



HR RPL REGISTRATION DOCUMENT – FET CERTIFICATE

Complete part 1, 2, 3, 4 and 5 of this form in full and send it to: 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.

PLEASE SIGN HERE

Payer's Signature _____

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 – FET Certificate NQF L4 SAQA ID 67463

Once off fee R9,500

OR

Payment plan of R1,000 over 10.5 months (R10,500 total)

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

Student Signature _____

PLEASE SIGN HERE

Signed at _____ on this _____ day of _____

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.

Student Signature _____



Signed at _____ on this _____ day of _____

Further Education and Training Certificate: Human Resource Management and Practices Support (67463) NQF Level 4

Please note, if you have the appropriate Grade 12 / Matric Certificate, some or all the Fundamental Unit standards can be acknowledged upfront as achieved, and then you do not need to complete them as part of your portfolio of evidence.

Core:	60	Credits
Fundamental:	56	Credits
Elective:	24+	Credits - Learner need to choose according to their specialisation field – at least 24
Total Credits:	140	

TYPE	ID	UNIT STANDARD TITLE	NQF Level	Credits	Learner Choice
HIV AND AIDS IN THE WORKPLACE					
Core	114941	Apply knowledge of HIV/AIDS to a specific business sector and a workplace	3	4	4
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6	6
INDUSTRIAL RELATIONS					
Core	10170	Demonstrate understanding of employment relations in an organisation	3	3	3
Core	12135	Represent stakeholders in consultations and discussions on matters that arise at shop floor level	3	3	3
LEGAL COMPLIANCE					
Core	117495	Assess legal contracts for business	4	8	8
Core	10983	Participate in the implementation and utilisation of equity related processes	4	5	5
Fundamental	8968	Accommodate audience and context needs in oral communication	3	5	5
Fundamental	8969	Interpret and use information from texts	3	5	5
Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6	6
Fundamental	8975	Read analyse and respond to a variety of texts	4	5	5
Fundamental	9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4	4	4
RECRUITMENT AND SELECTION					
Core	10980	Induct a new employee	4	6	6
Core	10978	Recruit and select candidates to fill defined positions	4	10	10
Core	12153	Use the writing process to compose texts required in the business environment	4	5	5
Fundamental	8974	Engage in sustained oral communication and evaluate spoken texts	4	5	5
Fundamental	8976	Write for a wide range of contexts	4	5	5
SKILLS DEVELOPMENT FACILITATION					
Core	117877	Perform one-to-one training on the job	3	4	4
Core	14551	Analyse the skills development legislation and apply it in the workplace	4	4	4
Elective	117865	Assist and support learners to manage their learning experiences	4	5	
Elective	15227	Conduct skills development administration in an organisation	4	4	
Elective	117870	Conduct targeted training and development using given methodologies	4	10	
Elective	12544	Facilitate the preparation and presentation of evidence for assessment	4	4	
Fundamental	8973	Use language and communication in occupational learning programmes	3	5	5
Fundamental	8970	Write texts for a range of communicative contexts	3	5	5
Fundamental	8979	Use language and communication in occupational learning programmes	4	5	5

HUMAN RESOURCE ADMINISTRATION					
Core	9973	Apply basic business concepts	3	8	8
Elective	10169	Administer data, systems, payments and provide advice related to compensation	4	4	
Elective	13934	Plan and prepare meeting communications	3	4	
Elective	10031	Edit, Code and Capture data	4	5	
Elective	10171	Manage the capture, storage and retrieval of human resources information using an information system	4	3	
Elective	10038	Conduct follow-up with customers to evaluate satisfaction levels	4	14	
Elective	10037	Take orders from customers to fulfil a need for goods and/or service	4	10	
HUMAN RESOURCE IN THE PUBLIC SECTOR					
Elective	337060	Apply knowledge of organisation structure and design to support performance to a Public Sector Department	4	5	
Elective	337062	Evaluate a job in the Public Sector in South Africa	4	6	
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	
WELLNESS					
Elective	377160	Explain the fundamentals of the concepts of 'wellness'	4	8	
Elective	377162	Explain the need for wellness awareness programmes	4	4	
Elective	377161	Plan a wellness awareness programme for implementation in the workplace	4	14	
MANAGEMENT AND SUPERVISION					
Elective	118028	Supervise customer service standards	4	8	
Elective	10981	Supervise work unit to achieve work unit objectives (individuals and teams)	4	12	
PERSONAL AND TEAM EFFECTIVENESS					
Elective	120379	Work as a project team member	4	8	
Elective	11473	Manage individual and team performance	4	8	
TOTAL LEARNER CHOICE					

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 _____

