

Dear Applicant

We have received your request for a Services SETA bursary for the National Certificate in Payroll Administration, administered by Accsys and have pleasure enclosing an application form.

When completing the form, please take note of the following:

- Read the instructions carefully before filling in any information
- Return the application form to bursary@accsys.co.za before **31 August 2009**
- Tuition is in English
- To participate in the course, you need to be in a payroll position or working within the payroll department (length of service does not apply)
- Authorised internet access from your employer is essential
- Access to a committed Payroll Mentor is compulsory (see attached Learner Assessment Guide)
- An optional 3 hour welcome workshop will be hosted by Accsys Sandton on **21 September 2009**, all travel and accommodation costs are at the Learner's expense

Selection criteria

- This is a 1 year legal contract between yourself, Accsys and the Services SETA, entering into this agreement should be taken seriously
- The main criteria for the selection of applications are financial and academic potential
- Grade 12 or equivalent including numeracy and computer literacy is essential
- Bursary applications are invited from employed payroll professionals wishing to study online towards a National Certificate in Payroll Administration
- Limited to 1 bursary per organization
- Valid for SA citizens only

Bursary value

- The bursary is being offered by the Services SETA through Accsys
- The full cost of the certificate, R12 500 is covered, however should you wish to continue studying towards the Diploma the further fee is for your account

Completed application forms: Acknowledgement of receipt

Due to the high number of application forms, it is not possible for us to acknowledge receipt of all completed forms.

All applications received timeously will be considered. Every applicant will receive a notification of success or otherwise. If you do not receive a notification by 18 September 2009, please consider your application unsuccessful.

Due to strict SETA regulations, the course will commence on **28 September 2009** and complete on 9 August 2010, at which time the final collation of a Portfolio of Evidence (POE) will be completed and submitted for final Moderation and Assessment.

Failure to meet with any deadlines* during this time will disqualify your further participation.

Please ensure your application is submitted by **31 August 2009** to bursary@accsys.co.za

Bursary application form

Please complete in full block print or mark answer with a 'X' where applicable (use a black pen)

Section 1: Personal Information

Title Learner First Name

Learner Surname

Learner Designation

Learner ID No:

Residential Address		Postal Address	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
Postal Code	<input type="text"/>	Postal Code	<input type="text"/>

Telephone Numbers

Home

<input type="text"/>	<input type="text"/>
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Cell

<input type="text"/>	<input type="text"/>
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Business

<input type="text"/>	<input type="text"/>
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Fax

<input type="text"/>	<input type="text"/>
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Email

Are you a South African citizen?

Yes

No

Gender

Male

Female

Race

Disability

Yes

No

Company Name

Physical Address		Postal Address	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
Postal Code	<input type="text"/>	Postal Code	<input type="text"/>

Section 2: Selection criteria

Are you a full time employee? Yes No

How long have you worked in the payroll environment? Years Months

Mentor's Name

Mentor's Designation

Physical Address		Postal Address	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
Postal Code		Postal Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Telephone Numbers	Home	<input type="text"/>	<input type="text"/>
	Cell	<input type="text"/>	<input type="text"/>
	Business	<input type="text"/>	<input type="text"/>
	Fax	<input type="text"/>	<input type="text"/>

Email

Do you have authorised internet access for the course? Yes No

Certified copy of Grade 12 certificate or equivalent attached? Yes No

Certified copy of SA ID document attached? Yes No

Are you able to attend the 3 hour welcome workshop on 21 September 2009? Yes No

National Certificate in Payroll Administration Timeline*

*Dates may change

Module	Start date	End date
3 HR WELCOME WORKSHOP	Monday, 21 September	
Module 1	Monday, 28 September	Monday, 2 November
Module 2	Monday, 9 November	Monday, 21 December
Module 3	Monday, 18 January	Monday, 22 March
Module 4	Monday, 12 April	Monday, 21 June
Module 5	Monday, 5 July	Monday, 6 September

Commitment

Applicant:

I, _____ fully understand the contents of this document and agree to abide by its guidelines. I am committed to completing the course and will ensure that I submit my assignments and complete each module by due date. While I accept that if I do not complete modules timeously that I may be disqualified from completing the course, I am fully aware that non-compliance could impact on other learners as well as future learners, and will take this responsibility seriously.

Name: _____ Signature: _____

Date: _____

Mentor:

I, _____ fully understand the contents of this document and agree to abide by its guidelines. I further agree to support the applicant through their studies. I am committed to being a successful mentor and will also encourage and assist the applicant to meet deadlines.

Name: _____ Signature: _____

Date: _____



Services SETA 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 Services SETA ETQA (SETQAA)

OFFICIAL USE ONLY	
Date:	
Signature:	

SECTION A (Mandatory for all enrolments)	
National ID Please note that national id's not of 13 character length will be rejected	Alternative ID type
Learner Alternate ID	
Equity Code	Nationality Code Gender Code
Citizen Resident Status Code	
Home Language Code	Socio-economic 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 E-mail Address	
Province Code	
Previous Lastname	
Highest School Qualification	Highest Qualification Code
Abet Literacy	
Abet Numeracy	Learner Enrolment No
Notes	
Mentor Full Name	
Mentor ID Number	
Mentor Home Address	
Mentor Postal Address	
Mentor Home Address Postal Code	Mentor Postal Address Post Code
Mentor Tel No Home	
Mentor Tel No Work	
Mentor E-mail Address	

SECTION B (Mandatory for learnerships & SSETA Group Training)												
EMPLOYER DETAILS (Applicable to learnerships and employed learners only)												
Employer Name												
SDL No												
SIC Code												
SECTION C (Fill in applicable section)												
1. Qualifications linked to Unit Stds												
Qualification ID	5	6	1	6	9	was	3	5	9	2	7	
Unit Standard ID	N	A										
2. Qualification Enrolment												
Learner ID												
Provider ID	0	6	9	9								
Qualification ID	5	6	1	6	9	was	3	5	9	2	7	
Learner Achievement Status ID												
Learner Achievement Type ID												
Learner Achievement Date												
Learner Enrolled Date												
Honours Classification												
Assessor ID												
Learnership ID												
Assessment Date												
Provider Code	0	6	9	9								
Results												
Attempt												
TT Certificate No												
3. Unit Std Enrolment												
Learner ID												
Unit Standard ID												
Learner Achievement Status ID												
Provider ID	0	6	9	9								
Assessor Staff No												
Learner Achievement Type ID												
Learner Achievement Date												
Learner Enrolled Date												
Assessor ID												
Learnership ID												
Skills Programme ID												
4. Course Enrolment												
Learner ID												
Course Code												
Learner Achievement Status ID												
Provider ID	0	6	9	9								
Learner Achievement Type ID												
Learner Achievement Date												
Learner Enrolled Date												
Assessor ID												
Assessment Date												
Competent/ Not yet competent												
Provider Code												
Certificate No												
Certificate Date												
Certificate Issued Date												

This would refer to the decision number, as allocated to you by SETQAA or SAQA registration number

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