



Universal
College
Outcomes

PLEASE NOTE:

Failure to comply will result in a delay of studies.

The application will not be successful unless the required documentation is received. Ensure that you email all the documents below to info@uco.co.za for your application to be successful.

Learner

- A Certified copy of your ID
- A Certified copy of your last school report & any other qualification
- Proof of payment of your application fee
- Curriculum Vitae indicating experience in a pre-school environment
- Proof of address not older than 3 months/Affidavit stating your proof of address

Make sure that the quality of the attachments are good enough to read. If you lack any of the documents your application will be unsuccessful.

METHOD OF PAYMENT

All deposits must be made via Electronic Fund Transfer (EFT) on a banking app or internet banking. Any fees deposited at an ABSA ATM or an in branch deposit, the bank charges will be charged to the Learners' account.

If a Learner does not know how to use a banking app or internet banking they may call our Head Office for guidelines or their own bank for assistance.

ACCOUNT INFORMATION

BANK: ABSA

ACCOUNT NAME: Universal College Outcomes SA Pty Ltd

ACCOUNT NUMBER: 4077810630

ACCOUNT TYPE: Current

BRANCH CODE: 632005

REFERENCE: Your ID Number



2021 Contract of Enrolment with Terms and Conditions

Preferred training site: _____ Please complete

I want to apply for the following qualification:

- Skills Development Programme: Early Childhood Development on NQF 1
- Further Education & Training Certificate: Early Childhood Development NQF 4
- Higher Certificate: Early Childhood Development NQF 5
- National Diploma: Early Childhood Development NQF 5

Mark with an "X"
Next to the applicable qualification

Method of Study:

- Class Based Learning
- Distant Learning

Mark with an "X"
Next to the applicable learning method

Please sign

Part 1 - Learner Information

Signature of Learner: _____ **Date:** _____ (I have read and agree to the Terms and Conditions, Qualification Information and Payment Terms on Page 1, 2, 3)

Title: (Mr/Ms/Mrs): _____ Full Name(s): _____ Disability (specify): _____

Surname: _____ ID/Passport No: _____

Home Telephone No: _____ Cell No: _____ Work Telephone No: _____

Residential Address: _____ Postal Code: _____

Postal Address: _____ Postal Code: _____

Email Address: _____ Cell phone number (WhatsApp): _____

Employer Name and Surname: _____ Telephone no: _____

Employer Address: _____ Postal Code: _____

Part 2 - Information about the qualifications

Inform UCO Head Office if you change your contact details

QUALIFICATION TITLE: Skills Development Programme: Early Childhood Development on NQF 1

CHOOSE LEVEL 1

If you do not have Grade 12 or do not have experience in an ECD Centre

MINIMUM ENTRY REQUIREMENTS:

- Grade 9 School Certificate

LEARNING CONTENT:

Bridging Programme mapping to the following Unit Standards
244262 Interact with babies, toddlers and young children
244263 Prepare an environment for babies, toddlers and young children
244255 Care for babies, toddlers and young children
244258 Demonstrate basic understanding of child development
244261 Maintain records and give reports about babies, toddlers and young children

TOTAL CONTRACT PRICE: R3830.00 CLASS FEE: R3280.00 APPLICATION FEE: R550.00 1st Month Application Fee of R550.00 Thereafter for 8 months R410.00 per month. Payable on/ before the first day of the month.
DURATION: Approximately 6 Months 19 Sessions, 4 Session per month, 4 Hours per session 182 Work Related Hours - 78 Academic Hours

QUALIFICATION TITLE: Further Education & Training Certificate: Early Childhood Development NQF 4

SAQA ID NUMBER: 58761 Credits: 140

CHOOSE LEVEL 4

If you do have Grade 12 and experience in a ECD Centre

MINIMUM ENTRY REQUIREMENTS:

If the enrolment is not accompanied by a Grade 12 Certificate, the following additional Entry Requirements apply:

- UCO Skills Development Programme Level 1 (26 credits) – Attach Certified documentation
- At least Grade 9 (or higher school grade passed) or an equivalent qualification - Attach Certified documentation

TOTAL CONTRACT PRICE: R10200.00 CLASS FEE: R9300.00 APPLICATION FEE: R900.00 1st Month Application Fee of R900.00 Thereafter for 15 months R620.00 per month. Payable
DURATION: Approximately 12 Months 47 Sessions, 4 Session per month, 4 Hours per session 980 Work Related Hours - 420 Academic Hours

LEARNING CONTENT:

- 244462 - Work with families and communities to support Early Childhood Development (Credits 5)
 244468 - Prepare resources and set up the environment to support the development of babies, toddlers and young children (Credits 5)
 244469 - Provide care for babies, toddlers and young children (Credits 10)
 244472 - Prepare Early Childhood Development programmes with support (Credits 6)
 244475 - Observe and report on child development (Credits 6)
 244480 - Facilitate holistic development of babies, toddlers and young children (Credits 16)
 244484 - Demonstrate knowledge and understanding of the development of babies, toddlers and young children (Credits 8)
 244485 - Design activities to support the development of babies, toddlers and young children (Credits 8)
 7468 - Use mathematics to investigate & monitor financial aspects of personal, business, national & international issues (Credits 6)
 9015 - Apply knowledge of statistics & probability to critically interrogate & effectively communicate findings on life problems (Credits 6)
 9016 - Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts (Credits 4)
 119459 - Write/present/sign for a wide range of contexts (Credits 5)
 119462 - Engage in sustained oral/signed communication and evaluate spoken/signed texts (Credits 5)
 119469 - Read/view analyse and respond to a variety of texts (Credits 5)
 119471 - Use language and communication in occupational Learning Programmes (Credits 5)
 119457 - Interpret and use information from texts (Credits 5)
 119465 - Write/present/sign texts for a range of communicative contexts (Credits 5)
 119467 - Use language and communication in occupational Learning Programmes (Credits 5)
 119472 - Accommodate audience and context needs in oral/signed communication (Credits 5)
 244571 - Describe how to manage anxiety and depression in the workplace (Credits 2)
 242819 - Motivate and build a Team (Credits 10)
 244259 - Support children and adults living with HIV and AIDS (Credits 8)

QUALIFICATION TITLE: Higher Certificate: Early Childhood Development NQF 5**SAQA ID NUMBER: 64649/23117 Credits: 132****CHOOSE LEVEL 5 HIGHER CERTIFICATE**

If you have completed ECD Level 4 and (Grade 12 or Level 1)

MINIMUM ENTRY REQUIREMENTS:

If the enrolment is not accompanied by a Grade 12 Certificate, the following additional Entry Requirements apply:

- Further Education & Training Certificate: Early Childhood Development NQF 4 (140 credits) – Attach Certified documentation
- Grade 9 (or higher school grade passed) or an equivalent qualification - Attach Certified documentation

LEARNING CONTENT:

- 13855 - Develop and manage the ECD Learning Programme (Credits 24)
 13853 - Mediate active learning in ECD Programmes (Credits 36)
 13854 - Promote healthy development in ECD Programmes (Credits 12)
 8647 - Apply workplace communication skills (Credits 10)
 13925 - Present information in a public setting (Credits 5)
 244260 - Facilitate a Life Skills Learning Programme in the reception year (Credits 15)
 244257 - Facilitate a Literacy Learning Programme in the reception year (Credits 15)
 244256 - Facilitate a Numeracy Learning Programme in the reception year (Credits 15)

TOTAL CONTRACT PRICE: R10350.00
 CLASS FEE: R9450.00
 APPLICATION FEE: R900.00
 1st Month Application Fee of R900.00
 Thereafter for 15 months R630.00 per month. Payable on/ before the first day of the month.

DURATION:

Approximately 12 Months
 39 Sessions, 4 Session per month, 4 Hours per session
 840 Work Related Hours - 360 Academic Hours

QUALIFICATION TITLE: National Diploma: Early Childhood Development NQF 5**SAQA ID NUMBER: 64650/23118 Credits: 126****CHOOSE LEVEL 5 DIPLOMA**

If you have completed ECD Level 5 Higher Certificate and (Grade 12 or Level 1)

MINIMUM ENTRY REQUIREMENTS

If the enrolment is not accompanied by a Grade 12 Certificate, the following additional Entry Requirements apply:

- Further Education & Training Certificate: Early Childhood Development NQF 4 (140 credits) – Attach Certified documentation
- Higher Certificate: Early Childhood Development NQF 5 – Attach Certified documentation
- At least Grade 9 (or higher school grade passed) or an equivalent qualification - Attach Certified documentation

LEARNING CONTENT:

- 14582 - Develop and Apply Academic Literacy Skills (Credits 25)
 10289 - Facilitate a Programme of Learning (Credits 24)
 10288 - Organise a Programme of Learning (Credits 8)
 10295 - Promote Life Long Learning (Credits 8)
 7400 - Manage the Learning Programme (Credits 24)
 115753 - Conduct Outcome Based Assessment (Credits 15)
 13856 - Facilitate an Inclusive Educational Environment in ECD setting (Credits 12)
 10294 - Identify and respond to learners with Special Needs and Barriers to Learning (Credits 10)

TOTAL CONTRACT PRICE: R10650.00
 CLASS FEE: R9750.00
 APPLICATION FEE: R900.00
 1st Month Application Fee of R900.00
 Thereafter for 15 months R650.00 per month. Payable on/ before the first day of the month.

DURATION:

Approximately 12 Months
 41 Sessions, 4 Session per month, 4 Hours per session
 840 Work Related Hours - 360 Academic Hours

Acknowledgement Of Qualification Content	Name and Surname	Signature	Date
Learner (Person responsible for Account)			

Part 3 - Terms and conditions

1. It is the responsibility of the Learner to determine the registration and accreditation status of the Learning Programmes presented by Universal College Outcomes S.A. as the training provider.
2. An Application Fee is payable upon entering into the contract. The Application Fee is not refundable. If this Contract is not accompanied by the proof of the Learner's minimum entry requirements, it is not valid and the Learner will forfeit the application fee. If a group does not start in a reasonable time in any given area, the application will be converted to Open/Distant Learning without any additional charge to a Learner. The Learner will have to complete the necessary documentation. Therefore the application fee is in no circumstances refundable.
3. Universal College Outcomes S.A. makes use of lecture base facilitation for our ECD training. ECD training normally consists of four hour sessions at two sessions per day twice a month. All our qualifications will normally finish within a maximum of twelve months. Only the NQF Level 4 and 5 Qualifications will be verified if the Practical Teaching Portfolio and the work related hours are compiled with and proof thereof is submitted with the Portfolio of Evidence on the submission date.
4. Universal College Outcomes may deny the Learner access to a session if the Learner is not on time, if the terms of payment or Terms and Conditions of this contract or the rules and regulations of the Training Provider are not being complied with.

5. Learners must at least attend 70% of the training sessions to receive their qualification. Learners must be present for the full session in order to qualify for attendance. The attendance is validated through the Learner's signature on the attendance register. It is fraudulent to sign on behalf of another Learner and can lead to expulsion.
6. Universal College Outcomes S.A. reserves the right to reschedule sessions at their discretion.
7. Universal College Outcomes S.A. may, from time to time, make rules it considers advisable relating to learning programme attendance, Learner conduct and other matters and the parties hereby, agree to be bound by those rules.
8. All Learning Material remains copyright property of Universal College Outcomes. Copyright violation will result in criminal charges. Only original portfolios will be assessed and academic plagiarism will result in disciplinary action and possibly expulsion.
9. Learners will not receive the next Learning Material if the preceding Learning Material is not submitted and at least 70% of the training sessions have been attended.
10. All Portfolios of Evidence for ECD Learners will not be returned to Learners after verification, but will be archived according to ETDP Seta policy and procedure. For authenticity and protection reasons (our learning material) the Portfolio of evidence will eventually be destroyed after the prescribed period.
11. Universal College Outcomes SA will under no circumstances whatsoever receive ANY tuition fees in cash from any person, irrespective of the reason provided by the Learner or any stakeholder, because it is the policy of Universal College Outcomes S.A. that all tuition fees must be paid directly into the company bank account to minimize safety and security risks.
12. The Roll-out Plans will indicate a submission date for each Unit Standard or Module. If the Learner does not submit the work on time a Penalty Fee per Unit Standard or Module will be enforced. If the Learner did not receive the books due to payment difficulties it will also apply to them, because it is the Learner's responsibility to ensure that their accounts are up to date to receive the Learning Material on time. All Formative and Summative Assessments must be written and submitted to the Facilitator no later than the submission date after the last Unit Standard or Module according to the Roll-out Plan (RoP).
13. The learner is the person responsible paying the account. Monthly account information will be sent to the Learner's cell phone number and it is the Learner's responsibility to pay the account. The minimum monthly fee is payable on the first of every month. Payment after the first of the month will result in a delay of the Learning Material. If the minimum monthly fee is not paid within 30 days, Universal College Outcomes SA reserve the right to make the full balance due, immediately payable without notice. No certificates will be issued until the full and final balance has been paid to Universal College Outcomes S.A. Re-submissions of Formative and Summative Assessment, reprint of manuals and late submission fees are charged at an additional cost to the course fee. These costs may increase during the contract period at the discretion of Universal College Outcomes SA.
14. Universal College Outcomes S.A. reserves the right to do an affordability check on various credit bureaus before the contract will be viable.
15. If any legal or other action is taken by Universal College Outcomes S.A. to recover any amounts due to them in terms of this contract, the parties to this contract other than Universal College Outcomes S.A. will be liable for all costs on the attorney/client scale incurred by Universal College Outcomes S.A. to recover amounts due to them in terms of this contract. This includes a collection fee of 25% on the total outstanding balance. Interest will be charged at 15.5% per annum. Failure to make payment WILL result in the following actions taken against you. Your name could be listed as a DEFAULTER on the various Credit Bureaus and you may be held responsible for all the collection costs & legal costs incurring in collecting the amount due.
16. This contract may not be cancelled outside of the cool-off period (two weeks from the commencement date of the group) or transferred to another person. In exceptional instances the contract will be cancelled if a written request is sent to the Head Office but only if the Head Office deems the reason for cancellation as fit. No discount or refund will be given if the Learner cancels the Learning Programme or is absent during training. Transfer of Learners from one training group to another will be permitted at the discretion of Universal College Outcomes S.A. The postponement/reactivation of a Learning Programme is subject to the availability of Learning Material, training facilitators, venues, Roll-out Plans and group numbers. If a Learner enrolls for a programme and does not attend class for six months or if the Learner did not submit all the Formative and Summative Assessments on the submission date, the contract will expire and the full course balance will become payable. The Learner will need to re-enroll for the programme and pay the most recent price, as well as, the application and administration fees. Any fees paid for a programme that was not completed, will be forfeited to cover costs.
17. After the submission date of the group, NO learning material will be sent to a Learner who did not receive their learning material due to documentation or payment difficulties. After the Re-Assessment Submission, no further opportunities will be given to a Learner if the Learner is found "Not Yet Competent" due to the Re-Assessment procedure. The Learner will be cancelled automatically if still found "Not Yet Competent" and will be liable for all fees.
18. Universal College Outcomes S.A. will not be held liable in any manner whatsoever for injury to, or death of the Learner, nor loss or damage to personal effects and possessions whilst the Learner is on the training site premises or anywhere else in connection with the Learning Programme whether the injury, loss or damage is the result of negligence or otherwise.
19. Universal College Outcomes S.A. chooses its domicilium et executandi for all purposes, including correspondence arising hereof, as 10 Louis Bok Street, Universitas, Bloemfontein, 9301.
20. Relaxation of any terms by Universal College Outcomes S.A. for any reason whatsoever should not be regarded as a waiver of its rights in terms herein or constitute a variation hereof.
21. Universal College Outcomes S.A. also makes use of electronic communication with Learners. Learners will receive qualification and account relevant sms's during the duration of the qualification and it is the Learner's responsibility to inform Universal College Outcomes S.A. of any contact detail changes.
22. I grant permission for Universal College Outcomes to create/use: photographs, video or audio recordings of myself for marketing purposes only to distribute them in printed publications and publicly accessible websites, including social media accounts. The permission will continue until I revoke permission in writing to Universal College Outcomes then no further information will be published.
23. A Learner with a foreign Grade 12 certificate awaiting evaluation from SAQA, can continue with his/her studies on condition that the Learner agrees to the following: Start the process with SAQA, to verify their Foreign Grade 12. In the case of the ECD Level 4 and Level 5 Qualifications; The Learner's registration with the SETA will be placed on hold until the alignment documentation is received. If Universal College Outcomes SA do not receive this approved documentation from SAQA, before the submission date of the group, the qualification cannot be verified by the ETDP Seta. UCO will not be held responsible for money or time lost while completing the qualification (the full course fee will still be payable by the person responsible for the account if SAQA does not approve the foreign Grade 12).
24. Learners joining groups after the commencement of a group, the Learner must submit a WhatsApp to Head Office wherein the Learner agrees to the conditions. Upon receipt the Learner will be added to the group. Learners can join a group up until the 10 days before the catch-up class of a group.
25. A WhatsApp group chat is available for each ECD Group. You will receive a link to join this group. Important information will be shared. It is your responsibility to join the group and not to leave before the final submission date.
26. The qualification will be incomplete if the work related hours of each qualification are not completed during your qualification at a pre-school or creche. Before you apply ensure that you are working or volunteering at such an institution.

Further Information on Distant Learning:

Take note that any contradictions of the information below with the terms and conditions and payment details above will be replaced by the information below. The information below is only applicable to Open Learning (Distant Learning).

Contact Sessions

No class sessions are available and no class attendance required.

Postage

The only method used for posting is PAXI service. The cost of posting the Learning Material to the Learner will be the responsibility of Universal College Outcomes S.A. But the cost of posting the Learning Material submissions to Universal College Outcomes S.A. will be at the expense of the Learner. Universal College Outcomes S.A. will not be liable for any shortcomings relating to the postal service.

Issuing of Learning Material

The first three Learner manuals will be posted once the application fee is paid and given that the Learner meet the minimum requirements. You will also receive the Google Drive Link to download the support videos of the qualification. After the submission of the three manuals the remaining manuals will be posted. It is solely the responsibility of the Learner to inform Head Office in writing if address, contact details or employment changes. Failure to do so will result in learning material not received correctly or timeously by a Learner; correspondence from Head Office or the Facilitator will not be received and you may duly be cancelled due to failure to communicate with the relevant parties involved in your training.

Submission of Learning Material

The Learner will receive a Roll-out-Plan that indicates the dates that they must submit the Learning Material. Failure to submit and post the Learning Material to Universal College Outcomes S.A. will lead to a not yet competent status for that manual and the Learner will need to re-enrol for that manual and pay penalty fees. This option will only be available at the discretion of Universal College Outcomes S.A. Feedback of submission will be sent via email to minimize similar errors on coming submissions. All Learning Material submissions must be posted with PAXI to PAXI CODE: P8740 PEP WELKOM CHECKERS CENTRE, the following cell phone number must be used when sending a parcel: 076 391 0961

Support

Universal College Outcomes S.A. will grant you two telephonic support sessions per manual, maximum duration of an hour. At least one support session per manual is compulsory – without the support session the manual will be declared as "Not Yet Competent". Any additional support will be charged at R100 per hour or part thereof. Your support session must be scheduled with the reception at our distant learning branch. The cost of all calls will be at the expense of the Learner. Skype and WhatsApp calls will also be allowed. Support may be denied if the Learner's account is not paid up to date. A continuous WhatsApp support group is also available where you can ask questions and receive feedback from our distant Facilitator. With your 1st manual you will receive an instruction on how to join this WhatsApp group. Please inform Head Office if you are unable to join this WhatsApp group.

Submission Code

Before a learner may submit a workbook, a support session with our distant facilitator has to be arranged – the learner will receive a submission code which must be submitted with the workbook. Without a submission code the workbook will be declared as "Not Yet Competent".

Practical Teaching Portfolio

For all our Level 4 and Level 5 qualifications a practical teaching portfolio is required by the ETDP SETA. Therefore, one practical teaching session has to be attended with your principal. Without this practical teaching portfolio, the qualification will be declared as "Not Yet Competent".

Re-Assessment Sessions

Re-assessment session will be scheduled on a Distant Basis with online support from the tutor.

Person	Name and Surname	Signature	Date
Learner (Person responsible for account)			
UCO Facilitator/ Representative			

I/We, the above, hereby agree to be jointly and severally liable for the contract amount stated herein. I/We further agree that any failure to attend sessions will not reduce my/our liability for the fees as stipulated in this contract with Universal College Outcomes S.A. I/We hereby certify that the details given by me/us are correct. I/We confirm that I/we have read and understood the Terms and Conditions of this contract as they appear on both sides hereof and I/we accept and agree to be bound by them. I/We further confirm that I/we agree with the price and method of payment for the learning programme/s for which I/the Learner have/has enrolled as stipulated on this contract.