



## EKURHULENI EAST TVET COLLEGE

### ADMISSION POLICY

#### DOCUMENT CONTROL SHEET

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#### DOCUMENT APPROVAL

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## LIST OF ACRONYM AND ABBREVIATIONS

<b>ABET/ AET</b>	Adult Education and Training
<b>APS</b>	Application Scores
<b>CM</b>	Campus Manager
<b>CET Act</b>	Continuing Education and Training Act
<b>DCM</b>	Deputy Campus Manager
<b>DHET</b>	Department of Higher Education and Training
<b>EEC</b>	Ekurhuleni East TVET College
<b>H.O.D</b>	Head of Department
<b>ICT</b>	Information Communication Technology
<b>MIS</b>	Management Information System
<b>NATED</b>	National Accredited Technical Education Training
<b>NC(V)</b>	National Certificate (Vocational)
<b>NQF</b>	National Qualification Framework
<b>NSFAS</b>	National Student Financial Aid Scheme
<b>PLP</b>	Pre-Vocational Programme
<b>PM</b>	Programme Manager
<b>RPL</b>	Recognition of Prior Learning
<b>SAQA</b>	South African Qualification Authority
<b>SSS</b>	Student Support Services
<b>TVET</b>	Technical Vocational Education and Training
<b>WP-PSET</b>	White Paper- Post School Education and Training



## 1. PREAMBLE

The College admission policy is underpinned and guided by the Constitution of the Republic of South Africa, 1996 (Act no 108 0/1996) and is intended to govern the provision for all Ministerial approved programmes offered by EEC. It seeks to provide a balance between the provision of access at EEC with the aim of redressing the imbalances of the past and ensuring rigorous success of students. This will ensure that the College recruits capable students who have a keen interest in vocational and technical education.

EEC TVET College will endeavour 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 student demands and can articulate appropriately to meaningful opportunities in employment and further study. The EEC TVET College Council has the authority as stipulated in Section 17(1) of the Continuing Education and Training Act, 2006 (Act No. 16 of 2006) as stated in Chapter 3, herein referred to as the CET Act, to develop and approve the College Admission policy.

## 2. AIMS AND OBJECTIVES OF THIS POLICY

The aim of this Policy is to:

- 2.1 Set the criteria for student admission as well as re-admission to all formal qualifications offered by the EEC.
- 2.2 In achieving the stated aim, this Policy recognises and acknowledges the vision and mission of Ekurhuleni East TVET College (EEC).
- 2.3 The Policy further objectives:
  - 2.3.1 Reiterates the values identified in the College Strategic Plan;
  - 2.3.2 Reinforces the commitment to be responsible for open admission within the parameters prescribed by the CET Act.
  - 2.3.3 Recognises as far as is reasonably possible, the national imperatives of transformation through the implementation of equity-driven enrolment targets and will strive to ensure appropriate measures for the redress of past inequalities that constrained access to higher education and training
  - 2.3.4 Promotes the full potential of every student after admission.
  - 2.3.5 Determines admission requirements in respect of continuing vocational education and training



- 2.3.6 Determines admission programmes
- 2.3.7 Determines the number of students who may be admitted for a continuing vocational education and training programme and the manner of their selection
- 2.3.8 Determines the minimum requirements for student re- admission
- 2.3.9 Refuses the re-admission of a student who fails to meet the requirements for re-admission
- 2.3.10 Provides guidelines to admit students without unfairly discriminating in any way, regardless of circumstances, demographics and any medical conditions
- 2.3.11 Take the necessary steps within its available resources to ensure that the EEC College is accessible to students with disability

### **3. SCOPE AND APPLICABILITY**

The application of this policy is in line with the Continuing Education and Training (Act no. 16 of 2006), for all TVET College as affirmed by the Minister of Higher Education and Training.

### **4. LEGISLATIVE AND POLICY FRAMEWORK**

The of the outlines the requirements for an admission policy of public colleges as follows:

- 4.1. The Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), section 29(1) (b)
- 4.3. The CET, Act no. 19 of 2006 as amended
- 4.4. The White paper 6 on Special Needs Education, 2001
- 4.5. The White Paper on Post School Education and Training, 2013
- 4.6. The Strategic Policy Framework on Disability for the Post-School Education and Training System, 2018.
- 4.7. The EEC Finance Policy

### **5. DETERMINATION OF CRITERIA FOR ADMISSION**

- 5.1 The College Council determines the requirements for admission into the College in line with the policies and regulations promulgated by the DHET and Training, and include:
  - a. Determining the entrance requirements in respect of all qualifications, including developing a points systems or additional criteria that are clearly articulated in terms of performance requirements;



- b. Determining the minimum and maximum duration of study pertaining to a particular qualification;
  - c. Determining the number of students to be admitted for a particular qualification and the manner of their selection
  - d. Determining the minimum requirements for conditions relating to re-admission;
  - e. Determining the standards and conditions under which students may be refused readmission to the college;
  - f. Determining conditions for de-registration
  - g. Determining the medium of instruction, and
  - h. Determining 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
- 5.2. This policy framework provides further guidance and ensures consistency with regards to administration of students' admission processes as it relates to:
- 5.2.1 Scheduling and implementation of the registration process;
  - 5.2.2 Guiding processes for the cancellation of registered students;
  - 5.2.3 Admission of students with disabilities;
  - 5.2.4 Admission requirements for international students; and
  - 5.2.5 Timely dissemination of information relating to registration periods for all programmes, and all semesters, trimesters and occupational programmes.

## **6 ADMINISTRATION OF ADMISSIONS**

- 6.1 A person may register as a student in EEC, only if he or she satisfies the legal requirements for admission to study at the college and satisfies any other requirements for admission that may be determined by the College Council and laid down in the College Student Code of Conduct
- 6.2 To be eligible for admission to a programme in EEC, the applicant must be a South African citizen or have a valid study permit, if the applicant is a foreign national.
- 6.3 College will give preference to students who:
  - 6.3.1 Are South African citizens;
  - 6.3.2 Have a good academic record;
  - 6.3.3 Have a history of good attendance in terms of returning students;
  - 6.3.4 Are able to provide proof of provisional funding status;
  - 6.3.5 Are above a specified age;
  - 6.3.6 Have not violated the code of conduct; and
  - 6.3.7 Satisfy any other requirements which the college may deem necessary.



- 6.4 The college will expect a portion of the tuition fee upfront at the point of admission from students who are paying their own fees.
- 6.5 Students who have been offered admission, have applied for, and successfully meet the financial criteria for NSFAS funding will be admitted and registered.
- Students who do not qualify for NSFAS are obligated to pay the fees, either receiving funding from a sponsor, their family or other means.

## **7. MINIMUM ENTRY REQUIREMENTS**

This section of the policy framework provides guidance on the minimum entry requirements for prospective students wishing to register with EEC:

- 7.1. The prospective student must be in possession of the relevant minimum entry requirements stipulated in the Implementation Guidelines for PLP 2020 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.
- 7.2. Students who enroll for a qualification that duplicates a previous qualification that was state-funded are not 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 enroll for another NC(V) programme or Report 191 NI — N3. Similarly, bursary recipients who complete Report 191 N6 are not eligible for financial assistance should they want to enroll for another Report 191 programme or an NC(V) programme.



7.3. 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 enroll for Report 191 (N4 — N6). Students who move from a higher level e.g from the University or University of Technology to the TVET will not qualify for NSFAS funding

7.4. PLP students are eligible for financial assistance should they wish to articulate to NC(V) L2 –L4 or R191 (N1-N6)

## 8. ADMISSION REQUIREMENTS

### NC (V) STUDENTS

*Minimum entrance requirements are aligned to the NC(V) programme and policy. Students must have passed:*

- an NQF level 1 qualification i.e. Grade 9;
- AET Level 4,
- PLP Results
- General Education and Training Certificate L4 (GETC),

Subjects	Minimum Pass Requirement	PLP minimum pass requirements for access to:	
		NCV L2	NCV L2 ITC & NCV L2 Engineering programmes
English	50	50	50
Mathematics	40	40	60
Science	40	40	60
Life Skills	50	50	50
<b>Average:</b>	<b>45%</b>	<b>45%</b>	<b>55%</b>





Additional requirements – Grade 9 +:

NC(V) Programme	Subject Requirements	Subjects Pass Requirement
FEA	EMS and Mathematics Mathematical Literacy	40 50
Management	EMS and Mathematics Mathematical Literacy	40 50
Tourism	Social Studies (added advantage)	50
Hospitality	Consumer studies (added advantage)	50

### REPORT 191 STUDENTS

Minimum entrance requirements are aligned to the Report 191 programme requirements. Students must have passed:

- Grade 12 / NC(V) Level 4 may be admitted into N4 Business/ Engineering Studies, subject to any other programme/faculty requirements.

*Minimum entrance requirements for Report 191 N1 Engineering studies are:*

- a NQF Level 1 qualification, i.e. Grade 9;
- PLP results;
- AET Level 4;
- General Education and Training Certificate (GETC)

Subjects	Minimum Pass Requirement (PLP / Gr 9)
English	50
Mathematics	60
Science	60
<b>Average:</b>	<b>55%</b>



*Minimum entrance requirements for Report 191 N2 Engineering studies are:*

- Passed N1 (minimum of 3 subjects)
- an NQF level 4 qualification - Grade 12;
- NC(V) L4 Engineering

*Minimum entrance requirements for Report 191 N4 Engineering studies are:*

- Passed N3 (4 subjects)
- an NQF level 4 qualification - Grade 12;
- NC(V) L4 Engineering

<b>Subjects</b>	<b>Minimum Pass Requirement</b>
English	50
Mathematics	50
Science	50
<b>Average:</b>	<b>50%</b>

*Minimum entrance requirements for Report 191 N4 Business studies are:*

- an NQF level 4 qualification i.e. Grade 12;
- Passed NC(V) L4

*Additional Requirements*

<b>Business Studies Programme</b>	<b>Subject Requirements</b>	<b>Subjects Pass Requirement</b>
Financial Management	Accounting, or Mathematics, or Mathematical Literacy	40 40 50
Hospitality	Consumer studies or Hospitality studies or 2 elective subjects	40 40 40
Management Assistant	CAT as an additional advantage	40



## Entry requirements Occupational programmes

### a. Skills Programmes

Minimum requirements are aligned to Skills Programmes (level as indicated below). The students must have passed the following:

Level 2	Level 3	Level 4
Passed ABET Level 4	Passed NQF Level 2	Passed NQF Level 3
Passed Grade 9	Passed Grade 10 (Maths & Science)	Passed Grade 11 (Maths & Science)

### b. Learnership

Minimum requirements are aligned to Learnership (level as indicated below). The students must have passed the following:

Level 2	Level 3	Level 4	Level 5
Passed ABET Level 4	Passed NQF Level 2	Passed NQF Level 3	Passed NQF Level 4
Passed Grade 9	Passed Grade 10 (Maths & Science)	Passed Grade 10 (Maths & Science)	NC(V) Level 4

### c. Apprenticeship

Minimum requirements are aligned to Apprenticeship. The minimum level of education for access to a trade test will be the successful achievement by a learner before, during or after an artisan learning programme of:

<b>NQF L4</b>	<b>Subjects</b>
N2 Certificate	4 subjects including: Maths, engineering science, trade related theory
NQF Level 3 - Technical trade theory programs	SETA quality assured
NCV Certificate L4	Passed seven subjects
Technical Grade 11	Maths, Science, Language and related trade theory subjects
N6 certificate or National Diploma	Completed

In addition to the above mentioned minimum level of educational qualifications the applicant must also have:



- a. Successfully completed all of the off the job practical training unit standards (in case of a learnership) or modules (in case of an apprenticeship) of an artisan learning program at an accredited training provider as verifiable by training records.
- b. Satisfied the requirements of the structured workplace, on the job, learning for a minimum period of 12 months verifiable through a workplace learning record (e.g. logbook) unless any other workplace period has been contractually specified before the date of publication of this Regulation.

## **8. DOCUMENTS AND ADDITIONAL REQUIREMENTS FOR ADMISSION**

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 certified translation in English. The required documents are as follows:

- a. Identity document or passport for foreign students with study permit;
- b. Academic records;
- c. Grade 9 certificate; or
- d. Adult Education and Training (AET) Level 4 which is equivalent to the National Qualification Framework (NQF) Level 1 certificate; or
- e. N1 and a N2 certificate for N3 or N3 for N4 for entry into Report 191 engineering studies or
- f. Grade 12/NCV Level 4 for entry into N4 Report 191 Business/Utility studies;
- g. Previous student academic record/ statement of results for returning students;
- h. Foreign students: South African Qualification Authority (SAQA) approved foreign qualification and Proof of medical insurance or cover. Study permit that stipulates the duration of study; and
- i. Pre-Vocational Learning Programme (PLP) results.
- j. Selection and Placement test results;
- k. Completed registration form;
- l. Proof of residence (home and address while studying);
- m. Contact details of next of kin or responsible persons;
- n. Parents' or guardian's or next of kin ID document;



- o. Proof of payment for the academic year (if self-paying student or sponsored);
- p. Proof of provisional funding status from NSFAS (if funded by NSFAS);
- q. Provisional funding from repeating students and non-NSFAS applicants and
- r. Attach criminal record (if applicable)

## 9. SELECTION AND PLACEMENT or ASSESSMENT TESTS

All prospective students will undergo a compulsory recruitment and selection process. The College will administer a selection and placement/assessment test, and conduct interviews where necessary, as this would assist in the correct placement of students into relevant programmes. This is to ensure that prospective students are placed in an appropriate programme of which they have the necessary capabilities, and will also enable the college to identify those learners requiring additional support.

No student will be accepted or admitted into EEC without undergoing the placement test process. The selection and placement test is also used to identify students who may require onward referral or learning and academic support. The college may conduct interviews in addition to the conduction of selection and placement tests.

## 10. PRE-VOCATIONAL LEARNING PROGRAMME

The Prevocational Learning Programme (PLP) is an entry level foundational learning programme for successful articulation into the College particularly for students who do not meet the entry requirement either for the programme or qualification as outlined in this admission policy. The PLP programme focus is to ensure foundational knowledge such as **English, Mathematical competence and Scientific literacy** since students may be entering EEC from the different spheres of education.



- a. The programme is primarily aimed at students who have passed at least Grade 9 (but not Grade 12) with weak/poor literacy and numeracy foundation, as determined through baseline testing. Students with Grade 10 or 11 and those who have not been part of the study environment for a few years could also be considered for PLP.
- b. The PLP programme is meant to prepare 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.
- c. 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 by completion.
- d. Students registered for PLP are to note that 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.

It should be noted for example that, 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 choice which might not necessarily be an NC (V) or Report 191 programme.

## **11. ADMISSION OF RETURNING STUDENTS**

- 11.1** For a student to be admitted in the next level in the NC (V) and Report 191 qualifications, he or she must comply with the progression requirements of the previous level, as guided by the Department's National Examinations and Assessment (NEA) progression policy. 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.

- 11.2** If a student has failed the level of study once, he /she will be allowed to enroll again on condition that he/she undergoes compulsory academic support programmes to assist him/her to succeed. The student must also sign a letter of commitment to attend the academic support programmes.
- 11.3** Enrolled students who have moved from another college must provide a transfer letter and testimony of the student's behavior (testimonial), reasons, incidents and financial obligations of the previous College to the EEC, upon registration. It will then be the responsibility of the EEC to communicate with the student's previous college for more information where necessary.

## **12. ACADEMIC EXCLUSION AND DEREGISTRATION**

- 12.1** A student can be denied admission where there is evidence of poor academic performance and attendance record. If a student has failed the same course and level of study twice or more in his/her field of study, after compulsory academic support interventions reasons for exclusion must be determined by the recommendations by the academic board and approval by the College council.
- 12.2** 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.
- 12.3** A student is deregistered due to death, disciplinary and examination sanctions or not meeting Attendance Policy requirements, 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.



**12.4** 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.

**12.5** A student who has been found guilty of misconduct in terms of the college's code of conduct may be excluded from re-admission.

### **13. ADMISSION OF STUDENTS WITH PRIOR CONVICTIONS/ CRIMINAL RECORD**

**13.1** Prospective students with convictions will undergo screening to assess the risks before admitting them in order to assess if they would pose a danger to themselves, students and staff.

**13.2** All applicants must declare any criminal convictions/records. The College will only use the information of prior convictions and criminal records to assist the student with rehabilitation and reintegration into society should they not pose a threat to themselves, other students or staff.

**13.3** The College may undertake police verification in respect of application to programmes or courses where criminal offences can hinder employment opportunities and safety of students and staff at the college.

**13.4** The College may further seek legal advice when admitting students with pending convictions.

### **14. ADMISSION OF NON-SOUTH AFRICAN CITIZENS**

**14.1** 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 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).





- 14.2 A student who entered the country as a refugee or immigrant must provide proof of their academic record, approved by the South African Qualification Authority (SAQA) if it is a foreign qualification.
- 14.3 The foreign student must pass the placement test and receive an acceptance letter from the College which will stipulate which programme the student can register for and the duration thereof.
- 14.4 The student must then present a study visa and proof of funding when applying for admission to the college which stipulates the amount funded for the duration of study.
- 14.5 The student is considered conditionally registered in the event where the student is unable to produce the study visa during registration in the NC(V) and REPORT 191 programmes.
- 14.6 If a student does not produce required documents, registration will be terminated. The study visa should be valid for the required duration of studying a chosen programme

## 15. STUDENTS WITH DISABILITIES

- 15.1 Taking into account the available resources, EEC will admit students with disabilities and provide the necessary support, as far as practically possible to make teaching and learning accessible to the student.
- 15.2 Students with disabilities who have completed grades 9 - 12 in a special school (SNE) will be assessed to determine if they meet the academic requirements for admission into EEC programme/qualification.
- 15.3 The students with disabilities are encouraged to apply for concession for examinations during enrolment, in line with the provisions that exist for such candidates (submission of all relevant documentation i.e. Dr's notes/reports).

## 16. APPEAL PROCEDURES



Appeals by any student or parent /guardian of the student refused admission to the College may appeal against the decision through the Academic Board, which should make recommendations to the College Council.

## **17. REGISTRATION PERIODS**

### **17.1 NC (V)**

NC(V) registrations will begin in the first week of reopening in a new academic year and close in the second week of January of every year as per the DHET academic calendar. Online registrations will begin in September of the previous year for the next academic year. The College may continue registrations for the second week to make provision if not fully enrolled and/or to provide for late registrations in special cases.

The start of classes will ensure maximum utilisation of teaching and learning time.

### **17.2 REPORT 191**

College registrations will open for Report 191 programmes in the first week of reopening, and close in the second week of January of every year, and applications will be encouraged in the prior year of study for new students. The second week will make provision if the College is not fully enrolled and to allow for special cases of late registration. The College will offer Report 191 programmes on a part time basis during the afternoon and/or evenings (private-part time) on condition that a minimum number of 15 students in a class is reached.

Report 191 registrations for Engineering studies can also take place before the start of the trimester in April, and May for trimester 2, and August and September for the third trimester.

The study periods for engineering studies are: first trimester (January until March); second trimester (May until July); and third trimester (September until November). Business studies and utility studies duration



is three semesters N4, N5 and N6. The study periods are: first Semester (January until June) and second semester (July until November).

## **18. REVISION**

This policy shall be reviewed once every two years.