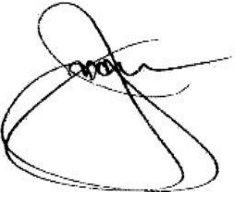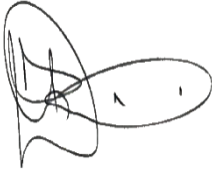# Quality Management System

Policy on Student Admissions

This Policy on Student Admissions has been issued on the authority of the College Council of South West Gauteng TVET College

Revision No.	Page No.	Amendment description	Originator	Approved By	Date
1.	5, 36, 38 & 39	Reference to Deputy Principal Academic Services amended to Deputy Principal Registrar.	Policy Review Committee		13/10/2023
2.	11	Clause 7 Legislative framework updated to include POPI Act.	Policy Review Committee		13/10/2023
3.	16	Clause 11 Administration of Admission -Clause (IV): L2, S1 & T1 Application process for a new academic year amended from August to September.	Policy Review Committee		13/10/2023
4.	18	Clause 12: Minimum entry Requirements -Removed clause (V) "The duration of study for Engineering Studies N1-N3 and N4-N6 is three trimesters per programme respectively and three semesters per programme for Business and Utility Studies N4-N6". - Removed clause (VI) "A student may be funded for a maximum of two years at the same NQF Level in a national approved qualification unless a motivation by the college is made by means of a special request to the DHET for an extension of funding, as stipulated in the Continuing Education and Training Act (16/2006): the national Norms and Standards for funding Technical and Vocational Education and Training Colleges".	Policy Review Committee		13/10/2023
5.	19	Clause 13 Minimum Entry Requirements for NCV Programmes -Clause 13.1 removed the use of RPL assessment programme to determine equivalence to NQF	Policy Review Committee		13/10/2023

6.	23	Clause 15 Minimum Requirements for Report 191 Students -Clause 7 removed that read as follows: 'Students who have passed Grade 12 may be admitted into N1 Engineering studies, subject to any other programme/faculty requirements'. -Clause 9 updated 'Science' to 'Physical Science'. - Removed minimum requirements for N1 Engineering Studies. - Utilities Studies Introduction N4 and Travel & Tourism N4 amended to exclude "assessment test conducted at the campus".	Policy Review Committee		13/10/2023
7.	28	Clause 17 Admission Requirements for Immigrants Students -Clause (IX) the time period for students to produce the study permits/VISA amended from 3 to 2 months.	Policy Review Committee		13/10/2023
8.	32	Clause 22 Documents Required for Admission -Removed clause 22(g) Recognition of prior learning. -Clause 22(VI) & (VII) updated to include payment arrangement for students who do not qualify for NSFAS. -Clause (VIII) amended to include online registration form. -Clause 22(b) added: Documents Required for Payment Arrangement.	Policy Review Committee		13/10/2023

9.	33	Clause 23 (I) amended to exclude Cap Test.	Policy Review Committee		13/10/2023
10.	36	Clause 24 (IX): 'Enrolled students who have moved from another college...' rephrased as 'Applicants transferring from another college...'. Clause IX (h) 'A student coming from another college will not be allowed to enrol for one outstanding subject or enrol it for examination only' amended as 'An NCV student coming from another College will not be allowed to enroll for one outstanding subject'.	Policy Review Committee		13/10/2023
11.	38	Clause 28 Appeals against Non-Admission of prospective students - The word 'Prospective' removed from the heading. - Point 5 added to include the Scriber.	Policy Review Committee		13/10/2023
12.	39	Clause 30 (III) amended to exclude evening part-time classes.	Policy Review Committee		13/10/2023
13.	36	Clause 25 (VIII) removed that read as follows: -the College policy must stipulate the percentage of programme cost the student remains liable for on cancellation or deregistration.	Policy Review Committee		27/10/2023

Student Admissions Policy		
Department: Registration **Responsibility: Deputy Principal Registrar**		
Prepared and submitted by the Accounting Officer to Council **Date: 08 December 2023**	**Adopted by Council (Signed by Council Chairperson)** **Date: 08 December 2023**	**Implementation** **Date: 08 December 2023**

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1. INTRODUCTION

I. The admission policies of Technical Vocational and Training Colleges are underpinned and guided by the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996)

II. This admission policy of South West Gauteng TVET College (SWGC) seeks to give effect to the provisions of Section 29(1)(b) of the Constitution, as indicated above, which provides that everyone has a right to further education, which the state, through reasonable measures, must make progressively available and accessible.

III. SWGC as an organ of state provides higher education and training and is mandated to redress past imbalances and inequalities by transforming education and training in order to improve the livelihoods of individuals and contribute to the economy and broader society.

IV. The *White Paper for Post-School Education and Training* (WP-PSET) 2013, envisaged a post school education and training system that is committed to achieving the following objectives:

   a. Education and social injustice
   b. A single coordinated system.
   c. Expanding access, improving quality and increased diversity
   d. Education and work; and
   e. Responsiveness

V. In terms of the National Policy of Community Education and Training, SWGC is enjoined to increase access to education and training to the youth, adults, and people with disabilities, the employed and the unemployed.

VI. The College is further required to provide opportunities across a wide range of qualifications that are fit for purpose and are responsive to the changing requirements of work and social context, designed for demands and can articulate appropriately to meaningful opportunities in employment and further study.

VII. Due to the diversity of programmes offered by SWGC, differentiated admission criteria are required to respond to the different qualification objectives. These, amongst others, will include providing opportunities for the advancement of participation in programmes that require critical and scarce skills, which will

lead to filling the gap for occupations in high demand, and qualifications that are designed to absorb large numbers of students as valuable human resource capital for the country.

VIII. Proper career guidance is important to direct students to relevant programmes and to provide training in areas that are required for the country's economic growth.

IX. As a result of expanded access, SWGC is experiencing exponential growth in student enrolment.

X. The growth in student enrolment is restricted due to the challenge of limited infrastructure and resources, and thus increases the competitiveness of access to the TVET system.

XI. The Department of Higher Education and Training is shifting its focus from access to quality, which is a critical step towards positioning TVET Colleges as institutions of first choice.

2. BACKGROUND AND CONTEXT

I. Historically TVET Colleges catered to the specific needs of unemployment of youth and adults, who required theoretical knowledge to support their workplace experience and practical knowledge, and to lead to some sort of tangible certification as evidence of their acquired knowledge and competencies.

II. The DHET TVET College Bursary Scheme has been a key mechanism to provide access and contributed to the growth and expansion of the TVET college sector. The rapid expansion of the TVET college sector has resulted in the system being unable to accommodate future growth without material contribution to infrastructure development.

III. The post school education and training system is required to accommodate huge student numbers despite its limited capacity to absorb these numbers. The consequence is that significant numbers of young people remain excluded from accessing post-school opportunities. Alternative forms of post-school education, such as open learning are critical to responding to the demands of access for young people.

3. PURPOSE OF THE POLICY

The purpose of this policy is:

3.1 To provide guidelines for administration and management of student admission at the College.

3.2 To provide guidelines for the College to admit students without unfairly discriminating in any way, including on grounds of race, ethnic or social origin, gender, sexual orientation, religion, belief, culture, language, pregnancy or HIV/AIDS status;

1. To determine minimum admission requirements in respect of particular learning programmes.

2. To determine the number of students who may be admitted to particular learning programmes.

3. To provide for the manner of selection of students for particular learning programmes.

4. To determine the minimum requirements for re-admission to study at the College.

5. To provide for the de-registration of students in terms of policy.

4. SCOPE OF APPLICATION OF THIS POLICY

This policy applies uniformly to all admissions across all campuses of the College.

5. POLICY PRINCIPLES

South West Gauteng TVET College is committed to the provision of excellent programmes and promotion of life-long learning for personal growth and prosperity. Therefore, the admission processes are guided by the following principles:

- Maintaining a simplified admission process
- Offering the accredited programmes
- An applicant's path to admission should be transparent, flexible, and as simple as possible.
- Upon admission to the College, students should have a clear understanding of the expectations being placed upon them.

6. POLICY STATEMENT

It is the policy of this College that no student will be refused admission on grounds of race, gender, culture, language, religious belief, or financial circumstance. This admission policy is based on flexible access, and redress; it is supported by mechanisms to ensure improved success.

7. LEGISLATIVE FRAMEWORK AND BEST PRACTICES

Key principles contained in the following legislation were applied to develop this policy:

I.   In terms of section 29 (I) (b) of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 2006), everyone has the right to further education, which the state through reasonable measures, must make progressively available and accessible.

II. Section 17 of the Continuing Education and Training (CET) Colleges Act No.16 of 2006, as amended (the "Act") (formerly the FET Act); outlines the requirements for an admission policy of public colleges as follows:

   a. Subject to applicable policy, the Council of a public college determines the admission policy of the college, after consulting with the academic board and with the approval of the Minister.

   b. The admission policy of a public college may not unfairly discriminate in any way and must provide appropriate measures for the redress of past inequalities.

   c. The Council, subject to applicable policy, the approval of the Director-General and after consultation with the academic board must adopt the college admission policy.

      i.   Determine the minimum admission requirements to the college in respect of particular continuing education and training qualification or part-qualification.

      ii. Determine the number of students who may be admitted for a particular continuing education and training qualification or part-qualification and the manner of their selection.

      iii. Determine the minimum requirements for admission or

readmission to study at the college; and

    iv. Refuse the readmission of a student who fails to satisfy the minimum requirements for readmission to the college.

    d. The Council of the College must make necessary steps within its available resources to ensure that the college is accessible to disabled students.

III. The White Paper 6 on Special Needs Education, 2001 provides for an inclusive education framework which guides the transformation of practices related to barriers in teaching and learning. The White Paper also emphasized the need for a holistic approach to addressing disabilities, which includes specialized technology, assistive devices, reasonable accommodation, and practices for students and staff with disabilities.

IV. The White Paper on Post Education and Training, 2013, called for a strategic policy framework to guide the improvement of access to a success in post-school education and training for people with disabilities and this includes private institutions. The framework should include accurate definitions of multiple types of disabilities that exist in society and the differentiated response required by the post-school system. As a response to this call, the Department drafted a disability policy for the post school education and training system.

V. TVET Curriculum Instruction- Internal Continuous Assessment Guidelines for the NC(V) Qualifications.

VI. TVET Curriculum Instruction- Internal Continuous Assessment Guidelines for Report 191 Programmes.

VII. Policy Framework for the Administration and Management of Student Admissions in Technical and Vocational Education and Training (TVET) Colleges, Gazette No 42496 of 31 May 2019.

VIII. Policy document, Formal Technical College Instructional Programmes in the RSA, Report 191 (2001/08) Part 1 and Part 2.

IX. A Guideline for Additional Admission Requirements to Technical and Vocational Education and Training (TVET) College Programmes (DHET Circular 0054)

X.   POPI ACT

8. DEFINITIONS AND LIST OF ACRONYMS AND ABBREVIATIONS
(1) DEFINITIONS

The table below provides a definition of how the Standard Operating processes attached as Annexures B – E have been described and the key terms that have been used.

Activity Matrix	An activity matrix details activities to be carried, with TVET college actor responsibilities allocated and with reference to KPIs and data to be captured.
Critical Success Factor	Key data that informs an individual, department or college whether an activity or activity step is done successful.
Data Capturing Requirements	The data to be recorded and captured for purposes of compliance, critical success factor or TVETMIS reporting and KPI monitoring, both internally and the Department.
Deliverables (output)	A specification of the outputs to be produced by the process (could be both processes and information).
Key Performance Indicators	This section describes the KPIs for the process. They must all meet the KPI definition of being DEFINABLE, MEASURABLE, ACTIONABLE, and COMPARABLE which means that they can be used to monitor performance and to take action for improvement. Also, metrics around execution of the SOP can be listed here.
Ownership/ Responsibility and Stakeholders	Specification of the departments, functional units or positions in a college that are important to the process, either by completing prior processes, executing the actual process or in picking up the outputs of the process. These are the college actors described with their respective role(s), as well as their responsibilities in the process described.
Pre-requisites	There might be preceding processes or activities that need to be executed before the process that is being dealt with. Also, information (documents, data) that is required for the process, should be mentioned here.
Purpose	Would, as applicable, be expressed as both an (a) outbound college reason for the process and (b) an inbound college reason for the process.
Process Flow Chart	A flowchart diagram with a specification of the process.

Use Cases and Minimum Standards	This is a specification of the minimum process standard which must be complied with by the college. This may be a timeline, data quality related standard or the use of information technology.

(2) LIST OF ACRONYMS AND ABBREVIATIONS

AET	Adult Education and Training
APS	Application Point Score
BMS	Business Management System
CAP Test	Competency and Placement Test
CET Act	Continuity Education and Training Act (16 of 2006)
CRM	Electronic Customer Relations Management System
CSF	Critical Success Factor
DHET	Department of Higher Education and Training
FET Act	Further Education and Training Amendment Act (No.3 of 2012)
ICT	Information and Communication Technology
KPI	Key Performance Indicator
NC(V)	National Certificate (Vocational)
NEA	Department's National Examination and Assessment
NSFAS	National Student Financial Aid Scheme
NATED/REPORT 191	National Accredited Technical Education
NDP	National Development Plan
NQF	National Qualification Framework
PACE	PACE Career Centre Programme
POPI ACT	Protection of Personal Information Act
PQM	Programme Qualification Mix
PSET	Post-School Education and Training
RPL	Recognition of Prior Learning
SAQA	South African Qualification Authority
SOP	Standard Operating Procedures
SSS	Student Support Services

SETA	Sector Education and Training Authority
SWGC	South West Gauteng TVET College
TVET	Technical and Vocational Education and Training
WP-PSET	White Paper for Post-School Education and Training

9 DETERMINATION OF CRITERIA FOR ADMISSION

I. The College Council determines the requirements for admission into the College in line with the policies and regulations promulgated by the Department of Higher Education and Training, and include:

   a. Determine the medium of instruction.

   b. Determining the entrance requirements in respect of all qualifications, including developing an application point system or additional criteria that is clearly articulated in terms of performance requirements.

   c. Determine the minimum and maximum duration of study pertaining to a particular qualification.

   d. Determine the number of students to be admitted to a particular qualification and the manner of their selection.

   e. Determine the minimum requirements for conditions relating to re-admission.

   f. Determine the standards and conditions under which students may be refused re-admission to the college.

   g. Determine the conditions for de-registration and

   h. Determine all policies and processes that lead to proper selection and placement of students, bearing in mind that such policies and processes must be underpinned by the principle of ensuring student success.

II. This policy will provide further guidance and ensure consistency with regards to the administering of student's admission processes as it relates to:

   a. Scheduling and implementation of the registration process.

   b. Guiding processes for the cancellation of registered students.

   c. Admission of students with disabilities.

   d. Admission requirements for international students; and

e. Timeous dissemination of information relating to registration periods for all programmes (year, semester- and trimesters programmes).

III. An applicant's admission to the college shall be subject to the applicant's acceptance of the rules and academic regulations of the college. Acceptance of admission at the college shall be taken to constitute acceptance of all published policies and regulations. The student will attest to such by signing an agreement to this effect.

IV. The college will implement a mechanism of conditional acceptance offers, which will be confirmed upon final examination results. This will assist in planning for college enrolments and alleviate the pressure of backlogs during registration.

V. The college will adhere to the Department's TVET College Attendance and Punctuality Policy that will assist to monitor attendance of the students once admitted.

VI. The college will have mechanisms in place to orientate students in the academic programmes, irrespective of the nature of the programmes enrolled for.

VII. The Council must develop a College Student Code of Conduct which every student must sign upon receipt during registration.

10. MEDIUM OF INSTRUCTION

The College policy on Language of Instruction stipulates that the official language of teaching and learning, as well as Business Communication is English and shall be adhered to as such.

11. ADMINISTRATION OF ADMISSIONS

I. A person may register as a student at the College, only if he or she satisfies the legal requirements for admission to study at the college and any other requirements for admission that may be determined by the College Council.

II. To be eligible for admission to a programme at the College, the applicant must be a South African citizen or have a valid study permit, if he/she is a foreign national.

III. The College will give preference to applicants who:
   a. Are South African citizens.
   b. Reside within the catchment area where the college is located unless the

college does not offer the programme required by the prospective student.

    c. Have good academic records.

    d. Have a history of good attendance in terms of returning students.

    e. Are able to provide proof of provisional funding status.

    f. Have not violated the code of conduct in terms of returning students.

    g. Satisfy any other requirements which the college deems necessary.

IV.   The College must commence with its application process for a new academic year, as follows:

• NCV Level 2 programmes	September of the preceding year
• Semester 1 (S1) programmes	September of the preceding year
• Semester 2 (S2) programmes	March of the preceding semester
• Trimester 1 (T1) programmes	September of the preceding year
• Trimester 2 (T2) programmes	February of the preceding trimester
• Trimester 3 (T3) programmes	June of the preceding trimester

V.   This will alleviate the pressure and backlogs that campuses find themselves in and will allow ample time for prospective students to apply.

    a. The college will have a closing date for all National Certificate Vocational NC(V) applications, which should preferably be the end of October of the preceding year.

    b. The closing date for all Report 191 applications should preferably be administered six months prior to commencement of studies. Example: Trimester 1 and Semester 1 applications must be dealt with in June of the previous academic year while Semester 2 and Trimester 3 applications must be dealt with in January of that or current academic year. Trimester 2 applications would be in October of the previous academic year. The opening and closing dates for new applications must reflect in the College calendar.

VI.   This College will not charge any fee in addition to the tuition fee, whether it is called an application fee, registration fee or admission fee, as it is NOT permitted. Students who do not qualify for NSFAS will be obligated to pay the respective tuition fees in full, either by receiving funding from a sponsor, their family or other means.

VII. Applicants who have applied and have been offered admission, and successfully met the financial criteria for NSFAS tuition funding will be admitted and registered. Students who do not qualify for NSFAS will be obligated to pay the fees, either receiving funding from a sponsor, their family or other means.

VIII. The college will develop conditional offers to students, which students must meet for that specific level of performance. Reference should be made to DHET's SOP on Selection and Admission of New Students which is a sub-process of the Enrolment process when dealing with conditional offers. Furthermore, the college must have efficient systems in place to track these conditions, and where necessary, be able to effectively revoke the placement. For example, students that apply for registration from other Colleges, must bring their statement of results from DHET.

IX. The college must provide additional support and accommodate students with disabilities through guidelines for admission of students with disabilities. This will include reference to designated offices to cater and assist students with disabilities.

X. The College Management and Academic Board must guide the development of a suitable admission process and the provision of services for prospective students, which are inclusive, fair, and transparent. (Reference should be made to the SOP's)

12. MINIMUM ENTRY REQUIREMENTS

I. The prospective student must be in possession of the relevant minimum entry requirements for the National Certificate (Vocational) and Report 191 programmes as stipulated in the relevant policies. Students with grade 12 must not be admitted into NC(V) Level 2.

II. The college must provide a balance between access and success recognizing prospective students from disadvantaged groups and ensuring quality by selecting students that demonstrate good academic capabilities.

III. A prospective student who wishes to enrol for the National Certificate (Vocational) or a Report 191 N1 certificate should have an NQF Level 1 qualification; that is either a Grade 9 or AET Level 4 or General Education & Training Certificate (GETC) or the use of RPL assessment programme to determine equivalence to NQF Level 1 or PLP results as a minimum. Entry requirements should be aligned to the

respective NC(V) and Report 191 policies.

IV.   A prospective student who has passed Grade 12 / NC(V) Level 4 may be admitted into N4 Business/Utility/Engineering Studies subject to other programme/faculty requirements.

V.   Students who enrol for a qualification that duplicates a previous qualification that was state-funded are <u>not</u> eligible for financial assistance. This implies that the National Student Financial Aid Scheme (NSFAS) bursary recipients who complete NC(V) Level 4 are not eligible for additional financial assistance should they want to enrol for another NC(V) programme or Report 191 N1-N3. Similarly, bursary recipients who complete Report 191 N6 are not eligible for financial assistance should they want to enrol another Report 191 or NC(V) programme. It must be noted that this cohort of student are liable for full payment of the programme costs and not simply 20% of the total programme cost which constitute college/tuition fees.

VI.   For articulation purposes, the only cohort of students eligible for financial assistance for the second qualification are bursary recipients who complete NC(V) Level 4 and Report 191 N3 and would like to enrol for Report 191 N4-N6.

13. MINIMUM ENTRY REQUIREMENTS FOR NC(V) PROGRAMMES

13.1 A prospective student who wishes to enrol for the National Certificate (Vocational) should have an NQF Level 1 that is Grade 9, AET Level 4, General Education & Training Certificate (GETC) and PLP results as a minimum.

13.2 The NC(V) programme is offered at Levels 2, 3 and 4 of the National Qualifications Framework (NQF). As such it has been designed to provide both theory and practical experience in various vocational fields. The practical component of study may take place in the workplace or in a simulated environment. Students therefore have the opportunity to experience work situations during their period of study.

13.3 On Levels 2, 3 and 4 of the NC(V) the following combination of subjects are offered:

- The subject combinations in each of the programmes provide a high degree of specialisation for a particular economic sector.

- It is important to note that the vocational subjects, one subject may be chosen from any vocational programme to provide the student with either a higher level of specialisation, or the opportunity for broader training.

- Generally, the first three vocational subjects listed for each programme are compulsory subjects, whereas the rest are from the pool of optional subjects.

Three compulsory subjects

• Language/ First Additional Language (FAL) - This must be one of the official languages of South Africa and should be offered as a language of teaching and learning (LOTL).

• Mathematics or Mathematical Literacy

• Life Orientation

Four vocational subjects

These subjects are linked to a common vocational discipline.

Much as the minimum admission requirements for these programmes are Grade 9 (Standard 7), or an equivalent qualification; the following must also be met:

(i)   NC(V) Finance, Economics & Accounting L2

Applicant must have passed

- Economics and Management Sciences (EMS) Grade 9

- English Grade 9

- Mathematics Grade 9

(ii)   NCV Management L2

Applicant must have passed

- English Grade 9

- Mathematics or EMS Grade 9

(iii)   NCV Marketing Management L2

Applicant must have passed

- English Grade 9

- Mathematics Grade 9.

(iv) <u>NCV Office Administration L2</u>

Applicant must have passed

- English Grade 9

- Mathematics Grade 9.

(v) <u>NCV Hospitality L2</u>

Applicant must have passed

- English Grade 9

- Mathematics Grade 9

(vi) <u>NCV Primary Agriculture L2</u>

Applicant must have passed

- English Grade 9 (40%)

- Mathematics Grade 9 (50%)

(vii) <u>NCV Primary Health L2</u>

Applicant must have passed

- Mathematics Grade 9 (30%)

(viii) <u>NCV Safety in Society L2</u>

Applicant must have passed

- English Grade 9 (40%)

- Mathematics or Mathematical Literacy Grade 9 (30%)

(ix) <u>NCV Transport and Logistics L2</u>

Applicant must have passed

- English Additional Language Grade 9 (40%)

- Mathematical Literacy Grade 9 (40%)

(x) <u>NCV Tourism L2</u>

Applicant must have passed

- English Grade 9 (40%)

- Mathematics or Mathematical Literacy Grade 9 (40%)

(xi) NCV Information Technology and Computer Science L2

Applicant must have passed

- English Grade 9 (40%)

- Mathematics Grade 9 (50%)

(xii) NCV Civil Engineering and Building Construction L2

Applicant must have passed

- Mathematics Grade 9 (40%)

- English FAL Grade 9 (40%)

- Natural Science OR Technology Grade 9 (40%)

(xiii) NCV Electrical Infrastructure Construction L2

Applicant must have passed

- Mathematics Grade 9 (40%)

- English FAL Grade 9 (40%)

- Natural Science OR Technology Grade 9 (40%)

(xiv) NCV Engineering and Related Design L2

Applicant must have passed

- Mathematics Grade 9 (40%)

- English FAL Grade 9 (40%)

- Natural Science OR Technology Grade 9 (40%)

14. MINIMUM REQUIREMENTS FOR THE PRE-VOCATIONAL PROGRAMME (PLP)

(1) The Pre-vocational Learning Programme (PLP) is an entry level foundational learning programme for successful articulation into TVET College particularly for students who do not meet the entry requirement either for the programme or qualification as outlined in the College's admission policy. The PLP focus is to ensure foundational knowledge such as English, Mathematical competency and Scientific Literacy since students are entering TVET Colleges from the different spheres of education.

(2) The programme is primarily aimed at students who have passed Grade 9 (but not Grade 12) with weak/poor literacy and numeracy foundation as determined through baseline testing. students with Grade 10 or 11 or those who have not been part of the study environment for a few years could also be considered for PLP.

(3) The PLP does not replace foundational/bridging programmes that the College may be using to suit any specific purpose. The programme prepares a student for enrolment in the relevant NC(V) and Report 191 courses and where applicable; for Occupational Qualifications at NQF Levels 2-4. The PLP is a Ministerially funded programme in addition to NC(V) and Report 191.The PLP is structured for delivery over one academic year. The programme is pitched more or less at NQF Level 2 in terms of the level descriptors for the competencies to be demonstrated on completion.

(4) There is no 'pass' or 'fail' for a PLP student. The mark received at the end of the year for a subject will determine suitability for a mainstream course. For an example, there may be two PLP students who both want to study Engineering but one achieves a mark of 60% for Foundational Mathematics at the end of the year and the other 40%. The 60% mark is indicative that the student may cope with Engineering whereas the student with 40% is unlikely to cope and should then be guided into a more suitable study of choice which might not necessarily be an NC(V) or Report 191 programme.

15. MINIMUM REQUIREMENTS FOR REPORT 191 STUDENTS (NATED PROGRAMMES)

(1) The NATED/ Report 191document lists all instructional programmes that are registered with the Department of Higher Education and Training and that can be offered by Technical and Vocational Education and Training Colleges.

(2) The document makes provision for Admission Requirements, Programme Requirements and Promotion Requirements for all programmes listed in the report. These requirements vary from programme to programme.

(3) The College must adopt the minimum entrance requirements as documented in NATED/Report 191, 2001/08 and must take measures to ensure that these requirements are strictly adhered to.

(4) The College's minimum entrance requirements must be aligned to the NATED/Report 191 programme requirements.

(5) Students who have passed Grade 12/NC(V) Level 4 may be admitted into N4 Business and Utility Studies, subject to any other programme/faculty requirements.

(6) Students who have passed Grade 12 Technical may be admitted into N2 Engineering Studies, subject to any other programme/faculty requirements.

(7) Students who have passed Grade 12 with work experience may be admitted into N4 Engineering Studies, subject to any other programme/faculty requirements.

(8) Students who have passed Grade 12 with Mathematics and Physical Science may be admitted into N4 Engineering Studies subject to any other programme/faculty requirements provided they are not interested in any trade test.

(9) Much as the minimum admission requirements for these programmes have been outlined above; the following must also be met:

Business Studies N4:

(i) <u>Business Management N4</u>

The applicant must have passed

- English Grade 12 / NCV Level 4

- Accounting Grade 12 / NCV Level 4

- Business related subject in Grade 12

- Or NC(V) Level 4 certificate

(ii) <u>Financial Management N4</u>

The applicant must have passed

- English Grade 12 / NCV Level 4

- Mathematical Literacy/Mathematics Grade 12 / NCV Level 4

- Accounting in Grade 12 (40%)

- Or NC(V) Level 4 Finance, Economics and Accounting certificate

(iii)   Human Resource Management N4

The applicant must have passed

- English Grade 12 / NCV Level 4

- Mathematics Literacy/Mathematics Grade 12

- Or NC(V) Level 4 Management certificate

(iv)   Marketing Management N4

The applicant must have passed

- English Grade 12 / NCV Level 4

- Mathematics Literacy/Mathematics Grade 12

- Or NC(V) Level 4 Marketing certificate

(v)   Public Management N4

The applicant must have passed

- English Grade 12 / NCV Level 4

- History or Geography Grade 12

- Or NCV Level 4 certificate

Engineering Studies N4

i.   Civil Engineering N4

An N3 Civil Engineering certificate OR A Grade 12 certificate with

- English FAL Grade 12 (40%)

- Mathematics Grade 12 (40%)

- Natural Science Grade 12 (40%)

ii.   Electrical Engineering N4

An N3 Electrical Engineering certificate or A Grade 12
certificate with

- English FAL Grade 12 (40%)

- Mathematics Grade 12 (40%)

- Natural Science Grade 12 (40%)

iii. Mechanical Engineering N4

An N3 Mechanical Engineering certificate OR A Grade 12 certificate with

- English FAL Grade 12 (40%)

- Mathematics Grade 12 (40%)

- Natural Science Grade 12 (40%)

iv. Multi-Disciplinary Office Practice N4

A National N3 certificate with

- Mathematics N3 (40%)

- Engineering Drawing N3 / Building Drawing N3 (40%) or
  A Grade 12 certificate with

- English FAL (40%)

- Mathematics (40%)

- Engineering OR Building Drawing N3 (40%)

v. Chemical Engineering N4

- National N3 certificate Water and Wastewater

Utilities Studies N4:

(i) Introduction to N4

The applicant must have passed Grade 12 or NCV Level 4.

(ii) Popular Music Composition N4

The applicant must have passed Grade 12 or NCV Level 4 with

- English Grade 12/ NCV Level 4

- Mathematics or Mathematical Literacy Grade 12 / NCV L4

- Auditions will be conducted before an applicant will be registered as

a student.

- A musical background will be an added advantage when an applicant is considered for registration.

(iii)   Popular Music Performance N4

The applicant must have passed Grade 12 or NCV Level 4 with

- English Grade 12/ NCV Level 4

- Mathematics or Mathematical Literacy Grade 12 / NCV L4

- Auditions will be conducted before an applicant will be registered as a student.

- A musical background will be an added advantage when an applicant is considered for registration.

(iv)   Popular Music Studio Work N4

The applicant must have passed Grade 12 or NCV Level 4 with

- English Grade 12/ NCV Level 4

- Mathematics or Mathematical Literacy Grade 12 / NCV L4

- Auditions will be conducted before an applicant will be registered as a student.

- A musical background will be an added advantage when an applicant is considered for registration.

(v)   Clothing Production N4

The applicant must have passed Grade 12 and the Introduction to Clothing Production programme.

(vi)   Hospitality and Catering N4

The applicant must have passed Grade 12 or NCV Hospitality Level 4 certificate.

(vii)   Travel & Tourism N4

The applicant must have passed Grade 12 or NCV Tourism Level 4 certificate.

16. ADMISSION REQUIREMENTS FOR NON-MINISTERIAL PROGRAMMES

This will include all instructional programmes not included in the list of Ministerial approved Programmes. Non-Ministerial Programmes will thus include all unit standard based programmes, or combination of unit standards or others, that are registered with SAQA. The purpose of these programmes is to enable the College to align its programme offering to meet national legislation and customer requirements. The target market includes matured youth, unemployed youth, and adults.

The minimum admission requirements for these programmes is a Grade 9 (Standard 7), or equivalent qualification.

All programme and promotional requirements must adhere to relevant SAQA or SETA requirements. The scope of potential learning programmes is vast and cannot be listed in this document for practical reasons. These admission, programme and promotional requirements must therefore be documented in the various programme plans and must be presented to the Academic Board for approval. The College must ensure that there are resources available to support the offering of these programmes before students can be enrolled in them.

17. ADMISSION REQUIREMENTS FOR IMMIGRANTS' STUDENTS (NON-SA CITIZENS)

I. The Republic of South Africa defines an immigrant as stated in Report 191, 2001/08 as:

   a. A child, or a dependent of a diplomatic representative of a foreign government accredited in South Africa; or

   b. Any person who
      • First entered a South African school in Grade 7 or a more senior grade; or

      • Having begun his/her schooling at a South African school, has attended school outside South Africa for two or more consecutive years after Grade 6, or its equivalent.

II. The College will enrol students from foreign countries if they meet all requirements as stipulated in relevant national acts and regulations. These

requirements include, but are not limited to, a valid study permit issued by the Department of Home Affairs.

III.   It is the responsibility of the applicant to obtain the required documentation.

IV.   It is the responsibility of the applicant to have his/her qualifications evaluated by SAQA to determine the equivalent South African level of the qualification.

V.   Persons classified as aliens must, when applying for admission, show evidence that they have applied with the requirements of the Department of Home Affairs to legalize their stay in the country in terms of the Aliens Control Act, 1991 (Act No.96 of 1991), as amended in the section 2 of the Aliens Control Amendment Act, 1995 (Act No.76 of 1995).

VI.   A student who entered the country as a refugee or immigrant must provide proof of their academic record, approved by South African Qualification Authority (SAQA) if it a foreign qualification.

VII.   The applicant must pass the placement test and receive an acceptance letter from the college which will stipulate which programme the applicant can register and the duration thereof.

VIII.   The applicant must then present a study permit /VISA and proof of funding when applying for admission to the college which stipulates the amount funded for the duration of study. The student must pay applicable College fees upfront if there is no proof of funding.

IX.   The student is considered conditionally registered in the event where the student is unable to produce the study permit/ VISA within 2 months of registration in the NC(V) and Report 191 Business and Utility Studies. In respect of Report 191 Engineering Studies the permit should be submitted in the first month of the trimester.

X.   If student does not produce required documents, registration will be terminated. The study permit/VISA should be valid for the required duration of study in a chosen programme.

18. ADDITIONAL ENTRY REQUIREMENTS FOR ALL PROGRAMMES

1.   The Academic Board may determine additional requirements with the approval of the College Council. In addition, the college may need to develop an application

point system (APS) and/or additional entry requirements for entry into qualifications.

2. The application point system should weigh language, mathematics, and science high on any qualification where these subjects serve as a pre-requisite. Subjects such as Accounting, Drawing, Information and Communication Technology (ICT) may also feature in the point system for certain programmes. Colleges must ensure the application point system or additional criteria are not too high or used as a tool to further exclude prospective student from the college.

3. SWGC will use DHET's Guidelines for Additional Admission Requirements to TVET College Programmes when calculating the Application Point Score (APS)

19. ADDITIONAL COURSES' ENTRY REQUIREMENTS

1) The Academic Board may determine additional requirements with the approval of the College Council.

2) The entry requirements for the QCTO's Occupational qualifications and SETA Legacy Qualifications will be as per programme specific entry level qualifications.

20 NUMBER OF STUDENTS FOR A PARTICULAR PROGRAMME

The College reserves the right to determine the number of students for a particular learning programme. These decisions will be informed by:

   a. Occupational Health and Safety requirements.
   b. Practical consideration such as, for example, the layout of workshops, lecturer-student ratios, and physical resources such as tools, equipment and number of computers available for learning purposes.
   c. Any other criteria as applicable at the time of enrolment.
   d. Funding from the DHET and for any particular year of study

The purpose of this exercise is not to exclude any student from any learning programme, but rather to ensure that all resources are utilized in the best possible arrangement to

accommodate teaching and learning that will meet the needs of our students and quality requirements.

Secondly, to respond to local economic needs.

The programme and number of students requirements must therefore be documented in the various programme plans and presented to the Academic Board for approval.

21. CRITERIA FOR SELECTION OF STUDENTS

21.1 Selection Committee
Each Campus within the College must establish a Selection Committee which should comprise of the following members relevant to the programme:

- Head of Division who will be the Chairperson,
- Senior Lecturer of the particular programme
- Lecturer of that particular programme
- Head of Administration of the Campus
- A Scribe.

21.2 Roles of the Selection Committee

(a) The Selection Committee is responsible for the administration and management of placement of students into appropriate programmes for the programmes they are responsible for at the campus.

(b) To ensure adherence to and implementation of DHET's Standard Operating Procedures for three sub-processes of the Enrolment process as follows:

- Provision of Career and Programme Advisory Services,
- Submission of Applications by New Students and
- Selection and Admission of New Students.

(c) To compile and present reports on the Committee's performance with regards to the achievement of the various processes' key performance areas with regards to the placement of students into appropriate programmes.

21.3 The selection of students for admission purposes will be based on the following criteria:

    I.   Preference will be given to qualifying South Africans citizens.

    II.   Candidates shall be required to complete an assessment for selection and placement purposes according to stated minimum competencies per programme and support.

    III.   The fee structure for learning programmes must not be a barrier to access the learning programmes offered at the College, but students owing shall be dealt with according to Finance Policy. Fee regulations must explicitly address the visible and invisible barriers to learning and assessment.

22. DOCUMENTS REQUIRED FOR ADMISSION AND PAYMENT ARRANGEMENT

(a) Documents Required for Admission

I.   All documents will become the property of the college. If documents are not in English as the medium of communication, they must be accompanied by a translation in English. The required documents are as follows:

    a. Identity document or passport for foreign students with study permit;
    b. Grade 9 certificate; or
    c. Adult Education and Training (AET) Level 4 certificate which is equivalent to the National Qualification Framework (NQF) Level 1 certificate; or
    d. N1; and
    e. A N2 certificate for N3 or N3/NCV Level 4 for N4 for entry into Report 191 engineering studies or
    f. Grade 12/NC(V) Level 4 for entry into report 191 Business/Utility Studies
    g. Previous student academic record for returning students; or
    h. Foreign students: South African Qualification Authority (SAQA) approved foreign qualification certificate, and study permit that stipulates duration of study.

II.   Proof of medical insurance or cover; for foreign students.

III. Pre-Vocational Learning Programme (PLP) results.

IV. Selection and Placement test results for new students.

V. Proof of payment for the academic year.

VI. Proof of provisional funding status from NSFAS or payment arrangement for students who do not qualify.

VII. Provisional funding or payment arrangement from repeating students and Non NSFAS applicants.

VIII. Completed online registration form.

IX. Criminal record (where applicable).

(b) Documents Required for Payment Arrangement

I. Proof of residence, contact details of next of kin or responsible person.

II. Parent's or guardian's next of kin identity document.

23. SELECTION AND PLACEMENT TEST

I. As part of the recruitment and selection process of prospective students, SWGC administers a selection and placement test and interviews where necessary, as this assists in the correct placement of students into relevant programmes.

II. Placement tests and procedures are compulsory for prospective students, to enable them to be placed in appropriate programmes. This will allow the student to enrol in a programme for which they have the necessary capabilities and will also enable the college to identify those students requiring additional support.

III. No student should be accepted or admitted into the college without undergoing the placement test process. The selection and placement test are used to identify students who may require onward referral or learning and academic support.

24. ADMISSION OF RETURNING STUDENTS

I. For a student to be admitted in the next level in the NC(V) and Report 191 qualifications, he/she must comply with the promotion requirements of the previous level, as guided by the Department's National Examination and Assessment (NEA) progression policy. Furthermore, reference should be made to Formal Technical College Instructional Programmes in the RSA, Report 191 (2001/08) Part 1 and Part 2 policy document. The DHET's Guideline for Additional Admission Requirements to TVET Colleges Programmes must also be

referred to when admitting the returning student.

II. The admission requirements for Report 191 progression to the next level of study are stipulated in this Guideline document as follows and must be adhered to:

- Admission requirement for N2 is N1 Certificate.
- Admission for N3 is N2 Certificate.
- Admission for N4 is N3 or Grade 12 Certificate for Engineering Studies and Business & Utility Studies respectively.
- Admission for N5 is N4 Certificate for Engineering Studies and Business & Utility Studies respectively.
- Admission for N6 is N5 Certificate for Engineering Studies and Business & Utility Studies respectively.

III. It should be noted that by the time the student register in the next Report 191 programme, the Certificate of the completed qualification might not be available. However, the passed all 4 subjects of the previous N-Level for Report 191 for the student to enrol in the next level, would apply. Campuses should inform the students about the implementation of this progression requirement from November 2019 for implementation in Trimester 2 for N1 – N3 and Semester 2 N4 – N6 of the 2020 academic year respectively. The progression requirement for Engineering Studies N4 – N6 should be implemented from Trimester 3 of the 2020 academic year.

IV. For NC(V), the requirements regarding progression to the next level are as follows:

- The candidate should have met the pass requirements of a subject in an academic year to proceed to the next Level in that subject.
- Where the pass requirement of the subject has not been met, the candidate will not proceed to the next Level in that subject and will have to repeat it on that Level; the following academic year.
- The full ICASS component is to be completed for all subjects registered in an academic year including subjects repeated in that academic year.
- The same Optional Vocational Subject is to be registered across NC(V)

Level 2, 3 and 4 except for Office Administration and Management or as per programme prescripts.

- The candidate is not allowed to register an NC(V) subject on two Levels simultaneously.

- The candidate can only register passed subjects (e.g., which will be five subjects passed and two failed on the lower level) on two consecutive Levels in an academic year but not on Levels 2 and 4 or all three Levels simultaneously.

- The candidate should have passed a minimum of five subjects in the previous level to proceed to the next level.

V. Progression requirements for other programmes and qualifications must be obtained either from the qualification policy or must be determined by the college and approved as such by the Academic Board.

VI. If a student has failed the level of study or must write supplementary examination, he/she may enrol again, but the college must provide compulsory academic support programmes to assist the to succeed. The student must sign a letter of commitment to attend the academic support programmes.

VII. Students qualify for Examination Only if:
- A student has failed the subject in the final examination by 5% or less.

- The Internal Continuous Assessment (ICASS) marks are still valid. The ICASS marks for Engineering Studies are valid for three examinations, not necessarily consecutive and valid for two consecutive years for Business and Utility Studies.

VIII. Examinations Only is not allowed for failed Computer Subjects.

IX. Applicants transferring from another college must provide the following:

(a) a transfer letter which includes reasons for cancellation or deregistration, incidents, and the remaining financial obligations of previous College to the new College upon registration.

(b) Statement of results from the DHET.

(c) Full academic record from the previous College.

(d) Class attendance record from previous College.

(e) A testimonial and/or Student profile including misconduct/

disciplinary hearings held against the (if any)

(f) Internal Continuous Assessment (ICASS) file from previous College if a NC(V).

(g) Integrated Summative Assessment Task (ISAT) file from previous College if a NC(V).

(h) An NCV student coming from another College will not be allowed to enrol for one outstanding subject.

X. It is the responsibility of the new College to communicate with the student's previous College for more information.

25. ACADEMIC EXCLUSION AND DEREGISTRATION

I. A student can be denied admission where there is evidence of poor academic performance and attendance record. If a student has failed the same level of study twice in his/her field of study, after compulsory academic support interventions; reasons for exclusion must be determined by the Campus Manager. The affected student may appeal the academic exclusion decision to the Deputy Principal Registrar who should consider the matter and make recommendations to the principal for final decision making.

II. A student can be denied admission where there is evidence that she/he has consistently registered one or two subjects just to be on the college system. A student who has registered one or two subject should only be allowed to do so twice per programme.

III. A student can be denied admission where there is evidence that she/he has changed programmes twice or more without completing any of the programmes.

IV. A student who registers for examination only should not be considered to be part-time or full-time student and should not be allowed to attend any class.

V. A student who causes riots or student unrest at the college should be deregistered and expelled as part of disciplinary sanction. A student who has been found guilty of misconduct in terms of the College's code of conduct may be excluded from re-admission.

VI. A prospective student is denied registration if he/she had been expelled from another college as part of a disciplinary sanction or examination sanction from the

department.

VII. A student who has completed a programme at the college can be denied admission for another programme where there is evidence that she/he has a record of misconduct within the college.

VIII. A student is deregistered due to death, disciplinary and examination sanctions or not meeting Attendance Policy requirements or deregister himself or herself. The student must provide valid reasons for cancellation or deregistration.

26. ADMISSION OF STUDENTS WITH PRIOR CONVICTIONS/CRIMINAL RECORDS

26.1 The College may screen students to assess the risk in admitting applicants who may pose a danger to themselves, other students, or staff.

26.2 All applicants must declare any relevant criminal convictions or records. The College should only use the information of prior convictions and criminal records to assist the student with rehabilitation and integration into society.

26.3 Police verification may be undertaken in respect of application to programmes where criminal offences can hinder employment opportunities and safety of students and staff at the College.

26.4 The College may seek legal advice when admitting students with pending convictions.

27. ADMISSION OF STUDENT WITH DISABILITIES

I. The college should admit prospective students with disabilities and must provide the necessary support as far as practically possible to make teaching and learning accessible to the student.

II. Prospective students with disabilities who have completed Grade 9-12 in a Special School have to be assessed by the College to determine if they meet the academic requirements for admission into a College programme or qualification.

III. The prospective student is encouraged to apply for concessions for examination during enrolment.

28. APPEALS AGAINST NON-ADMISSION OF STUDENTS

I.   Appeals Committee

The Appeals Committee should be established at each campus and should comprise of the following members:

1. The Campus Manager who should be the Chairperson
2. Support Services (SSS) Officer/ Coordinator,
3. Head of Administration at the Campus
4. A member of the Student Representative Council (SRC) at the campus.
5. Scriber

II.   Roles and Responsibility of the Appeals Committee

(a) To attend to all the appeals that deal with refusal for admission at the campus that have been lodged by the student.

(b) To deliberate on the appeals lodged and consider the mitigating and aggravating factors while making reference to policies that guide the College and make recommendations to the Deputy Principal Registrar should in consultation with the Principal consider the recommendations submitted and make a final decision on the matter.

(c) Compile and present reports on appeals lodged and outcomes to the Campus Management and the Academic Board respectively.

III.   The Deputy Principal Registrar will make a recommendation to the Principal.

29. REGISTRATION PERIODS: NC(V)

1. The College registration must begin in the first week of reopening in a new academic year and closes in the second week of January of every year or as per the DHET Management Plan. The second week makes provision if the college is not fully enrolled and to provide for late registration in special cases. The start of classes must ensure maximum utilization of teaching and learning time.

30. REGISTRATION PERIODS: REPORT 191

I.   College registrations should open for Report 191 programmes in the first week of re-opening and closes in the second week of January of every year, and

applications to be encouraged in the prior year of study for new students. The second week makes provision if the college is not fully enrolled and to allow for special cases of late registration.

II. Report 191 registrations for Engineering Studies can also take place before the start of trimester 1 in January, trimester 2 in May and trimester 3 in September. Registration for Business Studies must take place before commencement of semester 1 in January and semester 2 in July.

III. The Report 191 programmes may be offered on a part-time basis during the afternoon.

IV. The study period for Engineering Studies are:
(a) First trimester: January till March;
(b) Second trimester: May till July and
(c) Third trimester: September till November.

V. Business and Utility Studies duration is three semesters N4, N5 and N6. The study periods are:

VI. (a) First semester: January till June and

VII. Second semester: July till November.

31. STUDENT REGISTRATION REGISTER

I. The Principal and Deputy Principal Registrar must keep a register of student admissions in the registration system of the College, which must be valid, reliable, and accessible at all times.

II. The College Council must determine and document how the registration records of the College will be kept. The format of the data capture tool must include information relating to biographical and demographical information of the student such as surname and full names, date of birth, age, identity number/passport number, disability, qualification details, names of student next of kin, their addresses, and the addresses and contact details for the time of study. College must ensure authenticity of registration documents and use the code of conduct or legal processes in the event of receiving fraudulent documents from the student,

III. Entries in the registration system will be verified against each student's

information, such as identity document or passport, of which a copy must be placed on record either in hard or soft copy.

IV. Officials from the National and Regional offices must be able to access the electronic registration system and the register, as and when the need arises.

32. MONITORING AND EVALUATION

I. For this policy to be effective it will be supported by a set of monitoring and evaluation instruments indicated below:

      a. Registration monitoring tool
      b. Annual survey
      c. Annual reports
      d. Quarterly enrolment monitoring tools
      e. SSS Plan monitoring tool
      f. Functionality Assessment Tools
      g. Annual monitoring tools
      h. Technical and Vocational Training Information Management System (TVETMIS);
      i. Any other instruments as may be required from time to time.

33. ADOPTION OF POLICY

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

34. AVAILABILITY OF ADMISSION POLICY

A copy of this policy and other relevant documentation should be made available on the College website.

35. REVIEW OF THE POLICY

This policy will be subject to a review by the College management and Council, as and when necessary, but at least once in three (3) years to ensure its relevance.