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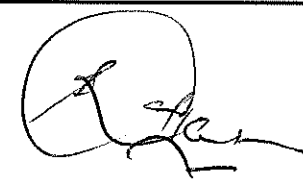
MALUTI TVET COLLEGE ADMISSION POLICY

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1. BACKGROUND

- 1.1 The admission policies of Technical Vocational and Training colleges (TVET) Colleges are underpinned and guided by the Constitution of the Republic of South Africa, 1996 (Act no 108 of 1996).
- 1.2 This policy seeks to provide a balance between the provision of access in Maluti TVET College with the aim of redressing the imbalances of the past and ensuring rigorous success of students. This will ensure that we recruit the capable students who have a keen interest in vocational and technical education.
- 1.3 The TVET college system has expanded access thus experiencing exponential growth in student enrolment. This brought with challenges of placing students and increased the competitiveness of access in our college system. The department is shifting its focus from access to quality which is critical towards positioning TVET colleges as institutions of first choice.
- 1.4 Maluti TVET College further recognises the importance of proper career guidance to direct students to programmes for which they would have an aptitude and provide training in areas required for the country's economy growth.
- 1.5 The White Paper for Post – School Education and Training (WP-PSET) envisages a post-school education and training system that is committed to achieving the following objectives:
 - a) Education and Social Justice;
 - b) A single coordinated system;
 - c) Expanding access, improving quality and increasing diversity;
 - d) Education and work; and
 - e) Responsiveness
- 1.6 Maluti TVET College is required to provide opportunities across a range of qualifications that are fit for purpose and are responsive to the changing requirements of work and social context, designed for student demands and can articulate appropriately to meaningful opportunities in employment and further studies.
- 1.7 Due to the diversity of programmes offered at the College, differentiated admission criteria are required to respond to the different qualification objectives

2. PURPOSE

The purpose of this policy is to adopt a basic set of standards and processes in the administration and management of student's admissions to Maluti TVET College which ensures consistency and upfront embedded expectations of admissions.

3. OBJECTIVES

The objectives of the policy are to provide students with, amongst others:

- a) The underlying policies that inform this policy;
- b) Minimum admission requirements;
- c) Minimum documents required;
- d) DHET Financial Aid Scheme;
- e) Academic exclusions and deregistration;
- f) Admission of non-South African citizens; and
- g) Appeal procedures

4. SCOPE OF APPLICATION

This policy framework applies to all prospective or pipeline students who require admission or re-admission at Maluti TVET College in order to pursue their studies.

5. ACRONYMS AND DEFINITIONS

5.1 ACRONYMS

ABET/AET	: Adult Education and Training
APS	: Application Point Score
CET ACT	: Continuing Education and Training Act (16 of 2006)
DBE	: Department of Basic Education
DHET	: Department of Higher Education and Training
FET ACT	: Further Education and Training Amendment Act (No 3 of 2012)
GETC	: General Education and Training Certificate
ICT	: Information and Communication Technology
MIS	: Management Information System
NC(V)	: National Certificate (Vocational)
NEA	: Department's National Examinations and Assessment
NSC	: National Senior Certificate
NSFAS	: National Student Financial Aid Scheme
NATED/REPORT 191	: National Accredited Technical Education Diploma
NDP	: National Development Plan
NQF	: National Qualifications Framework

PLP	:	Pre-Vocational Learning Programme
POPI	:	Protection of Personal Information
PSET	:	Post-School Education and Training
RPL	:	Recognition of Prior Learning
SAQA	:	South African Qualifications Authority
SETA	:	Sector Education and Training Authority
SRC	:	Student Representative Council
SSS	:	Student Support Services
TVET	:	Technical and Vocational Education and Training
WP-PSET	:	White Paper for Post—School Education and Training

6. RATIONALE

6.1 Maluti TVET College has been established to expand access and to provide opportunities to young people who want to access post school education and training; and to cater for diverse prospective students who want to obtain mid-level skills by providing them training to gain access to the labour market and the skills which are required by the South African economy.

6.2 Maluti TVET College has been established to expand access to post school education and to become an institution of choice to school leavers and out of school youth. The state is mandated to ensure its youth and communities have access to education and training that will deal with socio-economic factors faced by communities and the country as a whole.

6.3 In order to increase access and position the TVET sector as the institution of choice, it is critical for prospective students intending to enrol in this sector to meet the programme entry requirements and academic expectations as these will give them a greater chance of success and to build capacity to fully participate in the labour market.

7. LEGISLATIVE AND POLICY FRAMEWORK/GOVERNING PRESCRIPTIONS

7.1 Legislation

- In terms of Section 29(1) (b) of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), everyone has the right to further education, which the state, through reasonable measures, must make progressively available and accessible.
- *Policy for the National Certificate (Vocational): Qualifications at Level 2,3 and 4 on the National Qualification Framework (NQF), Gazette No 28677, March 2006;*
- *Subject Guidelines for the National Certificate (Vocational);*
- *Assessment Guidelines for the National Certificate (Vocational);*

- *UMALUSI document on Quality Assurance of Internal Assessment: Policies, Directives and Requirements, July 2006*
- *National Education Policy: Formal Further Education and Training College Programmes in which all the Nationally Approved Programmes offered by TVET Colleges are listed;*
- *Continuing Education and Training Act, Act 16 of 2006;*
- *GENFETQA Act No 58 of 2001(General and Further Education and Training Quality Assurance Act);*
- *National Policy on the Conduct, Administration and Management of the Assessment of the National Certificate (Vocational), Gazette No 30287, September 2007;*
- *Constitution of the Republic of South Africa, 1996; Aliens Control Act,1991(Act No.96 of 1991) as amended in section 2 of the Aliens Control Amendment Act,1995(Act No.76 of 1995);*
- *Aliens Control Act, 1991(Act No.96 of 1991) as amended in section 2 of the Aliens Control Amendment Act,1995(Act No.76 of 1995);*
- *Department of Higher Education and Training Student Attendance Policy, 2013.*

8. DETERMINATION OF CRITERIA FOR ADMISSION

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 (DHET).

9. ADMINISTRATION OF ADMISSIONS

9.1 Application period

9.1.1 National Certificate (Vocational); Maluti TVET College should commence with the application process for a new academic year on 1 September to 30 November of the preceding year.

9.1.2 R191 Business Studies: Maluti TVET College should commence with the application process three months prior to a new semester and close a month before the closure of the current semester.

9.1.3 R191 Engineering Studies: The application periods for trimester programmes will be from 1 to 30 November; 1 to 30 February and 1 to 30 June.

9.2 Admission of students

9.2.1 The processes and requirements of admitting students at Maluti TVET College is subject to the student meeting all the institutional admission requirements as determined by the College Council.

9.2.2 To be eligible for admission to a programme at Maluti TVET College, the applicant must be a South African citizen.

- 9.2.3 An applicant of foreign nationality should have a valid study permit. In cases where the applicant does not have a permit the college shall provide a 'Letter of Intent to study' in order to assist the process of obtaining the study permit. Special cases will be referred to the Department of Home Affairs.
- 9.2.4 It is the responsibility of the applicant with foreign qualifications to produce a graded report from SAQA.

9.3 Orientation and Induction of Students

An orientation and an induction procedure regulate the processes which is compulsory to all newly registered students.

9.4 Giving feedback

A student survey will be administered to ensure that the college is sensitised of areas that needs attention. The feedback on the survey will be provided to the College Community and the SRC.

9.5 Fees payable

- 9.5.1 No application, admission or registration fees are payable
- 9.5.2 The minimum tuition fee is payable upon registration by students paying for themselves as contained in the college registration procedure.
- 9.5.3 Students who qualify for NSFAS or any other bursaries are not expected to pay the minimal tuition fee upfront at the point of registration according to the DHET Bursary Guidelines or any other applicable bursary scheme but are dealt with according to the registration procedure of bursary students.
- 9.5.4 Students who do not qualify for NSFAS or any other bursaries will be treated as in 9.5.2.

10. MINIMUM ENTRY REQUIREMENTS

- 10.1 The prospective student should be in possession of the relevant minimum entry requirements as stipulated in the National Certificate (Vocational): Qualifications at Levels 2 to 4 on the National Qualifications Framework (NQF) and Formal Technical College Instructional programmes in the RSA, Report 191 (2001/08) for NC(V) and Report 191 Programmes respectively.
- 10.2 The college should provide a balance between access and success by recognising prospective students from disadvantaged groups and ensuring quality by selecting students that demonstrates good academic capabilities

11. ADMISSION REQUIREMENTS FOR NC(V)

Entry requirements should be guided by and aligned to the NC(V) policy as well as the *Guideline for Additional Admission Requirements to TVET College Programmes*.

Minimum entry requirements for NC(V):

Students must have passed:

- 11.1 An NQF level 1 qualification e.g Grade 9;
- 11.2 AET level 4;
- 11.3 General Education and Training Certificate (GETC);
- 11.4 PLP results;
- 11.5 The use of RPL assessment programme to determine equivalence of NQF level 1.
- 11.6 International students should provide written confirmation from SAQA that their foreign Qualifications meet any of the above mentioned qualifications under 11.1 to 11.5.

12. ADMISSION REQUIREMENTS FOR R191 STUDENTS

Entry requirements should be guided by and aligned to the R191 Programme requirements as well as the guideline for additional admission requirements to TVET College Programmes

- 12.1 Students who have passed Gr.12/NC(V) L4 may be admitted into N4 Business/Engineering Studies, subject to the additional program requirements.
- 12.2 Minimum entrance requirements for R191 N1 Engineering Studies are:
 - 12.2.1 An NQF level 1 qualification e.i Grade 9; or
 - 12.2.2 AET level 4; or
 - 12.2.3 General Education and Training Certificate (GETC); or
 - 12.2.4 PLP results
 - 12.2.5 The use of RPL assessment programme to determine equivalence of NQF level 1; or
 - 12.2.6 National Senior Certificate (NSC) Engineering Studies
- 12.3 Foreign students should provide written confirmation from SAQA that their foreign Qualifications meet any of the above mentioned qualifications under 12.1 for N4 Business/Engineering Studies or 12.2 for R191 N1 Engineering Studies.

13. ADDITIONAL ENTRANCE REQUIREMENTS

Minimum entrance requirements are subject to the additional entry requirements for

Programmes as determined by the Academic Board and approved by the College Council.

14. DOCUMENTS AND REQUIREMENTS FOR ADMISSION

All documents will become the property of the college. Documents that are not in English must be accompanied by a certified translation in English. The required documents, which must be originally certified documents, are:

- 14.1 Academic records;
- 14.2 Identity Document of applicant;
- 14.3 Selection and placement test results;
- 14.4 Completed registration form;
- 14.5 Proof of residence (home and address while studying);
- 14.6 Contact details of next of kin or responsible persons;
- 14.7 Parents' or guardian's or next of kin's Identity Documents;
- 14.8 Proof of payment of the academic year; or
- 14.9 Proof of provisional funding status from NSFAS; or
- 14.10 Provisional funding from repeating students and non-NSFAS applicants and
- 14.11 Criminal records (if applicable)

15. SELECTION AND PLACEMENT

- 15.1 The College is responsible for the recruitment and selection process of prospective students.
- 15.2 The College must administer a selection and placement test, and conduct interviews where necessary.
- 15.3 Placement tests and procedures are compulsory for all new prospective students, to enable them to be placed in appropriate programmes which suit their capabilities
- 15.4 No new student should be accepted into a college programme without undergoing the placement test process.
- 15.5 It is the responsibility of the College to identify learners who need additional support Academically.

16. PRE-VOCATIONAL LEARNING PROGRAMME (PLP)

Applicants that do not meet the requirements for a specific NCV or N1 programme offered by the College should be referred to PLP.

17. ADMISSION OF RETURNING STUDENTS

- 17.1 For a student to be admitted in the next level i.e NC(V) and R191 qualifications, he or she must comply with the promotion requirements of the previous level as outlined in the Department's National Examinations and Assessment progression policy.
- 17.2 A student that has failed the level of study once may be allowed to enrol again.

18. ACADEMIC EXCLUSIONS AND DEREGISTRATION

A student will be denied entry to the college for not complying with any of the admission and registration requirements and procedures. Other factors which may result in the exclusion may include:

- 18.1 Poor academic performance and/or attendance record. If a student has failed, ie not progressing to the next level, in his/her field of study twice or more, after compulsory academic support interventions and they still fail the student should not be re-admitted. If a student has not met the minimum attendance rate in two consecutive exam cycles, and without a valid reason (as explained in the Attendance Policy), that student must not be re-admitted.

- 18.2 A prospective student who has been expelled from Maluti TVET or another Academic Institution as part of a disciplinary sanction or examination sanction from the Department. If a student requesting admission, being transferred from another institution, the College should enquire from the institution the reason for the student leaving. The student must not be admitted/re-admitted within the period of the sanction.
- 18.3 If a student is not a bursary holder, the parent/guardian (if the student is under aged) or the student should enter into a payment agreement with the College.
- 18.4 A student is deregistered due to death, disciplinary and examination sanctions or not meeting Attendance Policy agreements, or the student deregisters himself or herself. For transferring students, the previous college should provide a detailed student testimonial letter that includes disciplinary incidents or reasons for cancellation or deregistration and the remaining financial obligation.
- 18.5 The student must provide valid reasons for cancellation or deregistration and the College Policy must stipulate the percentage of programme cost that the student remains liable for on cancellation or deregistration.
- 18.6 A student who has been found guilty of misconduct in terms of the College's Code of Conduct may be excluded from re-admission pending the verdict.

19 ADMISSION OF STUDENTS WITH PRIOR CONVICTIONS/CRIMINAL RECORDS

- 19.1 The College may screen students to assess the risks in admitting applicants who may pose a danger to themselves, students and staff.
- 19.2 All applicants must declare any relevant criminal convictions/records. In the case of any breach of confidentiality the POPI ACT will be applied. Failure to declare may result into a disciplinary process.
- 19.3 The College should only use the information of prior convictions and criminal records to assist the student with rehabilitation and reintegration into society.
- 19.4 The College may seek legal advice when admitting students with pending convictions.
- 19.5 The college reserves the right to admit or not to admit a prospective student depending on the seriousness of the offence.

20 ADMISSION OF INTERNATIONAL STUDENTS

- 20.1 Persons classified as aliens must, when they apply for admission, show evidence that they

have applied to the Department of Home Affairs to legalise their stay in the country in terms of the Aliens Control Act, 1991(Act No.96 of 1991) as amended in section 2 of the Aliens Control Amendment Act, 1995(Act No.76 of 1995).

- 20.2 A student who entered the country as a refugee or immigrant must present a study permit when applying for admission to the College
- 20.3 The onus is on the student to provide proof of academic record approved by the South African Qualification Authority (SAQA) if it's a foreign qualification. The prospective student must provide the SAQA approved letter prior to registration.
- 20.4 The student must complete the placement test and receive a letter of acceptance from the College which will stipulate which programme the student qualifies to register for and the duration thereof.
- 20.5 The student must present a study visa and proof of funding when applying for admission to the College. The latter must stipulate the amount funded for the duration of study.

21 STUDENTS WITH DISABILITIES

- 21.1 Maluti TVET College will ensure that students with disabilities have equal access to Opportunities.
- 21.2 Students should be encouraged to declare disabilities when completing enrolment forms, alternatively request referral to the disability unit where such will be dealt with and affected in the system.
- 21.3 Taking into account the availability of resources, the College should admit students with disabilities and must provide the necessary support as far as practically possible to make teaching and learning accessible to the student.
- 21.4 Students with disabilities who have completed grades 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 in order to channel them to an appropriate programme.
- 21.5 Students should be encouraged to apply for concessions for examinations during enrolment, in line with the provisions that exist for such candidates.

22 APPEALS PROCESS

Any student or parent/guardian of the student who has been refused admission to the

College may appeal against the decision through the Deputy Principal Academic/Registry and if not resolved to the Principal who will then finalize the matter and then the report of the Academic Board will be tabled to the College Council.

23 REGISTRATION PERIODS: NC(V)

- 23.1 College registrations should commence in the first week of re-opening in a new academic year and close in the second week.
- 23.2 Registrations thereafter should only be allowed if the College is not fully enrolled and to provide for late registrations in special cases
- 23.3 The commencement of classes must ensure maximum utilisation of teaching and learning time

24 REGISTRATION PERIOD: R191

- 24.1 College registrations should open in the first week of re-opening for the semester, and close in the second week and applications should 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 (results release late) of late registration. The R191 programmes may be offered on a part time basis during the afternoon and evenings.
- 24.2 R191 registrations for Engineering studies should also take place before the commencement of each trimester.
- 24.3 The study periods for Engineering studies are: First Trimester (January until March); Second Trimester (May until July); and Third Trimester (September until November).
- 24.4 Business studies and Utility studies study periods are: First Semester (January until June) and second semester (July until November).

25 STUDENT REGISTRATION REGISTER

- 25.1 College Management must keep a register of student admissions in the registration system of the College, which must be valid, reliable and accessible at all times.
- 25.2 College Council must determine and document how the registration records of the TVET College will be kept. The format of the data capture tool must include information relating to biographical and demographic information of the student such as surname and full names,

date of birth, age, identify number/passport number, disability, qualification details, names of students, next of kin, their addresses and the address and contact details for the time of study. The College must ensure authenticity of registration documents and use the code of conduct or legal processes in the event of receiving fraudulent documents from a student.

- 25.3 Entries in the registration system will be verified against each student's information, such as an identity document or passport, of which a copy must be placed on record either in hard or soft copy.
- 25.4 DHET officials must be able to access the electronic registration system and the register, as and when the need arises.

26 RESPONSIBILITY

It is the responsibility of the supervisor and the document owner to ensure that the Policy and Procedure is adhered to and all employees are fully briefed and acquainted with the Policy.

27 POLICY REVIEW

This policy will be reviewed once per annum or as and when business dictates such a review.