Section A: Entity or Person Paying for the Training

QS Web
College

Note:
- *Company enrolment please complete in full.*
- *Individual are to complete all the fields except where company details such as company name, etc are required.*

Company Name			
Tel No		**Fax No**	
Company Email		**Website**	
Postal Address			
	Code		
Physical Address			
	Code		
Province			
VAT Number		**Company Registration No**	
Purchase Order No.		*Please attach order form where relevant*	
Name of Person Responsible for Payment			
Telephone No of Person Responsible for Payment			
Email of Person Responsible for Payment			
Tel No		**Fax No**	
Authorisation of Training (Company Representative or Individual)			
Signature			
Full Name in Print			
ID Number		**Date**	

Section B: Programmers' Enrolling For:

Module 1 :	Communication Skills	NQF Level	Credits	Start Date	End Date	Duration
110023	Present information in report format	L4	6			
Module 2 :	Mathematical Skills					
9010	Demonstrate of the use of different number bases measurement unites	L3	2			
Module 3:	Basic Computer & Ergonomic					
117925	Describe the concept of information and communication Technology(ICT)	L2	3			
Module 4:	Word Processing to format Document					
117924	Use a Graphical User Interface(GUI) based word Processor to format documents	L2	5			
Module 5:	Electronic email in a business environment					
114984	Require learners who use e-mail in a business environment.	L3	2			
116935	Enhance, edit and organize electronic massages using a Graphic user Interface(GUI)	L2	2			
116945	Using electronic mail to send and receive massages.	L2	2			
Module 6:	Graphical User Interface(GUI)-based database Application					
116936	Use a Graphical user Interface(GUI)-based data application to work with simple databases	L3	3			
116937	Use a graphic User Interface (GUI)-based spreadsheet application to create and edit spreadsheet.	L2	4			
116940	Using a graphic User Interface(GUI)-based spreadsheet application to solve a given problem	L3	6			
116943	Using graphic User interface (GUI)-based spreadsheet application, enhance the functionality and apply graphic/charts to a spreadsheet.	L4	3			
258879	Change the appearance of a spreadsheet	L3	3			
Module 7:	Graphic Interface(GUI)-Based on Presentation					
116930	Using Graphic interface (GUI)-based on presentation application to enhance presentation appearance	L3	5			
117923	Using graphic interface(GUI)- based presentation application to prepare and produce a presentation according to a given brief	L2	5			
258880	Utilise special features to enhance presentation	L3	3			
Module 8:	Principles of the internet and world-wide web					
115391	Demonstrate an understanding of the internet and the world-wide web	L4	3			
116931	Using graphic user interface (GUI)-based web-browser to search the internet					
Module 9:	HIV/AIDS in a workplace and its effects on a business sub-sector					
13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and on a business sub- sector, own organisation and a specific workplace					

Section C: Learner Details

Personal Details	
Surname (Last Name)	
Previous Surname	
First Name	
Middle Name	**Title (Mr/Mrs, etc.)**
ID No.	*Learners must please submit a certified copy of their ID*

Alternative ID Type (*please tick box*) if applicable

SAQA Member ID	☐	Passport	☐	Driver's License	☐
Temporary ID	☐	None	☐	Unknown	☐
Student Number	☐	Work Permit	☐	Employee No.	☐
Birth Cert.	☐	HSRC Register	☐	ETQA Record	☐

Alternative ID No.		**Date Birth**	

Nationality (*please tick box*)

Unspecified	☐	South Africa	☐	Namibia	☐	Botswana	☐
Angola	☐	Mozambique	☐	Lesotho	☐	Swaziland	☐
Zambia	☐	Mauritius	☐	Tanzania	☐	Seychelles	☐
Europe	☐	Central and South America	☐	Australia & N. Zealand	☐	Rest of Africa	☐

Citizen Resident Status (*please tick box*)	Unknown ☐	South Africa ☐	Other ☐	Dual (SA plus Other) ☐

Gender (*please tick box*)	Male ☐	Female ☐	

Equity (*please tick box*)

Black African	☐	Black Colored	☐	Black Indian	☐	Unknown	☐	White	☐

Home Language (*please tick box*)

☐	Afrikaans	☐	English	☐ Italian	☐	Russian	☐	Spanish	☐ isiXhosa
☐	Arabic	☐	French		☐	sePedi	☐	siSwati	☐ xiTshonga
☐	Bulgarian	☐	German	☐ Masai	☐	seSotho	☐	Swedish	☐ isiZulu
☐	Chinese	☐	Greek	☐ isiNdebele	☐	seTswana	☐	tshiVenda	
☐	Danish	☐	Hebrew		☐	Swahili	☐	Urdu	
☐	Dutch	☐	Hindi		☐	Shona			

Disability Status (*please tick box*)

☐	None	☐ Hearing	☐	Physical	☐	Emotional	☐ Unspecified
☐	Sight	☐ Communication	☐	Intellectual	☐	Multiple	☐ Status Unknown

Socio-Economic Status (*please tick box*)

☐ Unspecified ☐ Employed	☐ Unemployed ☐ Homemaker		☐ Student ☐ Retired	Unemployed - Disabled ☐

Employment Details	
Company	**From - To**

Learner Contact Details			
Tel No. (H)		**Tel No. (W)**	
Cell No.		**Fax No.**	
Email			
Physical Address			
			Code
Physical Address where the certificate must be couriered to			
			Code
Postal Address			
			Code
Centre / Municipality			

Province

Undefined Western Cape Eastern Cape	☐ ☐ ☐	Northern Cape Free State Kwazulu-Natal	☐ ☐ ☐	North West Gauteng Mpumalanga	☐ ☐ ☐	Limpopo	☐	SA National (Province not specified) Outside SA	☐ ☐ ☐

School Qualifications	
Highest School Qualification	
School Attended	

Tertiary Qualifications	
Qualification 1	**Year**
Institution	
Qualification 2	**Year**
Institution	
Qualification 3	**Year**
Institution	

Employment Details	
Company	**From - To**

Section D: Special Needs & Dietary Requirements for those attending training at Qs Web Computer School

Special Needs for Training taking place at Qs Web Computer School			
Do you require wheelchair access?	☐ Yes	☐ No	**Please give details:**

Do you have any special needs we need to be aware of?		
☐ Yes	☐ No	**Please give details:**

Documents Needed:

1) **Certified copy of ID**
2) **Certified Matric Results or Equivalent**
3) **Summarized Copy of your C.V**

Person Responsible for payment names_____

Person Responsible for payment Signature_____

Learner's Signature_____

Banking Details:

Bank Name: Capitec
Bank Holder name: Q's Web Business
Account Number: 1054 7178 26
Account Type: Savings account

Reference: Name and Surname