



[www.saaac.co.za](http://www.saaac.co.za)

## PROSPECTUS



# SAAAC

Educate Empower Employ

### Accreditations



ITHSA



### ITHSA - CTH Supporters



GORDON RAMSAY

YOUR NEAREST COLLEGE

## CEO FORWARD

SA Academy of Applied Competence (Pty) Ltd (SAAAC) would like to welcome you into our Academy.

SA Academy of Applied Competence (SAAAC) was established to provide quality education to all South Africans. We are different to other colleges as we are a Skills Academy and not an FET College, thus making promises that we can keep. What you see is what you get.

The Skills Development Act, 1998 as amended in 2008, requires that a private skills development provider must be accredited by the Quality Council for Trades and Occupations (QCTO) and must obtain accreditation from the QCTO for all qualifications or part-qualifications registered on the Occupational Qualifications Framework

(OQF). The QCTO may delegate accreditation functions to SETA or any other suitable body. The Minister may make Regulations regarding the accreditation of occupational SD Providers (s.26(j)(c)) but the Minister has no power to regulate the registration of private SD Providers since the SDA does not require them to register with the DHET.

After years of experience in the industry, we noticed that Providers advertise one thing and deliver on another. We have no hidden costs or agendas. We want to offer quality education, but at the same time we want to give back to our learners.

### **Affordable course fees, with no hidden costs”**

After inspection, we decided to open an Academy which will educate our



learners to become employable in the world of work. We encourage our learners to get workplace experience by engaging with employers in the community.



**“Each learner will receive a college personalized TABLET that becomes their own after completion of the course they registered for”**

Each learner will receive a college personalized TABLET that becomes their own after completion of the course they registered for. Most academic material will be uploaded onto the tablet. Books will be provided to those learners who have chosen that payment option.

Learners will also have the option to register for a course that includes books, academic material, registrations as well as assessment and exam fees (no hidden costs), or register for the course only and then be liable to pay for the other costs themselves. If the latter option is taken, then the learner only receives tutorage and is liable for all the other costs.

## ACCREDITATIONS

We are proud to be affiliated with ICB; ITHSA; CTH; ABMA and FASSET.

SAAAC will provide Certificates of Completion to each learner, once they have completed each segment of their course. Once the course is completed they will receive their qualifications from the Accreditation or Quality Assurance Body. Learners who complete certain subjects will receive certificates from ICB as well.

## COURSES

We offer a wide range of courses ranging from Computer Engineering; Information Technology; Computer & Information Systems; Business Management; Marketing; Human Resources Management; Entrepreneurship; Leisure and Tourism Management; Public Relations; Journalism & Media Studies; HIV/AIDS Management; Health & Social Care; Transport & Logistics; Bookkeeping; Financial Accounting; Public Sector Accounting; Office Administration and Management and Financial Management.



Welcome to SAAAC! We know you will enjoy your time with us.



### VISION

To develop our educational facilities into places of constructive learning, making them recognizable through branding and quality product offering.

Ensuring we equip our Learners with the necessary tools, to give them the competitive edge when entering the job market.

Through our *affordable pricing structures*, ensure that historically disadvantaged learners, are offered the opportunity to take part in the wider context of the national transformation agenda, by furthering their education.

To establish ourselves as the employer of choice.

To establish ourselves as the educator of choice.

### MISSION

Provide quality education to our target market.

Provide a variety of faculties with a broad choice, making us the first choice to learners.

Affordable products of a high quality

Enhance the levels of study to ensure the learner stays with us.

Stay ahead with modern technology.

Entice learners to buy into the brand, thus enhancing the bottom line feeling part of the company.

Become aware of our opposition and continuously refine our approach by

- **Measuring** our performance against key indicators

- **Analysing** the feedback from our customers and other interested parties

- **Responding promptly** to internal and external influences that may affect our business



Our service standards are designed to exceed expectations through our investment in:

- **Staff** – who put customers first and delight them with our responsiveness.

- **Systems** – that are easy to use, designed for and with our customers.

- **Innovation** – exploring ways to develop and improve our products and service levels.

- **Variety** – offer a wide range of products, both local and internationally acceptable.



To be committed to providing expert advice, guidance and support to all our customers.

To become recognisable to our customers.

Project professionalism to our customers in everything we do.

Become a profit centre.

Become the benchmark education provider in South Africa

Be driven by strong leadership who rewards excellence.

Promote life-long learning



## FINANCIAL MANAGEMENT FOR ENTREPRENEURS

**Certified Small Business Financial Manager**  
**National Certificate: Small Business Financial Manager – NQF Level 4 –**  
**SAQA ID: 48736**

**Entry Requirements:** Grade 11 or equivalent

**Course Duration:** 12 Months

**What you will be able to do:**

Assistant Financial Manager

**Subjects/Learning Areas:**

Business Literacy; Computerised Bookkeeping; Essential Business Finance

## ACCOUNTING CERTIFICATION PROGRAMME (ACP)

### Certified Junior Bookkeeper

National Certificate: Bookkeeping – NQF Level 3 – SAQA ID: 58375

**Entry Requirements:**

Grade 10 or equivalent

**Course Duration:**

12 Months

**What you will be able to do:**

Accounts Clerk; Debtors Clerk;  
Creditors Clerk; Payroll Clerk.

**Subjects/Learning Areas:**

Business Literacy; Computerised Bookkeeping; Payroll & Monthly SARS

### Certified Senior Bookkeeper

#### Further Education and Training

Certificate: Bookkeeping – NQF 4 – SAQA ID: 58376

**Entry Requirements:**

Grade 11 or equivalent or National Certificate: Bookkeeping NQF Level 3

**Course Duration:**

6 Months

**What you will be able to do:**

Junior Accountant; Assistant Accountant

**Subjects/Learning Areas:**

Cost & Management Accounting;  
Financial Statements

### Certified Technical Financial Accountant

National Diploma: Technical Financial Accounting – NQF 5 – SAQA ID: 36213

**Entry Requirements:**

Grade 12 or equivalent or FETC: Bookkeeping NQF Level 4

**Course Duration:**

6 Months

**What you will be able to do:**

Accounting Technician; Certified Tax Technician

**Subjects/Learning Areas:**

Business Law & Accounting Control; Income Tax Returns

### Certified Financial Accountant

National Diploma: Financial Accounting – NQF 6 – SAQA ID: 20366

**Entry Requirements:**

Completion of previous eight learning areas or NQF 5 Financial Accounting

**Course Duration:**

12 Months

**What you will be able to do:**

Financial Accountant

**Subjects/Learning Areas:**

Corporate Strategy; Management Accounting & Control Systems; Financial Reporting & Regulatory Frameworks; Accounting Theory and Practice (Dissertation)

## PUBLIC SECTOR ACCOUNTING CERTIFICATION PROGRAMME (ACP)

### Certified Public Accounts Administrator

National Certificate: Public Sector Accounting – NQF Level 4 – SAQA ID: 20352

**Entry Requirements:** Grade 11 or equivalent**Course Duration:** 12 Months**What you will be able to do:** Administer Public Accounts

**Subjects/Learning Areas:** Business Literacy; Computerised Bookkeeping; Public Accounting Administration; Bookkeeping to Trial Balance

### Certified Technical Public Accountant

Diploma: Public Sector Accounting – NQF 5 – SAQA ID: 20353

**Entry Requirements:** National Certificate: Public Sector Accounting**Course Duration:** 12 Months**What you will be able to do:** Accounting Technician in the Public Sector

**Subjects/Learning Areas:** Business Law & Accounting Control; Technical Public Accounting; Cost & Management Accounting; Financial Statements



## OFFICE MANAGEMENT CERTIFICATION PROGRAMME

**Certified Junior Office Administrator**

**Certificate: Office Administrator – NQF level 5 – SAQA ID: 23618**

**Entry Requirements:** Grade 12 or equivalent – no prior accounting knowledge needed

**Course Duration:** 18 Months

**What you will be able to do:**

Receptionist; Office Assistant; Office Administrator; Public Relations Officer; Marketing Administrator

**Subjects/Learning Areas:** Office Communication; Business & Office Administration 1; Bookkeeping; Marketing Management & Public Relations; Business Law & Administrative Practice; Cost & Management Accounting

**Certified Office Manager – two full qualifications**

**Higher Certificate: Office Administration – NQF level 5 – SAQA ID: 23619 & Diploma Office Administration – NQF 6 – SAQA ID: 35958**

**Entry Requirements:** Certificate: Office Administration – NQF 5

**Course Duration:** 18 Months

**What you will be able to do:**

Secretary; General Office Manager; Human Resource Administrator; Senior Office Manager; Public Relations Officer

**Subjects/Learning Areas:**

Economics; Human Resources Management & Labour Relations; Business & Office Administration 2; Business & Office Administration 3; Financial Accounting; Management



## BUSINESS MANAGEMENT PROGRAMME

**Certificate: Business Management – International Qualification**

**Entry Requirements:** Grade 10

**Course Duration:** 12 Months

**What you will be able to do:**

Business Manager, Business Analyst, Business Account Manager, Project Manager, Business Partner, Administration Manager, Office Manager. Managing Director, Finance Manager

**Subjects/Learning Areas:**

Economics of the Market Place; Understanding Functions & Roles within Business Organisations; Introduction to Business Strategy & Planning; Principles of Budgets & Financial Information; Understanding the Marketing Environment

**Diploma: Business Management – International Qualification**

**Entry Requirements:** Grade 12 or Certificate Business Management

**Course Duration:** 12 Months

**What you will be able to do:**

Business Manager, Business Analyst, Business Account Manager, Project Manager, Business Partner, Administration Manager, Office Manager. Managing Director, Finance Manager

**Subjects/Learning Areas:**

Essentials of Management; Understanding Financial Planning; Managing Operations; Managing Quality; Culture & Ethics in a Business Environment

**Diploma: Entrepreneurship – International Qualification**

**Entry Requirements:** Grade 12

**Course Duration:** 12 Months

**What you will be able to do:**

Business Strategist, Business Manager, Managing Director, Business Analyst, Project Manager, Business Development Manager, Product Manager, Product Developer

**Subjects/Learning Areas:**

Introduction to Economics; ICT for Business; Introduction to Sales Management; Principles of Entrepreneurship; Synopsis

## HUMAN RESOURCE MANAGEMENT PROGRAMME

### Certificate: Human Resources Management – International Qualification

**Entry Requirements:** Grade 10  
**Course Duration:** 12 Months

**What you will be able to do:**  
Human Resource Manager, Training Manager, Employee Relations Officer, Operations Manager, Learning Manager, Human Resource Officer, Human Resource Assistant

**Subjects/Learning Areas:**  
Principles of People Management; Recruiting People into an Organisation; Principles of Staff Development; Dealing with Release Processes; HR Remuneration

### Diploma: Human Resources Management – International Qualification

**Entry Requirements:** Grade 12 or Certificate in Human Resources Management

**Course Duration:** 12 Months

**What you will be able to do:**  
Human Resource Manager, Training Manager, Employee Relations Officer, Operations Manager, Learning Manager, Human Resource Officer, Human Resource Assistant

**Subjects/Learning Areas:**  
Principles of Human Resources Management; Implementation of a Human Resources Plan; Recruitment & Selection; Delivery of Performance & Reward Services; Releasing People from the Organisation



## JOURNALISM AND MEDIA STUDIES PROGRAMME

### Diploma: Journalism & Media Studies – International Qualification

**Entry Requirements:** Grade 12 or equivalent

**Course Duration:** 12 Months

**What you will be able to do:**  
Communication Manager, Content Producer/Manager, Media Production Executive, Journalist, PR Writer, Editorial Assistant, Press Advisor, Media Liaison Officer

**Subjects/Learning Areas:**  
Constructing a Story in Journalism; Interviewing & Research in Journalism; Broadcasting; Internet Broadcasting; Public Relations for Journalists



## HOSPITALITY & TOURISM MANAGEMENT

### Certificate in Hospitality & Tourism – International Qualification

**Entry Requirements:** Grade 11

**Course Duration:** 12 Months – Assessment & No Exams – Four Modules

**What you will be able to do:**

Guest Support Representative; Hotel Reception; Assistant Travel Guide; Porter; Sales Trainee; Hygiene Housekeeper; Maintenance Assistant; Trainee Travel Agent

**Subjects/Learning Areas:**

Tourism Operations; Hotel & Restaurant Operations; Introduction to Marketing in Hospitality & Tourism; Introduction to Customer Service Skills



### Diploma in Hospitality & Tourism – International Qualification

**Entry Requirements:** Grade 12 or equivalent and must have completed the CTH Certificate above

**Course Duration:** 12 Months – Ten Modules with a 2 ½ hour exam for each of the modules

**What you will be able to do:**

Travel Agent; Travel Guide; Hotel Sales Executive; Head Porter; Head Receptionist; General Assistant; Food & Beverage Assistant; Bookings Manager; Events Assistant; Housekeeping Assistant Manager

**Subjects/Learning Areas:**

The Tourism Industry; Business Operations In Hospitality & Tourism; Finance for Hospitality & Tourism; Marketing in Hospitality & Tourism; Travel Geography; Travel Agency & Tour Guide Operations; Business Computing for Hospitality & Tourism

**Choose one of the following:**

**TRAVEL MANAGEMENT:** Fares & Ticketing 1 (Virgin Atlantic/GTMC VA – 1); Fares & Ticketing 2 (Virgin Atlantic/GTMC VA-2); Computer Reservations (GDS) (Star Alliance/GTMC GA-PRO)

**OR**

**TOURISM MANAGEMENT:** Destination Analysis; Tourism Economics; Special Interest Tourism

### Diploma: Leisure & Tourism Management – International Qualification

**Entry Requirements:** Grade 12 or equivalent

**Course Duration:** 12 Months

**What you will be able to do:**

Retail Travel Manager, Travel Sales and Marketing Manager, Operations Manager, Conference Manager, Senior Tour Operator, Hotel Manager, Assistant Hotel Manager

**Subjects/Learning Areas:**

Introduction to Economics; Leisure & Tourism; Introduction to Management; Business Communication; Synopsis

## SHIPPING & LOGISTICS

### Diploma: Shipping & Logistics – International Qualification

**Entry Requirements:** Grade 12 or equivalent

**Course Duration:** 12 Months

**What you will be able to do:**

Logistics Planner, Logistics Officer, Senior Transport and Distribution Manager, Sea Freight Manager, Warehouse Manager, Supply Chain Controller, Inventory Manager

**Subjects/Learning Areas:**

Mercantile & Shipping Practice; Principles of International Maritime Logistics; Principles of Shipping & Insurance Management; The Movement of Dangerous Goods; Overseas Trade Law

## COMPUTER ENGINEERING

### Certificate: Computer Engineering – International Qualification

**Entry Requirements:** Grade 10

**Course Duration:** 12 Months

**What you will be able to do:**

Network Architect , Project Leader, Systems Architect, Network Engineer, Software Engineer, Systems Administrator, Web Developer, Network Administrator

**Subjects/Learning Areas:**

The Computer; Principles of ICT & Data Security; Customer Care; Introduction to Networking; Personal Computer Hardware Support

### Diploma: Computer Engineering – International Qualification

**Entry Requirements:** Grade 12 or Certificate in Computer Engineering

**Course Duration:** 12 Months

**What you will be able to do:**

Network Architect , Project Leader, Systems Architect, Network Engineer, Software Engineer, Systems Administrator, Web Developer, Network Administrator

**Subjects/Learning Areas:**

Computer Systems; Computer Security; Management of Projects; Networking Technology; Personal Computer Software Support



## COMPUTING & INFORMATION SYSTEMS

### Certificate: Computing & Information Systems – International Qualification

**Entry Requirements:** Grade 10

**Course Duration:** 12 Months

**What you will be able to do:** Software Designer, Software Developer, Computer Programmer, Communications

Manager, Senior Systems Analyst, IT Manager, E-Commerce Manager, Technical Support

**Subjects/Learning Areas:** Database Software; Introduction to Computer Programming; Small Business Systems; Optimise IT System Performance; Business Organisations

## Diploma: Computing & Information Systems – International Qualification

**Entry Requirements:** Grade 12 or Certificate in Computing & Information Systems

**Course Duration:** 12 Months

**What you will be able to do:** Software Designer, Software Developer, Computer Programmer, Communications

Manager, Senior Systems Analyst, IT Manager, E-Commerce Manager, Technical Support

**Subjects/Learning Areas:** Information Systems; Computer Programming; Information Systems Analysis & Design; Information Presentation & Analysis; Web Technologies



## COMMUNITY DEVELOPMENT

### Diploma: Community Development – International Qualification

**Entry Requirements:** Grade 12 or equivalent

**Course Duration:** 12 Months

**What you will be able to do:** Government Advisor, Health Support Worker, Development Advisor, Community Relations Manager, Project Team Leader, Programme Officer, Community Development Worker

**Subjects/Learning Areas:** Community Development Values; Community Health & Disease Management; Understanding Poverty in Communities; Supporting the Vulnerable Communities; Sociology & the Community

## HIV/AIDS MANAGEMENT

### Diploma: HIV/AIDS Management – International Qualification

**Entry Requirements:** Grade 12 or equivalent

**Course Duration:** 12 Months

**What you will be able to do:** Government Aide, HIV Counsellor, Occupational Health and Safety Coordinator, Senior HIV/AIDS Prevention Advisor, Public Health Advisor, HIV/AIDS Awareness Trainee

**Subjects/Learning Areas:** HIV/AIDS Management 1; Community Development; Health & Nutrition Education; Population, Poverty & Human Development; Synopsis

**GRADE 10 TO 12 - SACAI**

SACAI (SOUTH AFRICAN COMPREHENSIVE ASSESSMENT INSTITUTE) is an assessment body provisionally accredited by Umalusi, the Council for Quality Assurance in General and Further Education and Training, to assess relating to the National Senior Certificate (NSC), which includes the NSC examination. SACAI adheres strictly to the Minister of Basic Education's curriculum (The National Curriculum Statement/NCS) and relating regulations and policy.

We are registered to offer the following subjects, but certain subjects may not be offered at all our branches. You would need to enquire at your closest college. Feel free to register at your nearest branch. We are proud to be associated with SACAI and trust that we will have a long relationship with them

Accounting	Design	Information Technology
Afrikaans FAL	Dramatic Arts	Life Orientation
Afrikaans HL	Economics	Life Sciences
Agricultural Management Practices	Electrical Technology	Mathematical Literacy
Agricultural Sciences	Engineering Graphics	Mathematics
Business Studies	Design	Mechanical Technology
Civil Technology	English FAL	Physical Sciences
Computer Application Technology (CAT)	English HL	Religious Studies
Consumer Studies	Geography	Tourism
	History	Vocal Arts
	Hospitality Studies	

**SHORT COURSES**

SHORT COURSE	DURATION
Certificate Cabin Crew Licensing	6 Weeks
Certificate: End User Computing	6 Months
Certificate: Team Leadership	6 Months
Certificate: Virgin Atlantic-Earth	6 Months
Certificate: VA1 – Fares & Ticketing	3 Months
Certificate: VA2 – Fares & Ticketing	3 Months
Certificate: Business Literacy	3 Months
Certificate: Computerised Bookkeeping	3 Months
Certificate: Payroll & Monthly SARS Returns	3 Months
Certificate: Bookkeeping to Trial Balance	3 Months
Certificate: Financial Statements	3 Months
Certificate: Cost & Management Accounting	3 Months
Certificate: Business Law & Accounting Control	3 Months
Certificate: Income Tax Returns	3 Months
Certificate: Public Accounting Administration	3 Months
Certificate: Business & Office Administration	3 Months
Certificate: Marketing Management & Public Relations	3 Months
Certificate: Economics	3 Months
Certificate: Human Resource Management & Labour Relations	3 Months
Certificate: Management	3 Months



### CABIN CREW MEMBER LICENSING TRAINING



Accreditations: CAA/0103 and CAA/10912/ASTO TETA12-215

To operate as a cabin crew member on a South African registered aircraft you are required to be in possession of a cabin crew member's license which is issued by the South African Civil Aviation Authority (SACAA). Our cabin crew member licensing course covers all the training modules required by the SACAA for the licensing of crew. Our training exceeds regulatory requirements as we have a fully operable aircraft on our premises at Denel which allows learning to take place in a lifelike environment and our aircraft visits are more frequent than the legislation requires.

**All our regulatory training modules are more restrictive than is required by the SACAA:  
Theoretical and Practical modules relating to the licensing of cabin crew members:**

- Theoretical Safety and Security policies and procedures inclusive of Air Law
- Practical Emergency Procedures inclusive of use of Emergency and survival equipment, Ditching and Survival Training, Live Fire Fighting, Evacuation from an aircraft
- Practical and Theoretical Aircraft Type Training
- Carriage of Dangerous Goods by air
- Crew Resource Management
- Aviation Medicine

**Our soft skills training modules for this course include:**

- Interviewing skills
- Grooming training is presented by the famous M-Net's "glam guru" Company Consultants.
- Basic preparation for the workplace. Although no training organisation can promise employment, we definitely guide and prepare our learners for the life of a flight attendant with numerous airlines.

**Course Entry Requirements:**

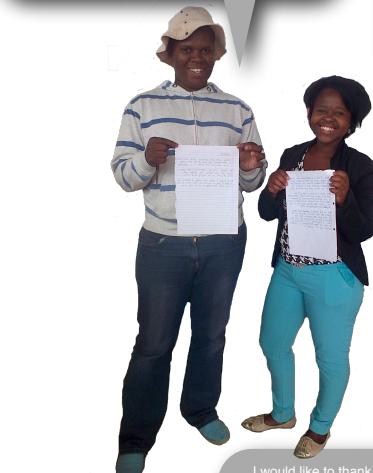
- A Class 2 medical certificate – This is required when you apply for a cabin crew member's license with the SACAA. This certificate is required prior to commencement of training.
- Minimum of 18 years of age (at the time of writing the SACAA examination)
- Proficient in the English language

**Course Cost includes:**

- All required training material and stationery
- Hanon Grooming Kit
- Compilation of Curriculum Vitae inclusive of CV photographs taken by a professional photographer
- A CD containing photographs taken throughout your training

The lecturers are very supportive; I find them calm and helpful. They treat us equally. The service I have received is brilliant and they helped me to change my course with no problems. By saying that I think this College and teachers are so good and easy to communicate with them at all times, inside the College is super clean.  
- Ndala

I find this College good and the service is excellent. The teachers are so friendly and helpful. We have mutual respect, the College is so good all the time. I was impressed my textbooks arrived so fast. Enter to learn, deeper to serve!  
- Andisiwe



I would like to thank Wayne Lardner, my facilitator for the fun way he presents the course. When I started my training in April I had no idea what was happening in the travel industry. Now I know almost everything. I would like thank him for his enthusiasm and inspiration that he instills in us. He has taught us how to be professional and confident in the workplace. The best thing about SAAAC is that you don't need to cart large amounts of textbooks with you. All your material is on a TABLET which is given FREE when enrolling. My life has changed and so have so many others. The lecturers are well qualified and know their subjects well.  
- Selina.

## TESTIMONIALS



I would like to thank Charmain and Wayne for the professional and dedicated training I have received from them. We were issued with a TABLET on which all our academic material was placed. The training was very professional and it helped me to get ahead in business. This is the place to be and you feel very welcome and appreciated.

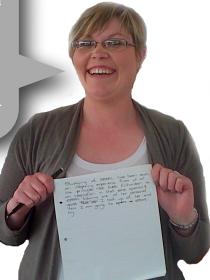
- Aphiwe



Studying at SAAAC has been such an inspiring experience. First of all, the Principal, Mrs Adele Richardson is an inspiration that she has achieved her goals of opening a College. I look up to her now I am going to open my own business as well.

Thank you for SAAAC for being helpful and supportive and helping us to achieve our dreams and goals.

- Landie



SA Academy of Applied Competence is the place to be. From the time you enter until the day you leave, you are a part of professional and honest college. What they promise, they give and there are no hidden surprises. You will not get more qualified staff who go out of their way to make learning fun and enjoyable. They take an interest in each and everyone of us. I was fortunate enough to be part of a learnership and what I was taught was so relevant to what is happening in the workplace. Our lecturers send us assignments by email as we have our own FREE TABLETS. We can then do the assignment and email it back to them, who assess the assignment and return it to us. Awesome is a word we use regularly. If you want to be the best, then you need to be part of the best. I now can Skype using my tablet. I have studied at other colleges but nothing beats this experience.

- Tsehgoftso



Remember  
**Free Tablet!**

When registering  
for a qualification



I was fortunate to attend the Travel & Tourism course and during this time I was taught everything that is needed in the real world. I had the opportunity to do practical training in the workplace as well. The thing that really stands out is the fact that our lecturers really take an interest in us and how we perform. Most of all they understand us. I received a FREE TABLET when I registered and all my training material was on it. This is one of the few very professional colleges around. I'm now empowered and can enter the workplace with confidence.

- Siphele



When I was in a predicament and could no longer continue with my matric year, SA Academy offered me flexible and affordable courses. Now after 4 months of being at SA Academy I am confident and comfortable in my learning environment. I received a tablet with my tourism course which was very cool! I learn new things every day in my computerised bookkeeping course. At the college, I have been getting the best results because of all my dedicated teachers and the welcoming learning environment. My life has taken a magnificent turn now that I am part of SA Academy, I couldn't imagine my life without it.

- Jessica

## TESTIMONIALS



## ADMISSION PROCESS

All prospective learners will be expected to complete the application form for acceptance into the Academy.

Each learner will have to:

- Complete the application form
- Provide two copies of your matric/equivalent certificate or school report for any other entry requirements
- Provide two copies of your Identity Document or Passport
- Two Identity sized passport photographs
- Provide confirmation of Registration Fee, specifying the course chosen as reference

## ACADEMY ADDRESSES AND CONTACT NUMBERS

Please see the back of the prospectus.

## ACADEMY FEE STRUCTURE

Please find the annexure attached for the different course prices.

## CERTIFICATION

Certificates are issued by the relevant Education Quality Assurance Bodies. The Academy will however also provide Certificates of Completion. Certification can take up to three to six months before reaching the Academy.

## CAREER GUIDANCE AND COUNSELING

Career guidance will be provided at Academy level. Please feel free to ask our well qualified staff members to assist with your study choice. Counseling will be provided to learners in need of counseling.

## ATTENDANCE POLICY

All learners are expected to attend all classes. In case of illness extending more than two days, a doctor's note will be required. Learners are also expected to arrive on time for all classes. Arriving late is disruptive to both lecturers as well as to other learners.

## PROGRESS REPORTS

Progress Reports will be given on a quarterly basis. Parents are requested to ask their children to provide them with such reports. Parents are requested to follow their children's progress and to contact the Academy Principals if they need to discuss anything with them.

## NO CASH POLICY

Learners are expected to pay directly into the Academy's bank account. Debit orders can be arranged as well. No cash will be accepted at the Academy and we cannot be held liable for any payments made to staff members.

## CANCELLATION POLICY

A learner will be required to pay the required cancellation fee as well as ensure that current payments are up to date before cancellation will be verified. The learner will have to cancel their course in writing and submit to the Academy Principal. Only once all the paperwork is completed will the course be cancelled.

## REFUND POLICY

There are no refunds on registration fees. Refunds will be made once the Academy Principal has determined that valid reasons exist for the course to be cancelled. No refund will be made in the unfortunate event of death, illness or injury.

## INDUCTION

Each learner will be required to attend an induction for their relevant courses. During induction, learners will be informed on the difference between local and international courses. Learners will then be requested to sign that they understand and accept the terms and conditions for each course.

## MY NOTES

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