



Closing Date: 29 February 2020

Student Number:

APPLICATION FOR ENROLMENT AND QUOTE

SELECT TYPE OF QUALIFICATION: **Full Qualification** **Skills Programme** **mSCOA**
*End-user computing
Business Analysis
Software/System Development*

DETAILS OF QUALIFICATION ENROLLING FOR:

(For full qualifications write Qualification Name & SAQA ID number
For Skills programmes write Skills programme name highlighted in Blue & course name refer to course list)

SECTION 1 – APPLICANT DETAILS

Title: Mr Mrs Ms Other _____

Name: _____ Surname: _____

Physical Address: _____

ID Number:

Passport Number: Issuing Country:

Gender: Male Female Please note that race and gender information is required by the Department of Education

Race: White African Coloured Indian

Marital Status: Single Married Divorced Widowed

Home Language: _____

Nationality: SA Other _____ Date of Birth: Day Month Year

Company/Employer _____ Occupation _____

Income status: Permanent Contract worker Temporary No of year in service _____

Work Fax

Email address: _____

Relationship with student (e.g. Aunt, Mother, Father, Uncle) _____

Initial _____

SECTION 2 – STUDENT DETAILS

If details correspond with the above, just **click the box if applicant/student is the same person** , then complete only student related information in this section.

Title _____

Full Names _____ Surname _____

ID number

Passport Number Issuing Country: _____

Highest School qualification: _____

Institution obtained from: _____

Year Obtained: _____

Home:

Cell:

Email Address: _____

Physical address _____ Postal Address _____

Suburb: _____

Suburb: _____

City: _____ Postal Code: _____

City: _____ Postal Code: _____

Country: _____

Country: _____

I hereby apply for enrolment as student for the indicated qualification and acknowledge that Terms and Conditions for both the Training Provider (Ginini Consulting) and where applicable, FUNDI will apply together.

Remember submit the following documents electronically to training@gininiconsulting.co.za

1. Completed enrolment form (this form)
2. Your RSA ID / Foreign Passport, and
3. Proof of completion of Highest School Qualification or NQF 4 equivalent

OR

4. Proof of completed Tertiary qualification if available

Applicants Full Signature

Date

| | | |
|------------------------|---|---|
| Office Use Only | <input type="checkbox"/> ID received with application <input type="checkbox"/> Highest School or Qualification received <input type="checkbox"/> Sage Invoice # _____ | <input type="checkbox"/> If FUNDI, Date sent: _____ If FUNDI, Finance Result: Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> Payment Confirmation Control Sheet Updated: |
| | | Administrator Signature _____ |

Initial _____

Choose only ONE of the Payment Options - Prices valid for enrollments processed before 2020/02/29

SECTION 3 A – PAYMENT OPTION: Pay Full Study Fee

PAYMENT IN FULL (See brochures for study fees)

Bank Name: **Standard Bank**
 Account Name: Ginini Consulting
 Account Number: 10118406017
 Account Type: Business Cheque
 Branch: Centurion
 Ref: Quotation Number

OR

Bank Name: **First National Bank**
 Account Name: Ginini Consulting
 Account Number: 62463573355
 Account Type: Business Account
 Branch Code: 250130
 Swift Code: FIRNZAJJ
 Reference: Quotation number

**Please EFT the Full Study Fee to the Bank Account:
 Send Proof of Payment to: finance@gininiconsulting.co.za
 Your payment that will ensure us promptly activating your studies!**

SECTION 3 B – PAYMENT OPTION: Study Fee Finance option through FUNDI

FUNDI Finance (See brochures for study fees) (FUNDI T&C Applies)

The FUNDI Call Centre will contact you soon to facilitate your application for study finance. Your prompt response to their requests will ensure us receiving notice of the outcome of your application which will cause us to promptly communicate with you on the way forward regarding your studies!

The FUNDI Call Centre will require the following Supporting documents* from you to assess the application for study finance:

Government Employees:

- A completed and signed application form
- A certified copy of your South African ID
- Pay slip not older than 3 months
- Invoice from Ginini Consulting

All other applicants:

- A completed and signed application form
- A certified copy of your South African ID
- Payslip not older than 3 months
- Stamped bank statement for the last 3 months reflecting salary
- Letter confirming employment from employer



**Other supporting documents might be required by FUNDI to process the application*

Ginini Consulting will issue an applicant with study fees invoice to be submitted to FUNDI with the other supporting documents.

I have read and understood the training terms and conditions outlined below.

Parent or guardian Name & Surname _____

Applicant full signature: _____

Date: _____

See Standard Terms and Conditions below.

SECTION 3 – TRAINING PROVIDER TERMS AND CONDITIONS

1. Standard Terms and Conditions

1.1 SERVICE PROVIDER

The service provider is Ginini Consulting (Pty)Ltd, registration number 2014/000355/07

1.2 CONFIRMATION OF BOOKINGS

1.2.1 A booking will only be made, once a fully completed Registration Form has been received, order number compulsory and is to accompany the registration form in order for the registration to be processed.

1.2.2 Registration forms without order numbers or arrangements for payment will be ignored.

1.2.3 Ginini Consulting (Pty)Ltd will confirm bookings by e-mail.

1.2.4 And where it directly affects project progress, changes to scope and costing will be applicable.

3.1 PAYMENT TERMS

1.3.1 Invoices will be processed on request or on completion of the course.

1.3.2 Full payment of course fees to be submitted to Ginini Consulting (Pty)Ltd 10 days before commencement of the course.

1.3.3 Payment is only refundable if cancellation is made at least 10 days prior to the start of the course.

1.4 EXCLUDED FROM PRICING

1.4.1 All pricing is exclusive of travelling, refreshments and luncheons for delegates, accommodation and subsistence allowances.

1.5 REGISTRATION & COURSE ATTENDANCE

1.5.1 Registration takes place prior to the commencement of the course date.

1.5.2 Delegates are requested to complete the Attendance register each morning on arrival.

1.5.3 Training starts promptly at 8:30 and finishes at approximately 16:30. These times may be extended due to customised courses or by special arrangement.

1.5.4 Delegates may not be accompanied by anybody, with the exception of delegates who are physically or otherwise impaired and/or where prior arrangements have been made.

1.5.5 No animals are allowed inside the classroom, with the exception of guide dogs.

1.6 RE-SCHEDULING OF COURSES

1.6.1 Dates for re-scheduling of courses should be submitted in writing, to Ginini Consulting (Pty)Ltd, more than 10 working days before course commencement. In the event of this not happening, a fee of 20% of the proposed and accepted course fee will be charged.

1.6.2 Ginini Consulting (Pty)Ltd reserves the right to reschedule, cancel or change the venue of courses at its discretion. Should this be the case, the client will be advised at least two working days in advance via email and telephonically.

1.6.3 Ginini Consulting (Pty)Ltd cannot be held responsible should a delegate:

Or an authorised employee,

- be on an inappropriate level or version,
- not have the required pre-requisites as stated in the relevant outline

1.7 COURSE CANCELLATIONS & REFUNDS

The applicant has a 7-day cooling off period after the date of approval of study fee finance by FUNDI, within which the student can cancel with full refund minus the cancellation fee of 15% of total study fee. After the 7-day cooling off period, this agreement is binding and the applicant is fully responsible for all fees as per the FUNDI agreement and terms and conditions. Ginini Consulting reserves the right to cancel a student's registration without having to defend its reason for such cancellation. If Ginini Consulting chooses to cancel the registration of a student, such case will be dealt with in accordance with the terms of the agreement between FUNDI and Ginini Consulting. In the event of any student's desiring to terminate studies, for any reason whatsoever, this shall not absolve the student from full liability for the payment of fees and any other charges. The student's failure to make progress in his or her studies or to complete any portion of such studies, for whatever reason shall in no way entitle

him/her to a reduction in fees, nor will it absolve him/her from full liability for the payment of fees and other charges. No cancellation of this contract shall be of force or effect without written consent thereto by an authorized officer of Ginini Consulting. The right to tuition and examinations is not transferable. If a student is not satisfied with the services delivered by Ginini Consulting, but continues studying, Ginini Consulting will continue to service the student and work towards solving the student's concerns. A student who has failed academically shall not receive any reimbursement of their tuition fee.

1.8 DELEGATE'S RESPONSIBILITIES

1.8.1 Ginini Consulting (Pty)Ltd reserves the right to exclude delegates from attending a course due to disorderly conduct. No offensive or discriminatory language and/ or behaviour will be tolerated.

1.8.2 Ginini Consulting (Pty)Ltd reserves the right to exclude delegates from attending a particular course due to pre-requisites not being met. Refer to the pre-requisites on our course outlines.

1.8.3 Ginini Consulting (Pty)Ltd reserves the right to exclude delegates from attending a particular course should a delegate arrive late. The cut-off time is 30 minutes after training has started, unless an arrangement for exceptional cases has been made with management beforehand, this is to avoid disrupting the class.

1.8.4 Ginini Consulting (Pty)Ltd cannot be held responsible where negligent behaviour has resulted in loss or damage to the property of the delegate.

1.8.5 It is the delegate's responsibility to ensure that the correct course and version is attended.

1.8.6 Delegates are encouraged to immediately discuss any problems with the lecturer / Training Manager. Should this request not be handled satisfactorily, please forward the details to the Managing Director, Ginini Consulting (Pty)Ltd.

1.9 HOUSEKEEPING RULES

1.9.1 Messages – messages will be forwarded to the delegates where required. Please try to limit these as well as the duration of follow-ups.

1.9.2 Smoking – will be allowed, only outside the building.

1.9.3 Cellular phones – to be switched off during training hours. If permission has been granted beforehand, a delegate will be allowed (in exceptional cases) to leave his/her cell phone on during training – calls to be taken outside the classroom.

1.9.4 Refreshments during training – no eating or drinking will be allowed other than the refreshments provided in the break-away area.

1.9.5 Valuables (including course material/presentation slides) should be secured at all times.

1.10 COURSE MATERIAL

1.10.1 Reference material and/or training manuals/presentation slides may not be copied or duplicated under any circumstances.

1.10.2 Manuals and course material/presentation slides given to delegates attending courses are subject to copyright laws and as such may under no circumstances be copied or distributed without the express written permission of the copyright holder or author.

1.11 EXAMINATIONS

1.11.1 Every effort is made to provide our delegates with a high-quality learning experience and to assist them in examination preparation. However, Ginini Consulting (Pty)Ltd cannot guarantee that a delegate will pass an examination and cannot be held responsible in this regard.

1.12 ON-SITE TRAINING

1.12.1 Where courses are presented at the client's premises, the client will be responsible for providing refreshments and luncheons.

1.12.2 Unless otherwise quoted for, the client will be responsible for:

1.12.3 Course scheduling will be carried out by Ginini Consulting (Pty)Ltd in conjunction with the client, however delegate scheduling and confirmation to be carried out by the client.

1.12.4 Restricted access to your systems, supply of a non-functional technology system and not adhering to or compromising stipulated pre-requisites could prevent on-time delivery of services by Ginini Consulting (Pty)Ltd. In this instance,

- Supplying the necessary equipment (PC's Printers) in accordance with the minimum requirement specification sheet,
- Software, server authorisations (log-in),
- Training aids,
- Preparing the venue and organise access the premises for the applicable lecturer,
- All travelling related costs, including but not limited to flight, car hire / km's travelled, accommodation, subsistence and parking costs.

1.13 SPECIAL OFFERS

1.13.1 Special offers that Ginini Consulting (Pty)Ltd may offer from time to time only apply to standard course pricing. **Normal payment terms are to be adhered to.**

1.14 NON SOLICITATION

1.14.1 Delegates and Ginini Consulting (Pty)Ltd staff members may not in any form whatsoever entice, encourage or approach each other's employees with the view of offering them employment or enticing them to leave the employ of their respective companies.

1.15 ANNUAL PRICE REVIEW

1.15.1 Ginini Consulting (Pty)Ltd reviews its pricing annually during January of every year and hereby reserves the right to implement new price lists effective from the 1st February each year. Ad hoc price increases due to exchange rate fluctuation and Service Provider cost changes will be passed on as and when applicable.

1.16 EXCHANGE RATE FLUCTUATIONS

1.16.1 Ginini Consulting (Pty)Ltd reserves the right to change its pricing caused by exchange rate fluctuations where these materially affect the price of services, exam or course offerings.

1.17 DISCLAIMER

1.17.1 Presentation and/or attendance of courses and/or examinations are subject to the Standard Terms and Conditions of Ginini Consulting (Pty)Ltd. These terms and conditions exclude liability for loss of or damage to any person(s) and /or property, whether or not such loss and/or damage has been caused by any negligence of Ginini Consulting (Pty)Ltd and/or its employees and/or its agents and/or its partners.

Course List 2020

| MICT SETA Accredited Full Qualifications | | | | |
|---|---------------------------------|---|----------|-----------------------------|
| Course | SAQA ID and qualification Level | | Duration | Course Fee includes Laptop* |
| NC: IT End User Computing | SAQA ID 49077 Level 2 | | 1 Year | R19 500 |
| NC: Business Analysis | SAQA ID 63909 Level 6 | | 1 Year | R44 000 |
| NC: Business Analysis Support Practice | SAQA ID 63769 Level 5 | | 1 Year | R43 100 |
| NC: Information Technology: Systems Development | SAQA ID 48872 Level 5 | | 1 Year | R45 500 |
| FETC: Information Technology: Systems Development | SAQA ID 78965 Level 4 | | 1 Year | R42 500 |
| *Laptop included on course fee, is for learner keep after the training | | | | |
| Skills Programmes | | | | |
| End-user computing aligned skills programmes (SAQA ID 49077) | | | | |
| Presentation Programme | | | | |
| Course name | US ID | Description | Duration | Fee |
| Introduction | 117923 | Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief. | 1 Day | R950 |
| Intermediate | 116930 | Use a Graphical User Interface (GUI)-based presentation application to prepare and produce presentation, charts etc. | 1 Day | R950 |
| Advanced | 258880 | Utilise special features to enhance presentations. Use generic functions in a Graphical User Interface. | 1 Day | R1 020 |
| Word Processing Programme | | | | |
| Introduction | 117924 | Use a Graphical User Interface (GUI)-based word processor to format documents processor to format documents. | 1 Day | R950 |
| Intermediate | 119078 | Use a GUI-based word processor to enhance a document through the use of tables and columns. | 1 Day | R950 |
| Advanced | 116942 | Use a GUI-based word processor to create merging capabilities. | 1 Day | R1 020 |

| Spreadsheet Programme | | | | |
|-----------------------|--------|---|-------|--------|
| Introduction | 116937 | Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit Spreadsheets. | 1 Day | R950 |
| Intermediate | 116940 | Use a Graphical User Interface (GUI)- based spreadsheet application to solve a given problem. | 1 Day | R950 |
| Advanced Charting | 116943 | Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet. | 1 Day | R950 |
| Advanced | 258882 | Manipulate data and ensure Integrity. | 1 Day | R1 020 |
| Advance Databases | 258876 | Advanced way of working with spreadsheets. | 1 Day | R1 020 |

| Introduction to Computer Literacy | | | | |
|-----------------------------------|--|--|--------|--------|
| Introduction | | A Computer Literacy course will equip you with the fundamental skills you need to use a computer in the workplace. | 2 Days | R2 100 |

| Email & Internet Programme | | | | |
|----------------------------|--------|--|-------|--------|
| Internet Introduction | 116931 | Use a Graphical User Interface (GUI)-based web-browser to search the Internet. | 1 Day | R950 |
| Internet Advanced | 115391 | Demonstrate an understanding of the principles of the internet and the world-wide-web | 1 Day | R1 200 |
| Email Introduction | 116945 | Introducing attendees to basic concept of emails. | 1 Day | R950 |
| Email Advanced | 116935 | Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application. | 1 Day | R1 200 |

| Access (Database) Programme | | | | |
|-----------------------------|--------|--|-------|--------|
| Introduction | 116936 | Use a Graphical User Interface (GUI)-based database application to work with simple databases. | 1 Day | R1 100 |
| Intermediate | 117927 | Use a Graphical User Interface (GUI)-based database application to solve a given problem Understanding MS PowerPoint. | 1 Day | R1 100 |
| Advanced | 258881 | Design complex tables and queries using a graphical user interface (GUI) based database to solve a given database problem. | 1 Day | R1 300 |

Business Analysis aligned skills programmes (SAQA ID 63909)

| Business Analysis | | | | |
|-------------------|---|---|----------|-----------------------------|
| Course name | US ID | Description | Duration | Course Fee includes Laptop* |
| Essentials | 10622 259279 259277 | The Business Analysis Essentials skills programme provides learners with techniques used to capture, validate and gain a complete understanding of requirements communicated at all stages of the system life cycle. | 16 Days | R17 500 |
| Applied | 259257 259278 259280 (Pre-requisite is Essentials) | The training is highly interactive that helps you assess analysis situations, interpret the information at hand, and ask the right questions so that you can determine the most appropriate approach(s) and course(s) of action to make your requirements management and definition as efficient and effective as possible. | 5 Days | R14 833 |

***Laptop included on course fee, is for learner keep after the training only if both courses have been completed.**

| Business Process Management aligned skills programmes (SAQA ID 63769) | | | | |
|--|--------------------------------------|---|-----------------|-------------------|
| Business Process Management | | | | |
| Course name | US ID | Description | Duration | Course Fee |
| Fundamentals | 258839 258835 114055 114050 | This skills programme lays the foundation and provides an entry-level for the development of the business process management qualification. It specifically aims to develop basic business competencies required by junior business analysts, process analysts and modelers in any Information and Communication Technology (ICT) related occupations particularly those working in a business systems environment. | 5 Days | R14 833 |

| FETC: Information Technology: Systems Development (SAQA ID 78965) | | | | |
|--|------------------------------------|---|-----------------|------------|
| Call Centre Management Programme | | | | |
| Course name | US ID | Description | Duration | Fee |
| Call Centre Management | 14927 119472 10313 252210 | A Call Centre operations programme will teach you more about client services, consumer behavior, human relations, and advertising and promotions in the context of a contact Centre environment. This programme also offers basic computer literacy skills needed in the workplace. | 5 Days | R6 800 |

| Municipal Standard Chart of Accounts (mSCOA) | | | |
|---|--|-----------------|------------|
| Non-accredited courses | | | |
| Module name | Description | Duration | Fee |
| Fundamentals and reporting | Introduction to mSCOA business reform regulation to municipal officials and consultants. The attendees will also acquire a practical guide to reporting. | 2 Days | R6 200 |
| Budgeting | This module equips municipal officials with budget process knowledge as well documents required for budget compilation. | 2 Days | R6 200 |