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**2026 INFORMATION FOR THE OCCUPATIONAL CERTIFICATE
EARLY CHILDHOOD DEVELOPMENT PRACTITIONER
NQF LEVEL 4, SAQA ID 97542**

“Inspiring & professionalising ECD teachers to live & leave a lasting legacy”

CAVERSHAM INSTITUTE IS

- A vibrant Non-Profit organization with Public Benefit (Section 18A) status
- An accredited level 1 B-BBEE provider
- Fully accredited with the QCTO & the ETDP SETA and received the accolade as “A Face of Quality” in South Africa in the 2018 national audit of ETDP SETA Providers
- Recognised for providing Early Childhood Development (ECD) qualifications that are fully compliant with South African policies for employment as a teacher in the birth to 4 year old sector.

CAVERSHAM INSTITUTE

- Has six decentralised training centres in KwaZulu Natal, three in the Western Cape and also offers the Level 5 training on-line
- Offers the National Diploma in ECD at NQF Level 5 and the Occupational Certificate : ECD Practitioner @ level 4
- Has awarded over 2100 accredited ECD qualifications since 2008

THE OCCUPATIONAL CERTIFICATE: ECD PRACTITIONER

Is accredited by the QCTO and comprises 3 components for a total of 131 credits

- | | |
|-------------------|------------|
| ▪ Knowledge | 43 credits |
| ▪ Practical | 43 credits |
| ▪ Work Experience | 45 credits |

TO STUDY FOR THIS QUALIFICATION A STUDENT IS REQUIRED TO

- Be teaching / assisting / volunteering in a registered and approved ECD Centre/ Preschool under the supervision of a qualified ECD mentor or practitioner
- A Senior Certificate or be prepared to do Foundational Learning Competence (FLC) i.e. Communications & Mathematical literacy @ NQF Level 2 assessed by the IEB (a separate part qualification)
- Successfully pass the entrance test

For the Knowledge & Practical Components a student is required to

- Attend a full day workshop once a week and a full day workshop every second Saturday during term times. There are 69 workshop sessions during the 18 months and 80% attendance is compulsory
- Complete the practical component both during the contact sessions and during the compulsory workplace times
- Have a satisfactory mark for tests conducted at the completion of each module
- Write a final **External Integrated Summative Assessment (EISA)**, which includes workplace evidence

For the Work Experience component a student is required to

- Complete compulsory log book tasks that are supervised and signed off by a supervisor
- Assist in facilitating daily routines and activities
- Observe and plan small group activities
- Conduct basic child assessments (under supervision)
- Learn through job-shadowing and structured feedback
- Build a **Portfolio of Evidence (PoE)** with your help

CAVERSHAM INSTITUTE IS COMMITTED TO

- Offering excellent, relevant training for ECD practitioners, that not only provides accredited ECD qualifications, but also enhances personal growth, self-esteem and confidence
- Presenting course material in creative and interesting ways supported by informative, notes to keep abreast of latest ECD policy developments in South Africa
- Training part-time, on alternate Saturday mornings, or on-line in the evening to enable students to combine work and study
- Providing support and guidance to complete assignments for submission to the QCTO for accreditation and the recording of credits on the National Data Base

The Occupational Certificate in ECD is offered over 18 months (6 terms) and is recognised by the Department of Basic Education for employment as a pre-Grade R teacher

CAVERSHAM INSTITUTE COSTS FOR 2026

- A once off Registration and Administration fee of R1,600 payable on registration
- R 24,000 for the full course – payable at R8,000 per term or 15 monthly installments of R1,600
- Fees cover lectures, notes, files, teas, assessment, certificates and awarding of credits

YOU ARE REQUESTED TO MAKE ALL PAYMENTS ELECTRONICALLY EITHER BY EFT,
DIRECT DEPOSIT AT THE BANK OR A STOP ORDER

BANKING DETAILS	
Bank:	Nedbank
Name of Account:	Caversham Education Institute
Account Number:	1380144078
Branch Code:	138-026

JOIN CAVERSHAM EDUCATION INSTITUTE
ESTABLISHED AND TRUSTED SINCE 2008 FOR DELIVERING QUALITY ECD TRAINING

REGISTER TODAY FOR AN ACCREDITED QUALIFICATION FOR TEACHING
PRE-GRADE R!



Complete the attached Registration Form and submit with **certified copies of ID and Senior Certificate** and **proof of registration fee payment** deposit to



WhatsApp to
060-5219027
or
Email
Marketing@cavershaminstitute.co.za



FOR MORE INFORMATION
Contact Head Office
031-2062000
or
078-4220047
We will gladly assist!



For testimonials
www.cavershameducation-institute.org.za



CAVERSHAM EDUCATION INSTITUTE (NPO)

For Official Use
STUDENT NUMBER

**REGISTRATION FOR THE OCCUPATIONAL CERTIFICATE PRACTITIONER
NQF LEVEL 4 IN ECD 2026 – 2027**

Send completed FORM, certified copies of your ID document, Matric Certificate and proof of payment and completed STUDENT AGREEMENT together to
admin@cavershaminstitute.co.za or Whatsapp: [060 521 9027](tel:0605219027)

BANK DETAILS		
Bank: Nedbank	Name of Account: Caversham Education Institute	Account Number: 1380144078
Branch Code: 138026 Reference: Your FULL Name (e.g. Kate Smith)		

STUDENT DETAILS

Please attach CERTIFIED copies of your ID document and Matric Certificate.

TITLE	Mr	Mrs	Miss	Ms	SURNAME								
FIRST NAMES													
NAME KNOWN BY													
ID NUMBER											DATE OF BIRTH		
NATIONALITY													
ETHNIC GROUP	Black	Asian	Coloured	White	DISABILITY	Yes		No					
POSTAL ADDRESS											CODE		
RESIDENTIAL ADDRESS													
TELEPHONE:	HOME						CELL						
EMAIL ADDRESS													
REGION WHERE YOU WILL STUDY													
NAME OF HIGH SCHOOL													
HIGHEST LEVEL OF EDUCATION						YEAR OBTAINED							
QUALIFICATION (if any)						YEAR OBTAINED							
PREVIOUS TRAINING (if any)													
TEACHING EXPERIENCE (if any)													

EMPLOYMENT DETAILS

ARE YOU EMPLOYED?	NO	YES, FULL TIME	YES, PART-TIME
WHERE ARE YOU EMPLOYED?			
POSITION			
SINCE WHEN?(MONTH & YEAR)			
PLEASE PROVIDE, BELOW, DETAILS OF ANY MEDICAL CONDITIONS OF WHICH WE SHOULD BE AWARE (e.g. allergies, diabetes, epilepsy):			

WHERE DID YOU HEAR ABOUT CAVERSHAM INSTITUTE?

Internet	Magazine/Newspaper	Friend	Open/Information Day
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SCHOOL WHERE YOU WILL BE OBSERVING OR ARE TEACHING – IF POSSIBLE

NAME			
PRINCIPAL/SUPERVISOR			
TEL NUMBER			
EMAIL ADDRESS			

INFORMATION FOR ACCOUNT PURPOSES

NAME OF PERSON RESPONSIBLE FOR THE ACCOUNT			
RELATIONSHIP TO STUDENT?	Spouse	Parent	Sponsor
TEL NUMBER		CELL NUMBER	
EMAIL ADDRESS			

ALTERNATIVE CONTACT DETAILS

NAME		RELATIONSHIP	
TELEPHONE		TELEPHONE	



CAVERSHAM EDUCATION INSTITUTE (NPO)

STUDENT AGREEMENT FOR REGISTRATION FOR THE OCCUPATIONAL CERTIFICATE PRACTITIONER NQF LEVEL 4 IN ECD 2026 – 2027

This Agreement forms part of your REGISTRATION submission and must be submitted with your Registration form and supporting documents.

I, [.....] I.D. Number: [.....]

Hereby register for the L4 Occupational Certificate Prac in ECD offered by Caversham Education Institute in 2026-2027.

All information on the accompanying REGISTRATION FORM is correct and certified copies of all required certificates are attached.

I understand and accept that I

- Have a matric (Grade 12), or be prepared to do Foundational Learning Competence (FLC) i.e. Communications & Mathematical literacy @ NQF Level 2 assessed by the IEB or have at least 5 years of teaching experience and qualify for matric exemption.
Have access to a preschool class or small group of young children under the supervision of a qualified ECD mentor or practitioner
Attend all lectures, and where one is missed to make arrangements to "catch up".
That an attendance of 80% of lectures (workshop sessions) is mandatory.
Complete the practical component both during the contact sessions and during the compulsory workplace times
Have a satisfactory mark for tests conducted at the completion of each module
Write a final External Integrated Summative Assessment (EISA), which includes workplace evidence
Keep a portfolio of my own and learner's work and provide a testimony of the impact the Caversham Course has on my life
Am responsible for the payment of a once off, NON-REFUNDABLE application fee of R150 upon receiving the application form.
Am responsible for payment of the once off NON-REFUNDABLE administration fee of R1,600 on registration before I can be enrolled
am responsible for payment of the total fee of R24,000 for full course - payable at R8,000 per term or 15 monthly installments of R1,600
Should any student leave during the year a month's written notice and a month's fee is required.
Should fees not be kept up-to-date Caversham has the right to:
o Stop attendance of the course
o Refuse notes
o Refuse to undertake any assessment, including the marking of assignments and workplace assessment
o Not submit your portfolio of evidence to National ETDP SETA for verification
o Withhold your certificate, if issued, until outstanding fees are paid
o Pursue legal measures

I further understand that

- All materials are the property of Caversham Education Institute. All rights to the materials are reserved and they may not be copied, reproduced or used without written permission by the Director.
Credits from the Higher Certificate are not recognised by universities
This qualification is for teaching Pre-Grade R and not for teaching Grade R in State Schools
Final assessment for accreditation will only be conducted on the satisfactory completion of the above requirements and will take place in the classroom / work site. This assessment will measure my competence in implementing an effective ECD programme, according to Caversham principles.
My Portfolio of Evidence will be stored by Caversham for a period of 5 years and thereafter, if not collected will be recycled. Copies of my work are my responsibility.
Caversham Institute will comply with POPI regulations and will process all the information and/or personal data in respect of the training offered in accordance with the said regulation and only for the purpose of providing the Services set out in the agreement.

[.....]
Student signature

[.....]
Date

[.....]
Person responsible for payment

[.....]
Date

[.....]
Witnessed

[.....]
Date