



# ACADEMY of LEARNING

## Computer & Business Career College

Academy of Learning SA (Pty) Ltd PO Box 3674, Halfway House, 1685  
 Tel: (011) 314 5115 Fax: (011) 314 7337  
 Email: Insurance Help Desk (insurancehelpdesk@academyoflearning.co.za)

### INSURANCE PROGRAMMES REGISTRATION FORM

Please complete all fields as accurately as possible – tick the appropriate box

#### Type of registration

Individual Registration  Company Registration  Company Name:

#### Section A: Learner Information

Learner Registration Number:

#### ID Number or Alternative ID Number

SA ID Number  or Alternative ID Number

Number

#### Indicate type

- Birth Certificate   
 Passport   
 Student ID   
 Temporary ID

#### Personal Details

Surname:  First Name:

Middle Names:  Initials:

Title: Adv  Dr  Mr  Mrs  Ms  Prof  DOB:

#### Gender

Female   
 Male

#### Equity

Black: African   
 Black: Indian/Asian   
 Black: Coloured   
 White

#### Nationality

South African   
 Zimbabwean   
 Other

#### Home Language

Afrikaans   
 English   
 isiXhosa   
 Ndebele   
 siePedi   
 seSotho   
 seTswana   
 siSwadi   
 tshVenda   
 xiTsonga   
 Zulu   
 Other

#### Residential Status

SA Citizen   
 Permanent Resident   
 Other

#### Disability

None   
 Communication:Talk/Listen   
 Disabled (not specified)   
 Emotional (behave/psych)   
 Hearing Impaired   
 Intellectual (Mental)   
 Multiple   
 Physical (Move/stand/etc)   
 Sight Impaired   
 Unknown Disability Status

#### Geographical Area

Eastern Cape   
 Free State   
 Gauteng   
 Kwa-Zulu Natal   
 Limpopo   
 Mpumalanga   
 North West   
 Northern Cape   
 Western Cape   
 Other

Home telephone number:  Work telephone number:

Cell number:  Fax number:

Email address:

Preferred method of communication: Email  Cell Phone  Fax  Work number  Post

Postal address:

Postal Code:

Work Address:

**Work Experience**

Highest Educational Qualification:  When and where obtained:

Are you employed? Yes  No  Current Occupation:

No of years:

Give a brief description (1 – 2 lines) of your work experience:

**General documents**

In order to complete your application, please upload the following documents if completing this application online, or fax them together with the completed application to Academy of Learning SA (Pty) Ltd on 011 314 7337.

- |  |                                   |                                |
|--|-----------------------------------|--------------------------------|
| 1. ID Document:                              | Uploaded <input type="checkbox"/> | Faxed <input type="checkbox"/> |
| 2. Copy of Highest Educational Qualification | Uploaded <input type="checkbox"/> | Faxed <input type="checkbox"/> |
| 3. Proof of payment                          | Uploaded <input type="checkbox"/> | Faxed <input type="checkbox"/> |
| 4. Any documents requiring verification      | Uploaded <input type="checkbox"/> | Faxed <input type="checkbox"/> |

To enable Academy of Learning SA (Pty) Ltd to verify your application to further your studies, please make sure that the following are also attached:

- |  |                                   |                                |
|--|-----------------------------------|--------------------------------|
| 1. Matric/Senior Certificate                                 | Uploaded <input type="checkbox"/> | Faxed <input type="checkbox"/> |
| 2. Copies of Previous Insurance Qualifications               | Uploaded <input type="checkbox"/> | Faxed <input type="checkbox"/> |
| 3. Copies of other relevant qualifications                   | Uploaded <input type="checkbox"/> | Faxed <input type="checkbox"/> |
| 4. Statement of results of credits obtained (Unit Standards) | Uploaded <input type="checkbox"/> | Faxed <input type="checkbox"/> |
| 5. Proof of Payment (R250)                                   | Uploaded <input type="checkbox"/> | Faxed <input type="checkbox"/> |

Name of High School attended:

**IISA Information**

If you were enrolled at the College of Insurance, please supply the following:

Student Number  Year

## Section B: Programmes

### Short Term Qualifications

I am applying for the following programme/ s towards the FETC qualification - Please tick required subjects:

Codes		First Entry	Re-write	RPL
S-CoP	Basics of Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S-PCoP	Basics of Short Term Insurance Personal Lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S-CCoP	Basics of Short Term Insurance Commercial Lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S-ICiBS	Practice of Short Term	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S-ICiBS (A)	Practice of Short Term (Book A)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S-ICiBS (B)	Practice of Short Term (Book B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S-FINLIT	Financial Literacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S-BSADM	Business Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S-BSCAL	Business Calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S-BSLIT	SA Second Language (apply on AOLSA website)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Electives: One is compulsory to complete the full FETC Qualification</b>				
S-APL	Personal lines Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S-ACOM	Commercial Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S-ACLADM	Claims / Administrative Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Electives: And one is compulsory (transition learners)</b>				
S-PL	Personal Lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S-COM	Commercial Lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Long Term Qualifications

I am applying for the following programme/ s towards the FETC qualification - Please tick the required subjects:

Codes		First Entry	Re-write	RPL
L-CoP	Basics of Long Term	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L-ICiBS	Practice of Long Term	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L-FINLIT	Financial Literacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L-BSADM	Business Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L-BSCAL	Business Calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L-BSLIT	SA Second Language (apply on AOLSA website)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Electives: One is compulsory to complete the full FETC Qualification</b>				
L-RF	Retirement Funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L-IL	Individual Life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Retirement Fund Qualifications

I am applying for the following programme/s - Please tick the required subjects:

Codes		First Entry	Re-write	RPL
R-CoP	Basics of Retirement Funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Long Term Basics (Category B)

Please tick the required subjects:

Codes		First Entry	Re-write	RPL
LB-CoP	Long Term Basics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Single Unit Standards****First Entry**

SUS

Unit Standard Single

Determine which Unit Standards you require by obtaining a Unit Standard list from your nearest college or request it by emailing [insurancehelpdesk@academyoflearning.co.za](mailto:insurancehelpdesk@academyoflearning.co.za) Once determined, please write the correct Unit Standard Numbers (s) CLEARLY in the space provided above.

**Indicate Unit Standards required**






**CoP or ICiBS Programme details****First Entry****Re-write****RPL**

To obtain the CoP Certificate from AOLSA you must enrol for one of the following programmes – indicate your choice:

S-CoP	Basics of Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S-PCoP	Basics of Short Term Insurance Personal Lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S-CCoP	Basics of Short Term Insurance Commercial Lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L-CoP	Basics of Long Term Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R-CoP	Basics of Retirement Funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LB-CoP	Long Term Basics (Category B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To obtain the ICiBS Certificate from AOLSA you must enrol for either one of the Programmes above and pass. Register and pass or obtain a credit for the following 4 subjects in either Short or Long Term.

S-ICiBS	Practice of Short Term (A or B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L-ICiBS	Practice of Long Term	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINLIT S/L	Financial Literacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BSADM S/L	Business Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BSCAL S/L	Business Calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

These four subjects make up the ICiBS qualification in either Short or Long Term.

**Application for subject verification**

I am applying for dispensation / credits for the following subject / s due to results obtained in my Matric / Senior Certificate, and other Insurance Training. An additional credit provider verification fee of R300.00 will be charged for this service:

- S-BSADM Business Communication (Communication in the language of Business – English)
- S-BSCAL Business Calculations (Mathematics)
- S-BLIT Business English (Communication in an additional South African Language)
- All other Insurance Credits obtained (Credit Profile)

**Material Dispatch information**

Please post my material to my postal address as specified and I understand there is an additional charge of R120 for this service which applies in South Africa only.

**OR**

Please courier my material to my postal address as specified and I understand there is an additional charge of R150 for this service which applies in South Africa only.

**Assessment Centres  
In South Africa**

- Alberton
- Bedfordview
- Bloemfonten
- Criaghall
- Durban
- Durbanville
- East London
- George
- Kempton Park
- Midrand
- Mossel Bay
- Nelspruit

**South Africa .....continued**

- Pretoria
- Port Elizabeth
- Randburg
- Rustenburg
- Springs
- Thohoyandou
- Vereeniging

**Company Assessment Centres**

- Europ Assistance - Roodepoort
- Standard Bank Staff - Roodepoort
- SAU - Randburg

**Assessment Centres  
In other countries**

- Lagos – Nigeria
- Maputo – Mozambique
- Windhoek – Namibia
- Mbabane – Swaziland
- Nairobi – Kenya
- Maseru – Lesotho
- Harare – Zimbabwe
- St Helena Island
- Mauritius

## Fee structure

Tick the appropriate box and total the amount in the right hand columns:

<input type="checkbox"/>	R 50	Registration fee per programme is compulsory including RPL and Single Unit Standards / Verifications	R
<input type="checkbox"/>	R 450	This RPL fee is per programme	R
<input type="checkbox"/>	R1 550	Each Full Programme as listed	R
<input type="checkbox"/>	R 650	Rewrite fee for Category 2 learners per programme (No registration fee)	R
<input type="checkbox"/>	R 500	Single Unit Standards	R
<input type="checkbox"/>	R 250	Verification fee to create a profile of all credits obtained excl registration fees.	R
<input type="checkbox"/>	R 120	Delivery fee of material to a private address in South Africa. (post)	R
<input type="checkbox"/>	R 150	Courier fee of material to a private address in South Africa. (courier)	R
<b>TOTAL</b>			<b>R</b>

## Section C: Registration and Payment Instructions

### Academy of Learning National Office details

#### Registrations

Tel: (011)314-5108 Fax: (011) 314 7337 • PO Box 3674 Halfway House 1685  
 Email: [insurancehelpdesk@academyoflearning.co.za](mailto:insurancehelpdesk@academyoflearning.co.za) or [aolsa@intekom.co.za](mailto:aolsa@intekom.co.za)

#### Payments

Banking details: Standard Bank • **AOL National Trust**  
 Branch: Tyger Manor • Account: 071 925 104 • Branch Code 050410  
 Insert your ID number or company name as a reference

Visit our Website at [www.academyoflearning.co.za](http://www.academyoflearning.co.za)

**Notice: NO REGISTRATIONS AND PAYMENTS WILL BE VALID UNLESS DONE THROUGH THE AOLSA NATIONAL OFFICE (DETAILS ABOVE)**

## Section D: For office Use Only

Academy of Learning Office Use Only – Recommendation for this learner

List insurance subjects still to do (new programmes / subjects) with AOL

COMMENTS	ITEM / SUBJECT	COST

**AOL SA College:**

**Signature 1**

Date:

**AOL SA National Office:**

**Signature 2**

Date:

**TOTAL PRICE:**

## TERMS AND CONDITIONS

1. The student may select a time mutually convenient to both the student and the ACADEMY OF LEARNING for the training/assessment.
2. It is to the advantage of the student to arrive at least five (5) minutes before the start of the training session/assessment.
3. The date and or rescheduled training sessions/assessments due to lateness or absence is at the sole discretion of ACADEMY OF LEARNING and or an assessment centre.
4. No deduction or refund of money will be made if the learner withdraws or is absent during the course of the training/assessment.
5. If a learner is unable to attend a scheduled class the lesson/s/assessment will be rescheduled at no extra cost on condition that they contact ACADEMY OF LEARNING or the assessment centre at least two hours before the actual scheduled lessons/assessment.
6. ACADEMY OF LEARNING reserves the right to reschedule any lesson/assessment at their discretion.
7. Examination papers, cassette tapes, computer stiffies and CD's must remain at the training/assessment centre and remain the property of ACADEMY OF LEARNING SA (PTY) LTD.
8. ACADEMY OF LEARNING will not be held liable in any manner whatsoever for injury to, or death of the learner, nor for loss or damage to personal effects and possessions whilst the learner is at the COLLEGE/ assessment premises or anywhere else in connection with the course whether the injury, loss or damage is a result of negligence or otherwise.
9. All assessments must be written within twelve months from the date of enrolment, unless otherwise arranged with ACADEMY OF LEARNING and reduced to writing signed by all Parties to this agreement.
10. This contract may not be cancelled or transferred to another person, party, college or institution.
11. ACADEMY OF LEARNING may from time to time make rules it considers advisable relating to course attendance/assessments, student conduct and other matters and the parties hereto agree to be bound by those rules.
12. All tuition material remains copyrighted property of the ACADEMY OF LEARNING SA (PTY) LTD and IISA. It is a criminal offence to copy any course material of ACADEMY OF LEARNING.
13. All fees are payable in accordance with the selected payment method indicated on this agreement.
14. Notwithstanding anything to the contrary herein, if any payment due by me remains unpaid for a period of 60 (sixty) days after the due date thereof, ACADEMY OF LEARNING shall have the right to suspend the learner from attending all classes/assessments and facilities, without prejudice to any of the ACADEMY OF LEARNING 'S other rights under this agreement.
15. The learner will not be permitted to write external assessments unless entrance fees are paid timeously. The learner will not be permitted to attend classes/assessments in the event of payment terms not being complied with.
16. If the course fees are to be paid by way of instalment, the full balance due to ACADEMY OF LEARNING will become immediately due and payable without notice if any one instalment is not paid on the due date.
17. If any legal or other action is taken by ACADEMY OF LEARNING to recover any amounts due to them in terms of this agreement, the parties to this agreement other than ACADEMY OF LEARNING will be liable for all costs on the attorney/client scale together with other such costs incurred by ACADEMY OF LEARNING to recover amounts due to them in terms of this Agreement.
18. No relaxation of any of these terms by ACADEMY OF LEARNING for any reason whatsoever shall be a waiver of its rights in terms herein or constitute a variation hereof, unless reduced to writing and signed by all parties to this agreement.
19. The Parties hereby choose as their domicilium citandi et executandi, the addresses given in this agreement for all purposes arising out of this agreement, including but not limited to correspondence, postage and legal notices.
20. ACADEMY OF LEARNING is not bound by any warranty, representation, promise, term or condition not stipulated herein, express or implied.
21. I/We consent to the jurisdiction of the Magistrates' Court in the Province where the ACADEMY OF LEARNING NATIONAL OFFICE is located as indicated in this agreement, for all purposes arising out of this agreement.
22. Transfer of learners to another ACADEMY OF LEARNING COLLEGE/ assessment centre will be permitted at the discretion of ACADEMY OF LEARNING NATIONAL OFFICE.
23. No CERTIFICATION or QUALIFICATION will be issued until the full balance due to ACADEMY OF LEARNING has been paid.
24. The ACADEMY OF LEARNING NATIONAL OFFICE, identified on the FIRST page of this agreement, enters into this agreement. All Assessment centres operate under an agreement with ACADEMY OF LEARNING SA (PTY) LTD.
25. The ACADEMY OF LEARNING SA (PTY) LTD and IISA is only a party to this contract regarding the usage of the Trademarks and Intellectual Property of ACADEMY OF LEARNING and IISA.
26. The onus is on YOU the future learner to ensure that all parties to this agreement are clearly identified on the pages of this agreement. That means all your details as the learner must be completed and declared.
27. I/We confirm that I have read and understand the terms and conditions contained herein and I/We further accept and agree to be bound by said terms and conditions.

-----  
SIGNATURE LEARNER

-----  
DATE

-----  
SIGNATURE RESPONSIBLE PARTY