

INFORMATION LETTER TO PROSPECTIVE COMMUNITY DEVELOPMENT LEARNERS

Dear Learner

CEFA is an accredited Training Provider for the Health and Welfare Sector Education and Training Authority (HWSETA), with Programme Approval from the Education, Training and Development Practices (ETDP) SETA for the Community Development qualification at NQF Level 5. CEFA is registered with the Department of Higher Education and Training (DHET) and the Qualities Council for Trades and Occupations (QCTO); all CEFA training programmes are registered with the South African Qualifications Authority (SAQA).

Set out below (and in the attachments) is all the information and documentation you need to enrol to become a CEFA learner in this exciting new professional field of service to our communities.

1. MINIMUM REQUIREMENTS FOR REGISTRATION

Learners are required to be competent in:

- Communication at NQF Level 4
- Mathematical Literacy at NQF Level 4

OR

be people who have an FETC (Grade 12) or equivalent qualification, but who do not have a qualification in development practice.

OR

have a NQF Level 4 qualification in development practice or in other recognised NQF Level 4 qualifications.

You will be notified of the outcome of your application after the next scheduled Selection Committee meeting.

2. DURATION OF STUDY

The study period for the qualification is 18 months.

3. AMOUNT OF CREDITS

127 credits (1270 notional hours) at NQF Level 5 will be gained through successful completion of the main programme. A further 20 credits (20 notional hours) can be gained through the Elective Module on Early Childhood Development (ECD) – making a programme total available of 147 credits.

4. LANGUAGE MEDIUM

Training is conducted in English.

5. HOW TO APPLY

Please fill in and submit your Application form and the required documents (see attached examples). Note that:

- application forms can also be obtained from our offices or from our website www.cefa.co.za
- the registration fee payment required with your application (see attached fees schedule) can be made electronically and/or by bank deposit
- the original deposit slip (where relevant) must be sent with your application form. Please keep a copy of the slip for your own reference.
- by signing your application form you declare that you have read and understood the terms and conditions of CEFA for this programme.

Please also note that you cannot do this programme if you are not functioning as a volunteer or are not employed by a welfare organisation, by the Municipality or by the Department of Social Development (DSD). Further, completion of **practical workplace training** is compulsory, and should be completed during the programme.

6. IMPORTANT DATES

Latest due date for application: 04 December 2015

Registration starts: 01 February 2016

7. PROGRAMME COSTS

Please refer to the attached Fees schedule. Total cost of programme = R17 200.

8. WHAT DOES THE PROGRAMME LOOK LIKE?

The training programme consists of:

- Registration and Orientation (4 full days)
- Theoretical Training Sessions (40% of the training programme)
- Practical Workplace Training (60% of the training programme).

Registration and orientation: During these four days you will be provided with your Schedule of Learning (SoL), which will indicate the dates and duration of the **theoretical** and **practical** training, as well as your **mentor** orientation.

After every cycle of theoretical training you will spend a specified period in an assigned organisation to complete your **COMPULSORY** practical training according to your SOL..

60% of this Community Development qualification consists of practical work at a welfare organisation (e.g. NGOs, NPOs, DSD, Local Government) during which time you will learn how to work with individuals, families, groups and communities under the supervision and guidance of a mentor.

For each module you will be required to complete practical assignments. You will receive detailed information on these assignments during your theoretical training

9. ASSESSMENT IN THE COMMUNITY DEVELOPMENT PROGRAMME

The assessment of this programme consists of a combination of examinations and practical assignments

10. LEARNER SUPPORT/SUPERVISION

- Practical training will be under the supervision and guidance of a designated mentor.
- Facilitator support for theoretical training will be provided during the contact session.
- CEFA staff can be contacted in person, telephonically or via electronic media should learners need their help and support.

11. WORKPLACE MANAGERS AND MENTORS

The willingness of an organisation, NGO or government department to accommodate a learner for the duration of his or her studies is highly appreciated.

It is a CEFA prerequisite for all learners who apply for this Community Development qualification to be mentored by an official/staff member experienced in this field in the workplace. Workplace staff appointed to be mentors are required to undergo training provided by CEFA.

Prospective learners who apply to CEFA for the Community Development training programme need to provide written proof of the availability of a mentor in the workplace, as well as written consent of the workplace manager **BEFORE** their applications can be considered. Further it is required that the mentor should submit:

- a curriculum vitae (CV); and
- a signed consent from the employer/manager to act as your mentor. (Consent form is included in the application package.)

12. SPECIFIC MENTORING FUNCTIONS

Mentors have a very specific task in providing learners with supervision, guidance and support. A mentor can be described as someone who gives guidance and example to learners. The specific functions of the mentor can be summarised as follows:

12.1. SUPPORT

Mentors must be mindful of their learner's problems and needs, identify these and document them. Together they must draw up an action plan so as to address the programme requirements and learner needs. Learners experiencing problems during the course of their study can approach their mentors for assistance. Professional back-up assistance is always available from CEFA staff.

Each mentor must also ensure that the learner undertakes his or her practical work in a supportive working environment.

12.2. EDUCATIONAL

A mentor also has a responsibility to assist the learner educationally. This means that learners must be informed of possible learning pathways. The following approach is important in this regard:

- ***Create within learners a positive attitude towards lifelong learning.***

A mentor must also be focused on the development of applied competencies in learners, meaning the practical application of knowledge, skills and values against learning outcomes and assessment criteria.

The practical assignments in each module are, in fact, aimed at developing applied competencies. Mentors must therefore make sure that each learner understands his or her practical assignments and guide the learner thoroughly through the process of doing them.

12.3. ADMINISTRATIVE

A mentor must also work out an outcomes orientated mentorship programme in collaboration with the learner. This programme must contain the following elements:

- a learning and discussion schedule (mentorship sessions)
- a day/week/month planner
- the learning outcomes to be met during practical cycle
- fulfilment of the tasks and responsibilities of both mentor and learner
- assistance with practical assignments (support, guidance and monitoring) by the learner as contained in the module
- making sure that the learner maintains his or her portfolio and schedule of learning
- upkeep of a logbook with workplace evidence reflecting learner attendance, mentor learner consultations, learner activities and learner reflections on own growth and development.

In addition, a mentor must include certain quality assurance mechanisms in the mentorship so as to ensure that quality training is delivered and that a degree of excellence is achieved. This can be done by:

- ensuring that the learner does the practical assignments in an outcomes orientated manner
- regular and scheduled mentorship discussions – with clear outcomes – based on the learner's portfolio
- monitoring the completion of practical assignments
- documenting all mentorship discussions
- submitting an evaluation report following the conclusion of each module to CEFA.

12.4. LIAISING

A mentor must maintain a continuously close relationship with the training provider (CEFA) who will provide each mentor with very specific guidelines and due dates of what is expected of him or her. Good communication between a mentor and CEFA is important in respect of:

- Learners: where a mentor can assist the training provider by giving feedback about problems regarding the learning content; for example, where content is not understood;
- Administration: a mentor can help by ensuring that:
 - practical assignments are completed punctually
 - portfolios are kept up to date and, with a view to assessment, are handed in on time
 - the learner is kept informed of assessment dates
 - there is regular contact with the facilitator.

It is expected of learners to study, practice and apply his or her theoretical knowledge in the workplace under the supervision, guidance and control of their mentor.

13. QUALIFICATION STRUCTURE

The scope of the theoretical training in this programme focuses on the following modules:

PROGRAMME CONTENT (147 Credits)

Module 0: Academic Foundation is an extra-curricular orientation to the qualification and distinctive of the CEFA successful training model.

FUNDAMENTAL MODULE (21 Credits)

The Fundamental Unit Standards in the three Books in this Module focus on principles for the practice of non-discrimination, the concept of human rights and democracy and its application in society, as well as language and communication strategies for vocational and occupational learning.

CORE MODULES (106 Credits)

Module 1 Community Development: Theory and Practice Foundation (52 Credits)

The six Books in this Module focus on the theories and approaches needed to facilitate community development interventions, the community development process and intervention plan, how to monitor budgets related to community projects, how to facilitate learning in a community context, as well as analysing leadership and related theories in a work context.

Module 2: Regulatory and Policy Framework (16 Credits)

Relevant legal and regulatory frameworks for sustainable and integrative community development are the focus of the two Books in this module.

Module 3 Community Development Skills (28 Credits)

The four Books in this Module focus on how to negotiate and deal with conflict situations, exploring and coordinating networks, promoting and supporting collaborative partnerships within and between stakeholders and sectors, as well as how to recruit, induct and manage volunteers.

Module 4: Community Development Research (10 Credits)

How to plan and conduct community based research that redresses social development issues is the focus of the one Book in this Module.

ELECTIVE MODULE (20 Credits)**Early Childhood Development**

Learners who choose this Elective will learn how to manage and evaluate an Early Childhood Development (ECD) service, prepare early childhood development programmes – and promote healthy development in ECD programmes.

We look forward to receiving your Application and to meet you.



Dr Karien Lubbe
CHIEF EXECUTIVE OFFICER

CHECKLIST: DOCUMENTS TO ACCOMPANY YOUR APPLICATION

In order to register you need to send us the following documentation. Please use this checklist to ensure that all the relevant documents reach our offices

	DOCUMENT	Y	N
1.	Completed Application Form.		
2.	Your own curriculum vitae (CV).		
3.	Three (3) certified copies of your ID. (not older than three months)		
4.	Three (3) certified copies of your highest school qualification (Grade 12 Certificate).		
5.	Story of my life (in application form)		
6.	LIF (Learner Information Form) - attached		
7.	Deposit slip of application fee (R180), where paid by bank deposit).		
8.	The curriculum vitae (CV) of the identified Mentor (with at least 3 years work experience), to act as your mentor for the duration of the 18 month training programme.		
9.	A signed consent form from the employer/manager referred to in point 8 to act as your mentor (in application form).		

IMPORTANT NOTICE:

Three **certified copies** means that you:

- make 3 copies each of the Certificate and ID document;
- take the copies together with the original certificate/ID document to a Commissioner of Oaths (e.g. at a police station);
- the officer on duty must then certify each copy by signature and official stamp.

No dates of certified copies must be older than three (3) months.

Please submit all documents without delay to:

CEFA

The Manager: Teaching and Learning

PO Box 173

Wellington, 7654

Contact number: 021 873 3998

PLEASE NOTE:

- **YOUR APPLICATION WILL NOT BE SUCCESSFUL IF ALL THE REQUIRED DOCUMENTS ARE NOT ATTACHED (SEE CHECKLIST).**
- **NO FAXED OR EMAIL APPLICATIONS WILL BE ACCEPTED.**
- **SUBMIT ALL APPLICATIONS DIRECTLY TO CEFA WITH PROOF OF PAYMENT OF THE APPLICATION FEE.**
- **PAY THE DEPOSIT WHEN YOU HAVE BEEN NOTIFIED THAT YOUR APPLICATION HAS BEEN ACCEPTED / APPROVED.**
- **DO NOT PAY ANY FEES TO A THIRD PARTY WHO CLAIMS TO ACT ON BEHALF OF CEFA OR WHO OFFERS TO ARRANGE A PRACTICAL PLACEMENT FOR YOU AT/FOR A FEE. CEFA WILL ARRANGE SUCH A PLACEMENT FOR LEARNERS UNLESS THEY HAVE SECURED A PLACEMENT.**

Continuing Education for Africa
P O Box 173, WELLINGTON 7654 / 47 Bain Street, WELLINGTON 7655
Tel.: (021) 873 3998 Fax: (021) 873 6251
Website: www.cefa.co.za / Email: info@cefa.co.za



Company Reg. No. 2007/007587/08 HWSETA Reg. No. HW592A0900414 DoE 2010/FE08/007

NATIONAL CERTIFICATE: COMMUNITY DEVELOPMENT LEARNER APPLICATION FORM

<i>For official use:</i>	<i>Application approved: Fully / Provisionally</i>	<i>Learner number:</i>			
LEARNER PERSONAL INFORMATION					
IDENTITY NUMBER					
FIRST NAME					
SURNAME					
MIDDLE NAME					
TITLE (<i>mark with x</i>)	MISS	MRS	MR		
DATE OF BIRTH	CCYY / MM / DD				
EQUITY (<i>for report purposes only</i>)(<i>mark with x</i>)	AFRICAN	COLOURED	WHITE	INDIAN	
GENDER (<i>for report purposes only</i>)(<i>mark with x</i>)	MALE		FEMALE		
MARITAL STATUS (<i>mark with x</i>)	SINGLE	MARRIED	DIVORCED	WIDOWED	
HOME LANGUAGE					
SECOND LANGUAGE					
NATIONALITY					
DISABILITY DESCRIPTION (<i>if applicable</i>)					
PROVINCE					
HIGHEST QUALIFICATION					
LEARNER CONTACT DETAIL					
LANDLINE NUMBER					
CELL NUMBER					
FAX NUMBER					
POSTAL ADDRESS					
POSTAL CODE					
PHYSICAL ADDRESS					
POSTAL CODE					
EMAIL ADDRESS					
ALTERNATIVE CONTACT:					
NAME					
ALTERNATIVE NUMBER					

PARENT / GUARDIAN / COMPANY RESPONSIBLE FOR FEES PAYMENT	
PARENT / GUARDIAN / SPONSOR DETAILS / SELF RESPONSIBLE	
NAME AND SURNAME	
TEL. NUMBER	
FAX NUMBER	
CELL NUMBER	
EMAIL ADDRESS	
IDENTITY NR/PASSPORT OF PARENT/GUARDIAN	
RELATIONSHIP TO YOU	
COMPANY DETAILS (IF APPLICABLE)	
NAME / COMPANY NAME	
TEL. NUMBER	
FAX NUMBER	
ID NO. / CO. REGISTRATION NO.	
VAT NUMBER (<i>if applicable</i>)	
EMAIL ADDRESS	
POSTAL ADDRESS	
POSTAL CODE	
APPLICATION FEE (<i>a once off, non-refundable fee of R180.00 is payable with application</i>)	
NAME OF BANK	Standard Bank
NAME & CODE OF BRANCH	Tyger Manor 050410
ACCOUNT NAME	Continuing Education for Africa
ACCOUNT NUMBER	073525715
ACCOUNT TYPE	Current
REFERENCE NUMBER	Please quote your ID number on the deposit as reference.
Please attach the ORIGINAL deposit slip (if applicable). Please keep a copy for your own reference.	

DECLARATION & UNDERTAKINGS BY APPLICANT:

I, the undersigned, declare that:

- (i) the information provided by me in this application form is true and correct;**
- (ii) I, together with my parent, guardian, employer or sponsor (if applicable), will jointly and severally be responsible for the payment of all moneys due by virtue of my agreement with CEFA and as determined by CEFA management from time to time;**
- (iii) I undertake to pay all legal expenses which CEFA may incur in recovering monies due by me should I fail to meet any obligations in respect of payment mentioned above;**
- (iv) I hereby indemnify CEFA against any claims arising from injuries that I may sustain and/or damage that I may suffer due to any event, injury, illness or death, resulting in whatever way, or consequential to my involvement with my theoretical, practical and / or any other training and that I participate in any of the abovementioned activities on my own responsibility and voluntarily accept any risk involved.**

SIGNED AT _____ (Place where you are signing this document).

THIS DATE _____ DAY OF (MONTH) _____ 20_____.

Signature of LEARNER

Date

Witness

Date

UNDERTAKING BY PARENT, GUARDIAN OR SPONSOR (if applicable)

PLEASE TAKE NOTE: No learner can enroll without written proof of how fees will be paid. If the learner is under the age of 18 and / or sponsored by a company, this section must be completed by the parent, guardian or sponsor of the applicant.

I, the undersigned, declare that:

(i) I have acquainted myself with and agree to the above applicant declaration above and that the particulars provided by him / her in this application form are true and correct;

(ii) I hereby accept responsibility together with my child / person I am sponsoring for the payment of all moneys that are due to CEFA during the total duration of his or her Community Development training at CEFA and undertake to ensure that they are paid punctually when due.

(iii) I understand that interest will be charged on all outstanding amounts on a monthly basis.

SIGNED AT _____ (Place where you are signing this document).

THIS DATE _____ DAY OF (MONTH) _____ 20_____.

Signature of parent / guardian / sponsor / SELF

Date

Relationship (father/mother/guardian/sponsor)

ID Number of parent / guardian: _____

Registration number sponsor: _____

Signature of witness

Date

HOW DID YOU HEAR ABOUT CEFA?

APPLICATION FEE (a once off, non-refundable fee of R180.00 is payable with application)

NAME OF BANK	Standard Bank
NAME & CODE OF BRANCH	Tyger Manor 050410
ACCOUNT NAME	Continuing Education for Africa
ACCOUNT NUMBER	073525715
ACCOUNT TYPE	Current
REFERENCE NUMBER	Please quote your ID number on the deposit as reference.

Please attach the ORIGINAL deposit slip. Please keep a copy for your own reference.

MAIL APPLICATION TO

The Manager: Teaching & Learning

P O Box 173, Wellington 7654

We only accept original documents unless otherwise indicated.

THE STORY OF MY LIFE

The story of my life. *(Please tell us something about yourself.)*

Any volunteer work done? *(If so, where, when and what kind of work?)*

Most recent employment *(if applicable):*

I hereby declare and confirm that:

- the information provided in this form is true and correct;
- the certified attached documents are authentic;
- I am fully aware that I am responsible for the payment of fees and personal expenses such as stationery, travelling, accomodation, meals;
- I am aware that I need a workplace mentor to complete the programme;
- I am aware that it is compulsory to do practical at a welfare institution full time for the duration of the 18 month training programme period under the guidance of a mentor.

LEARNER SIGNATURE

DATE

FOR OFFICIAL USE BY MANAGERS AND MENTORS ONLY

You are kindly requested to complete the following consent form and ensure that the learner returns this form together with all the required application documents to CEFA . Please be sure to sign and stamp this page.

Manager's consent:

I,of.....(organization) give my consent to
 (mentor) acting as mentor
 for (learner).

Signature: Date:
 (Manager of department)

Mentor's consent:

I herewith give my consent and offer my availability and willingness to function as Mentor
 for (learner) and thus embark on this
 process with the learner.

Mentor: First Name.....Surname.....

Physical address:

Contact numbers(h).....(w).....(c)

Email address.....

Signature:..... Date:
 (Mentor)

Kind regards,

Official stamp of your organisation

COMMUNITY DEVELOPMENT WORKER PROGRAMME FEES: TOTAL COST = R17 200	
Once off registration fee upon approval of your application	Payment deadline
R4 500.00	11 December 2015

Training Fees – depending on Option Chosen
PLEASE INDICATE PAYMENT OPTION WITH AN X IN THE APPROPRIATE BLOCK

OPTION 1 One cash payment for full programme less 5% discount. (Fee R17 200.00 less registration fee R4 500.00 less discount R860.00, rounded)	
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Cash Fee	Payment deadline
R 11,840.00	Starting Day

OPTION 2 Three payments per phase at 3% discount - Payments before or on the stipulated deadlines (Fee R17 200.00 less registration fee R4 500.00 less discount R516.00,)	
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Programme phase	Instalment	Payment deadline
Phase 1	R 4,061.34	Starting Day
Phase 2	R 4,061.33	6 Months
Phase 3	R 4,061.34	12 Months
Total	R 12,184.00	

OPTION 3 Registration fee of R4 500 and 18 Instalments - Payments before or on the stipulated deadlines	
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Month	Instalment	Payment deadline for instalment
Month 1	R 705.65	Day 1: Month 1
Month 2	R 705.65	Day 1: Month 2
Month 3	R 705.65	Day 1: Month 3
Month 4	R 705.65	Day 1: Month 4
Month 5	R 705.65	Day 1: Month 5
Month 6	R 705.65	Day 1: Month 6
Month 7	R 705.65	Day 1: Month 7
Month 8	R 705.65	Day 1: Month 8
Month 9	R 705.65	Day 1: Month 9
Month 10	R 705.65	Day 1: Month 10
Month 11	R 705.65	Day 1: Month 11
Month 12	R 705.65	Day 1: Month 12
Month 13	R 705.65	Day 1: Month 13
Month 14	R 705.65	Day 1: Month 14
Month 15	R 705.65	Day 1: Month 15
Month 16	R 705.65	Day 1: Month 16
Month 17	R 705.65	Day 1: Month 17
Month 18	R 705.65	Day 1: Month 18
Total	R 12,700.00	

Conditions of payment:

1. Payments are payable strictly on or before the indicated deadline(s).
2. Learners whose tuition fees are unpaid / in arrears or who may be owing any monies to CEFA, will not be entitled to start the theory of the next cycle and / or will not receive their results or qualification / completion certificates until such time as the all outstanding monies have been paid in full.
3. Overdue payments will be subject to interest levied at prime rate plus 2% per annum as applied by the Reserve Bank from time to time, and will be calculated daily and capitalised monthly in arrears on all outstanding balances.

Learner Information Form

This form has been designed, according SAQA specifications, to transmit basic information about learners, independent of enrolment, qualifications or completion data. Providers are urged to supply this information by completing the form below and then submit to the ETQA.

OFFICIAL USE ONLY

Date	
Date	
Signature	

National ID		Alternative ID type	
Learner Alternate ID			
Equity Code		Nationality Code	Gender Code
Citizen Resident Status Code			
Home Language Code		Socioeconomic Status Code	
Disability status Code			
Learner Last Name			
Learner First name			
Learner Middle name			
Learner Title		Learner Birth Date	Y Y Y Y M M D D
Learner Home Address			
Learner Postal Address			
Learner Home Address Postal Code		Learner Postal Address Post Code	
Learner Phone number			
Learner Cell Phone Number			
Learner fax Number			
Learner Email Address			
Province Code		Provider ETQA ID	E T D P - S E T A
Provider Code	E X T E R N A L		
Learner Previous Lastname			
U.S./Learning Programme/Course/Qualification Title	F E T C C O M M U N I T		
	Y D E V E L O P M E N T		
U.S./Qualification ID	8 0 9 4 6	NQF Level ID	5
Please indicate date when Summative Assessment will be completed			Y Y Y Y M M D D
Assessor ID			
Date Stamp	Y Y Y Y M M D D		

Learner signature

Date

LEARNER INFORMATION FORM CODES

When completing the Learner Information Form - PLEASE ensure to only write one letter / number per block. Following are some codes you need to choose from in order to complete your registration.

1. EQUITY CODE

A = BLACK : AFRICAN
BC = BLACK : COLOURED
BI = BLACK : INDIAN / ASIAN
U = UNKNOWN
WH = WHITE

2. NATIONALITY CODE

SA = SOUTH AFRICAN

3. GENDER CODE

M = MALE
F = FEMALE

4. CITIZEN RESIDENT STATUS CODE

SA = South African

5. HOME LANGUAGE CODE

ENG = English
AFR = Afrikaans
OTH = Other
SEP = sePedi
SES = seSotho
SET = seTswana
SWA = siSwati
TSH = tshiVenda
U = Unknown
XHO = isiXhosa
XIT = xiTsonga
ZUL = isiZulu
NDE = isiNdebele

6. SOCIO ECONOMIC STATUS CODE

U = Unspecified
1 = Employed
2 = Unemployed - looking for work
3 = Not working – not looking for work
4 = Not working – housewife/homemaker
6 = Not working – scholar/fulltime student
7 = Not working – pensioner/retired person
8 = Not working – disabled person
9 = Not working – not wishing to work
10 = Not working – none of the above

7. DISABILITY STATUS CODE

N = None
1 = Sight (even with glasses)
2 = Hearing (even with a hearing aid)
3 = Communication (talking, listening)
4 = Physical (moving, standing, grasping)
5 = Intellectual (difficulties in learning); retardation
6 = Emotional (behavioural or psychological)
7 = Multiple
9 = Disabled but unspecified
U = Unknown disability status

8. PROVINCE CODE

0 = Undefined
1 = Western Cape
2 = Eastern Cape
3 = Northern Cape
4 = Free State
5 = Kwazulu/Natal
6 = North West
7 = Gauteng
8 = Mpumalanga
9 = Limpopo