

Public Relations Institute of Southern Africa Tel: (011) 326 1262. Fax: 326 1259 PO Box 2825, Pinegowrie 2123 108 Bram Fisher Drive, Ferndale, Randburg	Professional Development courses application form FRM-02-13	 P R I S A Public Relations & Communication Management ESTABLISHED 1957
APPLICATION FORM 2018 - MNGT, PRAC, WRITING		

Have you attached copies of the following? *(We cannot process your application without them)*

- Your CV
- Your ID
- Metric certificate
- A letter from your manager if your company is paying
- Relevant qualifications (diplomas or degrees)

Date of application: _____ PRISA Course Co-ordinator: Claudia Brittoe

Title: _____ First names (in full): _____ Preferred name: _____

Surname: _____ Maiden name: _____

Street address: _____

Postal address: _____ Postal code: _____

Your ID number: _____ Date of birth: _____

Home telephone number: _____ Cell phone number: _____

Business telephone number: _____ Fax number: _____

E-mail address: _____ Home Language: _____

Employer: _____ Job title: _____

Dietary requirements: _____ Vegetarian Non-vegetarian

Fees are inclusive of assessment fees, catering, programme manuals

Are you a member of PRISA?	Yes	No
PLEASE INDICATE BELOW WHAT PROFESSIONAL DEVELOPMENT PROGRAMME YOU ARE APPLYING FOR		
	PROFESSIONAL DEVELOPMENT PROGRAMME IN PUBLIC RELATIONS WRITING R 18 086 Incl. VAT Incl. VAT	Please tick
2018PC (Cape Town)	28May-1 June 2018 week one AND 23-27 July 2018 week two	

(Branch code – 198765).

Please use your invoice number as reference when making payment. Proof of payment needs to be e-mailed/faxed to us prior to the workshop date.

Who will be paying for the programme?

Yourself <input type="checkbox"/> All company payments need an official order, company VAT registration number, as well as a letter from the relevant manager indicating that the company takes full responsibility for the payment of your studies. Single payment system: <input type="checkbox"/> Deferred payment system: <input type="checkbox"/>	Your employer/sponsor: <input type="checkbox"/> (Full fee due on registration) <input type="checkbox"/> (Deposit of 50% is due on registration. Balance payable before second week starts) <input type="checkbox"/>
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Account payer's details:

Company/sponsor/parent name: _____ Order number: _____

Company VAT registration number: _____

Manager / supervisor name: _____ Work telephone number: _____

E-mail address: _____ Cell phone number: _____

Fax number: _____ SDL number: _____

Street address: _____

Postal address: _____

Postal code: _____

Undertaking (to be completed by the learner in block letters):

I _____

of _____

accept that, having agreed to join a Public Relations Institute of Southern Africa programme priced at _____, I am fully liable for the full payment of the total registration fee, whether I choose to complete the programme or not. I understand that, should I default on any of the payments, I will be excluded from the programme entry or assessment sessions.

Dated this day _____ of _____ 2018

Signature of learner	Signed witness for PRISA
_____	_____

TERMS AND CONDITIONS

1. The account payer agrees to pay the cost of the learning skills programme in accordance with the payment option selected.
2. Learners will not be allowed to receive notes or attend lectures until the full deposit has been paid.
3. The contract cannot be cancelled or transferred to another person.
4. No certificate will be issued until the full balance due to the Centre has been paid.
5. Failure to attend training sessions will not reduce liability for the total cost of the learning unit programme and the account payer shall not be entitled to any credit or reduction.
6. No fees are re-fundable in the case where learners do not abide by prescribed academic guidelines and programme rules.
7. Once an agreement has been signed with the Centre, fees are not refundable.

8. All overdue accounts will incur interest of 1.5 % per month.
9. The date and time of rescheduled training sessions due to late attendance or absence is at the discretion of the Centre.
10. The Centre reserves the right to reschedule any training session at its discretion.
11. Learners should attend all training sessions. Should a learner be absent for more than 10 percent of the training sessions, s/he will not be allowed to complete the programme.
 - Ensure that your account is settled before the second week commences.
 - It is mandatory a minimum payment of 50% is made before the course start.
12. It is a specific programme requirement that all learners become members of PRISA, except for Community Relations and Development Communication. Please complete the membership form. If we do not receive the completed form your application can not be processed.

You may cancel your registration, in writing, up to five (5) working days before the learning programme commences, should you cancel your booking (5) five working days prior to the workshop date, you will be liable to pay 20 % (twenty percent) cancellation fee.

Please note all signatures must be present before your application will be processed.

I, _____ (Above mentioned account payer), confirm that I have read this contract and consider myself bound by the terms herein.

Name and signature of learner: _____ Date: _____

Name and signature of guardian: _____ Date: _____

Name and signature of account payer: _____ Date: _____

All company payments should have an official order as well as a letter from the Manager indicating that the company will take full responsibility for the payment.

will consider being associated with our institute, which is dedicated to promoting professionalism in the practice of public relations and communication throughout Southern Africa.

PRISA is recognised by the South African Qualifications Authority (SAQA) as the professional body for public relations and communication and in accordance with the Rules, you are required to divulge information on the registration form. Please



P R I S A

 Public Relations &
 Communication Management

ESTABLISHED 1957

August 2017

Dear colleague,

2017 REGISTRATION APPLICATION FORM

We have pleasure in including information on PRISA and our registration application forms and trust you will consider being associated with our institute, which is dedicated to promoting professionalism in the practice of public relations and communication throughout Southern Africa.

PRISA is recognised by the South African Qualifications Authority (SAQA) as the professional body for public relations and communication and in accordance with the Rules, you are required to divulge information on the registration form. Please complete all the details as required by SAQA.

PRISA membership makes you part of an organisation that sets national standards for the profession through its professional standards and examinations and ensures that all professionals have a clear developmental path through the PRISA

programmes.

As a professional we are sure you would like to participate in the development of the public relations practice in this country.

Our most prestigious event is the PRISA annual conference, where we promote your professional development and encourage exchanges with renowned experts.

We strive to improve benefits and services and have pleasure in enclosing information on our activities.

Some benefits of registration are:

- PRISA helps you stay in touch with your profession;
- It provides networking opportunities;
- Membership of the Global Alliance for Public Relations & Communication Management – (website www.globalalliancepr.org) through your membership of PRISA.
- PRISA is your best source of continuing professional development opportunities through its expanded programme of seminars and workshops; (the **saving** between member and non-member rate for any four seminars attended is equivalent to one year's membership fee);
- Your registration entitles you to large discounts on these resources;
- Library facilities for registered practitioners only - containing magazines and some 400 titles on public relations and related topics;
- Annual national conference;
- Local activities are arranged in 9 regions for your development. They also provide networking opportunities;
- Access to a series of professional courses from Basic Principles, Public Relations Practice to the Public Relations Management courses. These courses are offered part-time, full-time or as in-house training for large organisations. Two specialisation courses have been developed namely: Public Relations Writing and Community Relations and Development Communication.
- Information services.

Join PRISA and you will enjoy valuable discounts off the annual conference, continuing professional development activities and more! You will soon recoup your annual registration fee.

Sincerely

ADELE PAULSEN
Executive director

PUBLIC RELATIONS INSTITUTE OF SOUTHERN AFRICA NPC

Directors: Kavitha Kalicharan APR, Thabisile Phumo APR, Malesela Maubane CPRP, Daniel Munslow CPRP, Linda Weaver APR, Roshnee Pillay CPRP, Pieter Pretorius APR, Rene Benecke CPRP, Chris Verrijdt CPRP, Bridget von Holdt APR, Adele Paulsen CPRP (Executive director)

Registration No.: 2000/016388/08 : VAT No.: 4230111686
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P R I S A
Public Relations &
Communication Management
ESTABLISHED 1957

PUBLIC RELATIONS INSTITUTE OF SOUTHERN AFRICA

APPLICATION FOR REGISTRATION

THIS APPLICATION MUST BE ACCOMPANIED BY A CV & CERTIFIED COPIES OF ACADEMIC QUALIFICATIONS & ID

PLEASE TYPE OR USE BLOCK CAPITALS TO COMPLETE ALL DETAILS ON THIS FORM LEGIBLY – INFORMATION REQUIRED BY ALL CITIZENS FOR GOVERNMENT STATISTICAL PURPOSES (SAQA RECOGNITION OF PRISA LEVELS OF DESIGNATIONS)

Title: First: Other: Surname:

ID No: Alternative ID type: eg Passport: No:

Date of birth: Y /M /D Nationality:

Citizen Resident Status: Permanent Resident South Africa Dual (SA plus other) Other Unknown

Gender: Male Female Disability: None Sight Hearing Physical Other

Equity: Black Coloured Indian/Asian White Other Home Language:

Name of Company: Invoice Address: Code:

Company VAT registration no: Personal postal address: Code:

Personal physical address: Province:

Home ☎: (.....) Cell:

Business ☎: (.....) Switchboard ☎: Fax: (.....)

E-mail : (please print clearly)

Designation : Date taken up present appointment: Y ___ /M ___ /D

To whom in the company are you immediately responsible?:

INDICATE WHICH ONE OF THESE CATEGORIES MOST ADEQUATELY DESCRIBES YOUR ORGANISATION'S BUSINESS:

- | | |
|---|---|
| <input type="checkbox"/> 01 Advertising/Marketing | <input type="checkbox"/> 16 Agriculture |
| <input type="checkbox"/> 02 Chemical | <input type="checkbox"/> 17 Construction/Property |
| <input type="checkbox"/> 03 Consumer | <input type="checkbox"/> 18 Education |
| <input type="checkbox"/> 04 Electronics/Computers/High-tech | <input type="checkbox"/> 19 Engineering |
| <input type="checkbox"/> 05 Entertainment/Leisure | <input type="checkbox"/> 20 Local, Provincial & National Government |
| <input type="checkbox"/> 06 Fashion/Clothing/Beauty | <input type="checkbox"/> 21 Manufacturing |
| <input type="checkbox"/> 07 Food/Beverages | <input type="checkbox"/> 22 Mining/Metals |
| <input type="checkbox"/> 08 Health care/Pharmaceutical | <input type="checkbox"/> 23 Non-profit/Welfare |
| <input type="checkbox"/> 09 Finance/Banking/Insurance | <input type="checkbox"/> 24 Public Utilities |
| <input type="checkbox"/> 10 Media/Publishing | <input type="checkbox"/> 25 PR Consultancy |
| <input type="checkbox"/> 11 Motor | <input type="checkbox"/> 26 Sport |
| <input type="checkbox"/> 12 Oil/Petroleum | <input type="checkbox"/> 27 Travel/Tourism/Hotel |
| <input type="checkbox"/> 13 Professional Services | <input type="checkbox"/> 28 Fulltime Student |
| <input type="checkbox"/> 14 Wholesale/Retail trade | <input type="checkbox"/> 29 Community Services |
| <input type="checkbox"/> 15 Transport | <input type="checkbox"/> 30 Armed Forces & SAPS |
| | <input type="checkbox"/> 31 Other |

INDICATE YOUR OCCUPATIONAL CLASSIFICATION:

- | | SENIOR MANAGEMENT | MIDDLE MANAGEMENT | SUPERVISORY | NON-MANAGEMENT |
|----------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Corporate | <input type="checkbox"/> 01 | <input type="checkbox"/> 02 | <input type="checkbox"/> 03 | <input type="checkbox"/> 04 |
| Consultant | <input type="checkbox"/> 05 | <input type="checkbox"/> 06 | <input type="checkbox"/> 07 | <input type="checkbox"/> 08 |
| Education - Teaching | <input type="checkbox"/> 09 | <input type="checkbox"/> 10 | <input type="checkbox"/> 11 | <input type="checkbox"/> 12 |
| Government | <input type="checkbox"/> 13 | <input type="checkbox"/> 14 | <input type="checkbox"/> 15 | <input type="checkbox"/> 16 |

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ACADEMIC QUALIFICATIONS: PLEASE INCLUDE CERTIFIED COPIES OF ALL QUALIFICATIONS

PLEASE COMPLETE IN DETAIL

<u>Degrees accredited with CHE (Council for Higher Education):</u>	<u>UNIVERSITY & YEAR</u>
3-Year degree - specify :	
3-Year Communication degree	
4-Year Communication degree	
Honours degree in Communication	
Honours degree in Communication (specialisation in Public Relations)	
Masters degree in Communication (specialisation in Public Relations)	
Doctors degree in Communication (specialisation in Public Relations)	
Post-graduate qualifications in Human Sciences/ Behavioural Sciences	
<u>Diplomas accredited with CHE</u>	<u>INSTITUTION & YEAR</u>
Any 3-year diploma - specify :	
3-Year diploma in Public Relations	
Higher National diploma in Public Relations	

Masters diploma in Public Relations	
Laureates in Public Relations	
Post-diploma qualifications in Human Sciences/Behavioural Sciences	
B Tech	
M Tech	
D Tech	
<u>Individual university and other accredited higher education providers:</u>	<u>INSTITUTION & YEAR</u>
The following individual subjects (outside a degree/diploma) will be recognised :	
Communication I, II, III - Specify :	
Communication Law	
Public Relations	
Journalism	
Business Economics	
Industrial Psychology	
Sociology	
Psychology	
<u>OTHER QUALIFICATIONS :</u>	<u>INSTITUTION & YEAR</u>
PRISA Intermediate Certificate in Public Relations	
PRISA Certificate in Advanced Principles of Public Relations Practice	
PRISA Final Certificate in Public Relations	
PRISA 3-year Diploma	
<u>OTHER QUALIFICATIONS endorsed by PRISA</u>	
ProVox Certificate in Basic Business Communication	
ProVox Certificate in Elementary Public Relations	
ProVox Certificate in Basic Principles of Public Relations Practice	
ProVox Certificate in Community Relations and Communication Development	
ProVox Certificate in Financial Accounting	
ProVox Certificate in Public Relations Practice	
ProVox Certificate in Public Relations Management	
ProVox Certificate in Public Relations Writing	
ProVox PRCC Public Relations Consulting	
Other - Specify :	

EXPERIENCE: PLEASE INCLUDE A DETAILED CURRICULUM VITAE

PLEASE COMPLETE IN DETAIL

CO-ORDINATION AND MANAGEMENT OF PUBLIC RELATIONS ACTIVITIES

	LEVEL:	CO-ORDINATION NUMBER OF YEARS	MANAGEMENT NUMBER OF YEARS
Budgetting			
Change management			
Communication strategy of organisation			
Community relations			
Corporate advertising			
Corporate communication			
Corporate identity			
Corporate positioning			
Crisis communication			
Employee relations and communication			
Environmental programmes			
Government liaison			
Industrial relations			

Industry affairs		
Information services		
International relations		
Issues management		
Lobbying		
Media strategy management		
Research (Overseeing of research done by others for the organisation)		
Social investment programmes		
Sponsorships		
<u>MEDIA RELATIONS AND PLACEMENT</u>		<u>NUMBER OF YEARS</u>
Evaluation of coverage		
Identification of publics		
Media relations		
Planning		
<u>ORGANISING</u>		<u>NUMBER OF YEARS</u>
Conferences and seminars		
Exhibitions		
Fund-raising		
Promotions		
Special events		
Visits, tours, open-house days		
<u>WRITING/EDITING</u>		<u>NUMBER OF YEARS</u>
Annual reports		
Articles for in-house publications		
Audio/audio-visual presentations		
Brochures, pamphlets		
Direct mail		
Electronic material		
Feature articles		
In-house publications		
Manuals		
Media releases		
Posters		
Speeches		
<u>PRODUCTION</u>		<u>NUMBER OF YEARS</u>
Budget control		
Design		
Photography		
Production management		
Strategy determination		

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<u>SPEAKING</u>	<u>NUMBER OF YEARS</u>
Evaluation	
Planning	
Presentation	
Strategy determination	
<u>RESEARCH</u>	<u>NUMBER OF YEARS</u>
Communication audit	
Focus groups	
Other forms of basic research (to be specified by candidates)	
Source research, e.g. Literature studies and other forms of secondary research	
Surveys (actual compilation and processing of questionnaires)	
<u>TRAINING</u>	<u>NUMBER OF YEARS</u>
Counselling (staff and seniors with regard to communication skills)	
Lecturing at the formal sector	
Presentations at training courses	
Public speaking training for management	

STATEMENT BY APPLICANT:

"In applying for registration as a member of PRISA - The Institute for Public Relations & Communication Management Southern Africa, I attest to the accuracy of the information in this application and to the fact that public relations is the primary function of my present position. I agree to and understand the Institute's Code of Professional Standards for the Practice of Public Relations and, if accepted, pledge to adhere to this code and to the Constitution PRISA - The Institute for Public Relations & Communication Management Southern Africa and all its bylaws. I pledge to do everything in my power to maintain and enhance the prestige and practice of public relations".

By signing below, I agree/disagree to receive PRISA's professional communication by electronic messaging e.g. email & sms.

SIGNED: DATE:

REGISTRATION DETAILS

PRISA annual registration fees afford membership of the Institute from January to December of each year. New applicants pay the current annual fee of **R1 897** which includes a **once-off joining fee** of R228 including VAT. Members who register after June 30, pay 50% of the total annual subscription plus the **once-off joining fee** of R228 including VAT. Members are invoiced in September/October for the following year's subscription.

Bank details: Account holder: PRISA; Account No: 1965 206 298; Universal code: 198765; Swift code: NEDSZAJJ; Branch: Nedbank Jorissen Street

THE REGISTRATION FEE OF R HAS BEEN PAID BY EFT DIRECT DEPOSIT

How did you hear about Prisa?

Friend/colleague (name) **Other: eg Website**

FOR OFFICE USE ONLY :	REGISTRATION COMMITTEE	
TOTAL POINTS FOR ACADEMIC QUALIFICATIONS AND EXPERIENCE		
TOTAL POINTS		
REGISTRATION LEVEL ALLOCATED:		
	SIGNATURE	DATE
	1.	
	2.	

REMARKS:.....

PRISA P O Box 2825 Pinegowrie 2123 TEL: 011 326 1262 FAX: 011 326 1259 Website: www.prisa.co.za e-mail: info@prisa.co.za