**2019**

**Extended Education Practitioner Training Programme (EEPTP)**

**Application Form**

**Closing date: 14 December 2018**

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| **Applicant Name:** |

The completed application form and supporting documents must be emailed to: submissions@comchest.org.za

1. **COURSE INFORMATION**

**Programme Background**

The After School Game Changer (AS GC) is one of seven priority projects of the Western Cape Provincial Government. It focuses on increasing the opportunities for youth by providing quality After School Programmes for learners in no-and low-fee schools. This includes academic support, sport, arts and life skills programmes. Through these programmes the initiative aims to reignite the flame of learning, improve educational outcomes, reduce school dropout and improve young people’s chances of becoming engaged and productive citizens.

There are over 900 After School Sites in the Western Cape operated by a number of partners: Government has a number of programmes run internally by departments; Government funds NGOs to deliver programmes; and NGOs self-fund to deliver programmes.

Despite the scale of the sector, the sector remains largely uncoordinated. There are no agreed norms and standard and no recognised generic professional training for practitioners in the field. This opens up many opportunities for increased communication and new partnerships around creating a more professionalised and coordinated after school sector.

The Western Cape Government in partnership with Stellenbosch University and Community Chest have come together as the Programme Convenors for the Extended Education Practitioner Training Programme (EEPTP).

**Programme Design and Objectives**

This is a 12-month part-time programme for in-service After School Practitioners that will equip them to design and execute quality programmes against an agreed set of norms and standards while contributing toward the recognition and professionalisation of the sector.

The programme will cover the following modules:

1. **Leading from the inside out**: Who am I and my emotional intelligence

Skills: Self-awareness; reflection, writing

1. **Leading in a complex environment:**

Skills: Thinking, dealing with complexity, problem solving and decision making

1. **Building quality After School Programmes**: Developing shared norms and standards

Skills: Project management and administration, evidence-based decision making

1. **Leading in partnership**: Harnessing the assets and resources of others

Skills: Partnership and Negotiation

**Eligibility**

* Applicant must be over 18
* Applicant must have a matric certificate. Alternatively, recognition of prior learning (RPL) will be assessed on a case by case basis.
* Applicant must be employed for duration of the Programme as:
	+ Western Cape Government staff working in government run After School Programmes
	+ NGO/NPO staff working in After School Programmes
	+ Volunteer staff working in After School Programmes
* Applicant must have at least two years experience working in the after school sector
* Applicant must commit to completing the course
* Applicant must be available for four five-day compulsory residential training blocks over the 12-month training period (to be held at Stellenbosch University and in Cape Town)
* Applicant must be supported in participating in the Programme by their host organisation, with a letter of support attached to their application form

**Programme details**

* The programme will start in February 2019 with graduation in January 2020.
* The programme will be offered every year to a cohort of 50 - 80 practitioners.
* The programme is free of charge to all accepted applicants on the condition of completion. In the case that an individual leaves the programme before completion, the individual will be required to pay back a portion of the costs incurred to the programme Convenors.
* Between the four residential programme components, participants will be supported in district level cluster meetings and community of practice workshops.
* The programme is accredited as a Stellenbosch University (SU) short course and successful participants will be acknowledged accordingly.
1. **CHECKLIST**

**PLEASE COMPLETE CHECKLIST BEFORE SUBMITTING THIS APPLICATION FORM.**

1. Accuracy and completeness of the information furnished

Western Cape Government, Stellenbosch University and Community Chest, (referred to in the rest of this declaration as “the Programme Convenors”) accept no responsibility for the delay in processing an application either because the information furnished in the application is faulty or because information asked for in the application form has been left out. Therefore, please make sure that the application information is accurate and complete.

1. Closing dates

Applications must be submitted on or before **14 December 2018** for the February 2019 intake. No late application received after 14 December for the February 2019 intake will be considered. Supporting documents required must be attached. Late applications will not be considered.

1. Supporting documents

Without the appropriate supporting documents, specified below, your application cannot be accepted for consideration.

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| * School leaving certificate/ application for Recognition of Prior Learning (if applicable)
 | ☐ |
| * Letter from your organisation supporting your participation in the programme
 | ☐ |
| * Copy of RSA ID (or passport for non-South African citizens)
 | ☐ |
| * Tertiary qualifications, photocopies of your academic record(s) – that is, of official statement(s) of your subjects taken and your marks/credits obtained – and your certificate(s) of conduct
 | ☐ |

1. Selection Process

In all cases, only complete and formally correct applications will be considered and the applicant will be notified of the outcome. In some cases, the Programme Convenors may however find it necessary to obtain additional information from his/her referees, and/or by interviewing the applicant and a selection process. **Only**

**shortlisted candidates will be requested to attend an interview. All interviews will take place during the week of 10 December 2018.** Applicants who are notified that they have been (provisionally) admitted for the programme must register on the date specified in their acceptance letter.

The application documents must be emailed to: submissions@comchest.org.za

Or sent to: COMMUNITY CHEST, 82 BREE STREET, CAPE TOWN, 8000, SOUTH AFRICA.

1. **APPLICATION FORM FOR THE 2019 EXTENDED EDUCATION PRACTITIONER TRAINING PROGRAMME (EEPTP)**

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| **Mark the applicable option(s) with an X and/or complete details where applicable/available** |
| 1. **PERSONAL DETAILS**
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| **Title**: | Mr | Ms | Mrs | Other: |  |
| **First Names:** |  |
| **Surname**:  |  |
| **Gender:** | Male | Female | **Age:** |  | **Date of Birth:**  |  |
| **ID Number:**  |  |
| **Alternate ID/** **Passport Number:**  |  |
| ADDRESS DETAILS |
| **CURRENT RESIDENTIAL ADDRESS** |
| **House / Flat Number:** |  | **House / Flat / Complex Name:**  |  |
| **Street Name:**  |  | **Suburb Name:**  |  |
| **City / Town Name:** |  | **Postal Code:**  |  |
| **CURRENT MAILING ADDRESS (Tick here if it is the same as above** ☐**)**  |
| **House / Flat Number:** |  | **House / Flat / Complex Name:**  |  |
| **Street Name:**  |  | **Suburb Name:**  |  |
| **City / Town Name:** |  | **Postal Code:**  |  |
| **CURRENT POSTAL ADDRESS (Tick here if it is the same as above** ☐**)** |
| **PO Box / Private Bag:** |  |
| **Suburb:** |  |
| **Postal Code:** |  |

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| CURRENT CONTACT DETAILS |
| **Landline:** |  | **Alternate Landline:** |  |
| **Cellphone Number:** |  | **Alternate Cellphone Number:** |  |
| **Email Address:** |  |
| **Alternate** **Email Address:** |  |
| **ALTERNATE PERSON TO CONTACT IF YOU ARE NOT AVAILABLE:**  |
| **Name:**  |  | **Relationship:** |  |
| **Landline:** |  | **Alternate Landline:** |  |
| **Cellphone Number:** |  | **Alternate Cellphone Number:** |  |
| **Email Address:** |  |
| **Alternate** **Email Address:** |  |
| EDUCATION |
| **PRIMARY / HIGH SCHOOL EDUCATION** |
| **Highest School Grade Passed:** |  | **Year:** |  |
| **Name of School:** |  |
| **TERTIARY EDUCATION** |
| **Highest Certificate / Diploma / Degree Name:**  |  |
| **Name of College / University:**  |  |
| **Year Qualification Obtained:**  |  | **Qualification Complete:** | Yes | No |
| CITIZENSHIP DETAILS  |
| **Marital status:** | Unmarried | Married | Divorced | Other: |  |
| **Equity status:** | Asian | Black African | Coloured | Indian | White |
| **HOME LANGUAGE** |
| Afrikaans | English | Isindebele | IsiXhosa | IsiZulu |
| Sepedi | Sesotho | Setswana | Siswati | Tschivenda |
| Tsonga: | Other:  |

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| --- | --- | --- | --- | --- | --- |
| **Citizenship:** | South African | Dual | Permanent Residence | Other: |  |
| **Permit Number if****Foreign:** |  |
| **Residence Permit:** |  |
| **Other Specified Permit:** |  |

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| EMPLOYMENT |
| **Are you currently working in the After School or Extended Education space?** | Yes  | No |
| **How long have you been working in the sector?** **(Indicate number of years)** |  |

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| --- | --- | --- | --- | --- |
| **Current status of employment** | Permanent employment | Contract employment | Volunteer | Unemployed |
| If employed, current employer details:  |
| **Name of****Employer/Organisation:** |  |
| **Address of****Current place of employment/ organisation:** |  |
| **Position at organisation:** |  |
| **Do you work directly with learners?** | yes | no |
| **Do you manage practitioners?** **i.e. are you responsible for practitioners who work directly with learners?** | yes | no |
| **Years in Current employment/ organisation:** |  |
| **Name of Manager / Supervisor:** |  |
| **Phone number(s) of Manager / Supervisor:** |  |
| **Email Address of Manager / Supervisor:** |  |
| **Does your employer know of and support your application to enrol in this Programme? (Please attach a letter of support to this application)** | **YES** | **NO** |
| **LIST UP TO 3 PREVIOUS PLACES OF EMPLOYMENT, YEARS, AND ROLE IN THE ORGANISATION** |
| **Name of organisation** | **Role in Organisation** | **Years spent at organisation** |
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| 1. **WHY WOULD YOU LIKE TO BE ON THIS 12-MONTH PROGRAMME?**
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| 1. **BRIEFLY DESCRIBE YOUR ROLE AND RESPONSIBILITIES (EXPERIENCE) IN WORKING IN THE AFTER SCHOOL ENVIRONMENT?**
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| 1. **IN YOUR CURRENT POSITION WHAT DO YOU SEE AS THE BIGGEST CHALLENGES TO MAKING AFTER SCHOOL PROGRAMMES SUCCESSFUL?**
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| 1. **WHO OR WHAT HAS BEEN YOUR GREATEST INSPIRATION?**
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| 1. **IF SELECTED, HOW WILL YOU ADD VALUE TO THE PROGRAMME?**
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| 1. **ANY ADDITIONAL COMMENTS YOU WOULD LIKE TO SHARE?**
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1. **DECLARATION BY APPLICANT**

I hereby declare:

1. that the particulars furnished by me in this application form are true and correct;
2. that I fully understand that the Western Cape Government, Community Chest and Stellenbosch University (referred to in the rest of this declaration as “the Programme Convenors”) are entitled to cancel my registration immediately, should it become apparent that any of the particulars furnished in this application form are untrue or incorrect;
3. that I undertake not to bring any claim, of whatever kind against the Programme Convenors or any employee of the Programme Convenors nor in any way whatever to hold the Programme Convenors liable for any damage or loss whatever which I may incur or suffer personally or in property of mine and which directly or indirectly arises from my participation during my period of study in any activity, of whatever kind, having to do with my studies or training or with sport or recreation of whatever kind, however such damage or loss may come about, and that I will take responsibility for participation in any activity and will accept the risk attached thereto;
4. that I authorise the Programme Convenors in the event of my requiring urgent medical treatment to get appropriate medical assistance and that I accept responsibility for the payment of the costs thus incurred;
5. that to the best of my ability I commit to completing the programme in its entirety;
6. that while I am not expected to pay for the programme costs, I agree that if I leave before the programme is completed, I commit to paying back an agreed portion of the programme fee;
7. that I furthermore undertake to cover all legal costs incurred by the Programme Convenors in the event of my failure to discharge any duty relating to the payment mentioned in (6) above.
8. I accept that I am responsible for updating my personal details and will notify the Programme Convenors of any changes.
9. I accept, agree and understand that any acknowledgement that I receive for successfully completing the programme does not equate to a formal qualification
10. I accept, agree and understand that the Programme Convenors may keep and process data and documents in electronic format, including data supplied by me in this application form;
11. The Programme Convenors may use and transfer such data and use such documents in electronic or other formats for the Programme Convenors purposes including submission of data for the National Learner Record Database as required by the Department of Higher Education and Training;
12. The Programme Convenors have the right to cancel the entire/part of the programme, without prior warning, if circumstances arise that prevent them from offering that programme.

**Signature of applicant:**

**Date:**