



# EDU-BUILD INSTITUTE

**Head Office:** 343 Kingfisher Avenue, Sunward Park, 1459, **Telephone Number:** 011 893 0251  
**Email Address:** [admin@edu-build.co.za](mailto:admin@edu-build.co.za), [www.edu-build.co.za](http://www.edu-build.co.za), accreditation number: ETDP10513, EMIS 700899105

---

Campus: Sunward Park  
NQF Level 4 - Student Contract 2023

## APPLICATION FORM

### INDEX:

1. Details of Student
2. Documents to be submitted
3. Terms and Conditions
4. Account Details
5. Edu-Build Institute Brochure
6. Historically Deprived Individuals (HDI)
7. Conclusion

### 1. DETAILS OF STUDENT

First Name:	
Second Name:	
Surname:	
Date of Birth (Year / Month / Day e.g.1969/01/16):	
Gender:	
Identity Number:	
Email Address:	
Cell Number:	
Landline Number:	



Alternative Contact Number:	
Work Number (if currently employed):	
Home Language:	
Additional Languages Spoken:	
Highest Grade Passed:	
Name of School where Highest Grade was obtained:	
Year during which Highest Grade was obtained:	
Area where you reside (live):	
Where did you hear about Edu-Build? <i>-Please specify:</i>	
Why would you like to study through Edu-Build? :	
Are you currently employed? (If so, name of Company):	
Details of Employment: Position / Number of Years? :	
Country of Birth:	
Physical Home address:	Street: .....  Suburb: .....  Town: .....  Postal Code: ..... .....



## 2. Documents to be Submitted

- Certified copy of Identity Document.
- 2 Colour Identity Photos for Student Card and Student Profile.
- Letter of Consent if Minor.
- Proof of highest Academic Qualification obtained.
- Signed Code of Conduct.
- Proof of Residence.

## 3. Terms and Conditions

### ● Payment Options

#### Option 1.

- Cash Payment of R11 050.00 (Eleven Thousand and Fifty Rand)
- A non-refundable registration fee of R2 500.00 must be paid before student will be allowed to start with the course.
- Three Months (3) are considered as Cash.
- There is a “cool off” period of seven (7) working days after payment was made.

#### Option 2

- Installment Payment = R12000.00 - R2 500.00 (Registration) = R9500.00  
/ R 950.00 / pm X 10
- A non-refundable Registration Fee of R 2 500.00 must be paid before student will be allowed to start with the course.
- Three Months (3) are considered as Cash.
- There is a “cool off” period of seven (7) working days after payment was made.
- Payments terms are strictly Ten (10) months after signing of contract.
- Only students who achieve the required competency level will be allowed to graduate at the end of the course.



- A non-competent student must repeat a course for the full duration of that course and the same fee structure will apply.
- A Contract and a Code of Conduct must be signed.
- Extra mural activities are compulsory.
- Edu-Build Institute is not responsible for placements.
- It remains the responsibility of the Student to report any changes in his or her status.

#### 4. Account Details

##### ***Person / Institution Responsible for Account***

Name and Surname of Person: .....

Identity Number: .....

Institution: .....

Contact Person: .....

Telephone Number: .....

E-mail Address: .....

Next of Kin: .....

Physical Address: .....

Telephone Number: .....

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_



Account Details:

Edu-Build Institute

Standard Bank

Cheque Account

Account Number: 020962894

Ref: Student's Full Name and Surname

Proof of payment must be submitted to:

[admin@edu-build.co.za](mailto:admin@edu-build.co.za)

[info@edu-build.co.za](mailto:info@edu-build.co.za)

Mr. Rashied Ahmed (Head of Operations) - 084 688 6412

Mrs. Oume' Shandu (Human resource department) - 0739302525

## **BROCHURE EDU-BUILD INSTITUTE**

### **Vision**

- Caring Communities.
- Edu-Build Institute courses from Early Childhood Development to Senior Education.
- Healthy, educated children.
- Safe streets, safe neighborhoods.
- Early Childhood Development Centre with qualified Practitioners from Edu-Build Institute.
- Education for all.



## Mission Statement

- Promoting child health and development through a comprehensive Early Childhood Development Centre and Community initiative.
- To create a thriving Early Childhood Development Centre through creating employment opportunities, education and cultural pride.
- To develop a safe and healthy neighborhood through collaborative planning, community action and policy advocacy.
- An Institution promoting community health, education, by connecting people, ideas and resources.
- Thus, our slogan: “Reach, Teach and Build a Child today”.
- Better services at affordable Prices.

The Edu-Build Institute approach to delivery of service, is a system which recognizes that meaningful employment includes ownership by workers. Furthermore, professional service delivery includes regular training and development by all personnel involved in the establishment.

In order to ensure that internal standards are met, Edu-Build Institute is not only a service provider but has a dedicated function of equipping a participant whom will operate optimally within the sector. This is achieved through continuous training and developmental programs, which advocates the latest innovations in the education system. As such, the Institution endeavors to empower **Historically Deprived Individuals (HDI)** to fulfill needs in the community.

**Services:** A holistic Approach supported by Professional expertise.

In order to ensure that the Institution upholds the standard it professes, it provides services to fulfill all the needs of the sector. These services are delivered at three levels:

- **Inspection and Assessing:** Establish the needs of the school.



- **Service Delivery:** This is the implementation phase of the process.
- **Follow up:** The monitoring and evaluation tool is activated at this level.
- **Management:** Consists of a blend of Passion and Competency.

The Management committee of the Institute comprise a blend of passion, professionalism and visionary leadership. This is embodied in the founders of the Institute, whose hearts are driven to pursue industrial and personal development simultaneously.

### **President of Edu-Build Institute**

Florizel Adolph is Co-Founder and President of Edu-Build Institute.

- Diploma in Education NQF Level 6 (DE 111) RCE (1991) - Subjects:

Afrikaans First Language

English Second Language

Biology

Pedagogic

Class Teaching

Audio Visual Aids

Speech

Physical Education

- Higher Diploma in Education (IV) NQF Level 7 RCE (1992) - Subjects:

Afrikaans First Language

Pedagogic

Mathematics



## The Gifted Child

### Class Teaching

- Certificate in Early Childhood Development NQF Level 4
- National Diploma in Early Childhood Development NQF level 5
- Management Skills Training- Gateways Business Consultants
- Project Management- CHA & Associates
- Life Skills “Train the Trainer”-Department of Health
- Interviewing Skills-Gauteng Department of Education (GDE)
- Outcomes Based Education Training- GDE & SHOMA Education Foundation (a Digital Satellite Television Multi Choice and Gauteng Department of Education Initiative)
- Assessment- Independent Examinations Board & Gauteng Department of Education
- Certificate in counselling (1 year)
- Certificate in counselling (2 year)
- Conduct outcomes-based assessment - F01/585/ASR003874
- Conduct Moderation of Outcomes-Based Assessments -F01/585/MOD001761
- Basic copy editing and proof reading course
- Author of 3 books:
  - An introduction to developmental application from birth to grade R in your Early Childhood Development Centre
  - Thirty Shackles
  - Reading from an early age and the pedagogical approach
  - Programme and learning material developer





We employ highly qualified Facilitators, registered Assessors and Moderators.

The mentioned professionals work with their own teams of experts relevant to the assignment. We are confident that as an Institute we can meet the outcomes prescribed by our clients.

### **Historically Deprived Individuals (HDI) information**

Edu-Build Institute, is 100% Black Female owned and managed. All staff employed by the Institute, are Historically Disadvantaged Individuals and come from their respective surrounding areas.

Edu-Build Institute is an Affirmative Action employer, which prioritizes the employment of Women and **Historically Disadvantaged Individuals (HDI)**. The Institute subscribes to Staff owning their work, which results in attracting highly qualified Personnel from around the constituencies of the contracted client.

To achieve the aforementioned outcomes, Management applies an approach which includes training of participants during the period of the Contract in Service Delivery, Communication, Social Etiquette, Business Management and Project Management.

### **Funding Incentive**

- The Institute employs a funding model which allows for Benefactors and Beneficiaries to view projects as a Corporate Social Responsibility Investment initiative in line with their Balance Scorecard.

### **Commitment**

- The founding member's commitment to the ethos enshrined in the Vision and Mission statements of Edu-Build Institute, is testament to their unwavering pursuit of sustainable Childhood Development, which resulted in a track record spanning 22 years of excellence.