



SOUTH WEST GAUTENG TECHNICAL AND VOCATIONALTM
EDUCATION AND TRAINING COLLEGE
EDUCATION OF DISTINCTION

Quality Management System

Student Support Services Sub Committee Charter Policy

This Policy on Student Support Services Sub Committee Charter has been issued on the authority of the Principal of South West Gauteng TVET College

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		27 March 2019	Student Support Services Sub Committee Charter Policy

Student Support Services Sub Committee Charter for South West Gauteng TVET College

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AMENDMENT AND APPROVAL RECORD

Issue	Amendment description	Originator	Approved By	Date

Name of TVETC: South West Gauteng College		
Student Support Services Sub Committee Charter Policy		
Department: Student Support Services Responsibility : Accounting Officer		
 _____ Prepared and submitted by the Accounting Officer to Council Date: 27 March 2019	 _____ Adopted by Council (Signed by Chairperson obo Council) Date: 27 March 2019	Implementation Date: 27 September 2017

1. Legislative framework and best practices

2. Purpose

- 2.1 The standard College statute requires Council to establish a Student Support Services Sub Committee
- 2.2 The purpose of this Charter is to:
- a) establish the terms of reference of Student Support Services Sub Committee
 - b) ensure the effective and efficient student and support service management and performance in the college
 - c) ensure that all activities are within the delegations as approved by Council.

3. Definitions, acronyms and abbreviations

For the purpose of this charter, unless the context indicates otherwise, the following definitions, acronyms and abbreviations are set out for the terms indicated:

- 3.1 **“Accounting Officer”** – is the College Principal.
- 3.2 **“Act”** – is the CET Colleges Act No. 16 of 2006, as amended.
- 3.3 **“College”** – is a Public TVET College (formerly known as an FET College).
- 3.4 **“Council”**- is the Council of the College established in terms of the Act.
- 3.5 **“Department”**; **“DHET”** – is the Department of Higher Education and Training.
- 3.6 **“Management”** – are collectively the College Principal and all deputy Principals.
- 3.7 **“Exco”** – is the Executive Committee of the College.

- 3.8 **“Student support sub-committee”** – is the student support services sub Committee of the College.
- 3.9 **“TVET”** – is Technical, Vocational, Education and Training.
- 3.10 **“VCET”** is Vocational and Continuing Education and Training.
- 3.11 **“SSSM”** is Student Support Services Manager
- 3.12 **“SRC”** is Student Representative Council

4. Reporting lines

- 4.1 Where the College has an Exco, Student Support Services Sub Committee will report to Exco.
- 4.2 Where an Exco does not exist, Student Support Services Sub Committee will report to college Council.

5. Composition

- 5.1 The members of the College Council will elect (03)three members of Student Support Services Sub Committee
- 5.2 Student Support Services Sub Committee will consist of: SSS Manager, SRC President, SRC College treasurer and one campus manager
- 5.3 The chairperson of Student Support Services Sub Committee should be the external member of Council
- 5.4 The term of office of Student Support Services Sub Committee shall coincide with the Council term for external members elected by Council.
- 5.5 Members of Student Support Services Sub Committee shall be notified in writing of their appointment by the Chairperson of the Student Support Services Sub Committee, and their terms of reference shall be included in their letters of appointment.

6. Secretary of the Student Support Services Sub Committee

- 6.1 Student Support Services Sub Committee shall appoint an internal member of staff from the student support services unit to serve as the Secretary of the Committee.

6.2 The Secretary of Student Support Services Sub Committee should be subjected to adequate secretarial training to enable him/her to discharge his/her duties effectively and efficiently

7. Meeting Procedures

- 7.1 Student Support Services Sub Committee shall have one meeting per quarter approved by chairperson of the committee.
- 7.2 In the absence of the chairperson of the committee, the committee may appoint any external member of the Council as chairperson for the duration of the meeting.
- 7.3 A quorum of 50%+1 members is compulsory for Student Support Services Sub Committee meeting to be constituted and proceed, provided that two external members of the College Council are present.
- 7.4 Any member who is absent from three (3) consecutive meetings without a written apology shall be deemed to have resigned from the committee.
- 7.5 Members shall be notified of the meeting date 15 calendar days prior to the meeting by the office of the secretary in consultation with the chairperson of the committee
- 7.6 Agenda for the meeting must be circulated to all members seven (7) working days before the meeting.
- 7.7 All recommendations made by the committee shall be presented to EXCO College council

8. Functions

Student Support Services Sub Committee is assigned the following functions:

1. To oversee the NSFAS allocation and allowances of the entire SWG College;
2. To provide advice and recommendations to the college Council and financial Aid Committee on issues pertaining NSFAS , external and internal bursaries, scholarships and fellowships;
3. To facilitate attraction of additional bursaries and scholarships to the College; and
4. To oversee the work undertaken by the Student support services Unit.
5. To oversee the implementation of college student support servicers as documented in the Student Support Services Manual.

9. Resources

The College should make available resources, as necessary, for Student Support Services Sub Committee to fulfill its mandate without prejudice and within the confines of the College statute.

10. Change of mandate

Student Support Services Sub Committee may not change the terms of this Charter without the prior approval of the College Council.

11. Remuneration

Student Support Services Sub Committee members not holding executive office in the College or not employed in the public service shall be remunerated for their services on the bursary subcommittee, based on DHET guidelines.

12. Adoption of Charter

This Charter is effective from the date on which it is adopted by the College Council.

13. Availability of Charter

A copy of this Charter should be made available on the College website.

14. Annual review of Charter

This Charter will be subject to an annual review by College management including Student Support Services Sub Committee to ensure its relevance.