



LADUMA TRAINING ACADEMY

Instructions for filling in application form:

Glossary:

LTA- Laduma Training Academy.

Please read the instructions carefully and complete all applicable sections:

1. Entry Requirements:

- Please visit Laduma Training Academy website (<https://ladumaacademy.co.za>) for full details of entry requirements for all courses.

2. Application deadline:

- NQF Level 6: 16 January 2023 @ 12:00pm
- Short courses: applications open throughout the year.

3. Communication to applicants:

- You will receive a separate email and/or SMS communication with regard to the outcome of your academic application.
- It is therefore required that you complete both email and cell phone contact details on the application forms.
- Please notify LTA immediately of any changes to your email address via admin@ladumaacademy.co.za.

4. Academic documents:

- Photocopies of all documents must be certified.

4.1 NQF LEVEL 6: Retail Store Manager

Applicants who are currently completing South African Matric:

- Grade 11 final results
- ID copy

Applicants who have completed Matric:

- Final Grade 12 statement or certificate
- ID copy
- Previous degree/diploma/ any qualification if completed at another higher education institution.

4.2 SHORT COURSES

- Excel Training and Building Plan, both do not require any qualification or matric.

5. Financial Arrangements:

- The reference for any deposit to be made to LTA bank account must be the APPLICANT'S ID NUMBER.

6. Application form:

- Select and download the correct application form for desired course.
- Fill in all mandatory fields, marked with an asterisk sign (*), especially the:
 - the contact details (email address and cell phone number)
 - name and surname
 - ID NUMBER
- Make sure all details are correct.
- Sign any declaration on the application form.
- Attach all supporting documents required.