



HEEDMORINE INSTITUTE

ACADEMIC & PROFESSIONAL TRAINING
ACCREDITATION N° AG / c / p / 0218 / 08

Heedmorine Training & Consultancy is a subsidiary of Heed-NGO (Reg: 011-781-NPO): Accreditation N° AGR/c/p/0218/08; Company/Business Reg. N° CK1 N° 2004 / 039292 / 23; VAT N° 4300211861; Corporate Tax Registration N°: 9938495141; National Skills Fund Provider ID N°1130; Centralized Supplier Database (CSD) Registration N° MAAA0296861; BBBEE Status: Level 1 No 000607/B-BBEE: EME/20/082019; Business Cheque Account N°: 62065717947, Compensation of Injury on Duty Registration (COIDA) Registration No 90000832870; Accreditation N° AGR/c/p/0218/08; Company Books Audited by: Coetzee-Smit Chartered Accountants & Registered Auditors with Practice N° 929824-0000 Our Office is at 23 Lewis Drive, Horizon View 1724, Roodepoort (ERF 008), West of Johannesburg Cell Phone for Voice & WhatsApp Enquiries: 079 405 6615, E-mail: jobs@heed.org.za ; www.heed.org.za

PHASES OF OUR WORK PLACEMENT MENTORSHIPS INCLUDING WHEN AND HOW TO APPLY

Dear Prospective Student,

Be duly informed that you may participate for free in our WORK PLACEMENT MENTORSHIPS which have the 2 Phases that are explained here below:

(A) PHASE 1: APPLY FOR FREE WORK PLACEMENT MENTORSHIP

Prospective students may apply for our WORK PLACEMENT MENTORSHIPS using our ONLINE APPLICATION PORTAL which is obtainable by clicking on any of the WORK PLACEMENT MENTORSHIPS that are advertised on the News Flash on the Home Page of our website: www.heed.org.za

(B) PHASE 2: RESPONSE MESSAGE THAT YOU WILL RECEIVE AFTER AN APPLICANT SUBMITS HIS/HER ONLINE APPLICATION

After you apply for our WORK PLACEMENT MENTORSHIPS using our ONLINE APPLICATION PORTAL, you will receive the following SELF-EXPLANATORY RESPONSE which will be sent to the e-mail address that you will submit when you apply for our WORK PLACEMENT MENTORSHIPS using our ONLINE APPLICATION PORTAL:

PROVISIONAL REGISTRATION FOR FREE WORK PLACEMENT MENTORSHIP FOR A MAXIMUM OF 6 YEARS STARTING ON 06 JANUARY 2023 FACILITATED BY HEEDMORINE INSTITUTE (WORK PLACEMENT & RECOGNITION OF PRIOR LEARNING ACCREDITATION N° AGR/C/P/0218/08)

Dear Applicant,

(1.0) PROVISIONAL REGISTRATION CONFIRMATION FOR FREE WORK PLACEMENT MENTORSHIP STARTING 06 JANUARY 2023 (TERMS & CONDITIONS APPLY)

(1.1) This PROVISIONAL REGISTRATION CONFIRMATION e-mail message must be read and presented by you being a student of Heedmorine Institute (Work Placement & Recognition of Prior Learning Accreditation N° AGR/c/p/0218/08) to any relevant authority and/or stakeholders jointly with your PROOF OF PROVISIONAL REGISTRATION SUMMARY that our ICT SYSTEM has generated on our official Letterhead.

(1.2) If you are a South African applicant, Heedmorine Institute (Work Placement Accreditation N° AGR/c/p/0218/08 & Recognition of Prior Learning) is pleased to inform you that you are PROVISIONALLY REGISTERED FOR FREE for our FREE Work Placement Mentorship for a maximum of 6 years starting on 06 January 2023 and you will only be FULLY REGISTERED after you pass our PART 1 which is our compulsory FREE 6 Month ONLINE Accredited Work Placement Communication Ethics Short Learning Program (SLP) Unit Standard 8962 entitled: Maintain & Adapt Oral Communication, 5 Credits, NQF 2 which has Grade 10 as the Minimum Admission Requirement.

(1.3) If you are a Non-South African applicant Heedmorine Institute (Work Placement & Recognition of Prior Learning Accreditation N° AGRI/c/p/0218/08) is pleased to inform that you are PROVISIONALLY REGISTERED FOR FREE for our FREE Work Placement Mentorship for a maximum of 6 years starting on 06 January 2023 ON CONDITION THAT you apply and obtain a VALID STUDY PERMIT which must be granted and issued by authorities who are in charge of granting and issuing SOUTH AFRICAN STUDY PERMITS. The second condition if you are a Non-South African applicant is that Heedmorine Institute will grant you FULL REGISTRATION STATUS to proceed to actual Work Placement Mentorship only after you pass our PART 1 which is our COMPULSORY 6 month ONLINE Work Placement Communication Ethics Short Learning Program (SLP) Unit Standard 8962 entitled: Maintain & Adapt Oral Communication, 5 Credits, NQF 2 which has Grade 10 as the Minimum Admission Requirement. The third condition is that if you are a Non-South African student, you will be expected to participate in transferring "Hands-On Skills" on a 70 South Africans to 30 Non South African student basis so that you being a Non-South African student who has "Hands-On Skills" you will facilitate Skills Transfer (**as a Peer Mentor**) for 6 years having 6 annual Competence Certificates per year so that after the skills transfer Mentorship, South African students will be ready to fill any impending Skills Gaps noting that admission of you being a Non-South African student is in part based on the information that you being a Non-South African student submitted to us via our ONLINE APPLICATION PORTAL indicating that you do possess "Hands-On Skills" which you will be willing to transfer to South African students.

(1.4) The said FREE Work Placement will run for a maximum of 6 years with PART 1 which, as mentioned here above in Point 1.3 is our compulsory FREE 6 Month Online Accredited Course which has Grade 10 as the Minimum Admission Requirement and PART 2 which is the actual Work Placement in the field that you have selected which will only be undertaken after you pass PART 1.

(1.5) You are duly Provisionally Registered at Heedmorine Institute for the Mentorship Program of your choice as is indicated in the attached PDF document which bears the particulars that you submitted to our ONLINE APPLICATION PORTAL.

(1.6) The period of your Registration at our Heedmorine Institute is for a maximum of 6 years starting on 6th January 2023 which means that 2023 will be your First Academic Year.

(1.7) The STUDENT NUMBER for South African citizens and South Africa Permanent Residents will be the South African ID Number for life.

(1.8) Each Non-South African citizens will use his/her Citizenship Number from his/her country as his/her STUDENT NUMBER for life.

(2.0) STUDY PERMIT EMPHASIS FOR NON-SOUTH AFRICAN STUDENTS

(2.1) If you are a Non-South African student, you will have to apply for a STUDY PERMIT in which you are duty bound and responsible to follow the current standard application procedures with payment of pertinent tariffs (where applicable) that are imposed by authorities who are in charge of receiving and processing APPLICATIONS FOR SOUTH AFRICAN STUDY PERMITS.

(2.2) We reiterate that, this means that if you are a Non-South African student, Heedmorine Institute will only grant you FULL REGISTRATION STATUS after you submit (to Heedmorine Institute) a VALID STUDY PERMIT which must be granted and issued by authorities who are in charge of granting and issuing SOUTH AFRICAN STUDY PERMITS.

(3.0) STEPS, RULES & PROCEDURES FOR WITH RESPECT TO HOW TO PARTICIPATE IN ANY OF OUR WORK PLACEMENT MENTORSHIPS

(3.1) STEP 1: SUBMITTING ONLINE ASSIGNMENTS FOR OUR FREE 6 MONTH ONLINE ACCREDITED WORK PLACEMENT COMMUNICATION ETHICS SHORT COURSE (WHICH IS 5% WEIGHTED)

(3.1.1) Your ONLINE Short Course will start on 06 January 2023 and for this reason it is only on 06 January 2023 that you will be able to download (FOR FREE) our Online Practical Activity Accredited Study Guide for our 6 month Work Placement Communication Ethics Short Learning Program (SLP) Unit Standard 8962 entitled: Maintain & Adapt Oral Communication, 5 Credits, NQF 2. Please search for our Accredited Study Guide on or after 06 January 2023 under Point 1.0 on our NEWS Flash on the Home Page of our website www.heed.org.za

(3.1.2) After 06 January 2023 you will be able to download (FOR FREE) our Accredited Study Guide, which is mentioned here above in Point 3.1.1, and our Accredited Study Guide will actually GUIDE YOU on the RULES & PROCEDURES regarding how to PREPARE and SUBMIT (and RE-SUBMIT where applicable) your answers to your Online Multiple-Choice Assignment Questions noting that you will SUBMIT your answers to your Online Multiple-Choice Assignment Questions on our ONLINE SYSTEM on fixed DUE DATES.

(3.1.3) If you are a Non-South African student, you may commence with your ONLINE Work Placement Communication Ethics Short Learning Program (SLP) Unit Standard 8962 entitled: Maintain & Adapt Oral Communication, 5 Credits, NQF 2 after 06 January 2023 WHILST YOU ARE IN YOUR HOME COUNTRY OF ORIGIN AS A PROVISIONALLY REGISTERED STUDENT as you wait to obtain a VALID STUDY PERMIT which must be granted and issued by authorities who are in charge of granting and issuing SOUTH AFRICAN STUDY PERMITS noting that Heedmorine Institute will not take any responsibilities whatsoever should you decide to travel from your country of origin to South Africa on other VISA PROVISIONS and decide to flout South African pieces of immigration

legislation whilst provisionally registered at Heedmorine Institute for our Free ONLINE 6 Month Online Accredited Work Placement Communication Ethics Short Learning Program (which is 5% Weighted).

(3.2) STEP 2: REPORTING FOR ACTUAL WORK PLACEMENT MENTORSHIP (FOR FREE) FOR MAXIMUM OF 6 YEARS (WHICH IS 95% WEIGHTED)

(3.2.1) You will download your WORK PLACEMENT SELF INTRODUCTORY LETTER and WORKPLACE LOGBOOK which together with your Certificate in Work Placement Communication Ethics will allow you to approach Host Employers so that they admit you for Work Placement Mentorship (FOR FREE) for a maximum of 6 years (which is 95% Weighted) ONLY AFTER YOU PASS your 6 month Work Placement Communication Ethics Short Learning Program (SLP) Unit Standard 8962 entitled: Maintain & Adapt Oral Communication, 5 Credits, NQF 2 after which (i.e., around 15 June 2023) AT A COST TO YOU, WE WILL COURIER YOUR accredited Certificate in Work Placement Communication Ethics Short Learning Program (SLP) Unit Standard 8962 entitled: Maintain & Adapt Oral Communication, 5 Credits, NQF 2. The WORK PLACEMENT SELF INTRODUCTORY LETTER and WORKPLACE LOGBOOK will only be available on for downloading on 01 July 2023 from the News Flash on our website: www.heed.org.za

(3.2.2) The FULL VERSION OF RULES & PROCEDURES regarding how our FREE Work Placement Mentorship for a maximum of 6 years (which is 95% Weighted) that will run among Host Employers for the benefit of South African and Non-South African Experiential Learners will be given to you after you pass your 6 month Work Placement Communication Ethics Short Learning Program (SLP) Unit Standard 8962 entitled: Maintain & Adapt Oral Communication, 5 Credits, NQF 2 which has Grade 10 as the Minimum Admission Requirement. We repeat and emphasize that before you approach Host Employers so that they admit you for Work Placement Mentorship (FOR FREE) for a maximum of 6 years (which is 95% Weighted), you will need the following:

- (a) WORK PLACEMENT SELF INTRODUCTORY LETTER which will be available for downloading on 01 July 2023 from www.heed.org.za
- (b) WORKPLACE LOGBOOK which too will be available for downloading on 01 July 2023 from www.heed.org.za
- (c) Your Certificate in Work Placement Communication Ethics which we will courier to you around 15 June 2023 AT A COST TO YOU.

(3.2.3) If you are a Non-South African student, you will not be allowed to report for ACTUAL WORK PLACEMENT MENTORSHIP (FOR FREE) FOR MAXIMUM OF 6 YEARS (which is 95% Weighted) if you do not manage to obtain a VALID STUDY PERMIT which must be granted and issued by authorities who are in charge of granting and issuing SOUTH AFRICAN STUDY PERMITS.

(3.2.4) If you are a South African student, you will be allocated by Heedmorine Institute to Host Employers together with Non-South African students (who will be STUDY PERMIT HOLDERS) for "Hands-On Skills Transfer" on a 70 South Africans to 30 Non-South African student basis so that Non-South African students who have "Hands-On Skills" will facilitate Skills Transfer (**as Peer Mentors**) for 6 years having 6 annual Competence Certificates so that South African students will be ready to fill any impending Skills Gaps noting that admission of Non-South African students is based on the information that Non-South African students submitted to us via our ONLINE APPLICATION PORTAL in which they indicated the "Hands-On Skills" that they, being Non-South African students will be willing to transfer to South African students.

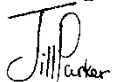
(3.2.5) Our Heedmorine Training Institute will play the role of **Master Mentor** and will be responsible for sharing annual progress reports (*or the lack of progress*) to pertinent authorities in South Africa and foreign countries of origin of Non-South African students such as Department of Home Affairs, Department of Employment & Labour etc., whereas Host Employers of Study Permit Holders and South African Students will play the role of Site Mentors who **may pay Gazetted stipends both to Non-South African students and South African students who will be participating in the Skills Transfer Mentorships**. Site Mentors who will play the role of Host Employers will be duty bound to "SIGN OFF" our **Heedmorine Institute Duty Assessment Logbook Sheets** which students will be submitting on specific **Due Dates** to Heedmorine Institute via e-mail: assignments@heed.org.za noting that the Skills Transfer Mentorships will be based on a "**Blended Approach**." During the 6 years of the said Work Placement Mentorships, both Non-South African Study Permit Holder students and South African students will additionally be expected to complete Virtual/Online Assignments after work hours & during weekends via: www.heed.org.za

(3.2.6) During the 6 years of Work Placement Mentorships, Heedmorine Institute will issue South African youth and Non-South African students 6 accredited annual Competence Certificates viz., *Pre-Basic Competence Certificate, Basic Competence Certificate, Satisfactory Competence Certificate, Moderate Competence Certificate, Advanced Competence Certificate and Excellent Competence Certificate*.

(3.2.7) After acquisition of the 6 accredited Competence Certificates from **Occupational (On the Job)** Experiential Training, South African youth will be competent enough to fill the impending Skills Gaps in industries involving Maintenance, Construction, Hospitality, Maid Services, Agriculture, Food Industry.

(3.2.8) Accredited Competence Certificates will enable our accredited NGO to perpetually endeavour to raise Project Funding from our partners viz., www.fundsforngos.org for Non-South African students who may obtain Project Funding to go back to rebuild their countries to their former glory.

Best regards,



Jill Parker (Acting Registrar – Heedmorine Training Institute: registrar@heed.org.za : 079 405 6615 ; www.heed.org.za).