

Learner Registration Form

Personal information is necessary to register you on the INSETA Indicium system.

Personal Details:

Title:		Initials:		Home Language:	
Full Names:					
Surname:				Previous Surname:	
Equity	Black: African		Gender	Male	
	Black: Coloured			Female	
	Black: Asian/Indian		SA Citizen	Yes	
	White			No	
If non-SA Citizen residential status?				Disability	None
ID number					Sight
Nationality					Hearing
Date of birth					Communication
Please list any special learning needs you might have					Physical
					Intellectual
				Emotional	
				Multiple	
				Disabled but unspecific	
Cell number			Home telephone number		
Business telephone number			Fax number		
E-mail address					
Home address			Postal address		
Postal Code			Postal Code		

Educational Details:

Do you hold a valid South African Matric Certificate?	Yes		Do you have a tertiary degree or diploma?	Yes	
	No			No	

Please complete all matric subjects passed, the grade and the symbol obtained (in order to identify if any concessions are possible based on matric subjects)

<i>Subject</i>	<i>Grade</i>	<i>Symbol</i>	<i>Subject</i>	<i>Grade</i>	<i>Symbol</i>

Name of last school attended	
Suburb that school is/was situated in	
Year of last school year attended	

Please list qualifications completed:

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Do you hold any FAIS credits?	Y	N	If yes, please complete below
<i>Institution</i>			<i>Skills Programme (i.e. Short Term, Long Term, Banking, etc.)</i>
			<i>Number of credits</i>

Employment Details:

How many years, if any, have you worked in Insurance?	
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Current employer:

Please list previous employment (relevant to Insurance)

<i>Employer</i>	<i>Job Description</i>	<i>Duration</i>



**THE INSURANCE INSTITUTE OF
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Qualification / Programme you wish to enroll for:

<i>Please choose the qualification that you wish to enroll for:</i>			
<i>SAQA ID</i>	<i>Qualification Title</i>	<i>NQF Level</i>	<i>Please tick relevant qualification</i>
	Short Term Insurance RPL	5	
<i>Please choose which learning and assessment intervention you wish to enroll for:</i>			
RPL 3 Modules Full Qualification (only available to persons with 5 years' + relevant experience)			
RPL Balance of credits (only available to persons with 5 years' + relevant experience)			
Other (please specify)			

Payment Details:

I am paying for myself		
My employer is paying for me (please complete below)		
Company Name		
Address		
Telephone number		
Invoice for the attention of		
Company VAT number		



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Please read through the following terms and conditions and sign in acceptance thereof

1. I enroll for this course/qualification out of my own free will and understand that it is my responsibility to complete the entire assessment process as per the dates agreed upon
2. It is my responsibility to submit all assessments in time, and if I cannot, that I need to request an extension in advance, after my employer (if applicable) has agreed to the extension
3. Being compliant and Fit & Proper is my own responsibility and I will ensure that all assessments are complete in time to ensure that verification can take place before my FSCA deadline
4. That completing my programme is an individual effort and I am aware that if I commit plagiarism in any way, I will be reported and there is a possibility that I could be debarred
5. That License to Skill may share my results with my employer if I am being funded by my employer
6. That I will be allowed one free opportunity for remediation. Further remediation opportunities will cost R500 per assessment
7. That once I register and receive the programme material /RPL template, I cannot request a refund if, for any reason, I do not want to complete the programme any longer (we are however happy to transfer the credit over to another learner, depending how far you are with the process)

Please also note:

1. Verification with INSETA, on average, takes place every 2-4 months. If you complete your process just after a verification, you could wait up to 4 months for the next verification
2. License to Skill will load your credits onto INSETA within 21 days from verification, however, any further delays at INSETA, or delays in issuing the certificates, is not within the control of License to Skill
3. In terms of POPI, you grant us permission to use your personal details completed in order to load your completed credits onto INSETA. The only party we share your information with is INSETA, and if you are funded by your employer, with your employer. We also will confirm whether you have completed a qualification, or not, when requested by vetting agencies used by employment agencies. We will however not share other personal information with them.
4. We keep copies of everything you give us in a safe and secure manner for 3 years, where after we will destroy it in a safe and secure manner.

Signed at _____ (place) on the _____ of _____ 20____ (date)

Applicant Signature:

Thank you for your enrolment! We appreciate your business tremendously!

Don't forget to be AWESOME! We will not forget that you are!