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
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Follow us on Facebook & LinkedIn

2027 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

- 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 OCCUPATIONALCERTIFICATE: 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

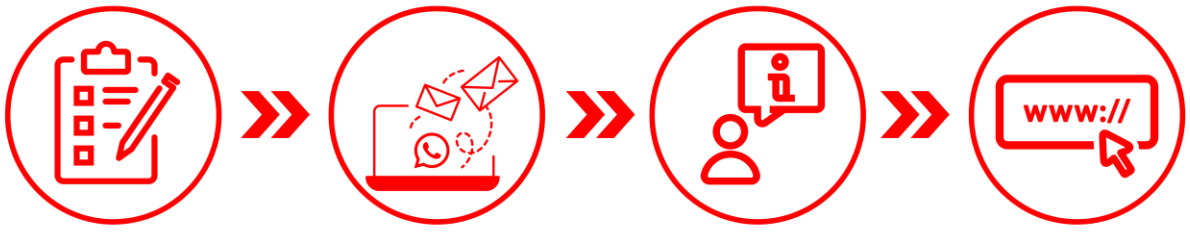
- A once off Registration and Administration fee of R2200 payable on registration
- R 24,000 for the full course – payable at R8,000 per term or 15 monthly installments of R1,600
- Fees cover lectures, notes, files, teas, assessment, certificates and awarding of credits

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



Complete the attached registration from & Submit with **certified copies of ID and Senior Certificate, proof of fee payment** deposit to

WhatsApp **060 521 9027** or email **marketing@cavershaminstitute.co.za**

For more information contact head office **0312066200** or **060 521 9027**

for testimonials www.cavergsaminstitute.co.za

NECDA WORKING IN PARTNERSHIP "Building a better Future for Children" SAQA ETDP SETA SACE QCTO Quality Council for Trades & Occupations

For Official Use
STUDENT NUMBER

REGISTRATION FOR THE OCCUPATIONAL CERTIFICATE PRACTITIONER
NQF LEVEL 4 IN ECD 2027 – 2028
Send completed FORM, certified copies of your ID document, Matric Certificate, proof of income: payslip or bank statement and proof of payment and completed STUDENT AGREEMENT together to
admin@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 CITY					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								
MINUCIPAL 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 REGISTRATION FOR THE OCCUPATIONAL CERTIFICATE PRACTITIONER NQF LEVEL 4 IN ECD 2027 – 2028

I, ... I

D Number: .....

Hereby register for the L4 Occupational Certificate in ECD offered by Caversham Education Institute in 2027- 2028.

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

I understand and accept that I

- Have a matric (Grade 12),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.
- Am enrolling in a **part-time, two (2) year Occupational Certificate in Early Childhood Development course (2027–2028**) 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, and where one is missed to make arrangements to "catch up".
- 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 and provide a testimony of the impact the Caversham Course has had on my life
- 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 R2000 on registration before I can be enrolled
- **am responsible for payment of the total fee of R 24,000 in 18 months**

Option 1. Monthly payment by debit Order of R1600.00 per month over 15 months (January to October or February to November) By the end of November all fees are to be fully paid. Or payable at R8,000 per term
Option 2. Full payment of fees by end of February and qualify for a 5% discount

- If a student falls more than two (2) months behind on tuition fee payments and fails to make an acceptable payment arrangement with the Finance Department, the student will be immediately withdrawn from the course. Any outstanding fees incurred up to the date of withdrawal will remain payable.
- Should a student wish to withdraw during the academic year, **one (1) month's written notice is required.** The remaining tuition fees for the notice period will remain payable.

- 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 Director.
- 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
- 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 institution'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 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