

Policy Name: Admission and Registration Policy
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Admission and Registration Policy:

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2 INTRODUCTION

SA College of Home Study Pty Ltd (trading as *College SA*) offers distance learning. Therefore, students can continue their studies either part-time and full-time. Our goal is to accommodate and encourage lifelong learning in the South African labour force: employed, unemployed and discouraged job seekers. *College SA* is committed to providing distance-learning education that is inclusive and accessible to all students.

College SA offers a wide variety of courses, *accredited courses (qualifications registered on the NQF)* and *provider accredited courses (qualifications not registered on the NQF)*. This challenging educational platform calls for a dualistic approach to admission and registrations, ensuring that the quality assurance is upheld and honoured at all times.

Firstly, this policy has been written in such a way that it recognises the details of admission requirements set by the Quality Assurance Council and Quality Assurance Partners in accordance to the curriculum document that outlines the admission and entrance requirement of each accredited course (qualifications registered on the NQF).

Secondly, this policy sets admission requirements for provider accredited courses (not registered on the NQF), e.g. CompTIA and Microsoft.

Thirdly, this policy needs to set admission requirements for *College SA's* non-accredited courses categorised into three levels of progression, namely;

- Short Course
- Proficiency Course
- Skills Course

3 PURPOSE

This policy aims to ensure that students can gain entrance to a formal learning environment; this would include accredited courses (qualifications registered on the NQF) and non-accredited courses (qualifications not registered the NQF).

Therefore, *College SA* has to ensure that a student or prospective student complies with the minimum admission requirements as stipulated by the following councils:

- The General and Further Education and Training Qualifications Sub-Framework (GFETQSF) overseen by Umalusi
- The Occupational Qualifications Sub-Framework (OQSF) overseen by the Quality Council for Trades and Occupations (QCTO)

Furthermore, the policy needs to include the specific requirements set by the Quality Assessment Partners (QAP's) to which the relevant councils have delegated their authority.

4 SCOPE

The Policy applies to all students and prospective students applying for entrance to programmes provided by *College SA*.

All employees of *College SA* have to familiarise themselves with the policy. It is of particular importance that the **Educational Planners and the Accreditation Department** adhere to registration and admission requirements.

This Policy must be read together with other *College SA* student policies and procedures, as applicable and the **CSA Terms of Registration**.

5 PRINCIPLES

- To ensure that registration of students is fair, non-discriminating yet within the parameters of the rules and regulations of the respective Quality Assurance Councils and Quality Assessment Partners (QAP's)
- To ensure that all admission documentation provided by the students and submitted by the **Educational Partitioners** are quality assured and signed off by the **Accreditation Department** meeting the requirements of relevant legislation
- To assist students, who do not meet the minimum admission requirements on the grounds of qualifications obtained, using Recognition of Prior Learning¹
- In general, to support and encourage a learning environment free from harassment and discrimination

6 ADMISSION REQUIREMENTS

The student must provide accurate and correct information and documentation to *College SA*.

The entrance requirements for each Programme is specific to the Qualification and are categorised in Accredited courses and Non-Accredited courses.

¹ POLRPL001A: Recognition of Prior Learning

6.1 ACCREDITED COURSE: QUALIFICATIONS REGISTERED ON THE NQF

6.1.1 National Technical Certificate: Engineering Studies

Admission Requirements for the National Technical Certificate: Engineering²

A student must comply with the minimum admission requirements:

6.1.1.1 N1 – Level

- A pass in Grade 9 with a pass in Mathematics minimum 40% and Physical Science minimum 30%, or
- An introductory programme (National Certificate: Orientation) as determined by a technical college, or
- National Vocational Certificate (NCV) Level 4 with a pass in Mathematics, or
- National Vocational Certificate (NCV) Level 3 with a pass in Mathematics and Physical Science, or

6.1.1.2 N2 – Level

- A pass in the preceding N1 – level in the Instructional Offering

6.1.1.3 N3 – Level

- A pass in the preceding N1 and N2 – levels in the Instructional Offerings

6.1.2 SABPP: National Diploma In Human Resource Management And Practice

- Completed and passed Grade 12 certificate, or
- Any NQF Level 4 completed qualification, or
- National Vocational Certificate (NCV) Level 4

And as specified by SABPP:

- The student must submit a certified copy of their ID

6.1.3 Institute of Certified Bookkeepers

College SA is offering five different instructional offerings as training provider for ICB.³

6.1.3.1 ICB Financial Accounting Programme:

- Foundation Level:
 - Minimum requirement; Grade 10
- Intermediate Level:
 - Successful completion of the National Certificate: Bookkeeping (Foundation level)
- Upper Intermediate Level:
 - Successful completion of the Further Education and Training Certificate: Bookkeeping (Intermediate level)
- Advanced Level:
 - Successful completion of the National Diploma: Technical Financial Accounting (Upper Intermediate Level)

² National Education Policy. Formal Technical College Instructional Programmes in the RSA. Report 190 (2001/08) Part 1: N1 to N3 ISBN:0-7970-3938-4

Available at: dhet.gov.za

³ ICB Accredited Business Qualifications. Prospectus 2018

6.1.3.2 ICB Public Sector Accounting Programme:

- Foundation Level:
 - Minimum requirement; Grade 11 or NQF 3
- Intermediate level
 - Successful completion of the National Certificate: Public Sector Accounting (Foundation Level)
- Advanced Level
 - Successful completion of the Diploma: Public Sector Accounting (Intermediate Level)

6.1.3.3 ICB Entrepreneurship Programme:

- Foundation Level:
 - Minimum requirement; Grade 11 or NQF 3
- Intermediate level:
 - Successful completion of the National Certificate: Small Business Financial Management (must include Entrepreneurship 1 - subject) (Foundation Level)
- Advanced Level:
 - Successful completion of the Higher Certificate: Office Administration (must include Entrepreneurship 2 – subject) (Intermediate level)

6.1.3.4 ICB Office Administration Programme:

- Foundation Level:
 - Grade 12, or
 - National Vocational Certificate (NCV) Level 4
- Intermediate level:
 - Successful completion of the Certificate: Office Administration (Foundation level)
- Advanced Level:
 - Successful completion of the Higher Certificate: Office Administration

6.1.3.5 ICB Business Management Programme:

- Foundation Level:
 - Minimum requirement; Grade 11, NQF 3
- Intermediate level:
 - Successful completion of the National Certificate: Small Business Financial Management (must include Business Management 1 – subject) (Foundation level)
- Advanced Level:
 - Successful completion of the Higher Certificate: Office Administration (must include Business Management 2 – subject) (Intermediate level)

6.2 PROVIDER RECOGNISED: QUALIFICATIONS REGISTERED NOT ON THE NQF

6.2.1 CompTIA

- Minimum requirement; Grade 10, and
 - Students must be 16 years or older
 - The ability to read and write in English
 - Access to a computer AND access to the internet
 - Advanced computer literacy

6.2.2 Microsoft

- Grade 10, and
 - Students must be 16 years or older
 - The ability to read and write in English
 - Mathematics
 - Access to a computer
 - Relevant software

6.3 NON-ACCREDITED COURSES: QUALIFICATIONS NOT REGISTERED THE NQF

- Minimum requirement; Pass in Grade 10, and
 - The student must be at least 16 years of age
 - The ability to read and write in English

6.4 ROLES & RESPONSIBILITIES

The College maintains its responsibility for the following:

- Ensure that this Policy is accessible to all staff and students
- All staff receive training concerning the policy and procedures
- Ensure that this Policy is implemented and applied consistently across the *College SA* learning environment
- The policies and procedures of *College SA* stay aligned to the requirements of Quality Councils and QAP's

6.5 COMPLAINT OR GRIEVANCE

- Refer to Student Grievance / Complaints Policy available at the following link:
<https://www.collegesa.edu.za/assets/Our-Policy/Student-Grievance-and-Complaints.pdf>

6.6 RECOGNITION OF PRIOR LEARNING

The Recognition of Prior Learning (RPL) in South Africa is critical to the development of an equitable higher education system that facilitates access, mobility and progression within Quality Assurance Councils in accordance with the NQF Act.

The *College SA* Recognition of Prior Learning Policy outlines guidelines within *College SA* to:

- Facilitate students access
- To recognize formal and or informal training
- To avoid duplication of learning already covered

This *College SA* Recognition of Prior Learning Policy is available at the following link:
<https://www.collegesa.edu.za/assets/Our-Policy/Recognition-of-Prior-Learning.pdf>

RPL provides an opportunity for the student to identify their learning, have it assessed and formally acknowledged.

Students can apply for recognition of prior learning by completing an RPL Portfolio of Evidence and submitting this to the **Accreditation Department** for review and evaluation.

6.7 QUALITY ASSURANCE:

It is the responsibility of the **Accreditation Department** to oversee, ensure and quality assure all admission to registration for accredited courses. If the procedures and admission requirements are neglected or not enforced, students may be registered incorrectly with adverse effects on the student as well as for *College SA*. The **Accreditation Department** is responsible for the review and evaluation of all RPL applications.

It is the responsibility of the **Educational Practitioners** to correctly execute, record and manage the administrative functionality of admission and registrations. The **Educational Practitioners** are responsible to assist the student with the registration form, debit order authorisation and is the contact person for submission of the admission documentation.

It is the responsibility of the student to ensure that the information recorded in the registration form is correct and the relevant admission documentation is submitted to the **Educational Practitioner**.

Such oversight of implementing and maintaining the processes and procedures before, during and after registration may lead to the following:

- Students not having the required skills/knowledge to undertake the course successfully;
- Students not being able to be admitted to examinations;
- Not be able to be assessed and found competent in their studies;
- Not be able to be certified and issued with qualification certificates
- This may further lead to:
 - *College SA* having to apply for condonation at Quality Assurance Councils or QAP's to award a student a qualification on the grounds of incorrect admission to studies
 - *College SA* being re-evaluated by Quality Assurance Councils or QAP's on *College SA* accreditation status
 - *College SA* found non-compliant with regulatory requirements as result of misconduct during External Audit by Quality Assurance Council

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6.8 PROCEDURE:

- Attachment A: Admission and Registration Procedure available at the following link:
[Registration Process.pdf](#)

6.9 RELATED POLICIES

6.9.1 College SA

- Programme Design, Delivery & Review Policy
- Examination Positioning Policy
- Students with Special Needs & Registered Disabilities Policy available at:
<https://www.collegesa.edu.za/assets/Our-Policy/Special-Needs-and-Disabilities.pdf>
- Foreign Students Policy
- Student Complaints and Grievances Policy available at:
<https://www.collegesa.edu.za/assets/Our-Policy/Student-Grievance-and-Complaints.pdf>

6.9.2 Other

- National Education Policy. Formal Technical College Instructional Programmes in the RSA. Report 190 (2001/08) Part 1: N1 to N3 ISBN:0-7970-3938-4
- ICB Accredited Business Qualifications. Prospectus 2017
- *College SA* Admissions Matrix