



## CAVERSHAM EDUCATION INSTITUTE

**ETDP 5896**

PO Box 1609 – Wandsbeck - KwaZulu Natal - 3631 - South Africa – Tel: 27-31-2061412 or 27-31-2062000  
Email – admin@cavershaminstitute.co.za - www.cavershaminstitute.co.za

2017 INFORMATION  
**HIGHER CERTIFICATE & NATIONAL DIPLOMA  
EARLY CHILDHOOD DEVELOPMENT  
'Be an Inspiration!'**

**Caversham Education Institute**, an accredited Service Provider offers two accredited, professional and highly regarded ECD qualifications @ NQF level 5.

- **The Higher Certificate: ECD - Qualification 23117 – 132 credits (year 1 & year 2)**
- **The National Diploma : ECD - Qualification 23118 - 245 credits (year 3)**

These courses are offered on a part-time basis & provide excellent qualifications for:

- Principals and supervisors of preschools and crèches who would like their centres to be the best they can be.
- Teachers of young children, especially those teaching and caring for children 2 – 6 years of age who want to be highly respected for the excellence of their teaching
- Assistant Grade R teachers who wish to be informed, resourceful, knowledgeable

### **THE HIGHER CERTIFICATE – YEAR 1 & 2**

#### **THE SCOPE COURSE**

This excellent twenty module course (seventeen modules in year 1 and three in year 2) is specifically designed to equip teachers of young children, 2 – 6 years of age with the knowledge and skills required to set up, plan for, present & evaluate an excellent ECD programme. The course also includes knowledge of relevant policies and their implications for child development, assessment, reporting, administration, team work, professionalism and parental contact.

### **THE THREE LEARNING PROGRAMMES IN THE RECEPTION YEAR**

To complete the credits required for the Higher Certificate this high calibre 12 module Course provides teachers with the additional specialised knowledge of the National Policy (CAPS) for Grade R. The course enables teachers to plan, prepare, present, assess and evaluate superb Language/Literacy, Mathematics/Numeracy and Life Skills Programmes for children.

### **THE DIPLOMA COURSE – YEAR 3**

This third year is offered to students who have successfully completed the Higher Certificate & provides the additional credits for the National Diploma in ECD @ NQF level 5. The focus during this year shifts to vulnerable children & facilitating their learning and supporting the adults in their world. It also explores the importance of multi-media and other support materials in facilitating, mediating and managing learning for parents and young children, including those with special needs.

If you are passionate about young children and if you believe that a career teaching this age group is not only important but also vital to the future of individuals, families, communities and ultimately our country contact us

**on 031-2061412 /2062000 or 078-422 0047**

[admin@cavershaminstitute.co.za](mailto:admin@cavershaminstitute.co.za)

[www.cavershaminstitute.co.za](http://www.cavershaminstitute.co.za)

[www.facebook.com/CavershamEducationInstitute](https://www.facebook.com/CavershamEducationInstitute)

## PROFILE OF CAVERSHAM EDUCATION INSTITUTE

**ESTABLISHED:** Caversham Education Institute is a vibrant, go-ahead Service Provider that has its Head Office in Durban but also has a home at her sister organisation, Caversham Centre in the Midlands of KwaZulu Natal and Centres in six regions.

**ACCREDITATION:** September 2011 Caversham Education Institute received a top rating in its re-accreditation as a Service Provider with the Education and Training Development Practices (ETDP) SETA.

The Institute offers two nationally accredited ECD qualifications @ NQF level 5.

- The Higher Certificate - Qualification 23117 – 132 credits
- The National Diploma – Qualification 23118 - 245 credits

The Institute also offers a number of short courses for professional development

**PROGRAMMES:** Caversham's Early Years Education (eYe) Courses were developed by Jill Sachs, formerly of the Department of Education. The Courses are delivered through standardized programmes and a copyrighted set of notes. Each session offers opportunities to:

- Foster personal development, both as an individual and as a professional ECD teacher;
- Increase knowledge of early childhood issues
- Develop skills to offer a professional education programme

**TRAINING:** **Uses**

- A fun, stimulating style of workshop delivery where group work is the key;
- Facilitators who are highly competent, experienced and passionate about ECD and who are able to share their knowledge;
- Excellent course content presented in creative and interesting ways;
- Well-resourced training facilities located at present in Durban, Ballito, Pietermaritzburg, KwaMbonambi, Port Shepstone and Cape Town.
- A flexible model with courses offered on alternate Saturday mornings during school terms enabling teachers to combine work & study.
- Assignments, portfolios, journals, interviews and work integrated learning/classroom practice for the assessment for credits.

**ENTRY:**

**A student needs to:**

- Have matric or Senior Certificate or an ECD Certificate at NQF level 4 or have at least 5 years of teaching experience and qualify for matric exemption.
- Love young children
- Be working in or have access to classes for young children between 2 to six years of age
- Be dedicated to the development of creativity in self and others & be resolute to implement the course content;
- Be prepared to attend 80% of workshop sessions;
- Be committed to complete all written assignments and to be found competent in teaching practice.

## **COURSE FEES 2017 - 2018**

**ONCE OFF NON-REFUNDABLE ADMINISTRATION FEE – R 1,500**

(Payable on registration)

**R 13,000 PER YEAR (x 2 years)**

(Payable from January @ R1,300 per month x 10 months)

***Payment of the full annual fee is eligible for a 10% discount before the end of February***

Fees cover lectures, notes, files, teas, assessment,  
Certificates and awarding of credits

### **BANKING DETAILS:**

**Bank:** Nedbank  
**Name of Account:** Caversham Education Institute  
**Account Number:** 1380144078  
**Branch Code:** 138-026

### **REGISTER NOW FOR THE 2017 – 2018 HIGHER CERTIFICATE IN ECD**

by completing the attached Registration Form and returning  
same with a copy of the deposit to

Fax – 086-6906282 or email to

[admin@cavershaminstitute.co.za](mailto:admin@cavershaminstitute.co.za)

### **In the words of:**

LYNETTE FOURIE

*The Caversham Course has been an awesome experience!*

*One that I believe has allowed me to grow as an individual. My enhanced self-esteem has had a positive impact on many.... I find that I can't wait to get to school to implement new ideas and I am always thinking of new ways to motivate and uplift the children in my class, all of whom are orphans. From the first workshop I felt part of a team, with recognition being given to my individuality, uniqueness, my abilities and my self-worth*

and

KHANYA SIBIYA

*"Caversham has taught me first to love myself, in doing so I am able to understand children's minds and not to allow other people to rule my life. I am going to be something someday I can be proud of and my son too, but not only just us but all women and children of South Africa.*

*Thank you Caversham for inspiring me!!"*

***We look forward to inspiring you!***



**CAVERSHAM EDUCATION INSTITUTE**  
EARLY YEARS (eYe) EDUCATION

For Official Use  
STUDENT NUMBER

**REGISTRATION FOR THE HIGHER CERTIFICATE IN ECD**  
**2017 - 2018**

Send completed form, certified copies of your ID document, Matric Certificate and proof of payment to [admin@cavershaminstitute.co.za](mailto:admin@cavershaminstitute.co.za) or fax to 086-6906282 or post to PO Box 1609. Wandsbeck 3631

**Banking Details**

**Bank** – Nedbank      **Name of Account:** Caversham Education Institute      **Acc.Number:**1380144078  
**Branch Code** - 138026      **Reference:** Your Name & Year of Study (E.g. Kate Smith, 2017)

STUDENT DETAILS							
Please attach certified copies of your ID document and Matric Certificate.							
TITLE				SURNAME			
FIRST NAMES							
NAME KNOWN BY							
ID NUMBER				DATE OF BIRTH			
NATIONALITY							
ETHNIC GROUP	Black	Asian	Coloured	White	DISABILITY	Yes	No
POSTAL ADDRESS							
RESIDENTIAL ADDRESS							
TELEPHONE:	HOME				CELL		
EMAIL ADDRESS							
REGION WHERE YOU WILL STUDY							
HIGHEST QUALIFICATION							
PREVIOUS TRAINING (if any)							
TEACHING EXPERIENCE (if any)							
Please provide, below, details of any medical conditions of which we should be aware (e.g. allergies, diabetes, epilepsy):							
SCHOOL WHERE YOU WILL BE OBSERVING OR ARE TEACHING – IF POSSIBLE							
NAME							
PRINCIPAL/SUPERVISOR							
TEL NUMBER							
INFORMATION FOR ACCOUNT PURPOSES							
NAME OF PERSON RESPONSIBLE FOR THE ACCOUNT							
TEL NUMBER				CELL NUMBER			
EMAIL ADDRESS							
ALTERNATIVE CONTACT DETAILS							
NAME				RELATIONSHIP			
TELEPHONE OFFICE HOURS				TELEPHONE AFTER HOURS			

CAVERSHAM EDUCATION INSTITUTE  
**HIGHER CERTIFICATE IN EARLY CHILDHOOD DEVELOPMENT**  
**2017 - 2018**

I, .....

ID Number: ..... (Copy attached)

Hereby register for the Caversham Higher Certificate in ECD Course

**I understand and accept that I**

- Have a matric (Grade 12), an ECD certificate at NQF level 4 (certified copy attached) or have at least 5 years of teaching experience and qualify for matric exemption.
- Have access to a preschool class or small group of young children
- Attend all lectures, and where one is missed to make arrangements to “catch up”. That an attendance of 80% of lectures (workshop sessions) is mandatory.
- Complete all written assignments within the required time frame.
- Keep a portfolio of my own and learner’s work and provide a testimony of the impact the Caversham Course has had on my life
- Pay the once off administration fee of R1,500 on registration.
- Pay the total annual course fee of R 13,000 per year (payable in 10 instalments of R1,300 per month from January according to the following schedule
  - By the end of the first term (3 months) – R 3,900
  - By the end of the second term a further R 3,900, thus making a total payment of R 7,800.
  - By the end of the third term a further R 3,900, thus making a total payment of R 11,700.
  - By the end of November the balance of R1,300 (full payment of R13,000)
  - Should any student leave during the Course a full term’s notice including fees for that term is required.
- Should fees not be kept up-to-date Caversham has the right to
  - Stop attendance of the course
  - Refuse notes
  - Refuse to undertake any assessment, including the marking of assignments and workplace assessment
  - Not submit your portfolio of evidence to National Seta for verification
  - Withhold your certificate, if issued, until outstanding fees are paid
  - Pursue legal measures

**I further understand that**

- All materials are the property of Caversham Education Institute. All rights to the materials are reserved and they may not be copied, reproduced or used without written permission by the Director.
- Credits from the Higher Certificate are not recognised by universities
- Final assessment for accreditation will only be conducted on the satisfactory completion of the above requirements and will take place in the classroom / work site. This assessment will measure my competence in implementing an effective ECD programme, according to Caversham principles.
- Evidence in the form of my assignments, teacher & learner portfolios and continuous assessment records will be stored by Caversham for a period of 3 years. Copies of my work are my responsibility.

.....  
Signed

.....  
Date

.....  
Witnessed

.....  
Date