



## CAVERSHAM EDUCATION INSTITUTE (RF) NPC

171-992 NPO – PBO 930056846 - Reg No. 2008/018926/08 – ETDP – 5896  
PO Box 1609 – Wandsbeck - KwaZulu Natal - 3631 - South Africa – Tel: 27-31-2062000  
Email – admin@cavershaminstitute.co.za - www.cavershaminstitute.co.za

### 2020 INFORMATION HIGHER CERTIFICATE & NATIONAL DIPLOMA EARLY CHILDHOOD DEVELOPMENT

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

#### CAVERSHAM INSTITUTE IS

- A small, vibrant Non-Profit organization with Public Benefit (Section 18A) status
- An accredited level 1 B-BBEE provider
- Fully accredited with 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 five decentralised training centres in KwaZulu Natal and one in the Western Cape
- Has awarded 1494 accredited ECD qualifications since 2008
- Achieved 98% success in the National Diploma in ECD and 88% for the Higher Certificate in ECD in the 2018 results
- Offers two accredited ECD Qualifications at NQF Level 5

#### 1. The Higher Certificate in ECD (Qualification 23117) - 134 credits comprises

Year 1 Comprises twenty compulsory modules for 87 credits. It is specifically designed to equip teachers of young children, 2 – 6 years of age with the knowledge and skills required to set up, plan, mediate, assess & evaluate an excellent ECD programme.

Year 2 Teaching & Learning – Birth to Five covers the elective components for the qualification and 47 credits are awarded. It is structured to provide in-depth specialized knowledge of and skills to implement the SA National Curriculum Framework (NCF) for birth - four. An important element of the course focuses on the professionalism of ECD teachers including writing a CV and interview skills

#### 2. The National Diploma in ECD (Qualification 23118) - 245 credits

Comprises the Higher Certificate in ECD and

Year 3 This 111 credit course extends the foundation laid in the Higher Certificate to working with vulnerable children, their parents and the community. The course includes a strong academic literacy component that culminates in a mini-thesis. Also included are skills in team work (leadership, co-operative learning, group dynamics, dealing with and resolving conflict) and collaboration with parents and community partners.

#### CAVERSHAM INSTITUTE IS COMMITTED TO

- Offering excellent, relevant training for ECD teachers, 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, to enable students to combine work and study
- Providing support and guidance to complete assignments for submission 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**

### **A applicant needs to:**

- Have matric or Senior Certificate or an ECD Certificate at NQF level 4 or have at least 5 years of teaching experience and qualify for matric exemption.
- Love young children
- Be teaching, volunteering or have access to a preschool to observe young children from birth to six and implement learning
- Be dedicated to professional personal development & be resolute to implement the course content;
- Be prepared to attend 80% of workshop sessions;
- Be committed to complete all written assignments and to be found competent in teaching practice.

### **CAVERSHAM INSTITUTE COSTS FOR 2020**

- A once off Registration and Administration fee of R1,500 payable on registration
- R 16,000 per year of study – payable in 10 monthly installments of R1,600 from February to November
- 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

### **EDUCATIONAL FORECAST FROM THE NATIONAL ECD POLICY (2015)**

*By 2029 all teachers of children birth to five will require a  
relevant ECD qualification.*

#### **WE CAN HELP YOU!**

Caversham Institute offers the 'preferred' ECD qualifications at NQF Level 5

#### ***REGISTER TODAY AND ENSURE THAT YOU HAVE A RECOGNISED 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

Fax – 086-6931185  
WhatsApp to 060-5219027  
or email to  
[admin@cavershaminstitute.co.za](mailto:admin@cavershaminstitute.co.za)

#### **FOR MORE INFORMATION**

Contact Head Office – 031-2062000 or 078-4220047  
We will gladly assist!



**CAVERSHAM EDUCATION INSTITUTE**  
EARLY YEARS (eYe) EDUCATION

For Official Use  
STUDENT NUMBER

**REGISTRATION FOR THE HIGHER CERTIFICATE IN ECD**  
**2020 – 2021**

Send completed form, certified copies of your ID document, Matric Certificate and proof of payment to  
[admin@cavershaminstitute.co.za](mailto:admin@cavershaminstitute.co.za) or fax to 086-6906282 or post to PO Box 1609. Wandsbeck 3631

**Banking Details**

**Bank** – Nedbank      **Name of Account:** Caversham Education Institute      **Acc.Number:**1380144078  
**Branch Code** - 138026      **Reference:** Your FULL Name (E.g. Kate Smith)

STUDENT DETAILS							
<b>Please attach CERTIFIED copies of your ID document and Matric Certificate.</b>							
TITLE	SURNAME						
FIRST NAMES							
NAME KNOWN BY							
ID NUMBER				DATE OF BIRTH			
NATIONALITY							
ETHNIC GROUP	Black	Asian	Coloured	White	DISABILITY	Yes	No
POSTAL ADDRESS							
RESIDENTIAL ADDRESS							
TELEPHONE:	HOME				CELL		
EMAIL ADDRESS							
REGION WHERE YOU WILL STUDY							
HIGHEST QUALIFICATION							
PREVIOUS TRAINING (if any)							
TEACHING EXPERIENCE (if any)							
Are you employed?	NO	YES	In a school		Other		
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	
<b>SCHOOL WHERE YOU WILL BE OBSERVING OR ARE TEACHING – IF POSSIBLE</b>							
NAME							
PRINCIPAL/SUPERVISOR							
TEL NUMBER							
INFORMATION FOR ACCOUNT PURPOSES							
<b>NAME OF PERSON RESPONSIBLE FOR THE ACCOUNT</b>							
Relationship to student?	Spouse		Parent		Sponsor		
TEL NUMBER				CELL NUMBER			
EMAIL ADDRESS							
<b>ALTERNATIVE CONTACT DETAILS</b>							
NAME				RELATIONSHIP			
TELEPHONE				TELEPHONE			
OFFICE HOURS				AFTER HOURS			

CAVERSHAM EDUCATION INSTITUTE (NPO)  
**HIGHER CERTIFICATE IN EARLY CHILDHOOD DEVELOPMENT**  
**2020 – 2021**

I, .....

ID Number: ..... (Copy attached)

Hereby register for the Caversham Higher Certificate in ECD Course

**I understand and accept that I**

- Have a matric (Grade 12), an ECD certificate at NQF level 4 (certified copy attached) 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
- 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
- Pay the once off administration fee of R1,500 on registration.
- The total annual course fee is R 16,000 per year
  - Option 1. Monthly payment by EFT or Direct Deposit at the Bank of R1,600.00 per month over 10 months (February to November) By the end of November all fees are to be fully paid.
  - Option 2. Full payment of fees by end of February and qualify for a 10% discount
  - Option 3 To open a Stop Order for R1,600.00 per month for 10 months
- 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
  - 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 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.
- Evidence in the form of my assignments, teacher & learner portfolios and continuous assessment records 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.

.....  
Signed

.....  
Date

.....  
Witnessed

.....  
Date