## APPLICATION FORM

**PLEASE COMPLETE ALL PARTS OF THE APPLICATION FORM.**

**Date of Application: _____**

**QUALIFICATION APPLIED FOR (Please indicate):**

| | |
|---|---|
| Certificate in Transformational Leadership (CTL) – NQF Level 5 | **X** |

**BIOGRAPHICAL INFORMATION:**

Title: _____ Gender: _____ Age: _____

Surname: _____

First Name: _____

Other Names: _____

Date of Birth: _____ Identity Number: _____

| **Marital Status** | |
|---|---|
| Never Married | |
| Married | |
| Divorced / Separated | |
| Widowed | |

| **Financial Sponsor** | |
|---|---|
| Self-Funding | |
| Company | |
| Individual sponsor | |

Nationality: _____ Region of Origin: _____

Hometown: _____ Home Language: _____

Home Address: _____

_____

Office Phone: _____ Cell No: _____

Email: _____

Disabilities: YES/NO If yes, describe: _____

**EDUCATION**

**Highest School** Qualification: _____ Year Obtained: _____

**Highest Tertiary** Qualification (write in full)

_____

Year obtained: _____ Qualification Level: _____

Institution (Write in full):

_____

**Please submit certified copies of the following:**

- **ID** ☐
- **Qualifications** ☐
- **Academic Transcripts (showing subjects and marks)** ☐

**EMPLOYMENT DETAILS:**

Current employer: _____

Place of Work: _____

Position _____

Nature of responsibility: _____

Town: _____

Region: _____

Why do you enrol for this leadership course?

_____

_____

Where did you hear about the African Leadership Institute?

_____

**AGREEMENT:**

I _____ (name of student) agree to the following terms and conditions:

1. To attend three weeks of training at the Rock Lodge (**shared accommodation**, meals and training included in the training fee)
2. To arrange and pay for my own transport to and from the Rock Lodge.
3. To **book and pay** for a seminar as part of the CTL and DTL curriculum (marriage or singles or relationship seminar). Fees and booking forms available at the ALI office and in your file.
4. To adhere to due dates as communicated on assessment activities.
5. To read all correspondence and adhere to the rules of the Institute and the Rock Lodge.
6. To enter a mentoring relationship as a mentor and/or mentee as part of the CTL and DTL curriculum.
7. **FEES:** To pay my study fees as follows:

| **OPTION** | **AMOUNT** | |
|---|---|---|
| Full Payment | | Email proof of payment to admissions@ali.com.na |
| Sponsor Name: | | Sponsor Email: |
| Installments (Specify) | | Complete debit order form and email to admissions@ali.com.na |

_____ _____

Student Signature Date

**FEES for 2027**

| | |
|---|---|
| Certificate in Transformational Leadership (Level 5) | N$ 29 000.00 |
| Diploma in Transformational Leadership (Level 6) | N$ 21 000.00 |

**PLEASE NOTE: Registration Fee of N$ 2 500 must be paid OR Debit Order must start on approval of the application and before commencement of the first training week.**

## DEBIT ORDER DEDUCTION FORM

I hereby grant the African Leadership Institute permission to deduct money from my personal account. Account details are as follows:

**Surname:** _____

**Name(s):** _____

**Student Number:** _____

**Bank:** _____ **Branch Code :** _____

**Branch Name**: _____

**Account type:** CHEQUE ☐ SAVINGS ☐

**Account number**: _____

**Amount to be deducted monthly:** N$ _____

**Total amount to be deducted:** N$ _____

**Period for which deductions should be made:** _____ months

**PLEASE NOTE THAT THE PERIOD CAN NOT EXCEED 24 MONTHS.**

**Date FROM WHEN deductions should be made:**

**(dd/mm/yyyy)** _____/_____/_____

**Date UNTIL WHEN deductions should be made:**

**(dd/mm/yyyy)** _____/_____/_____

**REFERENCE (Your Surname and name):** _____

Date _____ Place _____

Signature for permission: _____

**Students may apply for exemption for the following modules:**

| Module Title | Learning Outcomes | Level | Credits |
|---|---|---|---|
| Wellness<br>WEL9307 | Explain wellness.<br>Discuss the importance of healthy living.<br>Define self-esteem.<br>Discuss factors that influence the development of positive self-esteem | 3 | 7 |
| Customer Care<br>CCE9307 | Define customer care.<br>Analyse examples of good and bad customer care<br>Explain the benefits of customer care as a marketing tool | 3 | 7 |
| Business Ethics<br>BSE9408 | Define the term ethics.<br>Identify and evaluate examples of ethical behaviour.<br>Discuss the impact of unethical behaviour in the workplace.<br>Define social responsibility.<br>Describe how social responsibility can be used to combat unethical behaviour. | 4 | 8 |
| Motivation<br>MTV9408 | Differentiate between intrinsic and extrinsic motivation.<br>Explain the advantages and disadvantages of intrinsic and extrinsic motivation.<br>Determine the relationship between goal setting and motivation.<br>Determine the relationship between encouragement and inspiration | 4 | 8 |
| Communication in Business<br>CMB9412 | Define communication.<br>Analyse the advantages and challenges of different types of communication in different circumstances.<br>Distinguish between internal and external communication.<br>Explain how internal and external communication takes place in business.<br>Explain the importance of planning for meetings, including notice, agenda, and minutes.<br>Evaluate the effectiveness of meetings in the workplace | 4 | 12 |

**CERTIFICATE IN TRANSFORMATIONAL LEADERSHIP**

**APPLICATION FOR EXEMPTION**

Surname: _____

First Name: _____

ID Number: _____ Student no: _____

**PLEASE NOTE:**

**EXEMPTION CAN ONLY BE GRANTED IF THE ACADEMIC TRANSCRIPT IS ATTACHED TO THE APPLICATION FORM.**

Indicate the modules exemption is applied for:

_____

_____

_____

_____

_____

_____

_____ _____

Student Signature Date

**EXEMPTIONS GRANTED (For Office Use):**

_____

_____

_____

_____

_____ _____

Signature Date