Student/Client shall remain liable for the full purchase price of the Course in the event of a failure by the Student/ Client to complete the Course. 3. Study material supplied to the student may not be passed on or access given to any person other than the student. 4. The price payable will be submitted by the method that the Student/Client has indicated on the registration document. 5. Should the Student/ Client fail to make any payment owing, any Bursary may be withdrawn and the full amount of the balance owing shall become immediately payable. AOY shall be entitled to proceed against the Student/Client for recovery without further notice. 6. In the event that the Student/Client is in arrears, or if legal action is instituted, the Student/Client agrees to pay all legal costs, including legal charges on attorney and own client scale, collection charges, tracking costs and commissions. The Student/Client 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 Student/ Client from the Court of the District in which the Student/Client resides, carries on business, or is employed, and that the amounts of the emoluments be attached in instalments as reflected in the agreement with AOY. 7. Academy of York may cede this agreement. 8. Late payment fees will be charged on all overdue accounts at prime plus 6,5% compounded. 9. The Student/Client agrees that the Post Office/Courier Service shall be the agent for the acceptance and conveyance of all study material and assignments addressed to the Student/ Client. AOY will not be held responsible in case of courier/postal strikes. 10. The Student/Client is fully aware of the accreditation status of the specific course/s that he or she is enrolling for. 11. AOY guarantees to provide tuition for the period stated per each course from the date of registration. Any extension dates of courses must be requested from AOY in writing. 12. The Student/Client agree that AOY or its partners may communicate by e-mail or SMS to the Student/Client'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. 13. The Student/Client may cancel this agreement within 14 days from the date of registration or before Login details are sent, whichever comes first, by submitting a written letter to AOY. Thereafter, this agreement becomes legal and binding and shall not be cancelled. 14. If the Student/ Client is a natural person, and this contract is a Fixed Term Agreement with a specific start and end date, the Consumer Protection Act, 68 of 2008 (here-in after referred to as the "CPA") will apply to this contract. In this case, the provisions of Section 14 of the CPA entitles the Student/Client to cancel this contract by giving AOY 20 (twenty) business days written notice of his/her intention to do so. However, the Student/Client remains liable to AOY for all amounts owed up to the date of cancellation, and AOY may impose a reasonable penalty or charge for any study material supplied, services provided, as well as in respect of the outstanding amounts still payable in terms of the Fixed Term Agreement. The Student/Client further acknowledges that should this contract period exceed the CPA prescribed period of 24 months, it is specifically agreed in this contract between the parties that the term of this contract may exceed the prescribed term, as the term agreed to in this contract is to the financial benefit of the Student/Client. 15. The Student/ Client warrants that the information disclosed in this agreement is true and correct in every respect. 16. The Student/Client undertakes to notify AOY in writing of any changes to contact details within 7 (seven) days of such change. 17. Course fees charged by AOY exclude a. Registration fees for agent partners (e.g. ICB) b. Exam fees c. Courier fees d. Additional/ Replacement study material. 18. AOY Registration fee is an additional fee and not part of the Course fee. 19. The student, 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 the registration document. 20. The Student/ Client hereby give consent for an enquiry to be performed on my name at a Credit Bureau. 21. AOY reserves the right to cancel this contract.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_

Student Signature \_\_\_\_\_



## National Diploma: Human Resources Management and Practices (61592) NQF Level 5

Core:	174	Credits
Fundamental:	27	Credits
Elective:	48	Credits - Learner need to choose according to their specialisation field – at least 48 credits
<b>Total Credits:</b>	<b>249</b>	

TYPE	ID	UNIT STANDARD TITLE	NQF Level	Credits	Learner Choice
<b>LEGISLATION</b>					
Core	114274	Demonstrate and apply an understanding of the Basic Conditions of Employment Act (Act 75 of 1997)	5	8	8
Core	114273	Demonstrate and apply an understanding of the Labour Relations Act with respect to Collective Agreements and Bargaining Councils	5	6	6
Elective	114224	Demonstrate and apply an understanding of the CCMA rules	5	3	
<b>INDUSTRIAL RELATIONS</b>					
Core	12139	Facilitate the resolution of employee grievances	6	5	5
Core	15229	Implement codes of conduct in the team, department or division	5	3	3
Core	11286	Institute disciplinary action	5	8	8
Core	10985	Conduct a disciplinary hearing	6	5	5
Core	11909	Monitor and advise on substantive conditions of employment and related rights and obligations in an organisation	5	5	5
Elective	264403	Apply problem-solving techniques to make decisions on a multi-faceted problem	6	5	
Elective	376119	Interpret unfair dismissal in terms of Labour Relations Legislation	6	10	
Elective	337082	Apply labour dispute prevention approaches	6	16	
<b>PRODUCTIVITY</b>					
Core	114886	Measure and assess the factors that influence labour productivity and establish the relative impact of each factor	5	8	8
Core	114882	Develop holistic productivity improvement strategies and plans	5	10	10
Elective	114885	Prepare and communicate a productivity improvement plan for a functional unit	5	6	
Elective	114879	Promote a productivity improvement strategy	5	10	
<b>SKILLS DEVELOPMENT FACILITATION</b>					
Core	12138	Conduct an organisational needs analysis	6	10	10
Core	115830	Develop own ability to provide a business advisory service for SMMEs	5	10	10
Core	15232	Coordinate planned skills development interventions in an organisation	5	6	6
Fundamental	115791	Use language and communication strategies for vocational and occupational learning	5	5	5
Elective	15217	Develop an organisational training and development plan	5	6	
Elective	252041	Promote a learning culture in an organisation	5	5	
Elective	15222	Promote a learning culture in an organisation	5	3	
Elective	15221	Provide information and advice regarding skills development and related issues	5	4	
Elective	15228	Advise on the establishment and implementation of a quality management system for skills development practices in an organisation	5	10	

<b>OUTCOMES-BASED EDUCATION</b>					
Core	117871	Facilitate learning using a variety of given methodologies	5	10	10
Core	115753	Conduct outcomes-based assessment	5	15	15
Elective	114924	Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework	5	5	
Elective	15218	Conduct an analysis to determine outcomes of learning for skills development and other purposes	6	4	
<b>LEADERSHIP</b>					
Core	15220	Set, monitor and measure the achievement of goals and objectives for a team, department or division within an organisation	5	4	4
Core	10148	Supervise a project team of a business project to deliver project objectives	5	14	14
Fundamental	10044	Implement a generic communication strategy	5	10	10
Elective	243116	Promote and uphold strategic leadership in line with Public Sector vision, values, objectives and priorities	6	10	
Elective	120311	Apply visionary leadership to develop strategy	5	10	
Elective	230448	Contribute towards organisation policy development	5	8	
<b>PERFORMANCE MANAGEMENT</b>					
Core	15215	Identify and interpret Best Practice guidelines, and plan for and implement Best Practice within the team, department or division	5	4	4
Core	15230	Monitor team members and measure effectiveness of performance	5	4	4
Core	15214	Recognise areas in need of change, make recommendations and implement change in the team, department or division	5	3	3
Elective	11911	Manage individual careers	5	5	
Elective	259146	Monitor the on-going performance of a selected Public Service Department in the context of human resource planning	6	4	
Elective	264398	Evaluate and plan the role of self as leader in a function	6	5	
Elective	252393	Produce a Human Resource (HR) plan to achieve organisational results	6	12	
<b>LEGAL COMPLIANCE</b>					
Core	11907	Draft an employment contract	5	3	3
Core	116927	Apply the principles of employment equity to organisational transformation	5	10	10
Elective	114228	Demonstrate and apply an understanding of bargaining council rules	5	3	
Elective	337121	Demonstrate an understanding of collective agreements and bargaining councils	6	12	
Elective	114227	Demonstrate understanding of the transformative elements of the HRD legislation	5	10	
Elective	114307	Interpret and apply collective agreements	5	6	
<b>HUMAN RESOURCE ADMINISTRATION</b>					
Core	7882	Manage Payroll Records	5	6	6
Core	10171	Manage the capture, storage and retrieval of human resources information using an information system	5	3	3
Fundamental	110528	Compile and control a budget for a range of office supply requirements	5	4	4
Elective	114925	Manage learner information using an information management system	5	4	
Elective	11906	Manage the design, development and review of a human resource information system	5	3	
Elective	114230	Operate the case management process	5	10	

STRATEGIC PLANNING					
Elective	259143	Demonstrate knowledge and insight into the relationship between strategic human resource planning and an organisation's strategic planning	6	4	
Elective	252404	Design an organisational structure which supports the achievement of the organisational mandate	6	13	
Elective	259145	Analyse qualitative and quantitative data required to inform a strategic human resource plan	5	5	
RECRUITMENT AND SELECTION					
Core	12140	Recruit and select candidates to fill defined positions	5	9	9
Core	7848	Manage the induction of new staff	5	5	5
Fundamental	12433	Use communication techniques effectively	5	8	8
Elective	337064	Apply knowledge of the job evaluation process in the Public Sector in order to ensure that a job has been properly evaluated	4	3	
Elective	264416	Appraise, develop and retain human capital for a function	6	6	
Elective	259141	Demonstrate analytical competencies needed for effective human resource planning in the Public Service	6	5	
HUMAN RESOURCE MANAGEMENT IN THE PUBLIC SECTOR					
Elective	337060	Apply knowledge of organisation structure and design to support performance to a Public Sector Department	4	5	
Elective	110494	Apply a range of research methodologies to support the design and implementation of (a) local economic development project(s) in own work context	5	8	
Elective	337062	Evaluate a job in the Public Sector in South Africa	4	6	
Elective	259140	Demonstrate understanding of Government regulatory structures and their implications for Departmental planning processes	6	5	
		<b>TOTAL LEARNER CHOICE</b>			

## Please ensure that you submit the following documents:

- Proof of Registration Fee Payment     
 Signed Registration Doc Part 1, 2, 3, 4 and 5     
 Copy of latest Pay-slip (of person responsible for payment)
- Certified Copy of ID     
 Detailed CV in Word or PDF     
 Certified copies of Qualifications

Signed at: \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_

Student Signature \_\_\_\_\_ Payer Signature \_\_\_\_\_

