



LEARNER REGISTRATION AND ENROLMENT

In depth Driver training - Occupational Certificate: Truck Driver

(SAQA 06120/18)

Section 1: APPLICANT & COURSE DETAILS

APPLICANT DETAILS

Applicant Surname:	Initials:
Applicant First Names:	
Also known as:	
Age:	
Applicant Identity Number:	
Physical Address:	
Telephone Number:	
Email Address:	

COURSE DETAILS

Course Name and level:	
Course Costs:	

APPLICATION

Marital status:	Dependants:
Why do you want to do this program?:	
When did you finish your matric certificate and what school?:	
When did you get your Code 14:	
Who paid for your Code 14?:	
Medical Conditions/ Chronic Illness:	



APPLICATION	
Years of driving experience (any driving experience):	
Years of Code 14 driving experience:	
Have you worked as a driver before?:	
If yes for above which company?	
List your work experience (any industry): 	
Where did you hear about HDT Academy?: 	
Ethnic group (Eg. Zulu; Xhosa; Sotho):	
Religion:	
Do you have a criminal record?: (Will be checked)	
Minimum requirements: Grade 10 Code 14 Between age of 21 and 35 years old	

1. HDT ACADEMY UNDERTAKING

HDT Academy thanks you for your interest in enrolling with us.

We value you as a person who is committed to empowering yourself with knowledge. We would like to ensure that your learning experience with us is effective, fit-for-purpose, meaningful and meets your learning expectations.

**Note: Completion of this registration form in no way whatsoever guarantees or ensures a learner / applicant's entry or enrolment onto the course.
The decision to enrol a learner / applicant is subject to approval by the management of HDT Academy and is dependent upon the learner / applicant satisfactorily meeting the minimum entry requirements, competent RPL assessment and/or diagnostic entry assessment.**



2. MINIMUM ENTRY REQUIREMENTS

The success of an Applicant / Learner being selected for enrolment on the course is subject to him / her meeting the basic entry requirements and criteria as listed below:

- 1.) Meeting the minimum educational level required for a particular course as stated by SAQA.
- 2.) Provision of the registration documents including the learner information form, ID copy and highest qualification copy.
- 3.) Payment of the deposit settled in full.

3. LEARNER SELECTION PROCEDURE

- 1.) Only Learners / Applicants who have met the minimum entry criteria will be considered for enrolment.
- 2.) Learners / Applicants must ensure that the relevant course Learner Information Form is completed and submitted with the requirement supporting documents listed.
- 3.) Learner Applications for Enrolment will **NOT** be considered without the required supporting documentation.
- 4.) This Learner Registration and Enrolment Form will not be considered unless proof of payment of 100% of the deposit paid in full
- 5.) Management of HDT Academy reserve the right to request that a Learner / Applicant be required to complete certain diagnostic tests, and/or an interview before a final enrolment decision is made. Failure to turn up on time for these appointments will disqualify the Learner / Applicant.
- 6.) Enrolment for courses will be effected subject to demand for specific courses and availability of resources and HDT Academy has the right to reject or delay enrolment based on the said factors.



4. LEARNER / APPLICANT UNDERTAKING

I hereby certify that I have read and understand the Registration and Course Enrolment requirements of me and that all the information submitted is true and correct.

I understand that HDT Academy reserves the right to verify any of the details supplied in this form.

I understand and accept that HDT Academy' decision on whether I - the Applicant / Learner am accepted onto the course or not is theirs and is final.

Learner / Applicant Signature

Date

Parent / Guardian / Sponsor / Witness Signature

Date



Section 3: LEARNER AGREEMENT

Date _____

To: **HDT Academy (Pty) Ltd**
27 Piet Uys
Harrismith
Free State
9880

1. This Contract constitutes the entire and only agreement between HDT Academy and the learner / applicant / client, and supersedes any and all prior or contemporaneous agreements, representations, warranties, and understandings with respect to the goods, services and information provided by or through the Site, and the subject matter of this Contract.
2. The learner / applicant / client agrees to review this contract prior to signature, and this shall be deemed acceptance of this contract.
3. It is specifically recorded that the learner / applicant / client shall remain liable for the full course costs in the event of a failure by the learner to complete the Course.
4. Study material supplied to the learner may not be passed on or access given to anyone other than the learner.
5. The course costs payable will be submitted by the method that the learner / applicant / client has indicated on the registration document.
6. The learner / applicant / client shall pay 100% of the course costs by date of registration.
7. In the event that the learner / applicant / client is in arrears with the payment of the course costs HDT Academy shall be entitled to block the learner from its learner management system as well as withhold training materials.
8. HDT Academy shall not refund the learner / applicant / client for any fees paid for any reason whatsoever.
9. Should the learner / applicant / client fail to make any payment owing, the full amount of the balance owing shall become immediately payable. HDT Academy shall be entitled to proceed against the learner / applicant / client for recovery without further notice.
10. In the event that the learner / applicant / client is in arrears, or if legal action is instituted, the learner / applicant / client agrees to pay all legal costs, including legal charges, collection charges, tracking costs and commissions.
11. The learner / applicant / client consents in Terms of the Provisions of Section 65J of the Magistrates Court Act No.32 of 1944 to an emoluments attachment order to be issued, without further notice to the learner / applicant / client, from the Court of the District in which the learner / applicant / client / Employer resides, is employed, or carries on its business activities, and that the amounts of the emoluments be attached in instalments as reflected in the agreement with HDT Academy.
12. The learner / applicant / client agree that the Post Office / or method of communication requested in this agreement shall be the agent for the acceptance and conveyance of all study material or correspondence addressed to the learner / applicant / client.
13. The learner / applicant / client understands that HDT Academy offers various comprehensive job-orientated skills programmes.
14. HDT Academy may cede its responsibilities in terms of this agreement at any time.
15. The learner / applicant / client chose the learner / applicant / clients home address as set out in this form as the domicilium citandi et executandi.
16. HDT Academy guarantees to provide tuition for the period stated per each course or programme from the date of registration. Any extensions of courses or programmes period must be communicated to the HDT Academy.
17. The learner / applicant / client agree that HDT Academy or its duly authorised agents may communicate by e-mail or SMS to the learner / applicant / client's computer or cellular telephone as provided. (These methods will be regarded as a valid method of sending any communication in respect of the agreement.)

Page 5 of 10

HDT Academy (Pty) Ltd
27 Piet Uys St
Harrismith
9008

T | 079 479 6825
E | info@hdtacademy.co.za | harris@hdtacademy.co.za
W | www.hdtacademy.co.za



18. The learner / applicant / client warrants that the information disclosed in this agreement is true and correct in every respect.
19. The learner / applicant / client undertakes to notify HDT Academy in writing of any material changes to contact details within 7 (seven) days of such change.
20. The learner / applicant / client undertakes to comply with the Learner Obligations listed in Annexure A below.
21. Domicilium citandi et executandi of HDT Academy is:
I/we, undersigned hereby appoint:
c/o Piet Uys and Warden Streets
Harrismith
Free State
9880
22. Domicilium citandi et executandi of the learner is stated in the Applicant Details in section 1 or this document.
23. The learner / applicant / client hereby give consent for an enquiry to be performed on my name at a Credit Bureau.
24. The learner / applicant / client accepts and commits to HDT Academy training and education methodology and systems.
25. HDT Academy shall supply the learner with all training material needed to to partake in and successfully complete the course.
26. The training material contemplated in clause 26 above shall be supplied in electronic format only.

Signed at _____ on this _____ day of _____ 20_____

Learner / Applicant Name

Learner Signature

Date

Parent / Guardian / Employer Name

Parent / Guardian / Employer Signature

Date



ANNEXURE A: LEARNER OBLIGATIONS

The Learner shall:

1. Attend all contact sessions prescribed and Provider By HDT Academy or its mandated implementation partners.
2. Timeously complete the Course enrolled for which includes all individual courses, outcomes, activities, assessments, re-assessment or task given by the HDT Academy.
3. Complete the Learner Induction provided by HDT Academy.
4. Supply all relevant information and documents requested by HDT Academy to enable HDT Academy to comply with the SETA and Course requirements.
5. Adhere to the agreements and rules applicable to the Learner which includes the Learner Code of Conduct and Appeals, Disputes and Complaints Policy and Procedure.
6. Keep to study timeframes as communicated by the teacher, assessor, moderator and as stated in their study guide.
7. Without derogating from the Learner Code of Conduct:
 - a. Complete own work and not obtain undue assistance from any third party.
 - b. Conduct himself or herself in an ethical basis.
 - c. Not infringe on copyright of an author by always acknowledging the source of work when submitting assignments or activities.
 - d. Always be polite to your teacher, assessor, moderator, Coach, Mentor, HDT Academy representative and fellow learners.
8. Provide all necessary assistance to the HDT Academy and the relevant SETA to ensure execution and certification of the Learning Programme which includes the signing of any document to give effect to the aforementioned.
9. Keep his/her username and password save and secure, and shall not divulge same to any third party.
10. Not distribute any training material received in the course of the Learning Programme to any third party and shall honour the proprietary rights of the HDT Academy and its partners of the training material.

The Learner further acknowledges that during the course and scope of this Learning Programme he/she will provide certain personal information (as defined in section 1 of the Protection of Personal Information Act 4 of 2003 ("POPI")) to the HDT Academy. The Learner consents to the processing (as defined in section 1 of POPI) of such personal information, as well as the transfer of such information to third parties for further processing pursuant to the course and scope of this Learning Programme by the HDT Academy.



Full Names of Learner

Signature

Date

Employer Name

Signature

Date

Parent / Guardian / Sponsor Name

Signature

Date



ANNEXURE B: PAYMENT TERMS

All students are required to make a deposit of R6000.00 before getting accepted at HDT.

Below are the payment terms:

Deposit	-	R 6000
End of month 1	-	R 3000
End of Month 2	-	R 3000
Total	-	<u>R 12000</u>

- End of month is between the 25th of current month and 2nd of the next. Learners has these days to make payment for the next month.
- Failure to pay before the dates allocated will result in immediate dismissal.
- Three/four months on road practical and experience will require no payment.
- Please note that all payments are payable in advanced.
- Strictly no refunds (see refund policy)
- Strictly no cash allowed.
- NO GARENTEED JOB acceptance. Learners will only be given the opportunity to apply for a job at transport company on successful completion of the program. Our partnered transport company will however give special consideration for HDT graduates.

Fees will be used for the following:

- Breakfast, lunch and dinner – every weekday for the 3 months at HDT Facility
- Living Facilities
- Water and Electricity
- Stationary
- Full course and course material
- On road experience
- Practical Truck experience (reverse, inspections etc)
- Dangerous goods certificate
- First aid Certificate

The student manager will supply you with a student number which you will use as ref for all payments.
All Proof of payment must be emailed to info@hdtacademy.co.za.



Full Names of Learner

Signature

Date

Employer Name

Signature

Date

Parent / Guardian / Sponsor Name

Signature

Date