



## **PLEASE NOTE:**

### **Failure to comply will result in a delay of studies.**

- The enrolment will not be successful unless the required documentation is received.
- Remember to sign both Page 1 and 2. Learner + Person Responsible for the account
- Additional documentation is required for Distant Learners.  
Remember to sign both Page 3 and 4. Learner + Person Responsible for the account and Mentor.

## **DOCUMENTATION REQUIRED**

### **Learner**

- Certified ID copy
- Certified copy of highest school report & any other qualification
- Deposit slip of Application Fee
- Curriculum Vitae indicating experience in a pre-school environment
- Proof of address not older than 3 months
- Signed Terms and Conditions Page 1 and 2
- Signed Terms and Conditions Page 3 (Only applicable if it is a Distant Learning Application)
- Postal Address (Only applicable if it is a Distant Learning Application)

### **Person Responsible for the account**

- Certified ID copy
- Proof of address not older than 3 months
- Signed Terms and Conditions Page 1 and 2
- Signed Terms and Conditions Page 3 (Only applicable if it is a Distant Learning Application)

### **Mentor (Only applicable if it is a Distant Learning Application)**

- Certified ID copy
- Certified copy of qualifications
- Proof of banking details
- Signed Contract Page 4
- Proof of Postal address
- Curriculum Vitae indicating experience in a pre-school environment



2019 Contract of Enrolment with Terms and Conditions

National Diploma: Early Childhood Development NQF 5. SAQA ID NUMBER: 64650/23118 Credits: 126

Learner No: [ ]

Part 1 - Minimum Entry Requirements

Minimum Entry Requirements for this contract: A Level 5 Higher Certificate in Early Childhood Development, Grade 12 and a career in ECD.

The Enrolment is not valid unless accompanied by the following documentation:

- 1. Certified ID copy (Learner + Person Responsible for the account)
2. Certified copy of highest school report & any other qualification
3. Deposit slip of Application Fee
4. Curriculum Vitae indicating experience in a pre-school environment
5. Signed Terms and Conditions
6. Proof of address not older than 3 months (Learner + Person Responsible for the account)

Ensure that you sign the addendum to contract for the specific group (To be sent to UCO Head office after you received your first manual)

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

Universal College Outcomes SA will not take any responsibility that certain employers might request a Grade 12 Certificate as an entrance qualification for employment.

Part 2 - Learner Information

Inform UCO Head Office if you change your contact details

PRICE:4 HO Use

Signature of Learner: Date: (I have read and agree to the Terms and Conditions on Page 1, 2 & 3 (3 only for Open Learning))

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:

Employer Name and Surname: Telephone no:

Employer Address: Postal Code:

Part 3 - Person responsible for the account (If not completed it is assumed that it is the Learner and the above information and signature applies)

Signature of Person Responsible for the account: Date: (I have read and agree to the Terms and Conditions on Page 1, 2 & 3 (3 only for Open Learning))

Relationship to the Learner: Full Name(s):

Surname: ID/Passport No:

Home Telephone No: Cell No: Work Telephone No:

Residential Address: Postal Code:

Email Address:

Employer Name and Surname: Telephone no:

Employer Address: Postal Code:

Part 4 - 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.
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 complied with and proof thereof is submitted with the Portfolio of Evidence on the submission date.
4. Universal College Outcomes S.A. reserves the right to reschedule sessions at their discretion.
5. Universal College Outcomes S.A. 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.
6. 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.
7. Universal College Outcomes S.A. reserves the right to reschedule sessions at their discretion.
8. 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.
9. All Learning Material remains copyright property of Universal College Outcomes. Only original portfolios will be assessed. Copyright violation result in criminal charges.
10. 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.
11. 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 minimise 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. Monthly account information will be sent to the Learner's cell phone number and it is the Learner's responsibility to inform the person responsible of the account of any arrears. 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. If the person responsible for the account fails to pay the account, it becomes the responsibility of the Learner whom received the service, to pay the account. No certificates will be issued until the full and final balance has been paid to Universal College Outcomes S.A. Resubmissions 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-enrol 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 domicile/et executandi for all purposes, including correspondence arising hereof, at the address given on Page 1.
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 publically 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).

#### Part 5 - Qualification Details

840 Work Related Hours - 360 Academic Hours

<b>QUALIFICATION TITLE: National Diploma : Early Childhood Development NQF 5</b>		
<b>SAQA ID NUMBER: 64650/23118 Credits: 126</b>		
<b>UNIT STANDARD TITLE</b>	<b>U/S ID</b>	<b>CREDITS</b>
Develop and Apply Academic Literacy Skills	14582	25
Facilitate a Programme of Learning	10289	24
Organise a Programme of Learning	10288	8
Promote Life Long Learning	10295	8
Manage the Learning Programme	7400	24
Conduct Outcome Based Assessment	115753	15
Facilitate an Inclusive Educational Environment in ECD setting	13856	12
Identify and respond to learners with Special Needs and Barriers to Learning	10294	10

#### Part 6 - Payment Details (Based on commencement date of classes not the registration date) The contract will only be valid for the current year in which the classes commence.

**TERMS OF PAYMENT FOR CLASSES COMMENCING IN 2019** Prices Valid from 1 January 2019 - 31 December 2019

TOTAL CONTRACT PRICE: R9450.00 CLASS FEE: R8550.00 APPLICATION FEE: R900.00

41 Sessions, 4 Session per month, 4 Hours per session

1st Month Application Fee of R900.00 Thereafter for 15 months R570.00 per month. Payable on/ before the first day of the month.

The course price that you are liable to pay will be the price of the current year and the contract, as well as, the terms and conditions of that year.

**All deposits must be made at the ASBA ATM using the Cardless Deposit transaction or an EFT.**

**Bank charges will be charged to the Learner by Universal College Outcomes, if any fees are deposit inside the bank.**

**If a Learner does not know how to use the ATM, the hostess inside the bank may be asked for assistance.**

BANK: ABSA ACCOUNT NAME: Universal College Outcomes SA Pty Ltd ACCOUNT NUMBER: 4077810630 BRANCH CODE: 632005

<b>Person</b>	<b>Name and Surname</b>	<b>Signature</b>	<b>Date</b>
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.

**OPEN LEARNING (DISTANT LEARNING) ONLY AVAILABLE FROM JANUARY 2019**

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).

**Additional Minimum Entry Requirements**

1. A device where you can watch a tutorial on a specific part of the Learning Material (A computer with a DVD ROM, Screen and Speakers)
2. Access to a PO Box (where your learning material will be sent) No Door to Door sending allowed.
3. Internet connectivity and Email Address for feedback on your submissions
4. A Qualified Mentor

**Contact Sessions**

No class sessions are available and no class attendance required.

**Postage**

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 South African postal service.

**Issuing of Learning Material**

The first three Learner Manuals will be posted once the application fee and deposit fee are paid and given that the Learner and the Learner's Mentor meet the minimum requirements. After the submission of the three manuals the remaining manuals will be posted.

**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 registered post to PO Box 11891, Universitas, Bloemfontein, 9321.

**Support**

Universal College Outcomes S.A. will grant you two telephonic support sessions per manual, maximum duration of an hour. 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 calls will also be allowed. Support may be denied if the Learner's account is not paid up to date.

**Re-Assessment Sessions**

Re-assessment session will be presented by a Facilitator on a bi-annual basis in most provinces. You must be able to travel to the re-assessment session at your own expense.

**A Qualified Mentor**

The Learner must nominate a qualified Mentor for the duration of their qualification. This Mentor will assist Universal College Outcomes S.A. where Summative Assessments and Practical Teaching Portfolios are required. Universal College Outcomes S.A. must receive a contract from the Mentor giving her consent to oversee the Learner while writing her Summative Assessments and completing her Practical Teaching Portfolio as required.

**Minimum Requirements of the Mentor**

This Mentor must have a higher ECD NQF Level qualification than the qualification the Learner is enrolling for. The Mentor must be employed in the ECD field.

**Information to be submitted by the Mentor**

- Complete and sign a Mentor's contract
- Proof of Banking Details
- Certified ID Document, CV with certified qualifications (To be able to determine if the Mentor is qualified)
- PO Box Address

**Payment to Mentor**

The Mentor will be paid R50 per hour for overseeing duties and the Mentor must invoice Universal College Outcomes S.A. according to a payment structure before they will get paid.

**TERMS OF PAYMENT FOR OPEN LEARNING (DISTANT) IN 2019:**

TOTAL CONTRACT PRICE: R9450.00 LEARNING MATERIAL: R7410.00 DEPOSIT FEE: R1140.00 APPLICATION FEE: R900.00

1st Month Application Fee of R900.00 (If not paid in full application will not be reviewed)

2<sup>nd</sup> Month Deposit fee R1140.00 (If not paid in full the learning material will not be posted)

Thereafter for 13 months R570.00 per month. Payable on/ before the first day of the month.

Prices Valid from  
1 January 2019 - 31 December 2019

Person	Name and Surname	Signature	Date
Learner			
Person Responsible for Account			



Reg. No. 2000/028805/07

Accreditation: ETDP1123

Directors: KN Gous (M.D.) LJ du Plessis, JJ Viljoen

*tomorrow's outcomes, today!*

ONLY COMPLETE AND SUBMIT PAGE 4 if the Learner CHOSE OPEN LEARNING (DISTANT LEARNING)

**2019 Mentor Contract with Terms and Conditions (LEVEL 5 DIPLOMA)**

**Minimum Requirements**

- This Mentor must at least have a higher qualification than an ECD NQF Level 5 National Diploma.
- The Mentor must be employed in the ECD field.

Learner's ID number:

**Documents to be submitted by the Mentor**

- Complete and sign a Mentor's contract
- Proof of Banking Details
- Certified ID Document, CV with certified qualifications (To be able to determine if the Mentor is qualified)
- Proof of Postal Address (PO Box)

**Mentor Information**

**Signature of Mentor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(I have read and agree to the Terms and Conditions and duties below)

Title: (Mr/Ms/Mrs): \_\_\_\_\_

Full Name(s): \_\_\_\_\_

Surname: \_\_\_\_\_

ID/Passport No: \_\_\_\_\_

Home Telephone No: \_\_\_\_\_

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

Work Telephone No: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Workplace in the ECD field:**

Name: \_\_\_\_\_

Telephone no: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Mentor's Occupation: \_\_\_\_\_

Highest Educational Qualification obtained: \_\_\_\_\_

**Payment & Time Required**

The mentor will be paid at a rate of R50.00 per hour for summative assessment tasks. Total payment for Skills Development Programme: **National Diploma: Early Childhood Development NQF 5 will be R525.00.** Payment will take place after the Learner submitted the Summative Assessments, the Mentor met the requirements of the tasks and the Mentor submitted the invoice (The layout of the invoice will be provided by Universal College Outcomes S.A.)

All Summative Assessments required per Unit Standard will be written on one day. The date will be indicated on the Learner Roll out Plan (RoP)

14582	None
10288	02:00 (4 Summative Assessments)
10289	03:00 (6 Summative Assessments)
10295	02:30 (5 Summative Assessments)
7400	None
13856	02:00 (4 Summative Assessments)
10294	None
Practical Teaching Portfolio	01:00

**Duties of Mentor**

Duties will be the overseeing of the writing of Summative Assessments and overseeing the completion of the Practical teaching Portfolio. The Mentor will receive detailed instructions of what is expected during these sessions.

**Responsibility of Mentor**

**1. Summative Assessments** (Only Applicable to Level 1 and Level 5 Qualifications)

- To ensure that the writing of the Summative Assessments happen in a controlled and safe environment.
- The Summative Assessment is written in the allowed time duration.
- Ensure that there are no Learning Material with the Learner during the writing of the Summative Assessments. The Learner is only allowed a pen and a ruler. No Cell phones or any contact with another person. The Mentor may not assist the Learner during the writing of the Summative Assessment. It is not an open book Assessment.
- The Summative Assessments will be sent to the Mentor. The Learner will only see the Summative Assessments at the starting of this session.
- The Mentor must ensure that no Tippex was used. The Mentor will add the words "not completed" on all lines and spaces left open by the Learner in the Summative Assessment.
- Ensure that the Learner complete all required fields of identification on the Summative Assessment. Personal information, signatures and dates.

**2. Practical Teaching Portfolio** (Only Applicable in the Level 4 and Level 5 Qualifications)

- Evaluate the Learner while
  - The Learner spends time at the ECD Centre
  - The Learner follow the daily programme of the ECD Centre
  - The Learner interacts with the children and ECD practitioners
- Support the Learner to complete the Practical Teaching Portfolio
- Support the Learner to present one lesson to a group of young children
- Give appropriate feedback and sign the Practical Teaching Portfolio

**3. Administration** (Applicable to all Qualifications)

The mentor must sign and stamp the Summative Assessment and the Practical Teaching Portfolio where applicable and give it to the Learner to post to Universal College Outcomes S.A. together with the Learner Workbook for that specific Unit Standard.

I, the above, hereby agree to be responsible for overseeing of specific (specified) Summative Assessments (tasks) and overseeing the Learner while completing her Practical Teaching Portfolio. I agree that I will only be able to claim remuneration as stated above. I hereby certify that the details given by me is correct. I confirm that I have read and understood the Terms and Conditions of this contract and I accept and agree to be bound by them. I further confirm that I agree with the price and method of payment for these duties as stipulated on this contract.

**Signature of Mentor:** \_\_\_\_\_ **Date:** \_\_\_\_\_