CAVERSHAM EDUCATION INSTITUTE (NPO)
171-992 NPO – PBO – 930056846 - Reg No. 2008/018926/08 – ETDP – 5896
05-QCTO/SDP180625082516
The Manna House – 237 Musgrave Road, Musgrave, 4001 KZN
Tel : 060-5219027 Cell : 078-4220047
Email : admin@cavershaminstitute.co.za www.cavershaminstitute.co.za
Follow us on Facebook & LinkedIn

2027 INFORMATION FOR NATIONAL DIPLOMA EARLY CHILDHOOD DEVELOPMENT AT NQF LEVEL 5

"Inspiring & professionalising ECD teachers to live & leave a lasting legacy"

THE NATIONAL DIPLOMA IN ECD (QUALIFICATION 23118) @ NQF LEVEL 5 (240 CREDITS)

Year 1 Comprises 20 compulsory modules for 82 credits specifically designed to equip teachers of young children, 2 – 6 years of age with the core knowledge and skills required to set up, plan, mediate, assess & evaluate an excellent ECD programme

Year 2 Comprises 12 compulsory modules for 47 credits that include the elective components to complete the requirements for the qualification. It provides in-depth specialized knowledge and skills to implement the SA National Curriculum Framework (NCF) for birth - four. It focuses on the professionalism of ECD teachers including writing a CV and interview skills.

Year 3 Comprises 14 compulsory modules for 111 credits that extend the foundation laid in the Birth to Five to include working with vulnerable children, their parents and the community; a strong academic literacy component that culminates in a mini-thesis; skills in team work (leadership. co-operative learning, group dynamics, dealing with and resolving conflict); collaboration with parents and community partners.
This year has proven invaluable to students who manage or open their own ECD centres of excellence.

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CAVERSHAM EDUCATION INSTITUTE IS COMMITTED TO

- Offering excellent, high quality training for ECD teachers that not only provides accredited ECD qualifications, but also enhances personal growth, self-esteem and self-confidence.
- Offering excellent, relevant training that is up to date with the latest ECD policy developments in South Africa.
- Presenting course material in creative and interesting ways, supported by informative notes, and assignments.
- Training part-time, on alternate Saturday mornings, to enable students to combine work and study.
- Providing support and guidance to complete assignments,
- Submitting completed assignments to the ETDP SETA for accreditation and the recording of credits on the National Data Base.

TO BE ACCEPTED TO STUDY FOR A CAVERSHAM ECD QUALIFICATION
An applicant needs to:

- Have completed matric or an ECD Certificate at NQF level 4 or be 27 years of age or above with at least 3 years of teaching experience and qualify for Recognition of Prior Learning (RPL).
- Be teaching, volunteering or have access to a preschool to observe young children from birth to six and implement learning and assignments.
- Commit to attend 80% of workshop sessions;
- Agree to complete all written assignments.
- Demonstrate a passion & commitment to ECD teaching practice.

CAVERSHAM INSTITUTE COSTS 2027

- A once off NON-REFUNDABLE registration and administration fee of R2 200 payable on registration.
- R 19,000 **per year of study** – payable in 10 monthly installments of R1,900 from February to November **each year,** or as a once off **annual payment** of R18,050 before end February (5% discount).
- Fees cover lectures, notes, files, assessment, certificates and awarding of credits

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

BANKING DETAILS	
Bank:	Nedbank
Name of Account:	**Caversham Education Institute**
Account Number:	1380144078
Branch Code:	138-026
Reference:	Your full Name (e.g. Kate Smith)

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!

For Official Use
STUDENT NUMBER

REGISTRATION FOR THE NATIONAL DIPLOMA IN ECD 2027 – 2029
Application Fee: R200
Send completed FORM, certified copies of your ID document, Matric Certificate, proof of income (payslip or bank statement) and completed STUDENT AGREEMENT together to
marketing@cavershaminstitute.co.za or Whatsapp: 060 521 9027

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								
INITIALS			NAME KNOWN BY					
ID NUMBER					DATE OF BIRTH			
CITIZEN RES. STATUS								
NATIONALITY								
ETHNIC GROUP	BLACK	ASIAN	COLOURED	WHITE	DISABILITY	YES	NO	
HOME LANGUAGE					GENDER	MALE	FEMALE	
					POSTAL	URBAN	RURAL	
POSTAL PROVINCE								
RESIDENTIAL ADDRESS								
PHYSICAL SUBURB					CODE			
TELEPHONE:	HOME			CELL				
EMAIL ADDRESS								
PLEASE PROVIDE DETAILS OF ANY MEDICAL CONDITIONS OF WHICH WE SHOULD BE AWARE (e.g. allergies, diabetes, epilepsy):								
REGION WHERE YOU WILL STUDY *(Please mark your selection with an "X".)*	BALLITO	MUSGRAVE (DBN)	KLOOF (HIGHWAY)	PMB				
	ZULULAND	FISHHOEK (CPT)	STELLENBOSCH (CPT)					
	BRACKENFELL (CPT)	GAUTENG						
NAME OF HIGH SCHOOL								
MUNICIPAL DISTRICT								
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 CURRENTLY EMPLOYED?			
JOB TITLE (POSITION)			
SINCE WHEN? (MONTH & YEAR)			
NAME OF THE EMPLOYER			
EMPLOYER'S CONTACT NUMBER			
EMPLOYER'S EMAIL ADDRESS			
Please attach a payslip and bank statement as proof of employment			

WHERE DID YOU HEAR ABOUT CAVERSHAM INSTITUTE?			
Google Search	Word of Mouth	Friend	School / ECD Centre
Facebook	Flyer / Brochure	Instagram	WhatsApp
Current/Former Caversham Student	Caversham Website	TikTok	Other

SCHOOL WHERE YOU WILL BE OBSERVING OR ARE TEACHING	
NAME OF THE SCHOOL	
PRINCIPAL/SUPERVISOR	
TEL NUMBER	
EMAIL ADDRESS	

***INFORMATION FOR ACCOUNT PURPOSES**

Please complete all fields. This information is required for account and payment purposes.

*** NAME OF PERSON / ORGANISATION RESPONSIBLE FOR THE ACCOUNT**			
RELATIONSHIP TO STUDENT?			
TEL NUMBER		CELL NUMBER	
EMAIL ADDRESS			
ALTERNATIVE CONTACT DETAILS			
NAME		RELATIONSHIP	
TELEPHONE		TELEPHONE	

STUDENT AGREEMENT FOR THE L5 NATIONAL DIPLOMA IN ECD 2027 - 2029
This Agreement forms part of your REGISTRATION submission and must be submitted with your registration form and supporting documents.

I, ……

ID Number: ……

Hereby register for the L5 National Diploma in ECD offered by Caversham Education Institute in 2027-2029.
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), an ECD certificate at NQF level 4 certificate (certified copy attached) or am 27 years or older, and have at least 3 years of teaching experience and qualify for matric exemption.
- Have access to a preschool class or small group of young children.
- Am enrolling in a **part-time, three (3) year National Diploma in Early Childhood Development course (2027–2029**) and understand that, by signing this Agreement, I am committing to the full three-year course, subject to meeting all academic and financial requirements each year.
- Attend all lectures. If a lecture is missed, I must make arrangements to catch up on the missed work. That an attendance of 80% of lectures (workshop sessions) is mandatory.
- Complete all written assignments within the required time frame.
- Keep a portfolio of my own and learner's work.
- Am responsible for the payment of a once off, **NON-REFUNDABLE** application fee of R200 upon receiving the application form.
- Am responsible for payment of the once off **NON-REFUNDABLE** administration fee of R2,000 on acceptance before I can be enrolled
- **am responsible for payment of the total annual fee of R 19,000 per year (and R57,000 in total for the 3 years) as follows :**

Option 1. Monthly payment by stop Order of R1 900.00 per month over 10 months (January to October or February to November) By the end of November all fees are to be fully paid.
Option 2. Monthly payment by stop Order of R1 700 per month over 11 months (January to November or February to December) By the end of December all fees are to be fully paid.
Option 3. Full payment of fees by end of February and qualify for a 5% discount

- If I fall more than two (2) months behind on tuition fee payments and fail to make an acceptable payment arrangement with the Finance Department, I understand that I will be immediately withdrawn from the course. Any outstanding fees incurred up to the date of withdrawal will remain payable.
- Should I wish to withdraw during the academic year, **one (1) month's written notice is required.** The remaining tuition fees for the year period will remain payable.
- **I accept that no refunds will be granted for withdrawals during the academic year.**

- Should fees not be kept up-to-date Caversham has the right to:
    - Stop attendance of the course
    - Refuse notes
    - Refuse to undertake any assessment, including the marking of assignments and workplace assessment
    - Not submit your portfolio of evidence to National ETDP SETA for verification
    - Withhold your certificate, if issued, until outstanding fees are paid
    - 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 CEO.
- Credits from the National Diploma are not recognised by universities
- This qualification is for teaching Pre Grade R and not for teaching Grade R in State Schools
- if I do not have a Matric qualification and enrol for Level 5, I will not be eligible to register with SACE.
- 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.
- Caversham reserves the right to terminate a student's enrolment should the student fail to comply with the institute's Terms and Conditions.
- 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 Education 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.
- I understand and consent to Caversham Education Institute collecting, storing and processing my personal information and supporting documents for purposes related to my application, registration, student administration and financial administration. I understand that my information will be handled in accordance with the Protection of Personal Information Act 4 of 2013 (POPIA) and kept secure.

.....	.....
Student signature	Date
.....	.....
Person responsible for payment	Date
.....	.....
Witness	Date