



## REGISTRATION FORM

FETC: Short Term Insurance NQF Level 4

### Northern Region

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### Southern Region

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### Candidate Personal Information

Surname:  Maiden name:

Initials:  Title:  Full Names:

Preferred name:

Date of birth:         Age:  yrs Gender:  Male  Female

ID/Passport number:

Equity:  Black  White  Indian  Coloured Citizen:

Physical Address:

Code:

Postal Address:

Code:

Tel (H):  Cell:  Home Language:

Internet Access (Y/N):  E-mail address:

Disability status:  Geographical area/Province:

### Main Account Payer Details (COMPULSORY)

If you are responsible for the payment and not your company, you can just write "SELF" in the "Company Name" block.

Company Name:  Division:

Company VAT nr:  (Your division) Company Registration nr:  (Your division)

Surname:

Initials:  Title:  Full Names:

Preferred name:

ID/Passport number:

E-mail:

### Education & Employment Information

Highest Education:

Previous Qualifications:

Current Occupation:  Years in Occupation:  Years / Months

Office:  Supervisor/ Manager name:  Employee Nr:

Work Physical address:   
 Code:

Work Postal address:   
 Code:

Tel (W):  Fax (W):

### Programme Information

Short Term Insurance: Mark with a (x)

Facilitation  OR Distance Learning

Study School: Mark with a (x)	Date	Coordinator <i>(for office use only)</i>
Study School 1 (Personal Lines)		
Study School 1 (Commercial Lines)		
Study School 1 (8 elective credits)		
Study School 2 (Personal & Commercial Lines)		
Study School 3 (Personal & Commercial Lines)		
Study School 4 (Mathematics)		
Study School 5 (Communication & Additional SA Language)		

Rules of combination:

Study School	Core	Elective	Elective Fin Lit	Elective Maths	Elective Communication	Elective Add SA	TOTAL
<b>1</b>	-	30	-	-	-	-	<b>30</b>
<b>2</b>	21	-	12	-	-	-	<b>33</b>
<b>3</b>	30	2	-	-	-	-	<b>32</b>
<b>4</b>	-	-	-	16	-	-	<b>16</b>
<b>5</b>	-	-	-	-	20	20	<b>40</b>
<b>TOTAL</b>	<b>51</b>	<b>32</b>	<b>12</b>	<b>16</b>	<b>20</b>	<b>20</b>	<b>151</b>

**WORKSHOP PROGRAMME per study school**

**Day 1** – Tutoring in the first half of the Unit Standards (including all training material and workbooks)

**Day 2** – Tutoring in the last half of the Unit Standards

4 - 6 weeks break to complete workbook and prepare for summative assessment

**Day 3** – Write closed book summative assessment and hand in formative assessment (workbook)

Assessment date will be scheduled on last day of workshop.

**Distance Learning:**

If you are too far to attend the facilitation we provide, we have another option for you. You are more than welcome to do Distance Learning. No facilitation is provided and you study on your own time. You have 3 months (from the day you receive your study material) to write the exam and hand in the workbook for the specific study school. As soon as the first study school has been completed, you may begin with the next study school.

**Agreement**

Please complete the registration form and send it back via e-mail or fax with the following:

In accordance with SAQA requirements, we must keep comprehensive records of all our learners for their National Learner Records Database (NLRD).

Please mark with a ( **x** ) when you have included the following with the registration form:

Certified copy of ID

Certified copy of Matric Certificate

Certified Post Matric Qualifications

Proof of payment

I (Full names) \_\_\_\_\_ ID nr \_\_\_\_\_ state that the above information is true to the best of my knowledge. I hereby apply to attend the above mentioned programme.

\_\_\_\_\_  
Learner Signature

\_\_\_\_\_  
Date

**PLEASE NOTE:**

*In case of a cancellation after Registration a **50% cancellation fee** will be applicable.*

**Our Banking Details:**

Account Name: PSG Konsult Learning Academy (Pty) Ltd  
Bank: ABSA Bank  
Branch: ABSA Corporate  
Branch Code: 63-20-05  
Account No: 40-6354-8859

*Please use your invoice nr or name & surname as a reference.*

## TERMS & CONDITIONS for FETC: Short Term Insurance NQF Level 4

Please read carefully through this document to ensure that you are well aware of PSG Konsult Academy's terms and conditions, to ensure that you are not penalized.

### 1. Fees

The following prices all **include** VAT:

- a. Workshops: **R2 990.00** per Study School
- b. Distance Learning: **R2 090.00** per Study School

#### **Additional Fees:**

- c. 8 Electives: **R 980.00** or **R115.00** per credit
- d. Re-assessments:
  - i. Summative re-assessment: **One free** summative assessment, There after **R 300.00** per summative assessment paper.
  - ii. Formative re-assessment: **R115.00** per unit standard (no free re-assessment)
- e. Re-mark: **R 300.00** per summative assessment  
**R115.00** per unit standard for the formative assessment
- f. Oral Assessment: **R1 500.00** per oral assessment on the summative only  
*- (Excluded for people with reading and writing disabilities)*
- g. Exemptions: **R 300.00** per exemption form  
*- Please refer to the qualification information brochure on which Study Schools you can be exempted.*
- h. Analysis of previous credits: **R 380.00** per person per analysis  
*- This amount will be credited if you decide to do the Study School through PSG Academy.*
- i. Bridging exam: **R 35.00** per credit
- j. Re-printing of material: **R 200.00** per book
- k. Non attendance: **R 600.00** per person  
*- Refer to nr. 4 of the terms and conditions for detail on non attendance.*

### 2. Payments

- a. Methods of payment: EFT (Electronic Fund Transfer) and cash deposit
- b. The Training Coordinator will send you a pro-forma invoice after you have sent your completed registration form.
- c. Ensure to use your name and surname or company name or document number as reference when making the payment
- d. A proof of payment must be submitted to the Training Coordinator before any results will be released.

### 3. Cancellation & Refunds

- a. In case of a cancellation after Registration a 50% cancellation fee will be applicable.
- b. Cancellation must be done in writing at least 5 (five) working days before the workshop.
- c. No refunds will be applicable after 6 months' of registration.
- d. No refunds will be applicable after you have written your first summative assessment.

### 4. Attendance

- a. If you confirmed that you will attend the assessment and you do not pitch without a \*valid reason, an additional fee will be charged for that assessment. If the group is still the minimum size, no charge will be applicable.
- b. Access to the exam is your completed workbook in black or blue pen. If you do not hand in your workbook, you will be shown away from the exam and you will forfeit your free summative assessment. (Refer to nr. 1 d i)
- c. No extensions will be granted without a \*valid reason.
- d. If you miss the assessment date without a \*valid reason, you can write on the re-assessment date, or any other scheduled assessment date if available. We will not be able to schedule an assessment date especially for you.

### 5. Important supporting documentation

- a. Fully completed registration form
- b. Certified ID copy (if you do not have an ID document, a copy of the driver's license may be used together with an 'avid davit' declaring why the ID document is outstanding)
- c. Certified National Matric certificate and/or –post Matric qualifications

\*A valid reason would be: a medical condition supported by a medical certificate; or death in the family.

I, \_\_\_\_\_ (full name and surname) with ID number \_\_\_\_\_  
herewith confirm that I agree with PSG Academy's terms and conditions as set out on this document.

\_\_\_\_\_  
Learner Signature

\_\_\_\_\_  
Date