



BUSINESS ESL TEACHER

Martha Kruger



Level 5-168 Hour TEFL Certificate –

The TEFL Academy, UK

December 2023 – March 2024

Grade: Merit

CONTACT

Martha M Kruger
maritza@ledbury.co.za
+27 73 7023177
Nationality: South African
DOB: 14/09/1982
English: Native Speaker

REFEREES

Reference letters attached to resume.

INTRODUCTION

Dedicated and experienced ESL teacher with over 10 years of comprehensive experience in adult education, proficient in both face-to-face and virtual online classes. Specializes in Business English for adult learners, with a proven track record of success.

Having resided in London, UK for five years, I completed my **International Diploma in Business** with NCC Education, achieving a **Distinction in Business Communication**.

EDUCATION

- **International Diploma in Business Level 4**
Distinction in Business Communication
NCC Education (London,UK) 2006
- **Design, develop and implement assessment of learning in Higher Education and Training NQF 7**
Very Cool Ideas (SA) 2019
- **Occupationally Directed Education Training and Development Practices NQF Level 5** SA Skills Solutions (SA) 2017

- Created lessons for a variety of levels from pre-intermediate to advanced.
- Teaching speaking, listening, reading and writing
- Material & resource creation, utilising the internet.
- English grammar and how to teach the essential language.
- Needs analysis and teaching in different situations.
- Classroom management and teaching techniques

Currently Busy with: Teaching Business English

The TEFL Academy, UK

- Overview of teaching business English
- Techniques and activities for teaching business skills
- Intercultural awareness. Teaching receptive and productive skills

Currently Busy with

Teaching English Online & 1:1 Course

- Introduction to online teaching
- Setup and equipment needed for teaching online and an examination of the different platforms used for teaching.
- What kinds of course you can offer online
- Tackling the challenges of teaching online, and planning courses for your students
- Work options: Teaching online independently or working for a company.

DETAILED EDUCATIONAL BACKGROUND

COURSE ID	COURSE TITLE	NQF LEVEL	CREDITS	OBTAINED	TRAINING PROVIDER
TEFL	Combined TEFL Course, Level 5 Diploma (168hrs) Grade: Merit Specializations: Teaching Young Learners, Teaching Business English, Teaching Online & 1:1	Level 5	168hrs	2024	The TEFL Academy (England UK)
L5DB	NCC International Diploma in Business with Distinction in Business Communication	Level 4	120	2006	NCC Education (England UK)
22452	Business Commerce and Management Studies Occupational Certificate	Level 5	120	2018	SAQA Verification (SA)
71765	Programme in Marketing Management	Level 6	48	2011	University of South Africa (UNISA)
14297	Design, develop and implement assessment of learning in Higher Education and Training	Level 7	20	2019	Very Cool Ideas (SA)
116587	Develop, support and promote RPL practices	Level 7	10	2019	Very Cool Ideas (SA)
115755	Design and develop outcomes-based assessments	Level 6	10	2017	SA Skills Solutions (SA)
115753	Conduct outcomes-based assessment	Level 4	15	2012	Academy Training Group (SA)
123398	Facilitate the transfer and application of learning in the workplace	Level 5	5	2017	SA Skills Solutions (SA)
117870	Conduct targeted training and development using given methodologies	Level 5	10	2012	Academy Training Group (SA)
115790	Write and present for a wide range of purposes, audiences and contexts	Level 5	5	2017	SA Skills Solutions (SA)
115789	Sustain oral interaction across a wide range of contexts and critically evaluate spoken texts	Level 5	5	2017	SA Skills Solutions (SA)
15232	Coordinate planned skills development interventions in an organisation	Level 5	6	2017	SA Skills Solutions (SA)
15227	Conduct skills development administration in an organisation	Level 4	4	2017	SA Skills Solutions (SA)
15221	Provide information and advice regarding skills development and related issues	Level 5	4	2017	SA Skills Solutions (SA)
15218	Conduct an analysis to determine outcomes of learning for skills development and other purposes	Level 6	4	2017	SA Skills Solutions (SA)
15217	Develop an organisational training and development plan	Level 5	6	2017	SA Skills Solutions (SA)
123397	Evaluate a learning intervention using given evaluation instruments	Level 5	10	2017	SA Skills Solutions (SA)
123394	Develop outcomes-based learning programmes	Level 5	10	2017	SA Skills Solutions (SA)
123392	Design and develop instruments to evaluate education, training and development	Level 6	12	2017	SA Skills Solutions (SA)
114924	Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework	Level 5	5	2017	SA Skills Solutions (SA)
10294	Identify and respond to learners with special needs and barriers to learning	Level 5	10	2017	SA Skills Solutions (SA)
252041	Promote a learning culture in an organisation	Level 5	5	2017	SA Skills Solutions (SA)
123401	Design outcomes-based learning programmes	Level 6	15	2017	SA Skills Solutions (SA)

123396	Define target audience profiles and skills gaps	Level 4	6	2017	SA Skills Solutions (SA)
119665	Demonstrate understanding of the concept of human rights and democracy and its application in society	Level 5	12	2017	SA Skills Solutions (SA)
117874	Guide learners about their learning, assessment and recognition opportunities	Level 5	6	2017	SA Skills Solutions (SA)
117865	Assist and support learners to manage their learning experiences	Level 4	5	2017	SA Skills Solutions (SA)
10305	Devise interventions for learners who have special needs	Level 6	16	2017	SA Skills Solutions (SA)
Matric	Senior Certificate - Matric	Level 4		2001	UMALUSI

WORK EXPERIENCE

Position	Company	Duration	Location	Main Responsibilities
Freelance Trainer, Assessor and Moderator. Instructional Designer	ENJO Consultants (Pty) Ltd	May 2016 - Present	Gauteng, South Africa (Hybrid)	<ul style="list-style-type: none"> - Conducting Business Studies to corporate clients - Conducting Business Communication training to corporate clients - Specialize in transforming facilitators into high-performing trainers. - Conduct training programs for Occupational Certificate Learning and Development Practitioner and Training and Development Practitioner. - Develop training materials. - Assessment and Moderation - Student Support and Mentoring
Freelance Trainer, Assessor and Moderator. Instructional Designer	Sustainability Projects Various Clients	Jan 2016 - Oct 2023	Gauteng, South Africa	<ul style="list-style-type: none"> - Freelance training and assessment services. - Student Support and Mentoring - Develop instructional design and curriculum. - Conduct training in business studies and Business English. - Offering freelance Skills Development Facilitator services - Conducting Business Studies to corporate clients - Conducting Business Communication training to corporate clients - Develop training materials. - Assessment and Moderation
Skills Development Facilitator	FORGE ACADEMY (Contract)	Jan 2019 - Jan 2022	Gauteng, South Africa	<ul style="list-style-type: none"> - Manage accreditation processes. - Supervise academic team. - Design curriculum and develop instructional materials. - Train trainers, assessors, and moderators. - Student Support and Mentoring - Conducting Business Studies to corporate clients - Conducting Business Communication training to corporate clients
Academic Dean	iCollege PTY Ltd	Oct 2017 - Feb 2019	National	<ul style="list-style-type: none"> - Manage academic staff across 15 campuses nationally. - Design curriculum. - Train trainers, assessors, and moderators. - Conducting Business Studies to corporate clients - Conducting Business Communication training to corporate clients

ETQA Manager	iCollege (PTY) Ltd	Mar 2017 - Sep 2017	Johannesburg	<ul style="list-style-type: none"> - Oversee quality assurance across 15 campuses. - Manage assessment office. - Coordinate SETA accreditation. - Design curriculum. - Conduct business studies training. - Conducting Business Studies to corporate clients - Conducting Business Communication training to corporate clients
Training Manager	NMS Training	Jan 2016 - Mar 2017	Gauteng	<ul style="list-style-type: none"> - Provide training in various fields including Business Communication and Presentation Skills. - Manage projects and client relationships.
Freelance Facilitator	Anova Health Institute (Freelance)	Apr 2016 - Aug 2016	Johannesburg Area	<ul style="list-style-type: none"> - Train clinic nurses on HIV research programs for USAID - Student Support and Mentoring
Founder	Nima Marketing Solutions	Dec 2014 - Aug 2016	Centurion, South Africa	<ul style="list-style-type: none"> - Provide marketing services including design, copywriting, email, and social media marketing. - Conduct marketing training for organizations.
Sales and Marketing Consultant	Xpedia	Apr 2012 - Apr 2016	Centurion	<ul style="list-style-type: none"> - Provide consulting services in sales and marketing.
Project Manager	Adept Resources	Aug 2014 - Dec 2014	Centurion	<ul style="list-style-type: none"> - Implement BEE best practices and manage verification processes for clients. - Coordinate various initiatives to improve efficiency and visibility.
Training Co-Ordinator / Marketing	Academy Training Group	Jan 2011 - Mar 2012	Pretoria	<ul style="list-style-type: none"> - Coordinate training programs and marketing activities. - Accreditation management - Learner management - Inhouse training - Corporate skills training - Student Support and Mentoring
Practice Administrator / Marketing	Optimum Care	Dec 2008 - Oct 2011	Pretoria Area	<ul style="list-style-type: none"> - Handle administrative tasks and marketing activities.
Project Administrator	General Healthcare Group / Netcare	Jan 2007 - Nov 2008	London, United Kingdom	<ul style="list-style-type: none"> - Project Administration - Training BMI hospital staff on project management principals
Diagnostic Administrator / Workforce Co-Ordinator	Department of Health UK	Mar 2006 - Jan 2007	London, United Kingdom	<ul style="list-style-type: none"> - Coordinate workforce activities in the healthcare sector. - Training BMI hospital staff on project management principals
Marketing Assistant	Vantis plc	Apr 2004 - Mar 2006	London, United Kingdom	<ul style="list-style-type: none"> - Provide support in marketing activities.
Office Administrator/ Receptionist	Chempure (Pty) Ltd	Jan 2002 - Mar 2004	Pretoria Area	<ul style="list-style-type: none"> - Office administration and reception duties

OTHER EXPERIENCE

- **Residence in London, UK** - Lived in England, United Kingdom for 5 years, from March 2004 to November 2008.
- **Travel Experience** - Traveled to various countries including Germany, Scotland, Ethiopia, Botswana, and Mozambique and enjoy its variety of cultures.
- **Mozambique** – I regularly travel to Mozambique and I am currently in the process to learn Portuguese to assist me in the communication barrier with the locals.
- **Volunteer Work** - Engaged in voluntary charity work in South Africa and Mozambique, particularly at Malongane Primary School in Ponta Malongane, undertaking visits 2-3 times a year for the past 2 years.
- **Language Proficiency** - Currently learning Portuguese to facilitate communication with locals during travels in Mozambique.

REFERENCES

Attachment A: Combined TEFL Course, Level 5 Diploma (168hrs)

Attachment B: ODETDP Statement of Results

Attachment C: NCC International Business Diploma

Attachment D: Programme in Marketing Management

Attachment E: SAQA Recognition Business Commerce and Management Studies Occupational Certificate

Attachment F: RPL Advisor Statement of Results

Attachment G: Reference Letters

Thank you for your consideration!





Unit Transcript

Qualifi Level 5 Diploma in Teaching English as a Foreign Language (TEFL) (The TEFL Academy) (RQF)

is awarded to:

Martha M Kruger

on successful completion of the following units:

Unit Number	Unit Title	Credit(s)	Result
M/617/3459	An Introduction to Lesson Planning	3	Pass
H/617/3460	Teaching English Vocabulary	3	Pass
K/617/3461	Teaching Pronunciation	3	Pass
M/617/3462	Understanding English Grammar	5	Pass
T/617/3463	Teaching Receptive Skills: Listening and Reading	5	Pass
A/617/3464	Teaching Productive Skills: Speaking and Writing	4	Pass
F/617/3465	Teaching English Grammar	6	Pass
J/617/3466	History of the English Language and English Language Teaching	3	Pass
L/617/3467	Teaching Materials and Aids and Classroom Management Strategies	3	Pass
R/617/3468	The Effective use of Resources for TEFL	5	Pass

Awarded on: 26-March-2024
Certificate Number: D170957
Guided Learning Hours: 168
Centre Grade: Merit



Qualifi Limited, Synergy House, 7 Acorn Business Park, Commercial Gate,
Mansfield, Nottinghamshire, NG18 1EX, England
Tel: +44 (0)115 888 2323 Email: info@qualifi.net Web: www.qualifi.net

Congratulations!



Certificate of Completion

The TEFL Academy is pleased to certify that

Martha Maria Kruger

has successfully completed the
Classroom Teaching Practice Course (TEFL)
(10 hours) on the:

24th February 2024

Lynne Cristofoli

Lynne Cristofoli
Programme Director



QUALIFI
SUCCESS THROUGH LEARNING
RECOGNISED WORLDWIDE

Jennifer Hall

Jennifer Hall
Academic Director



Academic Transcript

Student Name: MARTHA MARLA PRETORIUS

NCC Education ID No: 00060663

Passport/ID No: 443412417

Awards Panel Date: 26 April 2006

Accredited Partner Centre: Blake Hall College, UNITED KINGDOM

International Diploma in Business

Programme Module

Result

Accounting

Pass

Business Communication

Distinction

Business Organisation

Pass

Economics

Credit

Marketing

Pass

Principles of Accounting

Pass

Principles of Management Idb

Pass

Principles of Quantative Methods

Pass

This transcript confirms that the above student has achieved these results in the programme modules listed above. For an explanation of the grading structure used by NCC Education please refer to the explanatory notes overleaf. This transcript is not a certificate or a substitute for a certificate issued by NCC Education.



Level

Diploma in Business

Accreditation Number: 100/6396/1

This is to certify that

MARTHA MARIA PRETORIUS

has successfully completed the above academic programme quality assured
by NCC Education and delivered by

Blake Hall College, UNITED KINGDOM

26 April 2006

Dr Steve Hill
Director, Quality



Professor Peter Ford
Chair of the Academic Board

Ofqual

The Ofqual 'Travels Business Desk' Wilmslow Road, Manchester M20 2PZ, United Kingdom



Llywodraeth Cymru
Welsh Assembly Government



Rewarding Learning



Explanatory Notes

Grading Structure

Students have been awarded grades on the basis of performance in individual units, in accordance with the following scale:

Grade	Equivalence
Referral (0-39)	Candidate has not yet achieved the minimum pass grade for the module but all elements of the assessment have been completed.
Pass (40-64)	Candidate has completed all elements of the assessment and achieved an overall mark for the module equivalent to a pass grade.
Credit (65-74)	Candidate has completed all elements of the assessment and achieved an overall mark for the module equivalent to a credit grade.
Distinction (75+)	Candidate has completed all elements of the assessment and achieved an overall mark for the module equivalent to a distinction grade.

If you have any queries regarding the above information please contact: student.services@nccedu.com

Reg 1350/2017



EVEREST EXECUTIVE
EDUCATION

Quality Assurance in Higher Education Conference 2017

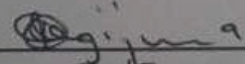
CERTIFICATE OF ATTENDANCE

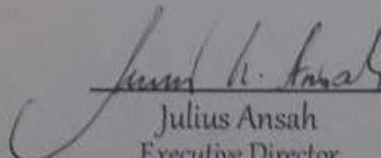
AWARDED TO

Maritza Kruger

For attending the Quality Assurance in Higher Education conference.




Paul Freeman
Corporate Education Manager


Julius Ansah
Executive Director

Centre for Business Management

This is to certify that
after the prescribed requirements were satisfied
the one-year

PROGRAMME IN MARKETING MANAGEMENT

NQF LEVEL: 6
CREDITS: 48

CERTIFIED A TRUE COPY
OF THE ORIGINAL

was awarded to

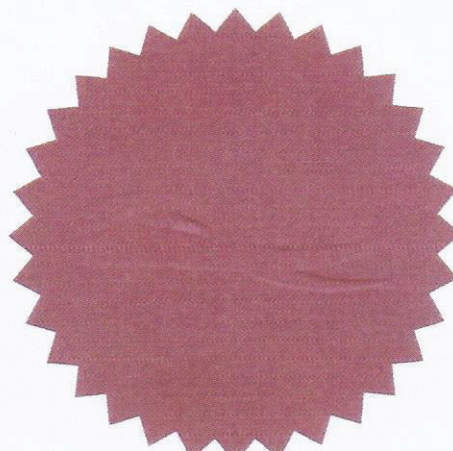
Martha Maria du Plessis



WILLIAM BOTHA
Commissioner of Oaths
HR Professional (HRP)
Member number: 8875
32 Sycamore Street
Zwartkop X4
Centurion, Tshwane



Executive Dean:
College of Economic
and Management Sciences



Head: Centre for
Business Management

SOR Number : 325551

Statement of Results

Learner Name : KRUGER MARTHA MARIA

Learner ID : 8209140101089

Miscellaneous Unit Standards

US Code	US Title	Credits	Endorsement Number	Assessment Date
10294	Identify and respond to learners with special needs and barriers to learning	10	US-75702	02 Feb 2017
10305	Devise interventions for learners who have special needs	16	US-75702	02 Feb 2017
114924	Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework	5	US-75702	02 Feb 2017
115753	Conduct outcomes-based assessment	15	US-45639	01 May 2012
115755	Design and develop outcomes-based assessments	10	US-75702	02 Feb 2017
115789	Sustain oral interaction across a wide range of contexts and critically evaluate spoken texts	5	US-75702	02 Feb 2017
115790	Write and present for a wide range of purposes, audiences and contexts	5	US-75702	02 Feb 2017
117865	Assist and support learners to manage their learning experiences	5	US-75702	02 Feb 2017
117870	Conduct targeted training and development using given methodologies	10	US-50395	03 Nov 2012
117874	Guide learners about their learning, assessment and recognition opportunities	6	US-75702	02 Feb 2017
119665	Demonstrate understanding of the concept of human rights and democracy and its application in society	12	US-75702	02 Feb 2017
123392	Design and develop instruments to evaluate education, training and development	12	US-75702	02 Feb 2017
123394	Develop outcomes-based learning programmes	10	US-75702	02 Feb 2017
123396	Define target audience profiles and skills gaps	6	US-75702	02 Feb 2017
123397	Evaluate a learning intervention using given evaluation instruments	10	US-75702	02 Feb 2017
123398	Facilitate the transfer and application of learning in the workplace	5	US-75702	02 Feb 2017
123401	Design outcomes-based learning programmes	15	US-75702	02 Feb 2017
15217	Develop an organisational training and development plan	6	US-75702	02 Feb 2017
15218	Conduct an analysis to determine outcomes of learning for skills development and other purposes	4	US-75702	02 Feb 2017
15221	Provide information and advice regarding skills development and related issues	4	US-75702	02 Feb 2017
15227	Conduct skills development administration in an organisation	4	US-75702	02 Feb 2017
15232	Coordinate planned skills development interventions in an organisation	6	US-75702	02 Feb 2017
252041	Promote a learning culture in an organisation	5	US-75702	02 Feb 2017

* - Competent RPL



Mr. Herman Letoka
Head of Department : ETQA Unit
ETDP SETA

Report Date : 2017/02/22

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MARTHA MARIA KRUGER

(Born 1982-09-14)

Qualification (1):	NCC Level 4 Diploma in Business (NQF) (100/6396/1)
Awarding body / Institution:	NCC Education
Date of completion / award:	2006
Purpose of the qualification:	Access to employment and to further study
Minimum entry requirement:	On entry a student must have at least one of the NCC Education International Foundation Year (IFY) or the NCC Education International Certificate in Business (ICB)
Minimum duration of study:	One year
Requirements for the award:	• Coursework and examination
Level in country of origin:	Level 4 of the British National Qualifications Framework

RECOGNITION DECISION

Qualification(s) described above	Closest comparable South African qualification / qualification type
(1)	Occupational Certificate
Organising Field:	Business, Commerce and Management Studies
Sub-framework location:	Occupational Qualifications Sub-framework
NQF Level (see overleaf):	5
Credits	120

SAQA verified that, at the time of award of qualifications listed on this certificate, the institutions were part of the national systems in their countries of origin and had the right to award these qualifications.

SAQA took all reasonable steps to ensure that the qualifications are authentic.

SOR Number: US/157/9196/19

Statement of Results

Learner Name Martha Maria Kruger **Learner ID Number** 8209140101089

UNIT STANDARD

US Code	Title	Level	Credits	Endorsement No	Assessment Date
116587	Develop, support and promote RPL practices	Level 07	10	US - 144540	28/04/2019
14297	Design, develop and implement assessment of learning in Higher Education and Training	Level 07	20	US - 144541	03/04/2019

Yours faithfully



ETDQA Manager

ETDP-SETA

Education, Training and Development Practices
Sector Education and Training Authority

Foundation Diploma

**IN SOCIAL MEDIA MARKETING
AND ONLINE REPUTATION MANAGEMENT**

This certifies that

Maritza du Plessis

has successfully demonstrated proficient comprehension of the foundation
course syllabus and is therefore awarded this diploma

Grade: **Merit**

Dated: **July 16, 2015**




Wayne Gibbons
President

CPD
CERTIFIED
The CPD Certification
Service
Collective Mark

DESIGNATION CERTIFICATE

Professional OD Practitioner

This is to certify that

MARITZA KRUGER

has achieved

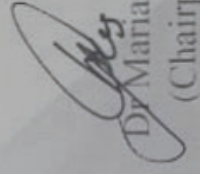
the status of a Professional OD Practitioner

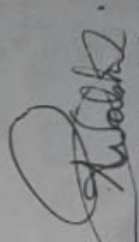
ID Number: 8209140101089

Membership No: AM0021402

Validity Period: NOVEMBER, 2022

Authorised By:


Dr. Maria du Preez
(Chairperson)

Authorised By: 
Ria Walshe
(CEO)

ASSESSOR REGISTRATION NOTIFICATION LETTER

This serves to confirm that the person whose details appear hereunder is registered as a constituent assessor with the ETDP SETA and the registration credentials are detailed as follows:

Name	Martha Maria Kruger
South African ID/ Passport Number	8209140101089
Registration Number	325551
Registration Type	Re-registration
Registration Start Date	02/11/2023
Registration End Date	30/06/2027

Your assessor registration is valid until the last achievement date of the South African Qualifications Authority qualification/s or unit standard/s you are registered against. The details of the qualification/s and/or unit standard/s registration scope for the person mentioned above is/ are listed below as follows:

SAQA ID No.	Qualification Title	NQF Level	Credits
50334	National Certificate: Occupationally Directed Education Training and Development Practices	5	196
Elective Unit Standards			
SAQA ID No.	Unit Standard Title	NQF Level	Credits

MISCELLANEOUS UNIT STANDARDS			
SAQA ID No.	Unit Standard Title	NQF Level	Credits
10305	Devise interventions for learners who have special needs	6	16
123396	Define target audience profiles and skills gaps	4	6
115759	Conduct moderation of outcomes-based assessments	6	10
15232	Coordinate planned skills development interventions in an organisation	5	6
117874	Guide learners about their learning, assessment and recognition opportunities	5	6
117870	Conduct targeted training and development using given methodologies	4	10
15218	Conduct an analysis to determine outcomes of learning for skills development and other purposes	6	4
114884	Co-ordinate the improvement of productivity within a functional unit	4	8
15221	Provide information and advice regarding skills development and related issues	5	4
15227	Conduct skills development administration in an organisation	4	4
115753	Conduct outcomes-based assessment	5	15
15222	Promote a learning culture in an organisation	5	3
123401	Design outcomes-based learning programmes	6	15
123398	Facilitate the transfer and application of learning in the workplace	5	5
114878	Identify and measure the factors that influence productivity	4	10
15217	Develop an organisational training and development plan	5	6
117865	Assist and support learners to manage their learning experiences	4	5
114924	Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework	5	5
123394	Develop outcomes-based learning programmes	5	10
123397	Evaluate a learning intervention using given evaluation instruments	5	10
117871	Facilitate learning using a variety of given methodologies	5	10
123400	Evaluate and promote education training and development ETD providers, services and products for organisational use	6	5
252041	Promote a learning culture in an organisation	5	5
115789	Sustain oral interaction across a wide range of contexts and critically evaluate spoken texts	5	5

MISCELLANEOUS UNIT STANDARDS			
SAQA ID No.	Unit Standard Title	NQF Level	Credits
110506	Demonstrate and apply knowledge and understanding of the basic components and fundamental skills of effective communication	4	4
123392	Design and develop instruments to evaluate education, training and development	6	12
119665	Demonstrate understanding of the concept of human rights and democracy and its application in society	5	12
115755	Design and develop outcomes-based assessments	6	10
10294	Identify and respond to learners with special needs and barriers to learning	5	10
115790	Write and present for a wide range of purposes, audiences and contexts	5	5
116587	Develop, support and promote RPL practices	7	10
14297	Design, develop and implement assessment of learning in Higher Education and Training	7	20
263978	Develop plans for implementing learnerships and apprenticeships	6	5

ASSESSOR REGISTRATION CONDITIONS

The registration conditions hereunder shall apply to the registered person for the duration of the registration term as follows:

1. The ETDP SETA should not be brought into any disrepute in relations to activities and/ or actions as an assessor during the registration term. Therefore, as an assessor you must abide with the ETDP SETA Quality Assurance Policies and Procedures, and the code of conduct for the assessors.
2. Any assessment conducted outside your registration scope and period will be regarded as a breach of registration condition. As an assessor, it is imperative that you conduct assessments as per the registration scope and the national standards and quality assurance requirements.
3. You are responsible for the submission of a re-registration application, which must be made online to the ETDP SETA at least six (06) months before the expiry date of the registration term.
4. In the event of non-compliance against any of the assessor registration conditions mentioned above and the ETDP SETA Quality Assurance Policy and Procedure, the ETDP SETA shall implement the de-registration processes.

Yours sincerely,



Mr. Maswazi Tshabalala
ETDQA Manager

ETDP SETA



The Services SETA (Sector Education & Training Authority)

P O Box 3322, Houghton, 2041

Tel: 011 – 276 9600, Fax: 011 – 276 9648

Customer Service Hotline: 0861 10 11 48

Email: customercare@serviceseta.org.za

Website: www.serviceseta.org.za

SERVICES SECTOR EDUCATION AND TRAINING AUTHORITY

CONSTITUENT ASSESSOR REGISTRATION

SECTION 1: PERSONAL DETAILS

APPLICANT DETAILS	
Name:	Martha Maria
Surname:	Kruger
Title:	Ms
ID Number:	8209140101089
Physical Address:	190 Erasmus Ave Raslouw Centurion 0157
Province:	Gauteng
Telephone no.: (work)	
Telephone no.: (home)	
Cell phone no:	0737023177
E-mail address:	maritza1kruger@gmail.com
ALTERNATIVE CONTACT DETAILS (Not the applicants details)	
Name and Surname:	
Contact Number:	
E-mail address:	
REGISTRATION DETAILS	
Assessor Registration Granted as per Section 2:	Registration Awarded
Registration Number:	MKRU636766272
Approved Date:	05/November/2018
EVALUATOR DETAILS	
Name:	GODFREY MATABOGE
Signature:	

2.1. QUALIFICATION/S APPLIED FOR:

QUALIFICATION ID AND/OR LEARNING PROGRAMME ID	QUALIFICATION TITLE AND/OR LEARNING PROGRAMME TITLE	NQF LEVEL	OUTCOME	REASON FOR DECLINE OF AWARD(SAQA CRITERIA)	EVALUATOR COMMENT
67465/ LP - 23655	National Certificate: Business Administration Services	NQF Level 03	Registration Awarded		
67465/ LP - 67515	National Certificate: Business Administration Services	NQF Level 03	Registration Awarded		
61595/ LP - 35928	Further Education and Training Certificate: Business Administration Services	NQF Level 04	Registration Awarded		
67464/ LP - 67514	Further Education and Training Certificate: Marketing	NQF Level 04	Registration Awarded		
67464/ LP - 59276	Further Education and Training Certificate: Marketing	NQF Level 04	Registration Awarded		
59201/ LP - 60269	National Certificate: Generic Management	NQF Level 05	Registration Awarded		
50080	Further Education and Training Certificate: Project Management	NQF Level 04	Registration Not Awarded	Qualified subject matter expert to at least one level above the level at which they assess, and if qualified at the maximum possible level, must have three (3) to five (5) years relevant Experience	
50398	National Certificate: Project Support Service	NQF Level 03	Registration Not Awarded	Qualified subject matter expert to at least one level above the level at which they assess, and if qualified at the maximum possible level, must have three (3) to five (5) years relevant Experience	
61755	General Education and Training Certificate: Business Practice	NQF Level 01	Registration Awarded		
66189	National Certificate: Quality Management Systems	NQF Level 05	Registration Awarded		
58063	Further Education and Training Certificate: Labour Recruitment Services	NQF Level 04	Registration Not Awarded	Qualified subject matter expert to at least one level above the level at which they assess, and if qualified at the maximum possible level, must have three (3) to five (5) years relevant Experience	
71751/ LP - 73252	General Education and Training Certificate: Adult Basic Education and Training	NQF Level 01	Registration Not Awarded	Qualified subject matter expert to at least one level above the level at which they assess, and if qualified at the maximum possible level, must have three (3) to five (5) years relevant Experience	
49129	Further Education and Training Certificate (FETC): Management and Administration	NQF Level 04	Registration Awarded		
50222	National Certificate: Governance and Administration	NQF Level 05	Registration Awarded		
23833	National Certificate: Business Administration Services	NQF Level 02	Registration Awarded		

2.2. UNIT STANDARD/S APPLIED FOR:

UNIT STANDARD ID	QUALIFICATION LINKED TO	NQF LEVEL	OUTCOME	REASON FOR DECLINE OF AWARD	EVALUATOR COMMENT
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Outcome of Evaluation:

Registration status: Registration Awarded. Please refer to section 2.

Conditions

A handwritten signature in black ink, appearing to read 'Janine Rabe', with a large loop at the end.

Janine Rabe
Core Business : Core Business Manager

28 February 2024

To Whom It May Concern,

RE: Reference for Martha Maria Kruger

I am writing to provide a reference for Martha Maria Kruger, who has been an integral part of our team at ENJO Consultants, an accredited training provider.

Martha has been working as a freelance consultant with us since 2016, demonstrating exceptional proficiency and dedication in her role as a facilitator across various business and educational fields. Her commitment to delivering high-quality training programs, both in face-to-face and online virtual settings, has consistently ensured the success of our learners.

Since 2019, Martha has expanded her contributions by serving as a freelance instructional designer, significantly enhancing the development of our skills programs and full qualifications. Her creativity, coupled with her extensive experience, has been instrumental in shaping the relevance and effectiveness of our training materials.

Martha's versatility extends beyond facilitation and instructional design. She has excelled as a trainer of trainers through our Facilitator training programs, imparting her expertise to fellow educators. Additionally, Martha has served as a registered Assessor with both the ETDP SETA and Services SETA, meticulously upholding assessment standards across all English Communication modules.

One of Martha's notable strengths lies in her proficiency in delivering English Communication modules to a high standard. Her dedication to ensuring effective communication skills, particularly in English as a second language, has positively impacted learners from diverse backgrounds, including staff members from esteemed institutions such as the University of Johannesburg and UNISA (The University of South Africa), as well as numerous corporate clients.

Enclosed with this letter is a list of the courses that Martha has presented, highlighting her breadth of expertise and experience in the field.

Based on Martha's exemplary performance and qualifications, I highly recommend her for any training position, particularly in ESL Training, encompassing both face-to-face and virtual online training environments. Martha's passion for education, coupled with her professionalism and expertise, makes her an invaluable asset to any organization.

Should you require any further information or clarification, please do not hesitate to contact me.

Sincerely,



ENJO Consultants (Pty) Ltd

Co Reg No: 2016/345549/07

Tel: (012) 667-1985 | Cell: 084 620 0437 | Fax: 086 514 7543

Web: www.enjoconsultants.co.za | Email: training@enjoconsultants.co.za

Postal Address: P. O. Box 11108, Die Hoewes, 0163, Centurion | Physical Address: Block 8, Central Office Park, 257 Jean Avenue, Die Hoewes, Centurion, 0157
Director: J.G. Sandys



English Modules Presented and Assessed by Martha M Kruger:

National Certificate: Business Administration Services NQF 3 and the Further Education and Training Certificate: Business Administration Services NQF 4 and National Certificate IT End User Computing containing these unit standards.

Fundamental	8968	Accommodate audience and context needs in oral communication	Level 3
Fundamental	8972	Interpret a variety of literary texts	Level 3
Fundamental	8969	Interpret and use information from texts	Level 3
Fundamental	9960	Communicate verbally and non-verbally in the workplace	Level 3
Fundamental	8970	Write texts for a range of communicative contexts	Level 3
Fundamental	8974	Engage in sustained oral communication and evaluate spoken texts	Level 4
Fundamental	8975	Read analyse and respond to a variety of texts	Level 4
Fundamental	7177	Attend to customer enquiries face-to-face and on the telephone in a banking environment	Level 3
Fundamental	7790	Process incoming and outgoing telephone calls	Level 3
Fundamental	10025	Handle a range of customer complaints	Level 4
Fundamental	12153	Use the writing process to compose texts required in the business environment	Level 4
Fundamental	8976	Write for a wide range of contexts	Level 4

National Certificate: Occupationally Directed Education Training and Development Practices NQF Level 5

Fundamental	115789	Sustain oral interaction across a wide range of contexts and critically evaluate spoken texts	Level 5
Fundamental	115790	Write and present for a wide range of purposes, audiences and contexts	Level 5

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Accreditations: ETDP SETA | MICT SETA | QCTO QCTOSDP00180907-1302 | Services SETA | SABPP

