

Marketer
 Marketer Code
 Student Number



APPLICATION FORM: TECHNICAL & VOCATIONAL EDUCATION AND TRAINING PROGRAMMES

Please complete all information in this application form neatly and in CAPITAL letters. All requested information is compulsory and must be completed for BSE to accept your application. Use the checklists provided to ensure that you are submitting a complete application form.

SECTION A: PERSONAL DETAILS OF APPLICANT

Surname:

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 Initials:

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First Names:

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Marital Status: Single Married Widowed Divorced

Maiden Name:

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If applicable

ID Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Gender: Male Female

Home Language:

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 Date of Birth:

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Contact Details: Cell Number

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 Cell Number 2 (Relative/Alternative) / Home Number

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 Work Number

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 E-mail Address

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Postal Address:

										Postal Code				
										Postal Code				

Work Address:

										Postal Code				
										Postal Code				

Courier Address:

										Postal Code				
										Postal Code				

Do you have any disabilities? No Yes Please specify:

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WORK EXPERIENCE:

Place of Employment	Position Held	Start date	End date

! Have you completed ALL the information requested in this section? (All information is compulsory)

SECTION B: ACADEMIC PROFILE

ACADEMIC PROFILE: (Please supply certified copies of certificates / qualifications)

		Date Obtained
<input checked="" type="checkbox"/>	Grade 10	
<input checked="" type="checkbox"/>	Grade 11	
<input checked="" type="checkbox"/>	Grade 12	
<input checked="" type="checkbox"/>	Certificate Specify:	
<input checked="" type="checkbox"/>	Other Specify:	
<input checked="" type="checkbox"/>	Other Specify:	

! Have you completed your academic profile?

! Have you attached a certified copy of your Grade 10, Grade 11 or Grade 12 certificates?

! Have you attached a certified copy of your previous qualifications?

SECTION C: PROGRAMME, SPECIALISATION AND/OR MODULE SELECTION

You can only make a single selection. Choose a programme by ticking the box, and make your detailed selections with each table.

TVET PROGRAMMES, SPECIALISATION AND/OR MODULE SELECTION

1 National Vocational Certificate: Wholesale and Retail (Full Programmes)

- | | |
|---|--|
| <input type="checkbox"/> [Q1126] National Vocational Certificate in Wholesale and Retail Operations NQF Level 2 | <input type="checkbox"/> [Q1128] National Vocational Certificate in Wholesale and Retail Operations with Specialisation in Frontline Supervision NQF Level 3 |
| <input type="checkbox"/> [Q1127] National Vocational Certificate in Wholesale and Retail Distribution NQF Level 2 | <input type="checkbox"/> [Q1129] National Vocational Certificate in Wholesale and Retail Operations Supervision NQF Level 4 |
| <input type="checkbox"/> [Q1090] National Vocational Certificate in Wholesale and Retail with Specialisation in Merchandising NQF Level 3 | <input type="checkbox"/> [Q1091] National Vocational Certificate in Wholesale and Retail Buying NQF Level 5 |

2 Wholesale and Retail Skills Programmes

- | | |
|--|---|
| <input type="checkbox"/> Store Person NQF Level 2 | <input type="checkbox"/> Shelf Filler NQF Level 2 |
| <input type="checkbox"/> Checkout Operator NQF Level 2 | <input type="checkbox"/> Stock Controller NQF Level 3 |
| <input type="checkbox"/> Shelf Packer NQF Level 2 | <input type="checkbox"/> Customer Care NQF 3 |

Wholesale and Retail Short Learning Programmes

3 NQF Level 2

- | | |
|--|--|
| <input type="checkbox"/> [ID2098] Demonstrate understanding of core concepts in the Wholesale and Retail environment | <input type="checkbox"/> [ID2117] Implement promotional instructions |
| <input type="checkbox"/> [ID2099] Complete basic business calculations | <input type="checkbox"/> [ID2118] Apply in-bound contact centre operations within a commercial environment |
| <input type="checkbox"/> [ID2100] Count stock for stock take | <input type="checkbox"/> [ID2101] Move, pack and maintain stock in a distribution centre/warehouse |
| <input type="checkbox"/> [ID2112] Interact with customers | <input type="checkbox"/> [ID2102] Pick stock in and dispatch stock from a DC / warehouse |
| <input type="checkbox"/> [ID2113] Maintain a safe and secure Wholesale and Retail environment | <input type="checkbox"/> [ID2103] Maintain a safe and secure environment in a DC |
| <input type="checkbox"/> [ID2114] Record transactions | <input type="checkbox"/> [ID2104] Apply in-bound Contact Centre Distribution within a commercial environment |
| <input type="checkbox"/> [ID2115] Process payment at a Point of Sales (POS) | <input type="checkbox"/> [ID2105] Dispatch stock |
| <input type="checkbox"/> [ID2116] Mark merchandise and maintain displays | <input type="checkbox"/> [ID2106] Uplift stock for return |

4 NQF Level 3

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|---|--|
| <input type="checkbox"/> [ID2119] Explain the factors that impact the bottom line of a Wholesale and Retail unit | <input type="checkbox"/> [ID2128] Demonstrate knowledge of products in own area of operation in a Wholesale and Retail environment |
| <input type="checkbox"/> [ID2120] Build customer relations in an operational unit | <input type="checkbox"/> [ID1888] Maintain organisational stock levels |
| <input type="checkbox"/> [ID2121] Apply theft, fraud and safety controls in a Wholesale and Retail Outlet | <input type="checkbox"/> [ID1889] Mark and display stock |
| <input type="checkbox"/> [ID2122] Apply knowledge of self and team in order to develop a plan to enhance team performance | <input type="checkbox"/> [ID1890] Create and maintain displays |
| <input type="checkbox"/> [ID2123] Apply occupational health, safety and environmental principles | <input type="checkbox"/> [ID1891] Implement promotional activities |
| <input type="checkbox"/> [ID2124] Communicate in an assertive manner with clients and fellow workers | <input type="checkbox"/> [ID1893] Interact with customers |
| <input type="checkbox"/> [ID2125] Prioritise time and work for self and team | <input type="checkbox"/> [ID1893] Merchandise freezers and chillers |
| <input type="checkbox"/> [ID2126] Conduct a structured meeting | <input type="checkbox"/> [ID1894] Present a visual merchandising display |
| <input type="checkbox"/> [ID2127] Motivate and build a team | <input type="checkbox"/> [ID1895] Evaluate a visually merchandised display |
| | <input type="checkbox"/> [ID1896] Count stock for stock take |
| | <input type="checkbox"/> [ID1897] Implement loss prevention measures |

5 NQF Level 4

- | | |
|--|---|
| <input type="checkbox"/> [ID2129] Supervise sales performance | <input type="checkbox"/> [ID2136] Demonstrate basic understanding of labour legislation that impacts on a business unit |
| <input type="checkbox"/> [ID2130] Supervise stock counts | <input type="checkbox"/> [ID2137] Describe and apply the management functions of an organisation |
| <input type="checkbox"/> [ID2131] Supervise housekeeping and hygiene in a store | <input type="checkbox"/> [ID2138] Induct new members into a team |
| <input type="checkbox"/> [ID2132] Supervise implementation of loss control measures | <input type="checkbox"/> [ID2139] Conduct a formal meeting |
| <input type="checkbox"/> [ID2133] Indicate the role of a team leader, ensuring that a team meets an organisation's standards | <input type="checkbox"/> [ID2140] Apply the budget function in a business unit |
| <input type="checkbox"/> [ID2134] Motivate a team | <input type="checkbox"/> [ID2141] Interpret basic financial statements |
| <input type="checkbox"/> [ID2135] Supervise customer service standards | <input type="checkbox"/> [ID2142] Supervise Point of Sale operations |
| | <input type="checkbox"/> [ID2143] Supervise promotional activities |

6 NQF Level 5

- | | |
|--|---|
| <input type="checkbox"/> [ID1898] Demonstrate an understanding of basic financial skills | <input type="checkbox"/> [ID1905] Apply effective customer management skills |
| <input type="checkbox"/> [ID1899] Demonstrate an understanding of target market | <input type="checkbox"/> [ID1906] Propose a product range for an organisation |
| <input type="checkbox"/> [ID1900] Manage own time effectively | <input type="checkbox"/> [ID1907] Procure products for an organisation |
| <input type="checkbox"/> [ID1901] Maintain and control stock levels of an organisation | <input type="checkbox"/> [ID1908] Import merchandise for a Wholesale or Retail organisation |
| <input type="checkbox"/> [ID1902] Implement price changes | <input type="checkbox"/> [ID1909] Apply leadership skills to achieve objectives |
| <input type="checkbox"/> [ID1903] Manage suppliers effectively | <input type="checkbox"/> [ID1910] Apply for tenders to obtain business |
| <input type="checkbox"/> [ID1904] Implement promotional activities | |



Have you provided proof of your previous qualifications?

SECTION D: PAYMENT METHOD

Your quoted study fees will amount to N\$

Please select a single payment option from the options below, and ensure that you provide all the documentation required.

If you intend to pay via EFT online, please select the Full Payment option.

1	<input type="checkbox"/> Full Payment Cash Deposit	!	Have you attached an A4 copy of your proof of payment
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2	<input type="checkbox"/> Sponsored by Employer	!	Total Cash Amount: N\$
	!	Name of Company:	
	!	Contact Person at Company:	
	!	Work Address:	
	!	Do you require a pro-forma invoice?	

3	Payment Plan	!	Total Amount: N\$
	<input type="checkbox"/> Deposit plus 5 equal monthly installments	!	
	N\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	!	
	Deposit	Installation	
	<input type="checkbox"/> Deposit plus 10 equal monthly installments	!	
	N\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	!	
	Deposit	Installation	

BSE Banking Details: First National Bank | Windhoek Corporate | Payee: Business School of Excellence (Pty) Ltd | Account: 622 426 760 31 | Branch: 281 872

REFERENCE: ID number of New Student | Student number of Current Student

!	Protection of Personal Information I hereby grant permission to BSE to disclose my personal information as defined by various Namibian laws to third parties, including bursary providers, financial institutions, parents and guardians, employers, academic institutions, etc. I understand that I have the right at any time to withdraw this consent in writing by submitting a written request.	YES	NO	PLEASE SIGN:
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Before you sign!

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

!	Have you completed all sections? (A, B, C and D?)	Y	!	Have you provided all the documents required in each section?	Y
!	Have you provided a clear copy of your ID? (certified)	Y	!	Married Women: Marriage certificate provided?*	Y
!	Have you signed the Terms and Conditions? (overleaf)	Y	!	Have you signed the Protection of Personal Information clause?	Y

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

MARKETING INFORMATION

Please let us know where you heard about BSE. Please tick the relevant box(es).

BSE employee	Email	Facebook	Leaflet
Colleague	SMS	Instagram	Poster
Family or Friend	Radio	LinkedIn	School
BSE Past Student	Magazine	Twitter	University
BSE Website	Newspaper	Website banners	Other: (Please specify)

Refer a Student

Please complete the details of the person/s you want to refer and we will contact them.

Name	Surname	Contact Number	Email Address	Area of Study

Terms and Conditions

- The Applicant acknowledges that by signing this form and upon acceptance by BSE this application becomes a legal and binding agreement between the Applicant and BSE which is irrevocable and not subject to cancellation, other than as provided for in law.
- The Applicant accepts these terms and conditions as well as the rules and regulations of both BSE and the tertiary institution at which the Applicant will be enrolled and agrees that those rules and regulations are incorporated into this agreement
- BSE will arrange with the relevant tertiary institution to provide the Student with a Degree, Diploma or Certificate, whichever is applicable, on successful completion of the specific course enrolled for.
- It is the responsibility of the Applicant to acquaint him/herself with the requirements and rules for each course enrolled for, as well as to the minimum requirements in order to pass the specific course.
- The Applicant guarantees that:
 - The information documentation provided in the application form is both true and correct.
 - All additional documentation provided are true and correct copies of the original.
 - He/she acquainted himself/herself with the curriculum, the requirements and qualifications of the course enrolled for.
 - If the course for which the Applicant is enrolled for requires practical work or internship the student will comply with such requirements.
- The Applicant must supply BSE with original documents or certified copies of all documents required in terms of this application. BSE may suspend a student's registration or will withhold his/her academic qualification without prejudice to their rights to demand full payment of all study fees if the Applicant does not provide proof of such documentation.
- The Student acknowledges that if he/she fails to successfully complete the course in the prescribed period BSE will be under no obligation to offer the Student further tuition in terms of this agreement unless the Student re-enrols at the prescribed fees and subject to the acceptance by the relevant tertiary institution and any revised curriculum.
- The Applicant acknowledges that he/she takes responsibility for paying the full course fee on enrolment or registration and undertakes to pay the course fee according to the method of payment selected on the application form. BSE reserves the right to cancel a Student's registration, refuse the Student to write examination or withhold results if payment is not effected as per this agreement. Qualifications will not be issued if the account is not fully paid.
- 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 client scale should the course fees not be paid according to the method of payment selected in the application form within 30 (thirty) days of registration. All amounts payable are exclusive of costs including bank costs and no set-off may be applied.**
- The Student hereby directs that the relevant course material and books be sent to him/her by mail and for purposes hereof the student appoints the Post Office as his/her agent for delivery of the course material to him/her. The student herewith indemnifies BSE against all liability should the Post Office fail to deliver all or part of the consignment.
- All amendments or adjustments the Student wishes to make to this enrolment will be done within 30 (thirty) calendar days from the date of this document, failing which it will be deemed to be finalised and the Student will irrevocably be liable for payment of all fees and costs as set out herein.
- Should a Student fail to submit proof of any prior, successfully completed studies which may entitle the Student to a credit thereof in relation to the present course within 30 (thirty) days from date of signing of this agreement, the Student shall remain liable for payment of the relevant fees and costs.
- The Student agrees that a Certificate signed by a Representative of BSE will be prima facie proof of indebtedness to BSE and that the Certificate may be used for purposes of Judgement.
- The Parties agree that BSE may cede or assign the rights contained herein at any time to any institution without the prior consent of the student.
- BSE does not take responsibility for assignments dispatched by post or otherwise. It is the responsibility of the Student to ensure that assignments reach BSE timeously.
- It is the responsibility of the Student to avail himself/herself for all exam times and venues and/or courses enrolled for.
- Subject Credits may be applied for within the guidelines set by the relevant tertiary institution and subject to payment of the prescribed fees.
- 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 authorized representative of BSE (except in the event of an increased course fee referred to above).
- A cancellation fee is only allowed within the first six months of registration. Please note that as a result of default instalments, penalty admin fees and interest will accrue to the account.
- The Student hereby consents and grants authority to BSE to forward all and any information and share data with the THIRD PARTY including but, not limited to his/her identity details, qualifications, assessments and/or outcome of assignments, test or exams.
- I hereby acknowledge that BSE reserves the right to verify my previous qualifications.

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 any account or penalty or any cost or administration costs as stipulated above.

This done and signed at _____ on this _____ day of _____ 20 _____.



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

Applicant

BSE Representative