



TSiBA Cape Town  
Mupine, 307 Forest Drive Extension, Pinelands 7405  
P.O. Box 13071, Mowbray, 7705, Cape Town  
Phone: +27 (0) 21 532 2750 Fax: +27 (0) 21 532 3924  
Email: info@tsiba.org.za

TSiBA Eden  
15 Main Street, Karatara, 6580  
P.O. Box 4, Karatara, 6580  
Phone: +27 (0) 44 356 2789 Fax: +27 (0) 86 582 1015  
Email: tsibaeden@tsiba.org.za

www.tsiba.org.za @TSiBA\_Education TSiBAEducation

#### FOR OFFICE USE ONLY

Date received:

Outstanding documents: YES NO

Late application: YES NO

Application decision YES NO

PHOTO

## Post Graduate Diploma in Small Enterprise Consulting (PG Dip SEC)

### Application form 20\_\_

If you meet the criteria below, you may apply by completing this application form:

- You have a three year Bachelor's Degree (or equivalent)
- You have a minimum of four years' business experience at managerial level
- You are willing and able to be present on campus during the six blocks (of six days each) and exam period specified for the programme (please visit our website for more information in this regard).

In addition, the following qualities will enhance your chances of selection:

- You want to use your education to **ignite opportunity** for others too.
- You understand entrepreneurs, have empathy for the entrepreneurial journey and have an **entrepreneurial mind-set**.

#### Selection Procedure:

- Only **fully completed application forms** will be considered.
- All attachments have to be secured to the back page of the form where indicated.
- Should you meet the initial requirements, you will be called to complete the required test, and an interview.
- It is your responsibility to contact TSiBA, by email to [study@tsiba.org.za](mailto:study@tsiba.org.za), to follow up on the progress of your application.
- If you are 25 or older and do not have a Bachelor's Degree you can apply to TSiBA for Recognition of Prior Learning (RPL). More information on the RPL procedure can be found on page.
- Foreign Applicants: TSiBA will accept foreign student applications and may admit such students to its academic programmes, provided that the intake does not exceed 5% of the student intake for that year.

**Completed application forms may be emailed, posted to TSiBA or delivered to our campus. The email, postal and physical addresses for our Cape Town campus are provided above. Please do not send a fax.**

APPLICATION INFORMATION					
<b>Title (Miss, Mrs., Mr.)</b>					
<b>Surname</b>					
<b>First Name</b>					
<b>Preferred Name</b>					
<b>ID Number</b>					
<b>Passport Number (IF FOREIGN)</b>					
<b>Nationality</b>				<b>Home Language</b>	
<b>Place of Birth (TOWN)</b>				<b>Place of Birth (PROVINCE)</b>	
<b>Marital Status</b>					
<b>Home Address</b>			<b>Study Address</b>		
<b>Postal Code</b>				<b>Postal Code</b>	
<b>Contact Details</b>		<b>Cell</b>		(Required must be completed)	
(THESE ARE THE NUMBERS THAT WE WILL BE CONTACTING YOU ON)		<b>Home</b>		<b>Work</b>	
		<b>Alternative Number:</b>			
<b>Email Address (Required must be completed)</b>					
<b>Do you have any disabilities?</b>			(IF YES PLEASE PROVIDE DETAIL)		
<b>Do you have a criminal record?</b>					
<b>Dietary Requirements</b>					
<b>Home Address</b>				<b>Postal Address (IF DIFFERENT FROM HOME ADDRESS)</b>	
<b>Postal Code</b>				<b>Postal Code</b>	

<b>Contact Numbers</b>	Home	
	Work	
	Cell	
<b>Email Address</b>		
<b>Where did you first hear about TSiBA?</b>		

### EMERGENCY CONTACT

**(This person must not reside at the same address as the applicant and must be contactable via cellphone)**

<b>Title (Miss, Mrs., Mr.)</b>	
<b>Surname</b>	
<b>First Name</b>	
<b>Relationship</b>	
<b>Contact Number #1</b>	
<b>Contact Number #2</b>	

### REFERENCE 1

<b>Title (Miss, Mrs., Mr.)</b>	
<b>Surname</b>	
<b>First Name</b>	
<b>Relationship</b>	
<b>Contact Number #1</b>	
<b>Contact Number #2</b>	

### REFERENCE 2

<b>Title (Miss, Mrs., Mr.)</b>	
<b>Surname</b>	
<b>First Name</b>	
<b>Relationship</b>	
<b>Contact Number #1</b>	
<b>Contact Number #2</b>	

### ACADEMIC QUALIFICATIONS

**Tertiary Education Details**

**Please attach certified copies of all relevant certificates. NB: If you are older than 25 and do not have a Bachelor's degree, you are required to submit a Recognition of Prior Learning (RPL) portfolio together with this application. For guidelines about our additional requirements can be found below**

Qualification	Year	Institution	Completed	If no, state reason
1			Yes/No	
2			Yes/No	
3			Yes/No	

## **EMPLOYMENT HISTORY**

Organisation	Position Held	Period
1		
2		
3		
4		
5		

### **A. RPL Candidates**

If you are older than 25 and do not have matric, you are required to submit a Recognition of Prior Learning (RPL) portfolio together with this application. Students meeting the following criteria may apply for RPL status:

1. Person should be over the age of 25 at the time of application
2. Person should not be in possession of a Bachelor's Degree

Should a student meet the above criteria, and wish to apply for RPL status, the following procedure is followed:

- Applicants must proceed with the normal application for admission to TSiBA.
- Applicants that successfully go through the selection procedure, and who would have been accepted with a National Senior Certificate may then apply for RPL by:
  1. Writing a motivational letter of no more than 300 words
  2. Scoring within an acceptable range compared to their cohort of non RPL applicants
  3. Submit a Portfolio of Evidence showing:
    - Proof that basic scholastic skills in fundamental mathematics and language have been achieved
    - Proof of involvement in community development
    - Proof of entrepreneurial endeavours

**Submissions that meet all the above criteria will be submitted to the Academic Advisory Council for a final decision.**

### **B. Foreign Applicants**

TSiBA will accept foreign student applications and may admit such students to its academic programmes, provided that the intake does not exceed 5% of the student intake for that year.

#### **Conditions**

- In order for applications to be considered applicants need to provide an evaluation document issued by the South African Qualification Authority (SAQA) which states that their post matric qualifications are equivalent to the South African requirements for admission into postgraduate studies. For more information please contact SAQA on +27 (0)12 431 5070 or visit the website [www.saqa.org.za](http://www.saqa.org.za).
- Evaluation documents need to be submitted along with the TSiBA application form. Applicants will only progress to the next stage of the selection process once **all** relevant documents are received.
- It is compulsory for all foreign applicants to be in possession of a valid study permit for university studies. Students need to apply for these permits in their countries of origin and ensure that the permit is valid at all times.
- Should the applicant fail to provide the SAQA evaluation, a valid study permit and proof of financial support and adequate medical aid cover, TSiBA may cancel the application and refuse admittance to its academic programmes.

#### **Refugees**

Refugee applicants must be in possession of a valid Section 41 permit / refugee identity document which grants them permission to study. If this document is not supplied, the application may be cancelled.

If you do not have these documents please visit the following websites:

- <http://www.home-affairs.gov.za>
- <http://www.saqa.org.za>
- <http://www.hesa.org.za>

**Language requirements:**

- Foreign students need to have a pass in the English language order to apply for admission to TSiBA Education and may be required to provide further evidence of English competency.
- As a higher education institution TSiBA is guided by the regulations of Higher Education South Africa (HESA) when determining the eligibility of foreign to students for admission to South African universities. Please visit the HESA website ([www.hesa-enrol.ac.za](http://www.hesa-enrol.ac.za)).

**FUNDING DETAILS**

**Please tick the relevant option and provide further details where indicated.**

My studies are funded by	Tick option	Organisation
1 My employer		
2 A sponsor		
3 Myself		

**APPLICATION FEE**

**Please refer to the website for this year's application fee- please attach your deposit slip to the application form.**

**No application will be processed without this confirmation of payment.**

**Banking details:**

Company: TSiBA Education  
 Bank: ABSA Bank  
 Branch: Corporate Banking  
 Branch no: 63 20 05  
 Account no: 407 618 2167  
 Swift Code: ABSAZAJJ

**Deposit Reference: PGDip SEC Registration, Initials and Surname**

Enter the amount paid	
-----------------------	--

If you have any questions about any of these attachments/requirements, please contact:

**Cape Town Campus:** Juanitill Pettus, Student Recruitment Officer +27 (0) 21 532 2750 extension 110 / [study@tsiba.org.za](mailto:study@tsiba.org.za)

**Eden Campus:** Andre van Schalkwyk, Training & Recruitment Officer +27 (0) 44 356 2789 extension 19 / [andre@tsiba.org.za](mailto:andre@tsiba.org.za)

**Cape Town postal:**

Mupine, 307 Forest Drive Extension  
 Pinelands 7405  
 P.O. Box 13071, Mowbray  
 Cape Town, 7705



TSiBA Cape Town  
Mupine, 307 Forest Drive Extension, Pinelands 7405  
P.O. Box 13071, Mowbray, 7705, Cape Town  
Phone: +27 (0) 21 532 2750 Fax: +27 (0) 21 532 3924  
Email: info@tsiba.org.za

TSiBA Eden  
15 Main Street, Karatara, 6580  
P.O. Box 4, Karatara, 6580  
Phone: +27 (0) 44 356 2789 Fax: +27 (0) 86 582 1015  
Email: tsibaeden@tsiba.org.za

www.tsiba.org.za @TSiBA\_Education TSiBAEducation

## ABOUT YOURSELF

Please attach a full motivation in support of your application for admission to the programme. Your motivational letter should be between 200 and 400 words. It should explain your reasons for wanting to do the degree and your views on entrepreneurial activity in South Africa

## DECLARATION AND UNDERTAKINGS

- a. I certify that all the information submitted is true and correct. If any of the information submitted is incomplete, false or misleading TSiBA may cancel my registration. I understand that TSiBA reserves the right to verify any of the details supplied in this form.**
- b. I understand and accept that TSiBA's decision on whether I am accepted is final.**
- c. I agree to abide by campus regulations.**
- d. I hold myself responsible for the payment of all fees and charges due. Interest will be charged per month from the due date until date of payment. I understand that I will bear the costs of recovery, including fees charged by attorneys and collection commission. Any late payments received will first be allocated to interest charges, followed by the oldest sum owing.**
- e. I will inform TSiBA's Academic Office in writing within seven days of registration should I wish to withdraw from the programme. Should I fail to do so I will be liable for full fees even if I do not make use of TSiBA's facilities.**
- f. I understand and agree that TSiBA may keep and process my personal information and any other information related to my studies at TSiBA.**
- g. I or my estate hereby indemnifies TSiBA against any claims by any person for any reason resulting from the terms above or in respect of my own negligent or wilful acts or omissions.**

---

Applicant      Date

## 9. CHECKLIST

Completing this checklist will help you check whether you have fully completed the application form. Please remember that only fully completed application forms will be considered for selection. Place a tick in the box provided next to the checkpoint.

Have you attached your ID photo on the application form?	
Have you filled in all the information requested on the form?	
If you are older than 25, have you included a Recognition of Prior Learning (RPL) portfolio together with this application?	
Have you attached a certified copy of your ID document or your birth certificate?	
Have you attached a certified copy of your post matric qualifications?	
Have you attached your letter of motivation?	
Have you signed the application form?	
Have you attached proof of payment?	

**Please ensure that all the necessary documentation is attached to the back of this application form. Should any documentation be missing from the application form, it will be regarded as incomplete and will not be processed until such time as all documents have been received.**

If you are a foreign student, please obtain the guidelines about TSiBA's additional requirements for foreign students (email [study@tsiba.org.za](mailto:study@tsiba.org.za)) and complete the following questions:

Have you provided a letter from the person or organisation who will provide you with financial support while you study in <b>South Africa</b> ?	
Have you submitted the South African Qualifications Authority's (SAQA) certificate of evaluation of your high school/secondary qualification?	
Have you provided a copy of your study permit or proof that you have applied for a permit?	

If you have any questions about any of these attachments/requirements, please contact Juanitill on +27 21 532 2750.