



!	Have you completed your academic profile?	Y
!	Have you attached a certified copy of your matric certificate?	Y
!	Have you attached a certified copy of your previous qualifications?	Y

## SECTION C: PROGRAMME, SPECIALISATION AND/OR MODULE SELECTION

Choose a Programme by ticking the box, and make your detailed selections within each table.

FULL QUALIFICATIONS / LEARNERSHIPS		
<b>1</b>	<input type="checkbox"/> <b>Wholesale and Retail Programmes (Full programmes)</b>	
1. <input type="checkbox"/> 58206	National Certificate: Wholesale and Retail Operations (NQF Level 2)	4. <input type="checkbox"/> 49397
2. <input type="checkbox"/> 49280	National Certificate: Wholesale and Retail Distribution (NQF Level 2)	National Certificate: Wholesale and Retail Operations Supervision (NQF Level 4)
3. <input type="checkbox"/> 63409	National Certificate: Wholesale and Retail Operations – specialising in Forecourt Supervision (NQF Level 3)	Modules 1-6 are compulsory. Modules 7-9 are electives.
		<b>(Choose one only)</b>
	<input type="checkbox"/> Module 1: Communication Level 3	<input type="checkbox"/> Module 7: Management and Labour Legislation
	<input type="checkbox"/> Module 2: Communication Level 4	<input type="checkbox"/> Module 8: – Induction and Meetings – Finance
	<input type="checkbox"/> Module 3: Numeracy	<input type="checkbox"/> Module 9: Promotion and Point of Sales
	<input type="checkbox"/> Module 4: Stock and Sales	
	<input type="checkbox"/> Module 5: Housekeeping and Loss Control	
	<input type="checkbox"/> Module 6: Customer Service and Teamwork	

<b>2</b>	<input type="checkbox"/> <b>Wholesale and Retail Skills Programmes</b>	
1. <input type="checkbox"/> 27/873402	Store Person (NQF Level 2)	6. <input type="checkbox"/> 27/833402
2. <input type="checkbox"/> 27/523101	Checkout Operator (Cashier) (NQF Level 2)	7. <input type="checkbox"/> 27/833402
3. <input type="checkbox"/> 27/833401	Shelf Filler (Packer) (NQF Level 2)	8. <input type="checkbox"/> 27/432102
4. <input type="checkbox"/> 27/833402	A Store Person (Picker/Puller) (NQF Level 2)	9. <input type="checkbox"/> 27/833401
5. <input type="checkbox"/> 27/833401	Shelf Filler FCMG Merchandiser D (NQF Level 2)	Shelf Filler (NQF Level 2)

<b>3</b>	<input type="checkbox"/> <b>Transport Programmes (Full programmes)</b>	
1. <input type="checkbox"/> 57831	National Certificate: Freight Handling (NQF Level 3)	5. <input type="checkbox"/> 74149
<input type="checkbox"/> 123259	Convey dangerous goods by road	National Certificate: Supply Chain Management (NQF Level 5)
	(For certificate purposes learners must be 26+ years old)	(Module 1 is compulsory and Modules 2-8 are electives)
	<b>OR</b> <input type="checkbox"/> 242983	<input checked="" type="checkbox"/> Module 1: Supply Chain Principles and Key Criteria
	Arrange the distribution of small to medium sized consignments door-to-door	<b>(Choose one only)</b>
2. <input type="checkbox"/> 48437	National Certificate: Road Transport (NQF Level 3)	<input type="checkbox"/> Module 2: Purchasing, Procurement and Supply
3. <input type="checkbox"/> 59365	National Certificate: Freight Forwarding and Customs Compliance (NQF Level 3)	<input type="checkbox"/> Module 3: Strategic Supply Chain
	<b>(Choose one only)</b>	<input type="checkbox"/> Module 4: Distribution _____ PLUS _____ Module 6: Disposal
	<input type="checkbox"/> Airfreight <input type="checkbox"/> Customs	<input type="checkbox"/> Module 5: Materials and Logistics
	<input type="checkbox"/> Generic <input type="checkbox"/> Surface Freight	<input type="checkbox"/> Module 7: Public Sector
4. <input type="checkbox"/> 48439	Further Education and Training Certificate: Road Transport Supervision (NQF Level 4)	<input type="checkbox"/> Module 8: Sales and Services

SHORT LEARNING PROGRAMMES		
<b>1</b>	<b>Road Transport</b>	
1. <input type="checkbox"/> 113840	Apply basic road transport managerial principles	7. <input type="checkbox"/> 113826
2. <input type="checkbox"/> 113844	Ensure compliance with routing and scheduling	8. <input type="checkbox"/> 113827
3. <input type="checkbox"/> 113843	Obtain and communicate road transport operational information	9. <input type="checkbox"/> 113832
4. <input type="checkbox"/> 113837	Oversee the routing and scheduling function	10. <input type="checkbox"/> 113834
5. <input type="checkbox"/> 113833	Manage customer satisfaction in a road transport activity	11. <input type="checkbox"/> 113853
6. <input type="checkbox"/> 113839	Manage road transport work teams	Apply strategic road transport management principles

<b>2</b>	<b>Freight Handling</b>	
1. <input type="checkbox"/> 8022	Allocating freight for packaging and grouping	5. <input type="checkbox"/> 113841
2. <input type="checkbox"/> 8024	Receiving and dispatching freight, and handling freight returns	6. <input type="checkbox"/> 242875
3. <input type="checkbox"/> 8020	Controlling hazardous/dangerous and dangerous goods	7. <input type="checkbox"/> 8021
4. <input type="checkbox"/> 8036	Packing, handling and securing freight	Taking basic care of freight handling machinery

<b>3</b>	<b>Customs Compliance</b>	
1. <input type="checkbox"/> 252417	Apply geographic principles in mapping a trade route	17. <input type="checkbox"/> 252434
2. <input type="checkbox"/> 252437	Interpret and apply International commercial terms	18. <input type="checkbox"/> 252414
3. <input type="checkbox"/> 252429	Explain the concept of international trade	19. <input type="checkbox"/> 252421
4. <input type="checkbox"/> 252413	Describe and apply the regulations and documentary requirements which govern international trade	20. <input type="checkbox"/> 252425
5. <input type="checkbox"/> 252415	Identify equipment and infrastructure used in international transport	21. <input type="checkbox"/> 252436
6. <input type="checkbox"/> 252416	Describe and apply the Customs and Excise Act	22. <input type="checkbox"/> 252428
7. <input type="checkbox"/> 252423	Explain the administration of a freight forwarding and clearing operations	23. <input type="checkbox"/> 252431
8. <input type="checkbox"/> 252427	Outline the structure of the airfreight forwarding environment	24. <input type="checkbox"/> 252422
9. <input type="checkbox"/> 252424	Outline the structure of the surface freight forwarding environment	25. <input type="checkbox"/> 242983
10. <input type="checkbox"/> 252418	Perform processes and procedures required for the administration of export transactions	26. <input type="checkbox"/> 242987
11. <input type="checkbox"/> 252432	Perform processes and procedures required for the administration of import transactions	27. <input type="checkbox"/> 242986
12. <input type="checkbox"/> 252439	Handle cargo for import and export	28. <input type="checkbox"/> 252430
13. <input type="checkbox"/> 120009	Demonstrate knowledge and understanding of transportation insurance	29. <input type="checkbox"/> 252426
14. <input type="checkbox"/> 252419	Comply with procedures in respect of lost, discrepant and damaged cargo	30. <input type="checkbox"/> 252433
15. <input type="checkbox"/> 120020	Apply knowledge of insurance to the transportation of a consignment of goods	31. <input type="checkbox"/> 252438
16. <input type="checkbox"/> 252411	Generate invoices, credit notes and landed costings	32. <input type="checkbox"/> 252440
		33. <input type="checkbox"/> 242991
		Facilitate the forwarding and clearing of dangerous goods for transportation

<b>4</b>	<b>Stock Control</b>	
1. <input type="checkbox"/> 242996	Handle dangerous goods during warehousing and storage	5. <input type="checkbox"/> 117898
2. <input type="checkbox"/> 114892	Dispatch stock	6. <input type="checkbox"/> 114891
3. <input type="checkbox"/> 243681	Uplift stock for return	7. <input type="checkbox"/> 118043
4. <input type="checkbox"/> 117899	Pick stock in a distribution Centre/warehouse	8. <input type="checkbox"/> 8025
		9. <input type="checkbox"/> 117898
		10. <input type="checkbox"/> 114891
		11. <input type="checkbox"/> 118043
		12. <input type="checkbox"/> 8025
		Controlling and locating stock



# Before you sign!

Complete the checklist below to confirm that your application is complete. OLG will not accept any application that does not meet the requirements stipulated hereunder.

!	Have you <b>completed all sections?</b> (A,B,C and D?)	Y	!	<b>Married Women:</b> Marriage certificate provided? *	Y
!	Have you provided a clear copy of your ID? (certified)	Y	!	<b>Foreign Students:</b> Have you provided a copy of your visa?	Y
!	Have you signed the Terms and Conditions? (below)	Y	!	<b>Foreign Students:</b> Have you provided a copy of your passport?	Y
!	Have you signed the POPI clause?	Y	!	<b>Foreign Students:</b> Have you provided SAQA evaluation of your qualifications?	Y
!	Have you provided all the documents required in each section?	Y	!		

\*Marriage certificate would only be required if the name on your academic qualifications and the name on your ID or passport are different.

!	<b>Protection of Personal Information (POPI)</b> I grant OLG permission to use my personal information provided in this application form for administration, registration and communication purposes relating to my studies at OLG. OLG confirms that my personal information will be treated confidentially, will not be sold or marketed to a third party without my consent unless OLG is required to do so by law. I understand that I may withdraw my permission at any time by submitting a written request.	<input type="checkbox"/>	<b>PLEASE SIGN:</b>
		<input type="checkbox"/>	

## Terms and Conditions

- Open Learning Group (Pty) Ltd ("OLG") with the registration number 1997/020392/07, trading inter alia as OLG, is a company who administrates and facilitates distance education and acts as a disclosed agent on behalf of a Third-Party, such as academic institutions and regulatory authorities.
- Availability is limited for all programmes. Registration is at the sole discretion of OLG and/or Third Party.
- The Applicant warrants that the information provided in the Application Form and documentation provided are both true and correct.
- All applications undergo an academic- and finance approval process. The Applicant consents to OLG verifying all qualifications and credit worthiness. Once the respective requirements have been met, registration is completed, at which time the Applicant (then "Student") will be subject to OLG's and the Third Party's terms and conditions and the rules and regulations.
- The OLG terms and conditions, together with the Student Code of Conduct, are available on [www.olg.co.za](http://www.olg.co.za) or on request. All requests for the terms and conditions or information regarding the Student Code of Conduct, may be directed to OLG's Call Centre on 011 670 4700. These terms and conditions and rules and regulations shall be regarded as being incorporated herein by reference.
- All amendments or adjustments the Applicant wishes to make to his/her application and/or enrolment must be done in writing within 30 (thirty) calendar days from the signature date of the Application Form.
- OLG reserves the right to cancel a Student's registration, re- fuse the Student to write examination or withhold results if payment is not effected as stipulated. Student's qualifications will not be issued if the account is not fully paid.
- It is the Student's responsibility to thoroughly check and verify the educational material and books received from OLG within five (5) calendar days from date of the delivery note. If the content differs from the included control sheet, the Student shall notify OLG in writing accordingly.
- If no notification is received from the Student and the Student alleges that not all material and/or books were received, the Student undertakes to be fully liable for whatsoever cost occurred to resend any material and/or books.
- A Certificate signed by the accountant of OLG will be prima facie proof of indebtedness to OLG and the Certificate may be used for purposes of instituting action and/or obtaining judgement.
- OLG may cede or assign the rights contained herein at any time to any institution without the prior consent of the Student.
- The address provided in the Application Form by the Student, is his/her address for purposes of delivering legal notices or communications related to the agreement between him/ her and OLG. The Student undertakes to notify OLG of any change in address in writing by prepaid registered post or fax.
- OLG absolves itself from any claim where a qualification is not recognised by the Department of Education. In a case where a Student had falsely claimed to be in possession of a previous qualification or any other requisite entry requirement, the Student will automatically be de-registered without repayment of fees.
- The Student acknowledges that he/she is fully liable for all fees and costs in respect of the enrolment of a programme and accepts responsibility for paying the full programme fee on/ before the stipulated dates.**
- An applicant may cancel his/her application within 7 (seven) days from date of receipt of the Application Form by OLG without any cancellation charges. Because of limited availability in all programmes and not limiting the Student's liability as stated herein, cancellation after the initial 7 (seven) days shall be subject to a **cancellation charge (as determined on an annual basis).**
- No variation or amendment to or waiver of any rights or cancellation hereof will be valid unless in writing and issued and signed by an authorised representative of OLG.
- The Student hereby consents to the jurisdiction of the magistrate's court and acknowledges that he/she is liable for all costs, including costs on an attorney and own client scale should the programme fees not be paid according to the method of payment selected in the Application Form.**
- It is specifically recorded that all intellectual property rights whatsoever, whether capable of registration or not, including but not limited to OLG's name, nickname, educational programmes, study material, logo and/or image shall remain the sole property of the OLG and/or the THIRD PARTY. The Student acknowledges and agrees to be liable for a penalty of R50 000.00 if it is found that the study material of OLG under his/her supervision has been copied or reproduced. If the damages and expenses incurred by OLG or the THIRD PARTY exceed the total amount of the penalty payable in terms of this clause, the Student shall be liable for the balance of the damages and expenses incurred by OLG due to unlawful infringement.
- OLG, its directors, employees or its service providers will not be liable for any special, direct, indirect or consequential damages, expenses or losses whatsoever, including loss of profits or data, any delays, whether in an action in contract or delict, arising out of the use of OLG's educational programmes, study material and/or books.
- Student data is securely stored on the OLG database per business best practice and is strictly controlled. OLG will not share student data with a Third Party including but not limited to his/her identity details, qualifications, assessments and/ or outcome of assignments, test or exams without prior consent (or unless we are required to do so by law).

I, \_\_\_\_\_ (full names & surname) confirm that I have read the Terms & Conditions and fully understand them and that I shall furthermore personally be liable for the payment of my account or any penalty cost or administration costs as stipulated above.

Thus, done and signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

APPLICANT



Sign Here: Thank you!  
We look forward to your learning journey with us!

OLG REPRESENTATIVE