Hereafter referred to as WVA
## Contents

<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>05</td>
<td>About WorldsView™ Academy</td>
</tr>
<tr>
<td>07</td>
<td>Regulatory Status, Accreditation and Registration</td>
</tr>
<tr>
<td>09</td>
<td>Mission Statement</td>
</tr>
<tr>
<td>11</td>
<td>Language Policy &amp; Modes of Instruction</td>
</tr>
<tr>
<td>12</td>
<td>Admission Requirements and Procedures</td>
</tr>
<tr>
<td>13</td>
<td>RPL Services</td>
</tr>
<tr>
<td>15</td>
<td>Student Support Services</td>
</tr>
<tr>
<td>19</td>
<td>Health and Wellness Policy</td>
</tr>
<tr>
<td>20</td>
<td>Details of the Programme: Higher Certificate in Organisation Development and Change</td>
</tr>
<tr>
<td>23</td>
<td>Management and Faculty</td>
</tr>
<tr>
<td>26</td>
<td>Student Enrolment Contract</td>
</tr>
<tr>
<td>30</td>
<td>Terms and Conditions</td>
</tr>
</tbody>
</table>
Contact Details

Address: WorldsView House, 150 Kelvin Drive, Woodmead PO Box 7184, Halfway House, Midrand 1685

Phone: +27(0)11 844 1100
Fax: +27(0)11 844 1070
Email: info@worldsviewacademy.com
Twitter: @WorldsV
Facebook: worldsviewacademy
LinkedIn: WorldsView™ Academy for Organisational Change
YouTube: WorldsViewAcademy

Website Address
www.worldsviewacademy.com
About WorldsView™ Academy

WorldsView™ Academy was established in order to address a critical shortage of capacity and skills in the specific areas of Organisation Development (OD) and Change.

This came about through joint efforts from the founder and chairperson of the South African OD Network, Dr Louise van Rhyn and a leading entrepreneur and thought leader in the world of OD in SA, Craig Yeatman. With over 40 years’ experience in this field collectively, both individuals boast extensive networks across the OD and change community and particularly in the medium to large organisations in South Africa. It has become glaringly apparent that most of the larger organisations in South Africa are grappling with a real shortage of adequately trained people in this field.

To quote Holbeche & Cheung-Judge (2011): “Organisational development has a vital role to play in today’s competitive, turbulent and constantly changing world in building healthy and productive organisations... And yet because so many managers and even HR practitioners do not understand what is meant by OD, even the basic OD principles and practices that could make such a difference to organisational success are rarely being applied to best effect, if at all.”

WorldsView™ Academy is currently the only training institution of its kind in South Africa that is solely and holistically focused on providing training across all the various disciplines required to adequately skill an Organisation Development Practitioner.
In each of the global markets that we serve, WorldsView™ Academy ensures that it complies with applicable legislation.

As an Education and Training Institution, in order to comply with current education & training legislation in South Africa, WorldsView™ Academy is required to:

- Be accredited by the Council on Higher Education (CHE) in respect of its Higher Education qualifications.
- Be registered as a Private Higher Education Institution with the Department of Higher Education and Training if we intend offering Higher Education qualifications.
- It is also of great value to WorldsView™ Academy and its clients to submit its skills programmes and short courses for accreditation to the appropriate SAQA registered Education & Training Quality Assurance body (ETQA) for the respective economic sector.

**Council on Higher Education (CHE):**

WorldsView™ Academy is provisionally accredited for its Higher Certificate in Organisation Development and Change.

CHE Reference number: H/PR628/E001CAN.

**Department of Higher Education and Training (DHET):**

WorldsView™ Academy (Pty) Ltd. hereby confirms in writing that the Higher Certificate in Organisation Development and Change has been approved in accordance with the criteria set out by the Department of Higher Education and Training.

We are provisionally registered with the Department of Higher Education and Training until 31 December 2018 as a private higher education institution under the Higher Education Act, 1997.

Provisional Registration certificate number: 2014/HE07/002
Mission Statement
WorldsView™ Academy is an Organisation Development Centre of Excellence focused on the continuous professional development of Organisation Development (OD) and Human Resources (HR) practitioners. Together we are forging a global community dedicated to grooming leaders, assimilating cultures, developing facilitators and making a serious contribution to the profitable growth of business.

**Our Purpose**

Evangelising Organisation Development for effective, healthy organisations.

**Our Values**

Organisation Development
Organisation
Effectiveness
Health
Evangelising Organisation Development

**Legal Status**

WorldsView™ Academy is a South African registered private (Pty) Ltd company; registration number 1998/02255/07. WorldsView™ Academy (Pty) Ltd has been incorporated under the Companies Act of South Africa, 1973 (Act 61 of 1973), having a share capital.

WorldsView™ Academy (Pty) Ltd is registered for VAT in South Africa, Number 4350211266.

**Bee Status**

WorldsView™ Academy has a B-BBEE Status of “Level 4 Contributor”.
Language Policy

Modes of Instruction
Language Policy

English is the medium of instruction and administration at WorldsView™ Academy. English is both the medium of teaching and of assessment. On registration all applicants must have attained a certain level of proficiency in English.

English is the language of internal governance and operations within WorldsView™ Academy.

WorldsView™ Academy endeavours at all times to ensure that all English communication is clear, concise and gender-sensitive.

Modes Of Instruction

WorldsView™ Academy programmes are delivered through a variety of instructional modes through face-to-face learning:

• The Higher Certificate in Development and Change comprises of 21 contact days which are spread out in 5 blocks.
• The cornerstone of the learning methodology of WorldsView™ Academy is its learning process, which provides for e-learning, classroom engagement, workplace application and assessments within each programme.
• Self-study is integrated into each programme with work and research assignment.
• Study groups and syndicate groups are encouraged and, in many cases, structured through appropriate group exercises and/or projects.
• Both formative and summative assessments take place for each programme.
Admission Requirements and Procedures

Prospective students need to fulfill the following admission requirements:

a) Proficiency in English;

b) Senior Certificate - Grade 12; or

c) Students with an equivalent qualification and/or prior learning who can demonstrate an appropriate level of competence; or

d) 23 years of age with at least 2 years working experience;

e) Communication at NQF Level 4;

f) Mathematical Literacy at NQF Level 4;

g) Computer Literacy at NQF Level 3;

h) Recommended sufficient experience in an organisational environment;

Prospective students are required to complete the WorldsView Undergraduate Application Form. On acceptance, students are required to complete and sign an enrolment form and fulfil all requirements documented in the terms and conditions of the enrolment contract.

Students who register at WorldsView™ Academy for the first time must, on registration, submit original or certified records of formal qualifications and of prior learning through formal, informal and non-formal learning and/or work.

All students are also required to submit a certified copy of the first page of their identity document to the WorldsView™ Academy Academic Manager on enrolment. Married or divorced women must submit proof of their maiden name where certificates are in their maiden name.

Recognition of Prior Learning

WorldsView™ Academy’s Recognition of Prior Learning policy currently addresses three categories of candidates, requiring three varying processes and systems:

1. Assessment against registered unit standard-based qualifications and against learning outcomes of whole qualifications registered on the NQF.

2. RPL for students that have completed studies through other institutions.

3. Module Exemptions (Credits).
RPL Process

The following process is being considered in the development of the RPL policies and procedures:

Pre-Screening

A candidate requesting RPL would have a pre-screening discussion with the RPL advisor to ascertain the viability of the application.

The basis for RPL will either be that the candidate has already completed the work covered or can demonstrate knowledge acquired for which recognition is sought. The RPL advisor (appointed by WVA) should provide the candidate with copies of the registered (unit) standards and learning outcomes for which recognition is requested in the agreed areas of learning.

The candidate would be expected to present evidence that the standards and outcomes have been covered to the required level.

<table>
<thead>
<tr>
<th>If Viable</th>
<th>Candidate completes an application and submits it, together with the supporting evidence, to the RPL advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisational Communication</td>
<td>The candidate is referred for further advice on alternative pathways. The candidate might also be referred to a career counsellor when required.</td>
</tr>
</tbody>
</table>

Selection

Applications of screened candidates are submitted by the RPL advisor to a subject specialist or RPL assessor who does the selection of the candidate for the RPL programme.

Pre-Assessment

An RPL advisor, together with the RPL assessor and candidate will develop an assessment plan where they are to discuss the unit standards/learning outcomes and method of assessment, assessment tools and the evidence needed for assessment.
RPL Portfolio and Challenge Examination:

RPL advisor takes candidate through preparing for an assessment:
- Portfolio development and related workshops, and/or one-on-one advising.
- Review unit standard(s) and requirements.
- Guidance and collection of evidence, which is the candidate's responsibility.
- When the RPL advisor finds that the portfolio is ready for submission, it is accepted and submitted for assessment.

<table>
<thead>
<tr>
<th>RPL Portfolio</th>
<th>Challenge Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Unit standard(s) and requirements are reviewed.</td>
</tr>
<tr>
<td></td>
<td>Venue, dates and times of assessment are to be decided in consultation with the respective role players.</td>
</tr>
</tbody>
</table>

Assessment:

<table>
<thead>
<tr>
<th>RPL Portfolio</th>
<th>Challenge Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio is assessed according to the set criteria</td>
<td>The candidate undergoes practical assessment, and/or</td>
</tr>
<tr>
<td></td>
<td>Sits knowledge test, and/or does an oral examination</td>
</tr>
</tbody>
</table>

Judgement:

The RPL Assessor judges the evidence compiled and presented by the candidate.

<table>
<thead>
<tr>
<th>If candidate is competent:</th>
<th>Assessor credits candidate</th>
<th>Candidate allowed to enroll for next course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>The relevant qualification is conferred upon the candidate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If candidate is not yet competent:</th>
<th>Credits are not awarded</th>
<th>Candidate allowed to enrol in the regular manner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate can submit further evidence</td>
<td></td>
<td>The candidate signs a student contract to submit further evidence</td>
</tr>
</tbody>
</table>
Moderation:

• A subject expert who is an acknowledged assessor and moderator will moderate the evidence.
• The WVA Quality Management Committee will receive recommendations from the RPL assessor and RPL moderator.
• An annual report on RPL within Worldsview Academy will be written and presented to the WVA Academic Board.

Feedback:

The RPL advisor or RPL assessor advises the candidate of the outcome.

Appeals:

The candidate can appeal against the outcome and follow the general Appeals Process.

Student Support Services

WorldsView™ Academy is committed to supporting and developing its students through the implementation of various initiatives.

WorldsView™ Academy Support Staff

It is engrained in the culture of the WorldsView™ Academy that all staff, full time and part time, administrative and academic, are available and willing to support students during their studies with WorldsView™ Academy.

Certain particular key roles exist to provide support mechanisms for students:

• WorldsView™ Academy Delivery Administration Manager is responsible for overseeing the communication, support and liaison with the student body. They are responsible for the support of students from registration through to the final graduation, and will advise the organisation concerning student communication and support issues.
• The WorldsView™ Academy Programme Administrator assists and supports students in providing administration, assistance and support for students in class rooms, syndicate rooms, media rooms, canteen and resource centre.
• The WorldsView™ Academy Academic Manager is responsible for ensuring quality of classroom provision and activities and as an escalation point for complaints, concerns or queries.
• The WorldsView™ Academy Academic Assistants are responsible for coordinating student support programmes, student feedback, and evaluation and review mechanisms.
Tutorials
Tutorial teaching is a unique aspect of the educational experience that WorldsView™ Academy offers its students. The Academy summarises and defines the purpose of a tutorial as being “to develop an individual student's capacity to think in-depth about a subject area and to operate with growing confidence within its techniques and methodologies, with the expectation that the process will promote increased understanding of the discipline for both tutor and student.”

To achieve this purpose, tutorials are organised differently across the Academy, depending on discipline, the state of the student's course/module and tutor's own styles.

These are small classes of one, or only a few students in which the tutor (a faculty or other academic staff member) gives individual attention to the students. Tutorials might focus on subject-specific knowledge and understanding, but will inevitably address more generic skills.

Tutorials are generally intended to:
• Help students to gain a deep understanding of the subject matter in their discipline – discussion in tutorials helps students to see the significance and implications of their knowledge so they can apply what they have learned in new contexts; students should also develop a healthy scepticism about the literature.
• Enable students to learn how to think, for instance to synthesise disparate sources, to formulate a thesis and justify it, to anticipate criticism of their arguments, and to respond to questions and challenges – thinking “on one’s feet” – in the tutorial setting.
• Develop student’s basic academic skills (e.g. identifications and evaluation of relevant resources, effective communication both orally and in writing, effective time-management, critical self-assessment).
• Enable students to pursue their individual academic interests within the context of their subject.
• Develop student’s ability to think and act like a professional in their discipline, like a classicist, mathematician, historian, scientist, or social scientist, rather than like a student “covering” a syllabus in classics, maths, history or a science.
• Foster a close relationship between student and tutor over the course of the academic qualification, thereby personalising students’ Academy experience and supporting students’ overall personal development throughout their student career.

Consultations
The purpose of students-faculty consultations is to provide students with access to faculty for out-of-class assistance to support student learning and success. It is also to give students the opportunity to raise concerns and make suggestions about student-related matters within the Academy. WorldsView™ Academy is committed to supporting student success and helping them achieve their academic goals.

Student Companions
Each person is encouraged to choose 1-2 study companions from the class peer group that will walk the study journey together. The individual/group will be a sounding board for their action learning of which some will be performed in these groups.
Support from the Academic Administrator

WorldsView™ Academy’s contact person for the duration of the programme is the Academic Administrator who will make personal contact prior to and at various points during the programme.

Support from Facilitator/Lecturer

The respective lecturers/facilitators will make their contact details available at their discretion during modules, and rules around contact regarding action learning projects will be discussed respectively.

WorldsView™ Academy (Pty) Ltd. Resource Centre

All students have access to the WorldsView™ Academy (Pty) Ltd. Reference Resource Centre, which comprises of books, journals and research documents and papers applicable to the field of Organisation Development.

Students with Special Needs

WorldsView™ Academy (Pty) Ltd. welcomes applications from students with disabilities. Those who have additional needs arising from a disability, learning difficulties or mental health issues can be directed to the WorldsView™ Academy (Pty) Ltd. Operations Director to discuss their requirements and the facilities available. WorldsView™ Academy (Pty) Ltd. wishes to ensure that the facilities will be adequate and that academic and practical issues do not impair progress.

The learning programmes and assessment systems are designed and applied to ensure that a student with special needs benefits wherever possible from the academic, social and vocational experiences on offer. Exceptions may occur in instances where respective disabilities have a direct effect on the inherent requirements of the particular career of choice.

Student Complaint

From the outset, students must be made to feel that they can raise any concerns they may have regarding their studies with the relevant staff and/or management. The following should be borne in mind:

- Every concern raised, no matter how small it may appear to be, must be formally addressed and feedback given to the student concerned.
- Complaints and concerns of a serious nature must be immediately addressed, and feedback provided to the student in writing.
- All complaints or concerns that have been received in writing must be replied to in writing.

Financial Support

Most of our students are experienced working persons. Payment of the fees are fully covered by their employers or by the student personally. Payment plans can be made on a case by case basis.
Every WorldsView™ Academy student is subject to the WorldsView™ Academy Student Code of Conduct. A breach of the WorldsView™ Academy Student Code of Conduct could result in disciplinary action. The aim of this Code of Conduct is to promote academic performance and positive social conduct amongst students:

- Students shall at all times act with due decorum while on campus (WorldsView Academy premises or any other place where WorldsView™ Academy conducts its activities), and shall dress appropriately.
- Students shall not bring friends or visitors onto campus, or into class without permission from the Academic Manager, Faculty or Director of WorldsView™ Academy.
- A student may not have a cell phone switched on during class, unless a prior arrangement has been made with the faculty member concerned.
- Students may not smoke anywhere on Campus except in designated areas.
- Students may not use controlled substances or alcohol on Campus.
- A student may not bring or have any illegal substance in his/her possession, or control or supply or dispense to any person within any WorldsView™ Academy building, grounds, property or any other place where WorldsView™ Academy conducts its activities.
- A student shall not bring or have in his/her possession or control or supply or dispose to any person within the WorldsView™ Academy Campus building, grounds or any other place where WorldsView™ Academy conducts its activities, any firearm of any kind without the written permission of the WorldsView™ Academy Managing Director.
- Students shall not cause damage to WorldsView™ Academy property through wilful acts or negligence.
- Students shall communicate individually with WorldsView™ Academy management on matters affecting them.
- Students shall not engage in any acts of violence, or carry weapons on campus premises.
- No party political activities shall be conducted on campus.
- Students shall accept the results of their assessments (tests, assignments, projects, examinations and rewrite examinations) both internally and externally, as final, subject to the standard remark procedures.
WorldsView™ Academy strives to:

• Comply with the requirements of the Occupational Health & Safety Act of 1993.
• Maintain a safe work to ensure that hazards to Health and Safety are identified in a systematic manner and timeously actioned.
• Coordinate and attend fire prevention and safety training.
• Ensure that contractors undertake their duties in a safe and responsible manner.
• It is WorldsView™ Academy's policy, so far as is reasonably practicable to:
  - Operate and use equipment and vehicles in such a way that their safety and that of others is ensured;
  - Maintain and use safety equipment where prescribed or where necessary; adhere to all legal requirements and all other regulations relating to safety;
  - Identify, eliminate or control all unsafe situations, acts and/or conditions;
  - Maintain any place of work under WorldsView™ Academy's control in a condition that is safe and without risks to health;
  - Provide relevant information, instruction, and/or training as is necessary to ensure the health and safety at work of employees and students and visitors.
Details of the Programme: Higher Certificate in Organisation Development and Change

The Higher Certificate in Organisation Development and Change is an entry-level higher education qualification. It is the first step in a learning pathway in the field of Organisation Development and Change.

The qualification serves to provide students with the basic introductory knowledge, cognitive and conceptual tools and practical techniques for further higher education studies in the field of Organisation Development and Change. The knowledge emphasises general principles and application.

This qualification signifies that the student has attained a basic level of higher education knowledge and competence in the theory and principles of Organisational Development and Organisational Change, and is capable of applying such knowledge and competence in an occupation or role in the workplace.

The Primary Intention of the Qualification

• Induct students into the values, processes and practices of Organisation Development and change management.
• Develop a richer learning environment in the field of Organisational Development and Change
• Management through high quality lifelong learning.
• Develop competence in the Organisation Development and Change Management fields.
• Provide for mobility of learning from associated areas such as Human Resource Practice, Consulting, etc.
• Equip students to become effective employees, employers and/or self-employed members of society.
• Enable the student to assist within his/her community and thereby ensure social and economic transformation.
Details of the Programme: Higher Certificate in Organisation Development and Change

Class Duration

The Higher Certificate in Organisation Development and Change is an NQF Level 5 one-year certificate comprising of the following modules totalling 124 credits:

1. Organisation Development Concepts
2. Organisation Development Practice
3. Organisational Communication
4. Personal Development
5. Business Acumen
6. Team Development
7. Introduction to Change Management
8. Process of Change Management
10. Strategy and Action Planning
11. Facilitation Skills
12. Portfolio of Evidence/Integrated Assessment needs to be completed once all modules listed above have been completed

Each module requires that students attend a face-to-face interactive facilitated class (one, two or three days depending on the module) Classes are scheduled in 4-5 blocks of study at different intervals during the academic year, 3-5 days at a time.

Cost

R50 400 (excl VAT) per person
Details of Higher Certificate in Organisation Development and Change

1. Higher Certificate in Organisation Development and Change
   - Duration: 12-18 Months
   - Price: R50 400 (excl. VAT)
   - 124 Credits

2. Organisation Development Concepts
   - Duration: 2 days or 16 hours
   - Price: R10 000 (excl. VAT)
   - 12 Credits

3. Organisation Development Practice
   - Duration: 3 days or 18 hours
   - Price: R15 000 (excl. VAT)
   - 14 Credits

4. Personal Development
   - Duration: 2 days or 16 hours
   - Price: R10 000 (excl. VAT)
   - 8 Credits

5. Facilitation Skills
   - Duration: 3 days or 24 hours
   - Price: R10 000 (excl. VAT)
   - 12 Credits

6. Introduction to Change Management
   - Duration: 2 days or 16 hours
   - Price: R10 000 (excl. VAT)
   - 8 Credits

7. Process of Change Management
   - Duration: 2 days or 16 hours
   - Price: R10 000 (excl. VAT)
   - 12 Credits

8. Fundamentals of Project Management
   - Duration: 1 day or 8 hours
   - Price: R5 000 (excl. VAT)
   - 6 Credits

   - Duration: 2 days or 16 hours
   - Price: R10 000 (excl. VAT)
   - 14 Credits

10. Organisational Communication
    - Duration: 1 day or 8 hours
    - Price: R5 000 (excl. VAT)
    - 8 Credits
Details of Higher Certificate in Organisation Development and Change

11. Business Acumen
   - Duration: 2 days or 16 hours
   - Price: R10 000 (excl. VAT)

6 Credits

12. Team Development
   - Duration: 2 days or 16 hours
   - Price: R10 000 (excl. VAT)

8 Credits
Rules Relating to Assessment, Progression and Qualification

The ways of examining and assessing students’ learning is linked to the characteristics of the particular curricula.

If the curricula are content-based, the assessment should focus on mastering content. Because the content-based curriculum emphasises knowledge, the assessment should complement this, resulting in what the student can remember.

If the curriculum of the particular module is outcomes-based, the assessment should consist of a series of activities, which take place in order to obtain information and evidence about a students’ competence in achieving outcomes.

Programmes and modules include curricula which are unit standards and outcomes-based where appropriate. However, there are certain sections of the work across all courses and subjects that are content based. In order to offer students quality outcomes based education and training (OBET), it is important that our assessment of the student’s capabilities focuses on the continuous development of the student.

Outcomes-based assessment implies not only the assessment of knowledge and skills, but also the application or employment thereof in order to achieve the outcome.

To successfully complete each programme a student needs to:

- Attend at least 80% of the class;
- Achieve 40% for their assignment to get entrance into the examination;
- Achieve 50% for their written examination;
- Achieve an overall class mark of 50%.

To successfully complete the qualification of the Higher Certificate in Organisation Development and Change, a student needs to successfully complete each programme in addition to completing an Integrated Assessment Portfolio.
Management And Faculty
Management And Faculty

**Liezel van Arkel**  
Managing Director and full time faculty

- MBA (cum laude), Edinburgh Business School, 2010  
- Honours Psychology, UNISA, 1999  
- BLC Law, UP, 1995

**Christo van Staden**  
Director and full time faculty

- MA (cum laude) 1992 University of Pretoria  
- PhD University of Pretoria (in progress, expected completion by August 2017)

**Dumisani Ntombela**  
Director and full time faculty

- Master’s in Education (cum laude) University of Nottingham (UK)  
- BA Honours (University of Fort Hare)  
- Bachelor of Pedagogics (University of Fort Hare)  
- Post Graduate Diploma in Adult Basic Education (cum laude) University of KZN (Natal)  
- Advanced Diploma in Business Studies (Technikon Natal)

**Craig Yeatman**  
Director and part time faculty

- MBA (Cum Laude)- Wits Business School, 2006

**Kyra Wainstein**  
Part time faculty

- BA Honours Degree in International Relations (with distinction) - University of the Witswatersrand  
- Post Graduate Diploma in Management (PDM)- Wits Business School
Management And Faculty

Renate Landman
Part time faculty
  •  Certified Professional Co-Active Coach (Coach Training Institute, San Francisco)
  •  Certificate in Ontological Coaching
  •  Trained Demartini Method™ Facilitator

Beatrice Attrill
Part time faculty
  •  BA (Wits)
  •  HDipEd (Wits)
  •  MM (Wits Business School)
  •  Coaches Training Institute (CTI) Core Curriculum

Sophia Kruger
Part time faculty
  •  BA – Psychology
  •  Higher Certificate Organisation Development and Design
  •  Diploma in Public Relations
  •  International Coaching Federation Coaching Qualification

Guido Ottermann
Part time faculty
  •  B. Com Accounting UP
  •  MBA, Edinburgh Business School, Heriot-Watt University
Student Enrolment Contract
APPLICATION FOR UNDERGRADUATE ADMISSION 2018

A. PROGRAMME REGISTRATION INFORMATION

<table>
<thead>
<tr>
<th>Academic Year Registering</th>
<th>Y</th>
<th>Y</th>
<th>Y</th>
<th>Y</th>
<th>Study Method</th>
<th>Full-time (12 months)</th>
<th>Part-time (18-24 months)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Tuition fee amount (including 20% non-refundable registration fee)</td>
<td>Duration</td>
<td></td>
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B. STUDENT PERSONAL DETAILS

(please print clearly)

<table>
<thead>
<tr>
<th>Title</th>
<th>Mr</th>
<th>Miss</th>
<th>Mrs</th>
<th>Dr</th>
<th>Prof</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname</td>
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<tr>
<td>First Name(s)</td>
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<td>Married</td>
<td>Divorced</td>
<td>Widowed</td>
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<td>SA Citizen?</td>
<td>Yes</td>
<td>No</td>
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<td>Indian</td>
<td>White</td>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

The following information is required by the SAA Government for statistical purposes:

Foreign Students Only:

Passport Number |
Date arrived in SA | Y | Y | Y | Y | M | M | D | D |

C. DETAILS OF PARENT OR LEGAL GUARDIAN OR NEXT OF KIN (If under 21)

<table>
<thead>
<tr>
<th>Title</th>
<th>Mr</th>
<th>Miss</th>
<th>Mrs</th>
<th>Dr</th>
<th>Prof</th>
<th>Other</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

D. DETAILS OF ACADEMIC HISTORY

Have you successfully completed the National Senior Certificate, Matric or equivalent? Yes | No
If yes, in which year did you complete it? |
Have you previously been enrolled at a university/higher education institution? Yes | No
If yes, please complete the following:

<table>
<thead>
<tr>
<th>Institution 1</th>
<th>Institution 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year:</td>
<td></td>
</tr>
<tr>
<td>Institution:</td>
<td></td>
</tr>
<tr>
<td>Degree/Qualification</td>
<td></td>
</tr>
<tr>
<td>Degree Completed?</td>
<td></td>
</tr>
</tbody>
</table>

E. DETAILS OF WORK HISTORY

Number of Years Working Experience? |
Current Employer: |
Current Position: |
Years of service at current employer |
Complete below indicating previous positions you have held:

<table>
<thead>
<tr>
<th>Position/Role</th>
<th>Which Company</th>
<th>Time Period</th>
</tr>
</thead>
</table>

Signature of Applicant: ________________________________

The signature confirms that the information furnished in this application is true and correct.

Date | Y | Y | Y | Y | M | M | D | D |
SECTION F: DETAILS OF COMPANY RESPONSIBLE FOR PAYMENT OF TUITION FEES

<table>
<thead>
<tr>
<th>Full company name:</th>
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</thead>
<tbody>
<tr>
<td>Company postal address:</td>
</tr>
<tr>
<td>Company physical address:</td>
</tr>
<tr>
<td>Person responsible for payment of accounts</td>
</tr>
<tr>
<td>Email address (Responsible for account)</td>
</tr>
<tr>
<td>Company registration number</td>
</tr>
<tr>
<td>Is vendor registration required?</td>
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<tr>
<td>(Please tick if Applicable)</td>
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<tr>
<td>Yes  No</td>
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<tr>
<td>Is an order number required?</td>
</tr>
<tr>
<td>(Please tick if Applicable)</td>
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<tr>
<td>Yes  No</td>
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<tr>
<td>Vendor number (if applicable)</td>
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<tr>
<td>Please supply order number</td>
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</table>

Company Sponsor/Decision Maker Approval

<table>
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<tr>
<th>Full Name and Surname:</th>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation:</td>
<td>Date:</td>
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</tbody>
</table>

By signing this I indicate that I've read and accepted the terms and conditions and am authorised to approve this document (please tick box)

Or

SECTION G: DETAILS OF PERSON RESPONSIBLE FOR PAYMENT OF TUITION FEES (IF AN INDIVIDUAL IS PAYING)

<table>
<thead>
<tr>
<th>Title</th>
<th>Mr</th>
<th>Miss</th>
<th>Mrs</th>
<th>Dr</th>
<th>Prof</th>
<th>Other:</th>
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</thead>
<tbody>
<tr>
<td>Surname</td>
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</table>

Details of Account Payer’s Employer

<table>
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<tr>
<th>Employer’s Name:</th>
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<tbody>
<tr>
<td>Employer’s Physical Address:</td>
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<tr>
<td>Code</td>
</tr>
<tr>
<td>Employer’s Postal Address:</td>
</tr>
<tr>
<td>Code</td>
</tr>
</tbody>
</table>

Signature of Account Payer: ________________________________
The signature confirms that the signatory has read and understood the contents of this enrolment contract

<table>
<thead>
<tr>
<th>Date</th>
<th>Y</th>
<th>Y</th>
<th>Y</th>
<th>M</th>
<th>M</th>
<th>D</th>
<th>D</th>
</tr>
</thead>
</table>
Please provide a short motivation as to why you are registering for the Higher Certificate in Organisation Development and Change and what you would like to learn from this programme:

SECTION H: REQUIREMENTS FOR ENROLMENT

Please read the information contained in this student enrolment contract carefully. The contents of this Enrolment Contract, together with the Application for Undergraduate Admission, student information guide, programme fact sheets, code of conduct and the invoice (where applicable) all constitute the Contract of Enrolment between the student, his/her parent(s), guardian(s) or sponsor(s) and WorldsView Academy (the Academy).

The following material must accompany this enrolment:

a) 2x passport/ID size photos
b) Certified copy of front page of applicant/student’s ID book (if a South African citizen);
c) Certified copy of front page of ID book of person(s) responsible for payment of account;
d) Certified copy of applicant/student’s study permit and front page of passport (if not a South African citizen);
e) Certified copy of Matriculation (Grade 12) Certificate or symbols or School Leaver’s Certificate; or any higher qualification Certificate. If awaiting matriculation results, these must be furnished as soon as they become available;
f) Academic record and certificate of good conduct should the applicant/student be transferring from another tertiary education institution or examining body to the Academy;
g) Supporting documentation, should the applicant/student have special needs.

This enrolment will only be considered once the enrolment form is duly completed, and the correct documentation is attached.

SECTION I: DECLARATION AND SIGNATURES

I, _______________________________ (full name of applicant/student), the undersigned, duly assisted as far as in law need be by _______________________________ (full name of parent/guardian/sponsor if student is a minor under the age of 21) do hereby:

1. Acknowledge that I understand the provisions of the declarations above and additional terms and conditions below and hold myself bound thereby; and by all other provisions of this enrolment and by the rules and procedures of the Academy for the time being in force or as they may be altered, for any period during which I am a registered student;
2. Acknowledge that I have familiarised myself with the student enrolment contract, code of conduct, Academy documentation and/or the relevant institute prospectus and certify that the information given in this form is accurate and complete in all respects;
3. Acknowledge that I am aware that I have to satisfy the requirements of due performance as laid down by the Academy, and the relevant conferring body or institute as the case may be;
4. Agree that the Academy may communicate directly with the conferring body/institute on my behalf and that, as such, all correspondence from the institute conferring body to myself may be sent directly to the Academy;
5. Hold myself responsible for the payment in full of all fees and other charges as and when they fall due for payment at the Academy

Name of Student/Applicant: ___________________________ Signature: ___________________________

Name of parent/guardian/sponsor: ___________________________ Signature: ___________________________

Date contract signed: ___________________________
Terms and Conditions
Please carefully read the following terms and conditions which govern your engagement with Academy for Organisational Change (Pty) Ltd, hereafter ‘AOC’.

1. Provision of Services.

Subject to the payment of the applicable fees (as set out in Clause 2), and subject to the terms and conditions set out herein, AOC agrees to provide to you the services as described in this proposal.

2. Compensation.

2.1. On acceptance of the proposal, AOC will invoice you for the agreed product/services which is payable in advance. Thereafter, out-of-scope or follow-on work will be invoiced on a monthly basis and will include agreed upon upcoming workshops as well as completed ad-hoc items. Payment must be made to AOC before any products or services are delivered.

2.2. All products and services must be paid 30 days prior to delivery. If the product is to be supplied within 30 days of date of invoice, payment is due on presentation of invoice. Any other payment terms must be agreed to in writing.

2.3. VAT is not included in quoted fees and will be added to invoices.

2.4. AOC Academic delegates who have received an Early Bird discount, must make payment immediately on presentation of invoice. If no discount is applicable, in order to secure the student enrolment, the entire amount must be paid on registration.

2.5. All costs and expenses incurred by AOC attending to any additional services which were not specifically included in the proposal including, but not limited to, travelling, extra facilitator meetings and briefing sessions, customisation and additional coaching calls will give rise to an additional fee over and above those provided for in the proposal. Such additional services shall be charged at the standard hourly rates of AOC as established from time to time and invoiced monthly. All amounts invoiced will become payable in full, without deduction or set-off no later than 7 (seven) days from date of invoice.

2.6. AOC shall be entitled, at its option, to charge interest at the rate equal to the prime overdraft rate, as quoted by the Standard Bank of South Africa from time to time, plus 2% thereon on all overdue amounts.

2.7. All prices quoted in this proposal/agreement will escalate by 10% at the start of each calendar year.

3. Term.

The terms and conditions in this document apply and are valid for a period of 30 (thirty) calendar days from date of the proposal. After 30 days, any terms and conditions shown in the document may change, including pricing, terms of delivery and scheduling.
4. Ownership Rights.

All services and products are protected by copyright laws and international treaty provisions. AOC owns all rights, title and interest in all services and products, including all copyrights, patents, trade secret rights, trademarks and other intellectual property rights therein. Your possession, installation, or use of the services and products does not transfer to you any title to the intellectual property and you will not acquire any rights therein except as expressly set forth in this agreement.

5. Restrictions.

You may not rent, lease, loan, sub license or resell the services or products of AOC. You may not permit third parties to use or in any way benefit from the use or functionality of the services or products. You may not decompile, disassemble, modify, or create derivative works based upon the services or products of AOC. In whole or in part.

6. No Warranty.

6.1. All services and products hereunder is provided “as is”. AOC disclaims all warranties, either express or implied, including but not limited to implied warranties/guarantees that all services or products and documentation are fit for a particular purpose or shall enhance performance. You acknowledge that the success of all services and products is entirely dependent upon how each individual applies himself/herself to the services and products and, although it has been developed and assembled with the highest degree of skill, care and diligence, its success can in no way be guaranteed. You assume responsibility for selecting the service or product to achieve your intended results, for the use of, and results obtained from the services or products of AOC.

6.2. The outcomes of all services and products depend, to a large degree, on the factors outside our control. In consequence, no statement in any report or letter is to be deemed to be in any circumstances a representation, undertaking or warranty and no claim whatsoever may be made against us if such statement proves inaccurate.

6.3. Without limiting the foregoing provisions, AOC makes no warranty that the services and products will be error-free or free from other failures.
7. General.

7.1. We have not made provision for any delays in progress of any services and products which may result from your personnel, or any other resources that are sub-contracted to you, same being unavailable for participation in the agreed services and products or from the direct intervention by you to delay progress. This may result in additional costs being incurred which shall be invoiced to you in accordance with Clause 8.

7.2. We are under professional obligation not to disclose, to any third party, information that is confidential to our client.

7.3. AOC reserves the right to change the dates of all services and products as long as the date change is done 20 working days before the confirmed dates and notice of such change have been given in writing.

7.4. AOC Academic department requires full payment prior to the release of e-learning, pre-reading, the event(s) taking place and before a delegate can commence with class. Confirmation of payment can either be faxed to 011 844 1070 or emailed to info@worldsviewacademy.com. Should the event details change significantly delegates will have the option to transfer the booking or receive credit on their account.

7.5. AOC will provide participants with the appropriate handbooks and/ or other material as applicable.

7.6. The client will provide the necessary office space (or suitable venue), parking space and administrative material as required.

7.7. If the client wishes to use the facilities and training rooms at AOC this will be quoted for separately.

7.8. Recommendations are made in good faith and on the basis of information available at the time. We accept no responsibility or liability for such recommendations.
8. Cancellation Policy.

8.1. The cancellation policy applies immediately on acceptance of the proposal or registration agreement. The term ‘cancellation’ includes full cancellation, date changes, delays, deferment and reduction of delegates.

8.2. A cancellation fee of 50% will be charged for cancellations up to 20 working days before the scheduled programme starts unless materials have been delivered. No refunds will be made for cancellations inside of 20 working days before the scheduled programme date or after materials have been delivered and the full fee will accordingly be forfeited. If payment has not been made the client will be liable for the full fee.

8.3. Should any services be paid for but whatever reason not used by the client special arrangements must be made in writing. AOC will carry the credit for no longer than one financial year and services related to the credit will be liable to price escalations as per standard practice.

8.4. If the client requests to change the agreed upon roll-out dates within 20 working days of the agreed upon date, a 50% cancellation fee will be charged for the original and the full fee for the new date as well as travel expenses should they have been incurred.

8.5. All cancellations and date change requests must to be made in writing.

8.6. Registered delegates for AOC academic programmes, who wish to defer to another course or date, will be liable for the administration fees as per the Student Handbook.

The terms and provisions of this Agreement may not be modified or varied unless done in writing and signed by both the parties. This Agreement is governed by the laws of the Republic of South Africa.