

Enrolment Form CIPD Programme 2012

FOR OFFICIAL USE ONLY

Identification No. _____

Entered by _____

Your details / please use BLOCK CAPITALS

Surname: _____ Mr Mrs Ms Miss
 First Name(s): _____
 Address: _____
 Email Address: _____
 Tel (Home) _____ Tel (Work or Cell) _____
 CIPD Student Registration No. _____
 CIPD Registration Date: _____ Date of Birth: _____
 Employer's Name: _____ Contact Tel: _____

FOR INTERNATIONAL STUDENTS ONLY

Permanent Foreign Address: _____

Country _____
 City _____
 Nationality _____
 Passport/ID No. _____



Place Photo
Here

Methods of payment and essential enrolment information

STUDENTS PAYING FROM OUTSIDE WINDHOEK

I enclose a bank certified cheque for N\$ _____ made payable to "CTPD"

I confirm that transfer of N\$ _____ has been made to CTPD's Account as stated below

(Please put student name as the reference)

Bank Name: First National Bank **Bank :** Main Branch Independence Ave, Windhoek

Account Name: Centre for Training & Projects Development **Account Number:** 62241268110

STUDENTS/ SPONSORS PAYING IN WINDHOEK

I am paying N\$ _____ by cash (do not send by post)

I enclose a bank certified cheque of N\$ _____ made payable to "The Centre for Training and Projects Development"

I enclose a deposit slip for Namibian Dollars for N\$ _____

We require the following essential information to complete your enrolment. Please tick as appropriate:

I confirm I have registered with CIPD with my full consent

I consent to the Centre providing my details to CIPD to ascertain exam pass rates

I have read the full Terms and Conditions and agree to abide by them

My employer is sponsoring me and I attach a letter confirming this

Do you wish to apply for exemptions

I promise to adhere to the policies and procedures of CTPD and to maintain professional standard at all times as I pursue the CIPD qualification

Next of kin Name: _____ Contact Number: _____ Relationship: _____

This is my first time enrolling with the Centre for Training and Projects Development Yes No

STUDENT'S SIGNATURE: _____ Date: _____

How did you get to know of us, (**Please tick**) Press Adv./ T.V Adv. / Relatives/Friends.

Medical Information

Do you have medical aid, if yes please state the name of your medical aid company _____

Do you have any medical background history that you may wish to share with us or alert us to be better able to assist you?

Please tick your selected study mode

Study Mode	Full Year	13/02/2012 - 07/12/2012	Full Time	Part-time	Distance
Semester 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Semester 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How to enrol

To enrol for a course at CTPD, please complete the appropriate enrolment form and return it with payment:

- By Post: send a completed enrolment form with payment to: P.O Box 2812 Windhoek, Namibia
- In person: Bring a completed enrolment form with payment to our CTPD offices
- By Fax: Fax to 061 235 191 with enrolment & copy of deposit or electronic transfer

Once we have processed your enrolment form and payment, an acknowledge letter will be sent to you by post. All prices include VAT and study material

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REGISTRATION APPROVAL

	Name	Signature	Date
Registered By			
Authorized By			
Verified By			
Approved By (CEO)			

SUMMARY TERMS AND CONDITIONS OF ENROLMENT AT CTPD

Please read the below Terms and Conditions carefully before signing

All students

1. The tuition fees stipulated on the form are per semester/full year registered for.
2. A minimum deposit of 60% of the **Tuition** fees per paper for each course is required at the time of enrolment with the balance being payable within 60 days from the date of commencement of lessons or unless otherwise stated.
3. Fees are published separately for each term and are payable by all students studying at the time unless they have paid full fees prior to the publication of the new fees. Paying a deposit does not prevent any fee increase being applied.
4. Fees sent from out of Namibia should be paid by banker's draft or bank transfer. Fees paid in person at the centre can be by bank certified cheque, cash or credit /cash.
5. The course fees do not include the provision of study material. These can be bought by the students separately.
6. A fee of N\$1,000 will be charged for all dishonored cheques. The Centre reserves the right to report offenders to the student's institute and the Police.
7. Fees to external examination bodies are not received at the college and hence are not included in the tuition fees. Tuition fees do not include books and stationery.
8. You must attend all lectures registered for before graduating. In case of absence without leave of absence, a doctor's certificate must be provided. Otherwise full registration fees due as well as registrations will be demanded for non-completed courses.
9. Any cancellations must be received by CTPD Management Committee in writing 5 working days prior to the class commencement date.
 - 9.1 In this regard tuition fees will be refunded less 20% administration fee after 5 working days
 - 9.2 No refund will be made if the student fails to submit the cancellation within the specified/stipulated period; the student still remains liable for the full tuition fees.
 - 9.3 Refunds for sponsored students will only be made to the sponsoring organization. All deposits paid are non-refundable, and cannot be transferred to later start dates, to other students or to other courses. CTPD reserves the right to cancel and/or change the training programme dates or venues. In the event of a change of a course Programme by CTPD the fees paid will be deferred to the changed dates.
10. The Centre reserves the right to dismiss any student at any time for behavior which is deemed to be unprofessional, inappropriate or disruptive to other students. No fees will be refundable for any student dismissed under this section.
11. Computer Based Examinations (CBA) fees are non-refundable, non-transferable and neither deferred to a later date. Payment is required in full at time of booking/registration for examination.
12. The Centre will produce visa support letters (where requested) for 8 months for enrolment on these courses. Where visa support and other letters covering more than 8 months are required then a minimum deposit of 80% of the course fee is required
13. If you are a foreign student who wishes to enroll for a course, to obtain a student visa, you must take a minimum of 3 papers each term
14. Students sponsored by employers will need to provide a letter prior to course commencement from their employer confirming the employer's acceptance to pay on the student's behalf.
15. No dangerous weapons/objects allowed in the premises e.g. Guns, knives, machetes, pen knives etc
16. No drugs allowed in the premises. Pornography is strictly prohibited in the college premises. Illegal gaming, internet fraud, theft and pedophiles will lead to deregistration and a report to the Namibian Police.
17. Smoking is restricted to designated places. Alcohol and alcoholic drinks are strictly prohibited in the premises. No eating or drinking in the lecture rooms.
18. Observe punctuality. Avoid spending more time in the computer and other facilities to the detriment of others after your time is over. Always carry your student card to be allowed to use the college facilities. Cell phone communication while in the class is strictly prohibited. Cell phones must be in vibrating mode or must be put off completely.
19. Language: uncouth language towards other students or lecturers or making excessive noise, racial and derogatory terms including xenophobic terms/behaviour, meant to humiliate sections of the community in a discriminative way is strictly prohibited.
20. CTPD believes in non-racial, non-sexist, non-discriminative society where no one is discriminated on whatever grounds.
21. A student will remain designated as non-active for 1 month after failing to attend lectures without pre-arrangement. Thereafter deregistration and forfeiture of any fees paid will follow without any further correspondence.
22. These regulations should be read concurrently with the student's code of conduct.
23. All information on this form is believed to be correct at the time of print but is subject to change at the discretion of the Centre.

Indemnity

I(Full Name) hereby indemnify **Center for Training and Projects Development**, employees, management, Board and agents from any legal costs which may arise due to any risk, damage of property, accidents, loss of property or loss of life including death whilst I am in the Center's premises.

Signature..... Date:.....
(Student Applying)

An NQA Accredited and Namibian Tuition & Exam Centre for Internationally Recognized Professional Institutions:



THE CHARTERED INSTITUTE OF PERSONNEL DEVELOPMENT (CIPD) QUALIFICATIONS

Certificate in Human Resource Practice

Courses	Developing yourself as an effective HR or L&D practitioner	
	Understanding organizations and the role of HR	
	Recording, analyzing and using HR information	

Certificate in Training Practice (CTP)

Courses	Training in context	
	Identifying and prioritizing learning needs	
	Designing training and assessment	
	Delivering and evaluating training.	

Intermediate Diploma in Human Resources Management

Courses	Developing professional practice	
	Business issues and the context of HR	
	Using information in HR	
	Managing and coordinating the human resources function	

Optional units Group A: Choose at least three modules

Courses	Resourcing and talent planning (6 credits).	
	Reward management (6 credits).	
	Improving organization performance (6 credits).	
	Employee engagement (6 credits).	
	Contemporary developments in employee relations	

Group B: 6 Credits from the following modules

Courses	Contemporary developments in human resources development (6 credits).	
	Meeting organizational development needs (3 credits).	
	Developing coaching and mentoring within organizations (3 credits).	
	Knowledge Management (3 credits).	

Advanced Diploma in Human Resource Management

Courses	Human Resource Management in Context	
	Leading, Managing and Developing People	
	Developing Skills for Business Leadership	
	Investigating a business issue from an Human Resources Perspective	

Optional units Group A: Choose at least three modules

Courses	Organization design and organization development	
	Leadership and Management Development	
	Performance Management	
	Managing Employment Relations	
	Employment Law	

Group B: 6 Credits from the following modules

Courses	Learning and Talent Development	
	Designing, Delivering and Evaluating Learning and	
	Development Provision Knowledge Management and Organizational Learning	
	Understanding and Implementing Coaching and Mentoring	

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