SHORT COURSE
SOCIAL WORK MANAGEMENT AND ADMINISTRATION

NORTH-WEST UNIVERSITY
YUNIBESITI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT
POTCHEFSTROOM CAMPUS

PRESENTED BY:

SOCIAL WORK DIVISION
NORTH WEST UNIVERSITY
POTCHEFSTROOM CAMPUS

Course Date: 11-15 June 2012
Venue: North West University, Potchefstroom Campus, Room to be announced

ACCREDITATION AND ENTRY REQUIREMENTS

This is an accredited short course on NQF level 8, carrying 8 credits. Notional hours involve 40 hours contact sessions and 40 hours for self-study and assignments. Only qualified, registered social workers can enroll for this course. On successful completion of the course, attendees will receive a certificate issued by the North West University to verify attendance of an accredited short course. It is, however, not a formal qualification, but CPD points can be earned.

OUTCOMES

On completion of this course, you will be able to:

- Harness relevant management theories and stuyles.
- Implement the basic management functions in your organization/unit.
- Execute the roles related to each management function.

- Practice management skills and strategies to facilitate the achievement of the goals of your organization/unit.

COURSE FEE

R3250.00 per person
(Includes course manual, textbook, refreshments, lunch and certificates)
50% of course fee payable upon registration

ACCOMMODATION

Attached, please find a list of accommodation facilities close to the campus. We suggest you book at **Astro Villas**, a self-catering venue in walking distance from the campus.

REGISTRATION INFORMATION

- Please note that **registration closes on 23 September 2011**. No late registrations will be considered as textbooks have to be ordered from the UK.
- Please take note of our **cancellation policy**. **10%** of the course fee will be charged for **all** cancellations. For **cancellations less than two weeks before commencement** of the course, **45%** of the course feel will be charged.
- If you would like to attend this short course, please complete the registration form and send it with **50% payment of course fee** to:

BY MAIL: (All cheques made out to: **North-West University Sundry Receipts**)
SOCIAL WORK DIVISION
NORTH WEST UNIVERSITY
P/BAG X6001
POTCHEFSTROOM
2520

OR FAX TO:
(018) 293-5269

OR E-MAIL TO:
10188398@nwu.ac.za

FOR ELECTRONIC FUNDS TRANSFER – PLEASE USE THE FOLLOWING BANKING DETAILS:

Rekeningnaam Account Name	Noordwes Universiteit Diverse Ontvangste
Bank	ABSA
Tak/Branch	Tomstraat/Tom Street Potchefstroom
Takkode/Branch Code	632-005
Rekening Nr/Account No	670642313
Verwysing/Reference	**Social Work /S682207/Your surname or organization**

REGISTRATION FORM

SURNAME: ----------INITIALS: ----------

PREFERRED NAME: ----------

TITLE: ----------

POSITION: ----------

SACSSP REGISTRATION NUMBER: ----------

POSTAL ADDRESS: ----------

TELEPHONE: ---------- CELL PHONE: ----------

FAX: ----------E-MAIL: ----------

DIETARY REQUIREMENTS (please indicate, if any) ----------

PLEASE SUMMARIZE YOUR MOTIVATION FOR ATTENDING THIS COURSE IN LESS THAN 50 WORDS.

Please forward the registration form and proof of payment to:
Mrs Marietjie du Toit
Tel: (018) 299-1676 | Fax: (018) 293-5269
e-mail: 10188398@nwu.ac.za

METHOD OF PAYMENT (please mark the appropriate option)

DIRECT BANK DEPOSIT	
CHEQUE	
INTERNET TRANSFER	
TOTAL AMOUNT DEPOSITED	

FURTHER ENQUIRIES

Prof Pedro Rankin – (018) 299-1679
Dr Alida Herbst – (018) 299-1675