



The Institute of Secretarial Studies  
*Living & Learning*



a division of



Skills for  
Business  
Development  
Training Solutions

Skills for Business Development  
38 Koedoe Street, Hartbeespoort  
Gauteng, 0162

## ENROLMENT/ REGISTRATION FORM:

Learner No:

*For office use only*

**NAME OF COURSE REGISTERED FOR:**

**TRAINING COURSE OPTION: EMAIL OPTION**

**DATE OF COURSE COMMENCEMENT:**

### SECTION A: LEARNER INFORMATION

**FIRST NAME:**  **MIDDLE NAME:**   
**LAST NAME:**  **TITLE:**  (Mr/Mrs/Miss/Ms/Dr, etc.)  
**PREVIOUS LAST NAME:**  (Maiden Name)

**BIRTH DATE:**  Y  Y  Y  Y  M  M  D  D

**IDENTITY NUMBER:**

**HOME ADDRESS:**

**POSTAL ADDRESS:**   
  
  
POSTAL CODE:

**EMAIL ADDRESS WHERE YOUR COURSE WILL BE SENT TO:**   
  
  
POSTAL CODE:

**TELEPHONE:**              
**FAX NO:**              
**SDL NUMBER:**

**CELL:**            
**E-MAIL:**

**SKYPE USER NAME (If Applicable):**

**WHERE DID YOU HEAR ABOUT US?:**

**PROVINCE:**  
 Western Cape  Free State  Gauteng  North West   
 Eastern Cape  Kwazulu Natal  Northern Province  Mpumalanga   
 Northern Cape

**GENDER:** Male  Female  **SOCIO-ECONOMIC STATUS:** Employed  Unemployed   
**EQUITY:** Black  Coloured  White  Indian-Asian

**HOME LANGUAGE:**

|         |                          |           |                          |       |                          |        |                          |
|---------|--------------------------|-----------|--------------------------|-------|--------------------------|--------|--------------------------|
| English | <input type="checkbox"/> | Afrikaans | <input type="checkbox"/> | Zulu  | <input type="checkbox"/> | Sepedi | <input type="checkbox"/> |
| Tswana  | <input type="checkbox"/> | Sesotho   | <input type="checkbox"/> | Venda | <input type="checkbox"/> | Swati  | <input type="checkbox"/> |
| Tsonga  | <input type="checkbox"/> | Ndebele   | <input type="checkbox"/> | Other | <input type="checkbox"/> |        |                          |

**CITIZEN RESIDENT STATUS:** South African  Other  Dual

**NATIONALITY:**

|               |                          |            |                          |            |                          |           |                          |
|---------------|--------------------------|------------|--------------------------|------------|--------------------------|-----------|--------------------------|
| South African | <input type="checkbox"/> | Namibian   | <input type="checkbox"/> | Zimbabwean | <input type="checkbox"/> | Botswana  | <input type="checkbox"/> |
| Angola        | <input type="checkbox"/> | Mozambique | <input type="checkbox"/> | Leshotho   | <input type="checkbox"/> | Swaziland | <input type="checkbox"/> |
| Malawi        | <input type="checkbox"/> | Zambia     | <input type="checkbox"/> | Tanzania   | <input type="checkbox"/> | Other     | <input type="checkbox"/> |

**DISABILITY STATUS:**

|                           |                          |                                 |                          |                                       |                          |
|---------------------------|--------------------------|---------------------------------|--------------------------|---------------------------------------|--------------------------|
| Sight (even with glasses) | <input type="checkbox"/> | Hearing (even with hearing aid) | <input type="checkbox"/> | Communication (talk / listen)         | <input type="checkbox"/> |
| Intellectual (Learn, etc) | <input type="checkbox"/> | Emotional (behavioural / psych) | <input type="checkbox"/> | Multiple / Disabled (but unspecified) | <input type="checkbox"/> |
| Physical (move/stand etc) | <input type="checkbox"/> | None                            | <input type="checkbox"/> |                                       |                          |

**HIGHEST SCHOOL QUALIFICATION:**   
(SPECIFY from Grade 0 to 12)

**HIGHEST QUALIFICATION TYPE:**

|                                 |                          |                            |                          |                              |                          |
|---------------------------------|--------------------------|----------------------------|--------------------------|------------------------------|--------------------------|
| Unknown                         | <input type="checkbox"/> | Professional Qualification | <input type="checkbox"/> | National Highest Certificate | <input type="checkbox"/> |
| Other                           | <input type="checkbox"/> | Post-Doctoral Degree       | <input type="checkbox"/> | National First Degree        | <input type="checkbox"/> |
| Trade Certificate               | <input type="checkbox"/> | Post Graduate Diploma      | <input type="checkbox"/> | National Diploma             | <input type="checkbox"/> |
| Senior Certificate              | <input type="checkbox"/> | Post Diploma               | <input type="checkbox"/> | National Certificate         | <input type="checkbox"/> |
| Qualification at National Level | <input type="checkbox"/> | National Masters Diploma   | <input type="checkbox"/> | Masters Degree               | <input type="checkbox"/> |
| Senior Certificate              | <input type="checkbox"/> | National Highest Diploma   | <input type="checkbox"/> | Honours Degree               | <input type="checkbox"/> |
| Further Diploma                 | <input type="checkbox"/> | Doctoral Degree            | <input type="checkbox"/> |                              |                          |

**OCCUPATIONAL CATEGORY:**

|                                 |                          |                          |                          |                                       |                          |
|---------------------------------|--------------------------|--------------------------|--------------------------|---------------------------------------|--------------------------|
| Armed Forces                    | <input type="checkbox"/> | Legislators              | <input type="checkbox"/> | Office and Management                 | <input type="checkbox"/> |
| Professionals                   | <input type="checkbox"/> | Clerks                   | <input type="checkbox"/> | Skilled Agricultural & Fishery Worker | <input type="checkbox"/> |
| Craft and Related Trades Worker | <input type="checkbox"/> | Plant & Machine Assemble | <input type="checkbox"/> | Elementary Occupations                | <input type="checkbox"/> |
| Occupation Unspecified NEC      | <input type="checkbox"/> | Service Worker           | <input type="checkbox"/> | Shop & Market Sales                   | <input type="checkbox"/> |

**SECTION B: COMPANY INFORMATION**

(Please complete this Section if your Company has sent you on the Training Program. Do not complete if you are attending the Training Program in your Private Capacity.)

**COMPANY:**   
**CONTACT PERSON:**   
**DESIGNATION:**

**PHYSICAL ADDRESS:**

**POSTAL ADDRESS:**   
  
  
 POSTAL CODE:

**TELEPHONE:**   
**FAX NO:**   
**VAT NO:**

**CELL:**   
**E-MAIL:**

**STUDENT CURRENT POSITION (TITLE):**

**TELEPHONE:**  
**FAX NO:**  
**VAT NO:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
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**CELL:**  
**E-MAIL:**

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**SUMMARY OF MAIN WORK FUNCTIONS/ DUTIES:**

### SECTION C: PAYMENT DETAILS

**PAYMENT STRUCTURE**

|  |
|--|
| Invoice to be marked for the attention of: |
| Designation:                               |
| Signature of Authority:                    |
| Total Amount Transferred:                  |
| Date Transferred:                          |

**THANK YOU FOR TAKING THE TIME TO COMPLETE THE REGISTRATION FORM. WE ARE LOOKING FORWARD TO WELCOMING YOU AS A LEARNER!!**

| <b>SKILLS FOR BUSINESS DEVELOPMENT: BANKING DETAILS</b> |                      |
|---|----------------------|
| Bank Name:  | ABSA BANK            |
| Account Type:   | SAVINGS              |
| Account Name:   | <b>SKILLSDEVELOP</b> |
| Branch Code:  | 632005               |
| Account No:   | 9198 6512 51         |

**SIGNATURE OF LEARNER :** ..... **DATE :** .....

**SIGNATURE OF AUTHORITY :** ..... **DATE :** .....

**COMPANY DETAILS:**

**SKILLS FOR BUSINESS DEVELOPMENT/INSTITUTE OF SECRETARIAL STUDIES**  
**TEL: 012 376 4445**  
**CELL: 081 437 8977**  
**[INFO@SBDSTUDIES.ORG](mailto:INFO@SBDSTUDIES.ORG)**