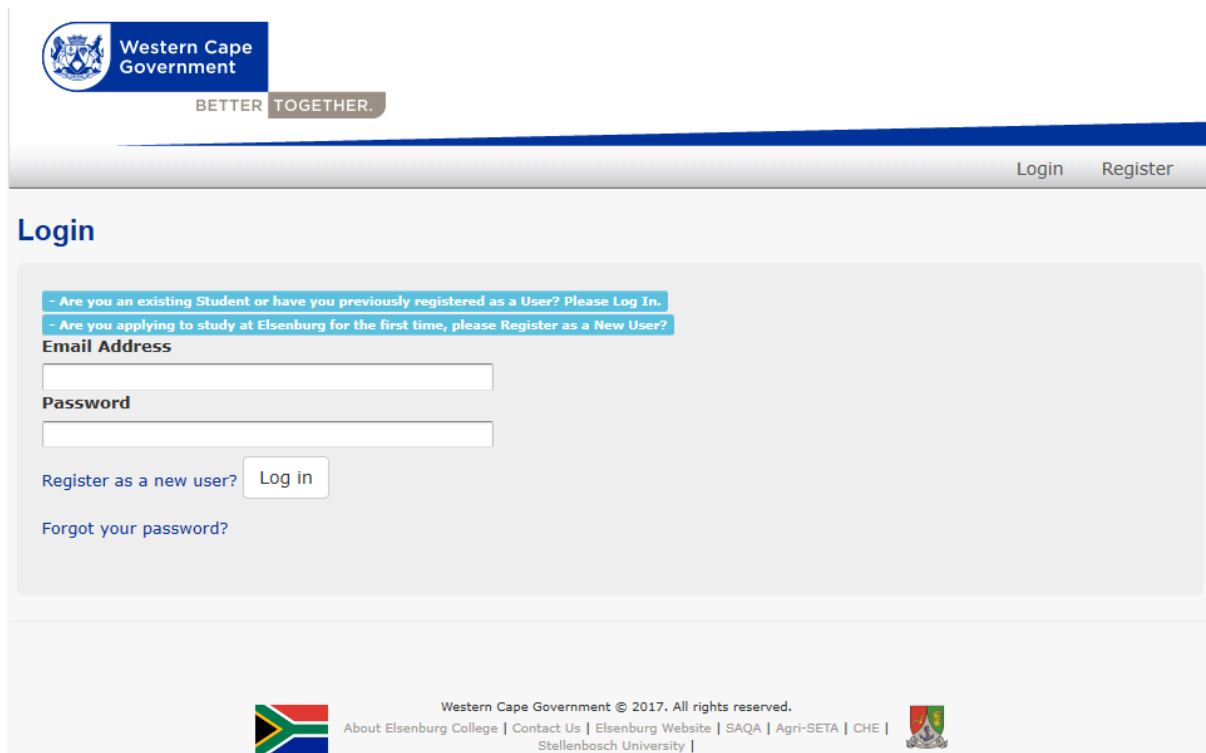


## ELSENBURG AGRICULTURAL TRAINING INSTITUTE

### Online Application Instructions

### Learnership Programme

#### Step 1: Register as a new user



The screenshot shows the login and registration interface for the Western Cape Government. At the top left is the Western Cape Government logo with the tagline "BETTER TOGETHER." and the word "Agriculture". At the top right is the Elsenburg Agricultural Training Institute logo. Below the logos is a navigation bar with "Login" and "Register" links. The main content area is titled "Login" and contains two blue instructional boxes: "- Are you an existing Student or have you previously registered as a User? Please Log In." and "- Are you applying to study at Elsenburg for the first time, please Register as a New User?". Below these are input fields for "Email Address" and "Password". There is a "Log in" button and a link for "Register as a new user?". At the bottom, there is a footer with the South African flag, copyright information "Western Cape Government © 2017. All rights reserved.", and a list of links: "About Elsenburg College | Contact Us | Elsenburg Website | SAQA | Agri-SETA | CHE | Stellenbosch University |".

#### Step 2: Activate account

- a) Please follow the link in the email that will be emailed to you, to activate your account.

#### Step 3: Choose your programme

- a. Select **Learnership Programme**.

## **Step 4: Complete application**

It is important to have an electronic copy of all required documents before proceeding with this step.

### **4.1. Complete all required fields.**

### **4.2. Upload your documents.**

#### **4.2.1. Identity document**

- a) A certified copy of your Identity document

#### **4.2.2. Grade 11/12 final results**

- a) If you are in Grade 12 at present, include a certified copy of your Grade 11 final examination symbols.
- b) If you have already completed school (regardless of whether or not you are attending/have attended another university or Institute), please include a certified copy of your final school certificate (Senior Certificate (prior to 2008) OR National Senior Certificate (NSC) OR Independent Examination Board certificate (IEB)
- c) If you have completed the International School System (Cambridge International, etc.) please include a certified copy of your final school results and an evaluation by the South African Qualifications Authority (SAQA).

#### **4.2.3. Curriculum Vitae (CV)**

- a) A copy of your newest CV

#### **4.2.4. Letter from Host Farm**

- a) A letter from your Host Farm (in your field of study) stating that you are allowed to do your practical/Work Integrated Learning (WIL) for the duration of the course.

#### **4.2.5. WCG ICAS Consent form**

#### **4.2.6. Z83 Application for Employment form**

#### **4.2.7. Z56 Bank form**

#### **4.2.8. SAPS 91 (a)**

#### **4.2.9. Student Information Sheet**

**Note:**

1. All required documents must be uploaded before the closing date.
2. The original certified documents must be couriered only after receipt of preliminary acceptance:  
For Attention:  
Ms. P. Jephthas-Crail  
Elsenburg Agricultural Training Institute  
Muldersvlei Road  
Elsenburg  
7607  
  
Contact no. 021 021 808 7700
3. Applications with outstanding documents will be regarded as incomplete and will not be processed.

- 4.3. Accept the terms and conditions. You will now receive an email acknowledging receipt of application.**

**ONCE ALL 4 STEPS ARE COMPLETE, YOUR APPLICATION IS COMPLETE  
AND UNDER CONSIDERATION.**