



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



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Technical and Vocational Education and Training College

ADMISSION POLICY

WESTERN TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGE

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1. DEFINITIONS, ACRONYMS AND ABBREVIATIONS USED IN THIS POLICY

ABET/AET	Adult Education and Training
APS	Application Point Score
CET Act	Continuity Education and Training Act (16 of 2006)
College	Western TVET College
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 Assessments
NSC	National Senior Certificate
NSFAS	National Student Financial Aid Scheme
NATED/REPORT 191	National Accredited Technical Education Diploma
NDP	National Development Plan
NQF	National Qualification Framework
PLP	Pre-Vocational Learning Programme
PSET	Post-School Education and Training
RPL	Recognition of Prior Learning
SAQA	South African Qualification Authority
SSS	Student Support Services
SETA	Sector Education and Training Authority
QCTO	Quality Council for Trades and Occupations
TVET	Technical and Vocational Education and Training
WP-PSET	White Paper for Post School Education and Training

2. INTRODUCTION

- i. The admission policy of Western Technical and Vocational Education and Training Colleges, herein after referred to as the college is underpinned and guided by the *Constitution of the Republic of South Africa, 1996 (Act no 108 of 1996)*.
- ii. This admission policy is intended to govern the provision for all Ministerial approved programmes offered at the college.
- iii. This policy framework seeks to provide a balance between the provision of access at the college with the aim of redressing the imbalances the past and ensuring rigorous success of students. This will ensure that we recruit capable students who have a keen interest in vocational and technical education.
- iv. The college has expanded access thus experiencing exponential growth in student enrollment for the past years. Now withstanding this expansion, the college is still confronted by challenges of limited infrastructure to accommodate students and as such there is increased competitiveness of access in the college. The college is shifting its focus from access to qualify, which is critical towards positioning the college as institution of first choice.
- v. Proper career guidance is important to direct our students to relevant programmes and to provide training in areas that are required for the country's economic growth.
- vi. The college is required to provide opportunities across a wide range of qualifications that are fit for the 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.

3. **DETERMINATION OF CRITERIA FOR ADMISSION TO THE COLLEGE**

Students' acceptance of admission into the college shall be taken to agree to abide by all published policies, rules and regulations.

During registration, each student will sign:

- A contractual agreement to follow all published policies, rules and regulations.
- The college Student Code of Conduct.

FINAL

4. ADMINISTRATION OF ADMISSION

- 4.1 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 and laid down in the college policies, rules and regulations.
- 4.2 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 the applicant is a foreign national.
- 4.3 The college would give preference to students who:
- 4.3.1 Are South African citizens;
 - 4.3.2 Are residing within the catchment area where the college is located unless the college in which the students reside does not offer the program required by the prospective students;
 - 4.3.3 Have a good academic record:
 - 4.3.4 Must have passed at least 5 subjects to progress to the next NC(V) level;
 - 4.3.5 Must have passed at least 3 subjects to progress to the next Report 191 level;
 - 4.3.6 Satisfy the Application Point Score (APS) as outlined in the Additional admission requirements to the college programmes;

- 4.3.7 Are returning students who have a history of good attendance as outlined in the college Student Attendance and Punctuality Policy;
 - 4.3.7 Are able to provide proof of provisional funding status or proof of bursary application;
 - 4.3.8 Have not violated the code of conduct; and
 - 4.3.9 Satisfy any other requirements from the college policies, rules and regulations.
- 4.4 The college will commence with the application process for a new academic cycle as follows:
- 4.4.1 NCV – at the beginning of September of the preceding year.
 - 4.4.2 Business Studies – during September for Semester 1 and April/May for Semester 2.
 - 4.4.3 Report 191 registrations for Engineering studies will take place in March/April for Trimester 2, July/August for Trimester 3 and September for Trimester 1 of the following year.
- 4.5 The college will publish the closing dates for all programme applications.
- 4.6 Students who are not NSFAS bursary recipients will be expected to pay a portion of the tuition fee upfront at the point of admission.
- 4.6.1 Students registering for 1 or 2 Report 191 subjects must pay full tuition fees;

- 4.6.2 Students registering for 3 or 4 Report 191 subjects for should pay 50% deposit and the balance payable in two equal instalments, within two months of registering;
- 4.6.3 Students who register for exam only should pay a full upfront amount.
- 4.6.4 Students registering for 1 to 4 NC(V) subjects must pay full tuition fees;
- 4.6.5 Students registering for 5 to 7 NC(V) subjects for should pay nine (9) instalments;
- 4.7 Students who have been offered admission, have applied for and successfully met 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. The college's *Debt Management Policy* should be followed to ensure that tuition fees are paid timeously.
- 4.8 The college will implement conditional offers to students who meet specific admission requirements for each level applied for. Furthermore, the college will implement an efficient system in place to track these conditional offers and where necessary be able to effectively revoke the placement. Students that do not receive any communication from the college, 30 after the closing date, should consider their application as unsuccessful.
- 4.9 The college will 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 for and assist students with disabilities.

4.10 The College Management will develop an inclusive, fair, transparent process for provision of services for prospective students which are presented to the academic board for final approval by council.

4.11 Report 191 full time students (Morning and Afternoon slots) with 3 or 4 subjects and NC(V) with 5 to 7 subjects – may be funded by NSFAS depending on financial eligibility for the first qualification (this section should be read in conjunction with the DHET Bursary Rules and Guidelines).

4.12 Part time students (Evening slots) are students that register for 1 or 2 Report 191 subjects. These students are self-funded, and their fees should be payable upfront.

5 MINIMUM ENTRY REQUIREMENTS

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

5.2 A full time student is a student that registers for 3 or 4 Report 191 subjects. These students would be registered for Morning or Afternoon classes. Full time students may be funded by NSFAS depending on financial eligibility for the first qualification. A full-time student has to adhere to the minimum and maximum duration of study pertaining to a particular qualification as outlined below:

- 5.2.1 A student will be permitted to complete his/her studies within the academic cycles, inclusive of Business Studies (4 Academic Cycles Semesters), Engineering studies (7 Academic Cycles-Trimester) and NCV (4 Academic Cycles);
- 5.2.2 Part time students have to adhere to the minimum and maximum duration of study pertaining to a particular qualification. A student will be permitted to complete his/her studies within the academic cycles, inclusive of Business studies (10 Academic cycles) and Engineering studies (14 Academic cycles);
- 5.2.3 Students who have exhausted their academic cycles will not be readmitted;
- 5.2.4 For a student to be admitted in the next level he/she must comply with the promotional requirements of the previous level as indicated in Section 4.3;
- 5.2.5 A student may be funded at 80% of the total programme cost for a maximum of two years at the same NQF Level in a nationality approved qualification unless a motivation by the college is made by means of a special request to DHET for an extension for 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*. This funding is essentially the 80% subsidy for all students enrolled in Ministerial approved programmes and not NSFAS funding.

5.3 Students who enrolled for a qualification that duplicates a previous qualification (parallel 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 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 for another Report 191 programme. It must also be noted that this cohort of students are liable for full payment of the programme costs and not simply 20% of the total programme cost which constitute college/tuition fees. This means that a student will be funded for one programme and should the student wish to enrol again for another programme, such students have to pay 100% of course fees.

5.4 For articulation purposes, only cohort of students eligible for financial assistance in the second qualification are bursary recipients who completed NC(V) Level 4 and/or Report 191 N3 would be allowed to enrol for Report 191 (N4 - N6).

6 ADMISSION REQUIREMENTS FOR NC(V) AND REPORT 191 STUDENTS

The guideline for minimum entrance requirements for each programme is defined in “The additional admission requirements to the college programmes” (Annexure A).

7 ADDITIONAL ENTRY REQUIREMENTS

The college Academic Board will determine additional admission requirements, such as the use of a point system to admit students into the study programmes.

The points system will weigh language, mathematics and science high on qualifications where these subjects serve as a pre-requisite. Furthermore, subjects such as Accounting, Drawing, Information, Communication Technology (ICT) and Engineering Studies will also feature in the points system for certain programmes.

7.1 DOCUMENTS AND ADDITIONAL REQUIREMENTS FOR ADMISSION

All documents submitted upon application and registration will become the property of the college. If documents are not in English as the medium of communication, these documents must be accompanied by a certified translation in English. The required documents are as follows:

- 7.1.1 A certified identify document or passport for foreign students with study permit;
- 7.1.2 Academic records;
 - 7.1.2.1 Grade 9 results/certificate; or
 - 7.1.2.2 Adult Education and Training (AET) Level 4 which is equivalent to the National Qualification Framework (NQF) Level 1 results/certificate; or
 - 7.1.2.3 N3 certificate for N4 entry into Report 191 engineering studies or;

- 7.1.2.4 A Grade 12 or NCV Level 4 for entry into N4 Report 191 Business /Utility studies;
- 7.1.2.5 Previous student academic record for returning students;
- 7.1.2.6 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
- 7.1.2.8 Pre-Vocational Learning Programme
- 7.1.3 Completed online application/registration form for first time/new applicants;
- 7.1.4 A completed 'Section D – Contract'; (**Annexure B**)
- 7.1.5 An original letter of employment for employers and/or indentured students, for admission to N2 programme without Mathematics and Physical Science as school subjects;
- 7.1.6 Proof of residence (home and address while studying);
- 7.1.7 Contact details of next of kin or any responsible person of a student who will be responsible for the college fees;
- 7.1.8 Parents' or guardian's or next of kin ID documents;
- 7.1.9 Proof of payment for the academic term for self-funding students;
- 7.1.10 Proof of provisional funding status from NSFAS/ proof of NSFAS application;
- 7.1.11 Provisional funding from repeating students and non-NSFAS application and
- 7.1.12 Criminal record (for applicable programme application).
- 7.1.13 **Any false information provided may lead to disqualification and/or disciplinary hearing of the student.**

8 SELECTION AND PLACEMENT TESTS

- 8.1 As part of the recruitment and selection process of prospective students the college will administer an online selection and placement tests and conduct interviews where necessary, as this would assist in the correct placement of students into relevant programmes.
- 8.1.1 Each campus will establish a selection committee appointed by the Campus Manager (Annexure C).
- 8.1.2 The selection committee process will be guided by the Terms of Reference (ToR) (Annexure D), to ensure fairness, and consistency in the administration of the admission and registration process.
- 8.2 Placement test and procedures are compulsory for prospecting students to enable them to be placed in an appropriate programme. 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 learners requiring additional support.
- 8.3 No student will be accepted or admitted into the college without undergoing the placement test process. The selection and placement test is used to identify students who may require onward referral for learning and academic support. The college will conduct interviews and auditions in addition to the conduction of selection and placement tests for specific programmes.

9 PRE-VOCATIONAL LEARNING PROGRAMME

- 9.1 The Pre-Vocational Learning (PLP) is an entry level foundational learning programme for successful articulation into the college particularly for students who do not meet the requirement either for the

programmes or qualifications as outlined in the college's admission policy. The PLP programme focus on foundational knowledge such as English, Mathematical competence and Scientific literacy since students are entering the college from the different spheres of education.

- 9.2 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 will also be considered for PLP.
- 9.3 The PLP programme does not replace foundational/bridging programmes that the college may be using to suit any specific purpose, and which are working for them. The programme prepares a student for enrolment in the relevant NC(V) and where applicable, for occupational qualifications at NQF Levels 2-4.
- 9.4 The PLP is a Ministerial-funded programme in addition to NC(V) and Report 191.
- 9.5 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.
- 9.6 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 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 be guided into a more suitable study choice which might not necessarily be a NC(V).

10 ADMISSION OF RETURNING STUDENTS

- 10.1 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 promotion requirements of the previous level, as stipulated in Section 4.3.4 and 4.3.5 above and as guided by the Department 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 college Academic Board.
- 10.2 A Report 191 student who does not meet the requirements above, must first complete the lower level before being admitted to the next level of study;
- 10.3 If a student has failed a level of study once, he/she may be allowed to enrol again but the college will provide compulsory academic support programmes to assist the student to succeed. The student must also sign a letter of commitment to attend the academic support programmes.
- 10.4 Students from other colleges that wants to move to the college must provide a transfer letter and testimony of the student's behaviour, reasons, incidents and financial obligations of the previous College to the college, upon registration.
- 10.5 A returning student needs to fill a re-admission form. This form needs to be completed before the end of the term that the student is registered for.

11 ADMISSION REQUIREMENTS FOR OCCUPATIONAL PROGRAMMES

- 11.1 Minimum entrance requirements as per registered Skills Programme/Occupational Qualification/Learnership as approved by the accreditation body.
- 11.2 To be eligible to apply for an Occupational Programme a student who previously enrolled for NC(V) or Report 191 programmes will only be considered if such a student has fully completed the NC(V) Levels 2 to 4 or Report 191 programmes (passed all subjects).

12 ACADEMIC EXCLUSION AND DEREGISTRATION

- 12.1 A student can be denied admission/re-admission where there is evidence of poor academic performance and/or poor attendance records. If a student has failed the same course and/or level twice or more in his/her field of study, compulsory academic support interventions may be applied.
- 12.2 A prospective student is denied registration if he/she has been expelled from another college/institution 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 the college Attendance Policy requirements, or the student deregisters himself or herself.
- 12.4 For transferring students, the previous college should provide a detailed student testimonial letter that includes disciplinary incident or reasons for cancellation or deregistration and the remaining financial obligation.

12.5 Students must provide valid reasons for cancellation or deregistration, and the college Debt Management policy will stipulate the percentage of programme cost that the student remains liable for on cancellation or deregistration. Request for cancellation of a course/subject would only be accepted within seven (7) days from date of submitting the registration form. Any cancellation beyond the seven (7) days renders students fully liable for the full course/subject fees.

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

13. ADMISSION OF STUDENTS WITH PRIOR CONVICTIONS/CRIMINAL REPORT

13.1 The college may screen students to assess the risks in the admitting applicants who may pose a danger to themselves, students and staff.

13.2 All applicants must declare any relevant 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.

13.3 Police verification may be undertaken 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 Colleges may seek legal advice when admitting students with pending convictions.

14. ADMISSION OF NON-SOUTH AFRICAN CITIZENS

- 14.1 Persons classified as aliens must, apply 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 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 student must pass the placement test and receive an acceptance letter from the college which will stipulate which programme the student can register 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. The amount is 100% of the programme costs and not the 20% paid by South African students.
- 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, their registration will be terminated. The study visa should be valid for the required duration of study in a chosen programme.

15. STUDENTS WITH DISABILITIES

Considering the available resources, the college would admit students with disabilities and provide the necessary support as far as practically possible to make teaching and learning accessible to the students. 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/qualification. The college would

incorporate the provisions and process in this regard of the college policy on students with disability. Such students are encouraged to apply for concession for examinations during enrollment in the line with the provisions that exist for such candidates.

16. APPEAL PROCEDURES

Any student or parent/guardian of the student who has been refused admission to the college may appeal against the decision through the Campus Selection Committee which would make recommendations to the Campus Academic Board.

17. REGISTRATION PERIODS FOR NC(V) AND REPORT 191

Following the application and registration periods as indicated in Section 43.8 above, the college will continue to register students begin in the first week of reopening in a new academic cycle/year and close in the second week of the academic cycle. This period makes provision only if the college enrolments targets are not fully enrolled and to provide for the late registration in a special case. The start of the classes must ensure maximum utilization of teaching and learning time.

18. STUDENT REGISTRATION REGISTER

The Principal and Deputy Principal responsible for registration will keep a register of student admission in the registration system of the college which must be valid, reliable and accessible at all times.

- 18.1 The College Council will determine and document how the registration records of the College will be kept. The format of the data capture tool will include information relating to biographic and demographic information of the student such as surname and full names, date of birth, age, identity number/passport number, disability, qualification details, name of student's next of kin, their addresses and contact details for the time of study. The college will ensure authenticity of registration documents and use code of conduct or legal processes in the event of receiving fraudulent documents.
- 18.2 Entries in the registration system will be verified against each student's information such as an identity document or passport of which copy must be placed on record either in hard or soft copy. The college will have processes and procedures in place to ensure data accuracy and validity of entries.
- 18.3 The registration data of all students will be used solely for the intended purpose such as registration for examination with DHET, reporting enrolments to DHET as per TVETMIS stipulations or any other requirements and for internship/employment purposes with potential employers in line with the Protection of Personal Information Act (POPI Act 4 of 2013 as amended)

19. MONITORING AND EVALUATION

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

- 19.1 Registration monitoring tool;
- 19.2 Annual verification tool;
- 19.3 Quarterly enrolment monitoring tools;
- 19.4 Teaching and Learning plan;

- 19.5 SSS Plan monitoring tool;
- 19.6 Annual monitoring tool;
- 19.7 Technical and Vocational Education and Training Information Management System (TVETMIS); and
- 19.8 Any other instruments as may be required from time to time.

20. MONITORING, EVALUATION AND REVIEW OF POLICY

The Academic Services Division (Deputy Principal: Academic) is responsible for the regular review of this policy document. This policy will be reviewed annually and any inputs or amendments regarding this policy must be directed to the Academic Services Division (Deputy Principal: Academic).

VERSION CONTROL SHEET

Version Date of Author Description of Revision Changes

2020_ACA_ADMISSION_V1	01/10/2019	Academic Division	Original Creation of Version
2020_ACA_ADMISSION_V1	28/11/2019	College Council	Final Approval of Policy
2020_ACA_ADMISSION_V1	31/07/2021	Academic Board	Review of Policy
2020_ACA_ADMISSION_V1	31/07/2021	EXCO	Review completed by all stakeholders
2020_ACA_ADMISSION_V1	23/09/2021	College Council	Final Approval of Policy
2020_ACA_ADMISSION_V2	12/12/2024	College Council	Final Approval of Policy
0052_DPR_ADMISSION	30/07/2025	College Council and SRC	Policy Workshop
0052_DPR_ADMISSION	22/08/2025	College Council	Final Approval of Policy

ANNEXURE A



higher education
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Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



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Technical and Vocational Education and Training College

ADDITIONAL ADMISSION REQUIREMENTS TO WESTERN TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGE PROGRAMMES INTRODUCTION

The *Additional Admission Requirements to Western Technical and Vocational Education and Training College Programmes*, contains a framework to administer admission to Western Technical and Vocational Education and Training, herein after referred to as the college, programmes. Different methods and examples of the application point score (APS) are explained and may be used to calculate and administer admission to the college entry programmes as indicated in Policy for Administration and Management of Students Admission at the college.

This guideline document must be read in conjunction with the:

- Policy Framework for the Administration and Management of Students Admission in Training and Vocational Education and Training (TVET) Colleges, Gazette No 42496 of 16 September 2019, and the
- Norms and standards for Instructional Programmes and the Examination and Certification thereof in Technical College Education, Report 190 (2000/03); and the
- Policy document, Formal Technical College Instructional Programmes in the RSA, Report 191 (2001/08) Part 1 and Part 2

Norms and Standards for Programmes and the Examination and Certification thereof in TVET college education Report 190 (2000/03) contains broad, general provisions in respect of TVET College Education pertaining to Norms and standards for Programmes, Examination and Certification.

More particulars of the value of the various programmes offered by the TVET Colleges are given in the policy documents, Formal Technical College Instructional Programmes in the RSA, Report 191 (2001/08). Part 1 and 2 and contain the programme requirements for current (TVET) College Education in South Africa. The report serves as a register which lists all programmes, approved by the Minister of Education in accordance with the National Education Policy Act 1996. (Act No.27 of 1996).

ADMISSION REQUIREMENTS PER PROGRAMME:

PROGRAMME CODE	ENGINEERING STUDIES	ADMISSION REQUIREMENTS	PAGE
501118802	National Certificate: N1 Engineering Skills Programme		28
50408078	National Certificate: N4 Engineering Studies		29

N5 AND N6 ENGINEERING STUDIES	ADMISSION REQUIREMENTS
N5 Programmes	N4 Certificate
N6 Programmes	N5 Certificate

PROGRAMME CODE	N4 BUSINESS STUDIES	PAGE
50404009	National Introductory Certificate: N4 Business Studies	31
50404013	National Certificate: N4 Business Management	32
50404016	National Certificate: N4 Financial Management	33
50410008	National Certificate: N4 Hospitality and Catering Services	34
50404015	National Certificate: N4 Human Resource Management	35
50404021	National Certificate: N4 Legal Secretary	36
50404018	National Certificate: N4 Management Assistant	37
50404014	National Certificate: N4 Marketing Management	38
50404017	National Certificate: N4 Public Management	39
50404020	National Certificate: N4 Public Relations	40
50422001	National Certificate: N4 Tourism	41

N5 AND N6 BUSINESS STUDIES	ADMISSION REQUIREMENTS
N5 Programmes	N4 Certificate
N6 Programmes	N5 Certificate

ADMISSION REQUIREMENTS PER PROGRAMME:

PROGRAMME CODE	NATIONAL CERTIFICATE (VOCATIONAL) NC(V)	PAGE
502120401	Electrical Infrastructure Construction	42
502060101	Engineering and Related Design	42
502100422	Information Technology and Computer Science (Robotics)	42
502030301	Finance, Economics and Accounting	43
502010101	Primary Agriculture	43
502111111	Hospitality	44
502030401	Marketing	44
502030601	Office Administration	44
502111101	Tourism	44

NC(V) L3 AND L4	ADMISSION REQUIREMENTS
L3 Programmes	L2 Certificate
L4 Programmes	L3 Certificate

PROGRAMME CODE	OCCUPATIONAL PROGRAMME	PAGE
514101	Hairdressing - 1st year	45
91761	Electrician - 1st year	46
94020	Fitter and Turner – 1st year	46
101697	Chef – 1st year	47

OCCUPATIONAL PROGRAMME	ADMISSION REQUIREMENTS
Occupational Programme year 2	Occupational Programme year 1
Occupational Programme year 3	Occupational Programme year 2

ENGINEERING STUDIES PROGRAMMES

50118802 NATIONAL CERTIFICATE: N1 ENGINEERING SKILLS PROGRAMME

1. ADMISSION REQUIREMENTS

1.1 Purpose of Articulation:

- Students with NSC/Grade 12 statement with pass in Mathematics, English FAL and Physical Science may be enrolled for purpose of articulation to the National N Diploma. Or

1.2 Trade Qualification:

- And originally stamped letter from an employer for employed/indentured students without Grade 12
- A minimum pass of Grade 9 or ABET Level 4 result for students who are studying towards a Trade qualification not articulation to N4.

ENGINEERING STUDIES PROGRAMMES

50408078 NATIONAL CERTIFICATE: N4 ENGINEERING STUDIES

1. ADMISSION REQUIREMENTS

- 1.1 Any of the following NC (V) L4 Certificates:
- Civil Engineering and Building Construction
 - Drawing Office Practice
 - Electrical Infrastructure Construction
 - Engineering and Related Design
 - Information Technology and Computer Science
 - Mechatronics
 - Process Instrumentation
 - Process Plant Operations: or an
- 1.2 National Certificate: N3 Engineering Studies; or an
- 1.3 Equivalent occupational qualification; or an
- 1.4 APS score of 24, using double the Mathematical/Technical Mathematics plus one relevant Technology Subject (Civil, Electrical, Mechanical) or Physical Science, plus English and the two (2) next best subjects of NSC.

CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using method that applies to the qualification they are applying for:

METHOD: DOUBLE MATHEMATICS/ TECHNICAL MATHEMATICS PLUS ONE RELEVANT TECHNOLOGY SUBJECT OR PHYSICAL SCIENCE/ TECHNICAL SCIENCE, PLUS ENGLISH AND THE TWO NEXT BEST SUBJECTS FOR NSC

The APS is calculated using the percentage score for the 6 highest scoring subjects including those required subjects such as Mathematics/Technical Mathematics and English, adding up all the raw scores and dividing by ten.

Example

SUBJECT	PERCENTAGE	CALCULATION
English	57%	$57 \div 10 = 5.7$
Mathematics/Technical Mathematics	$35\% \times 2$	$70 \div 10 = 7.0$

Relevant Technology Subject (Civil, Electrical, Mechanical) or Physical Science/ Technical Science	62%	$62 \div 10 = 6.2$
Subject	40%	$40 \div 10 = 4.0$
Subject	48%	$48 \div 10 = 4.8$
APS score		$277 \div 10 = 27.7 = 27.7$

FINAL

**BUSINESS STUDIES PROGRAMMES:
BUSINESS STUDIES PROGRAMMES:**

50404013 NATIONAL CERTIFICATE: N4 BUSINESS MANAGEMENT

1. ADMISSION REQUIREMENTS

- 1.1 Any of the following NC(V) L4 Certificates:
- Management
 - Office Administration
 - Information Technology
 - Finance, Economics and Accounting
 - Transport and Logistics; or a
- 1.2 A National Introductory Certificate: N4 Business Studies; or an
- 1.3 Equivalent occupational qualification; or an
- 1.4 APS score of 24, using double the English and Accounting/
Mathematics/Mathematical Literacy/Economics/Business Studies
subjects plus the two (2) next best subjects of NSC.
- 1.5 Students who did not study and/or pass Grade 12 Accounting/NC(V)
Applied Accounting will be enrolled for Introductory Accounting N4

CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using method that applies to the qualification they are applying for:

**METHOD: DOUBLE ENGLISH AND ACCOUNTING/ MATHEMATICS/
MATHEMATICAL LITERACY/ ECONOMICS/BUSINESS STUDIES, PLUS THE TWO
NEXT BEST SUBJECTS IN NSC**

The APS is calculated using the percentage score for English and Accounting/
Mathematical / Mathematical Literacy/ Economics/ Business studies and then
adding the two next best subjects (excluding Life orientation), then dividing by 10.

Example

SUBJECT	PERCENTAGE	CALCULATION
English	40% x 2	80÷10 = 8.0
Accounting/Mathematics/Mathematical Literacy/ Economics/Business Studies	41% x 2	82÷10 = 8.2
Subject	50%	50÷10 = 5.0
Subject	48%	48÷10 = 4.8
APS score		260÷10 = 26

BUSINESS STUDIES PROGRAMMES:

50404016 NATIONAL CERTIFICATE: N4 FINANCIAL MANAGEMENT

1. ADMISSION REQUIREMENTS

- 1.1 Any of the following NC(V) L4 Certificates:
 - Finance, Economics and Accounting
 - Office Administration with Applied Accounting L4
 - Any other NC(V) Level 4 certificate with Applied Accounting L4 as a subject
- 1.2 A National Introductory Certificate: N4 Business Studies with Introductory Accounting; or an
- 1.3 Equivalent occupational qualification; or an
- 1.4 APS score of 24, using double the English and then Accounting/ Mathematics/ Business Studies/Economics subjects, and the three (3) next best subjects of NSC.

CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using method that applies to the qualification they are applying for:

METHOD: DOUBLE ENGLISH AND ACCOUNTING/ MATHEMATICS/ MATHEMATICAL LITERACY/ ECONOMICS/BUSINESS STUDIES PLUS THE THREE NEXT BEST SUBJECTS IN NSC

The APS is calculated using the percentage score for English and Accounting/ Mathematical/Economics/Business studies and then adding the three next subjects then dividing by 10.

Example

SUBJECT	PERCENTAGE	CALCULATION
English	57% x 2	114 ÷ 10 = 11.4
Accounting/Mathematical/Economics/ Business Studies	55%	55 ÷ 10 = 5.5
Subject	54%	54 ÷ 10 = 5.4
Subject	48%	48 ÷ 10 = 4.8
Subject	65%	65 ÷ 10 = 6.5
APS score		336 ÷ 10 = 33.6 = 34

BUSINESS STUDIES PROGRAMMES:

50410008 NATIONAL CERTIFICATE: N4 HOSPITALITY AND CATERING SERVICES

1. ADMISSION REQUIREMENTS

- 1.1 A Hospitality NC(V) L4 Certificate; or an
- 1.2 National Introductory Certificate: N4 Food Services; or an
- 1.3 Equivalent occupational qualification; or a
- 1.4 APS score of 24, using double the English and four (4) next best subjects of NSC.

CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using method that applies to the qualification they are applying for:

METHOD: DOUBLE ENGLISH PLUS THE FOUR BEST SUBJECTS IN NSC

The APS is calculated using the percentage score for English and Accounting/Mathematical/Mathematical Literacy/Economics/Business studies and then adding the two next best subjects (excluding Life orientation), then dividing by 10.

Example

SUBJECT	PERCENTAGE	CALCULATION
English	57% x 2	114 ÷ 10 = 11.4
Subject	55%	55 ÷ 10 = 5.5
Subject	35%	35 ÷ 10 = 3.5
Subject	48%	48 ÷ 10 = 4.8
Subject	40	40 ÷ 10 = 4.0
APS score		260 ÷ 10 = 26

BUSINESS STUDIES PROGRAMMES:

50410008 NATIONAL CERTIFICATE: N4 HUMAN RESOURCE MANAGEMENT

1. ADMISSION REQUIREMENTS

- 1.1 Any of the following NC(V) L4 Certificates:
- Education and Development
 - Finance, Economics and Accounting
 - Information Technology
 - Management
 - Marketing
 - Office Administration
 - Transport and Logistics; or a
- 1.2 A National Introductory Certificate: N4 Business Studies; or an
- 1.3 Equivalent NQF level 4 occupational qualification; or an
- 1.4 APS score of 24, using double the English and the four (4) next best subjects of NSC.

CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using method that applies to the qualification they are applying for:

METHOD: DOUBLE ENGLISH PLUS THE FOUR BEST SUBJECTS IN NSC

The APS is calculated doubling the percentage score for English and then adding the four next best subjects, then dividing by 10.

Example

SUBJECT	PERCENTAGE	CALCULATION
English	57% x 2	114 ÷ 10 = 11.4
Subject	55%*	55 ÷ 10 = 5.5
Subject	54%	54 ÷ 10 = 5.4
Subject	48%	48 ÷ 10 = 4.8
Subject	65%	65 ÷ 10 = 6.5
APS score		336 ÷ 10 = 33.6 = 34

BUSINESS STUDIES PROGRAMMES:

50404021 NATIONAL CERTIFICATE: N4 LEGAL SECRETARY

1. ADMISSION REQUIREMENTS

- 1.1 An Office Administration L4 certificate
- 1.2 Grade 12 with computer subjects
- 1.3 A National Introductory Certificate: N4 Business Studies; or an
- 1.4 Typing skills Certificate
- 1.5 Equivalent NQF Level 4 occupational qualification; or an
- 1.6 APS score of 24, using double the English and then the four (4) next best subjects of NSC.

CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using method that applies to the qualification they are applying for:

METHOD: DOUBLE ENGLISH PLUS COMPUTER APPLICATION TECHNOLOGY, PLUS THE NEXT THREE BEST SUBJECTS IN NSC

The APS is calculated using the percentage score for English plus Computer Application Technology/Typing/Information Technology, and then adding the three next best subjects, then dividing by ten.

Example

SUBJECT	PERCENTAGE	CALCULATION
English	57% x 2	114 ÷ 10 = 11.4
Computer Application Technology/ Typing/Information Technology	55%	55 ÷ 10 = 5.5
Subject	54%	54 ÷ 10 = 5.4
Subject	48%	48 ÷ 10 = 4.8
Subject	65	65 ÷ 10 = 6.5
APS score		336 ÷ 10 = 33.6 = 34

BUSINESS STUDIES PROGRAMMES:

50404018 NATIONAL CERTIFICATE: N4 MANAGEMENT ASSISTANT

1. ADMISSION REQUIREMENTS

- 1.1 Any of the following NC(V) L4 Certificates:
 - Office Administration
- 1.2 Grade 12 with computer subjects
- 1.3 A National Introductory Certificate: N4 Business Studies; or an
- 1.4 Typing skills Certificate
- 1.5 Equivalent NQF Level 4 occupational qualification; or an
- 1.6 APS score of 24, using double the English and then the four (4) next best subjects of NSC.

CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using method that applies to the qualification they are applying for:

METHOD: DOUBLE ENGLISH AND THE FOUR NEXT BEST SUBJECTS IN NSC

The APS is calculated using the percentage score for English plus Computer Application Technology, and then adding the three next best subjects, then dividing by ten.

Example

SUBJECT	PERCENTAGE	CALCULATION
English	57% x 2	114 ÷ 10 = 11.4
Subject	45%	45 ÷ 10 = 4.5
Subject	40%	40 ÷ 10 = 4.0
Subject	48%	48 ÷ 10 = 4.8
Subject	38	38 ÷ 10 = 3.8
APS score		285 ÷ 10 = 28.5 = 29

BUSINESS STUDIES PROGRAMMES:

50404014 NATIONAL CERTIFICATE: N4 MARKETING MANAGEMENT

1. ADMISSION REQUIREMENTS

- 1.1 Any of the following NC(V) L4 Certificates:
- Education and Development
 - Finance, Economics and Accounting
 - Information Technology
 - Management
 - Marketing
 - Office Administration
- 1.2 A National Introductory Certificate: N4 Business Studies; or an
- 1.3 Equivalent NQF Level 4 occupational qualification; or an
- 1.4 APS score of 24, using double the English and then the four (4) next best subjects of NSC.

CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using method that applies to the qualification they are applying for:

METHOD: DOUBLE ENGLISH AND THE FOUR NEXT BEST SUBJECTS IN NSC

The APS is calculated using the percentage score for English plus Computer Application Technology, and then adding the three next best subjects, then dividing by ten.

Example

SUBJECT	PERCENTAGE	CALCULATION
English	57% x 2	114 ÷ 10 = 11.4
Subject	45%	45 ÷ 10 = 4.5
Subject	40%	40 ÷ 10 = 4.0
Subject	48%	48 ÷ 10 = 4.8
Subject	38	38 ÷ 10 = 3.8
APS score		285 ÷ 10 = 28.5 = 29

BUSINESS STUDIES PROGRAMMES:

50404017 NATIONAL CERTIFICATE: N4 PUBLIC MANAGEMENT

1. ADMISSION REQUIREMENTS

- 1.1 Any of the following NC(V) L4 Certificates
- Education and Development
 - Finance, Economics and Accounting;
 - Information Technology
 - Management
 - Marketing
 - Office Administration
 - Transport and Logistics
 - Tourism; or a
- 1.2 A National Introductory Certificate: N4 Business Studies; or an
- 1.3 Equivalent NQF Level 4 occupational qualification; or an
- 1.4 APS score of 24, using double the English and Computer Application Technology/History and then the four (4) next best subjects of NSC.

CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using method that applies to the qualification they are applying for:

METHOD: DOUBLE ENGLISH AND COMPUTER APPLICATION TECHNOLOGY, PLUS THE THREE NEXT BEST SUBJECTS IN NSC

The APS is calculated using the percentage score for English plus Computer Application Technology/History, and then adding the three next best subjects, then dividing by ten.

Example

SUBJECT	PERCENTAGE	CALCULATION
English	57% x 2	114÷10 = 11.4
Computer Application Technology/History	55% x 2	110÷10 = 11.0
Subject	54%	54÷10 = 5.4
Subject	48%	48÷10 = 4.8
Subject	65%	65÷10 = 6.5
APS score		391÷10 = 39.1 = 39

BUSINESS STUDIES PROGRAMMES:

50404020 NATIONAL CERTIFICATE: N4 PUBLIC RELATIONS

1. ADMISSION REQUIREMENTS

- 1.1 An Office Administration L4 certificate
- 1.2 Grade 12 with computer subjects
- 1.3 A National Introductory Certificate: N4 Business Studies; or an
- 1.4 Typing skills Certificate
- 1.5 Equivalent NQF Level 4 occupational qualification; or an
- 1.6 APS score of 24, using double the English and then the four (4) next best subjects of NSC.

CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using method that applies to the qualification they are applying for:

METHOD: DOUBLE ENGLISH AND COMPUTER APPLICATION TECHNOLOGY, PLUS THE THREE NEXT BEST SUBJECTS IN NSC

The APS is calculated using the percentage score for English plus Computer Application Technology/Typing/Computer subject, and then adding the three next best subjects, then dividing by ten.

Example

SUBJECT	PERCENTAGE	CALCULATION
English	57% x 2	114 ÷ 10 = 11.4
Computer Application Technology/ Typing/Computer Subject	40%	40 ÷ 10 = 4.0
Subject	54%	54 ÷ 10 = 5.4
Subject	48%	48 ÷ 10 = 4.8
Subject	35	35 ÷ 10 = 3.5
APS score		331 ÷ 10 = 33.1 = 33

BUSINESS STUDIES PROGRAMMES:

50422001 NATIONAL CERTIFICATE: N4 TOURISM

1. ADMISSION REQUIREMENTS

- 1.1 A Grade 12 or Tourism NC(V) L4 Certificate; or an
- 1.2 Equivalent NQF Level 4 occupational qualification; or an
- 1.3 All N4 should have a placement test
- 1.4 APS score of 24, using double the English and Tourism/Geography and then the four (4) next best subjects of NSC.

CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using method that applies to the qualification they are applying for:

METHOD: DOUBLE ENGLISH AND TOURISM/GEOGRAPHY PLUS THE THREE NEXT BEST SUBJECTS IN NSC

The APS is calculated using the percentage score for English and Tourism/Geography, and then adding the three next best subjects, then dividing by ten.

Example

SUBJECT	PERCENTAGE	CALCULATION
English	40% x 2	80÷10 = 8.0
Tourism/Geography	55% x 2	110÷10 = 11.0
Subject	54%	54÷10 = 5.4
Subject	40%	40÷10 = 4.0
Subject	35%	35÷10 = 3.5
APS score		320÷10 = 32

NATIONAL CERTIFICATE (VOCATIONAL) PROGRAMMES

5021200401 NC(V) L2: ELECTRICAL INFRASTRUCTURE CONSTRUCTION
5020604101 NC(V) L2: ENGINEERING AND RELATED DESIGN
502100422 NC(V) L2: INFORMATION TECHNOLOGY AND COMPUTER SCIENCE (ROBOTICS)

1. ADMISSION REQUIREMENTS

- 1.1 A Pre-Vocational Learning Programme (PLP) certificate with a 50% pass in English and Life Orientation; and a 60% pass in Mathematic and Foundational Science; or a
- 1.2 Grade 9 statement with a 50% pass in Mathematics/Mathematical Literacy and English FAL; or a
- 1.3 AET L4 (GETC) with a 50% pass in Mathematics/Mathematical Literacy and English FAL; or a
- 1.4 Equivalent occupational qualification; or an
- 1.5 APS score of 24, using the best of six Grade 9 subjects, inclusive of Mathematics/Mathematical Literacy/Technical Mathematics and English; or a
- 1.6 APS score of 22, using the best of six Grade 10 subjects, inclusive of Mathematics/Mathematical Literacy/Technical Mathematics and English; or a
- 1.7 APS score of 20, using the best of six Grade 11 subjects, inclusive of Mathematics/Mathematical Literacy/Technical Mathematics and English.

CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using method that applies to the qualification they are applying for:

METHOD: THE BEST OF SIX SUBJECTS

The APS is calculated using the percentage score for the 6 highest scoring subjects **including those required subjects** such as Mathematics/Technical Mathematics and English, adding up all the raw scores and dividing by ten.

Example

SUBJECT	PERCENTAGE	CALCULATION
English	40%	$40 \div 10 = 4$
Mathematics/Mathematical Literacy /Technical Mathematics	30%	$30 \div 10 = 3$
Subject 3	40%	$40 \div 10 = 4$
Subject 4	33%	$33 \div 10 = 3.3$
Subject 5	50%	$50 \div 10 = 5$
Subject 6	25%	$25 \div 10 = 2.5$
APS score		$21.8 \div 10 = 2.18 = 22$

NATIONAL CERTIFICATE (VOCATIONAL) PROGRAMMES

502030301 NC(V) L2: FINANCE, ECONOMICS AND ACCOUNTING

502030601 NC(V) L2: PRIMARY AGRICULTURE

1. ADMISSION REQUIREMENTS

- 1.1 A Pre-Vocational Learning Programme (PLP) certificate with a 50% pass in English, Life Orientation and a 60% pass in Mathematics/Mathematical Literacy and Foundational Science; or a
- 1.2 Grade 9 statement with a 50% pass in Mathematics/Mathematical Literacy and English FAL; or a
- 1.3 AET L4 (GETC) with a 50% pass in Mathematics/Mathematical Literacy and English FAL; or a
- 1.4 Equivalent occupational qualification; or an
- 1.5 APS score of 24, using the best of six Grade 9 subjects, inclusive of Mathematics/Mathematical Literacy/Technical Mathematics and English; or a
- 1.6 APS score of 22, using the best of six Grade 10 subjects, inclusive of Mathematics/Mathematical Literacy/Technical Mathematics and English; or a
- 1.7 APS score of 20, using the best of six Grade 11 subjects, inclusive of Mathematics/Mathematical Literacy/Technical Mathematics and English.

CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using method that applies to the qualification they are applying for:

METHOD: THE BEST OF SIX SUBJECTS

The APS is calculated using the percentage score for the six (6) highest scoring subjects **including those required subjects** such as Mathematics/Technical Mathematics and English, adding up all the raw scores and dividing by ten.

Example

SUBJECT	PERCENTAGE	CALCULATION
English	40%	$40 \div 10 = 4$
Mathematics/Mathematical Literacy/Technical Mathematics	30%	$30 \div 10 = 3$
Subject 3	40%	$40 \div 10 = 4$
Subject 4	33%	$33 \div 10 = 3.3$
Subject 5	50%	$50 \div 10 = 5$
Subject 6	25%	$25 \div 10 = 2.5$
APS score		$21.8 \div 10 = 2.18 = 22$

NATIONAL CERTIFICATE (VOCATIONAL) PROGRAMMES

502111111 NC(V) L2: HOSPITALITY
502030401 NC(V) L2: MARKETING
502030601 NC(V) L2: OFFICE ADMINISTRATION
502111101 NC(V) L2: TOURISM

1. ADMISSION REQUIREMENTS

- 1.1 A Pre-Vocational Learning Programme (PLP) certificate with a 50% pass in English, Life Orientation and a 60% pass in Mathematics/Mathematical Literacy and Foundational Science; or a
- 1.2 Grade 9 statement with a 50% pass in English FAL; or a
- 1.3 AET L4 (GETC) with a 50% pass in English FAL; or a
- 1.4 Equivalent occupational qualification; or an
- 1.5 APS score of 24, using the best of five Grade 9 subjects, plus English; or a
- 1.6 APS score of 22, using the best of five Grade 10 subjects, inclusive of English; or a
- 1.7 APS score of 20, using the best of five Grade 11 subjects, inclusive of English.

CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using method that applies to the qualification they are applying for:

METHOD: THE BEST OF SIX SUBJECTS

The APS is calculated using the percentage score for the five (5) highest scoring subjects plus English, adding up all the raw scores and dividing by ten.

Example

SUBJECT	PERCENTAGE	CALCULATION
English	40%	$40 \div 10 = 4$
Subject 2	35%	$35 \div 10 = 3.5$
Subject 3	40%	$40 \div 10 = 4$
Subject 4	46%	$46 \div 10 = 4.6$
Subject 5	50%	$50 \div 10 = 5$
Subject 6	55%	$55 \div 10 = 5.5$
APS score		$25.6 \div 10 = 2.56 = 26$

OCCUPATIONAL PROGRAMMES

514101: HAIRDRESSING OCCUPATION CERTIFICATE – 1ST YEAR

1 **Personality profile of a prospective Hairdressing candidate**

- 1.1 Must have a flair for Hairdressing
- 1.2 Must be creative, dedicated, and talented
- 1.3 Must be pleasant and gracious
- 1.4 Should have good manners
- 1.5 Must be able to control their emotions
- 1.6 Should have a professional attitude
- 1.7 Must cultivate self-confidence
- 1.8 Must not be afraid of working long hours

2 **ADMISSION REQUIREMENTS**

- 2.1 Grade 9 passed or equivalent.
- 2.2 Students will be required to complete a Placement Assessment to determine the level of competence in literacy and numeracy followed by an individual interview for suitability prior to admission.
- 2.3 Students may be required to undergo medical assessment.

91761: ELECTRICIAN OCCUPATION CERTIFICATE – 1ST YEAR
94020: FITTER AND TURNER OCCUPATIONAL CERTIFICATE – 1ST YEAR
94100: WELDER OCCUPATIONAL CERTIFICATE – 1ST YEAR

1 ADMISSION REQUIREMENTS

- 2.1 Grade 9 passed or equivalent with a 50% pass in English, Mathematics and Physical Science, but preference is given to students who completed Grade 12 and
- 2.3 AET L4 (GETC) with a 50% pass in Mathematics/Mathematical Literacy and English FAL
- 2.4 Students will be required to complete a Placement Assessment to determine the level of competence in literacy and numeracy followed by an individual interview for suitability prior to admission.
- 2.5 Students may be required to undergo medical assessment.

1 Personality profile of a prospective Chef candidate

- 1.1 Must have love for food preparation and service
- 1.2 Must be creative, dedicated, and talented
- 1.3 Must be pleasant and gracious
- 1.4 Should have good manners
- 1.5 Must be able to control their emotions
- 1.6 Should have a professional attitude
- 1.7 Must cultivate self-confidence
- 1.8 Must not be afraid of working long hours

2 ADMISSION REQUIREMENTS

- 2.1 A Hospitality NC(V) L4/Grade 12 passed; or an
- 2.2 National Introductory Certificate: N4 Food Services
- 2.3 Students will be required to complete a Placement Assessment to determine the level of competence in literacy and numeracy followed by an individual interview for suitability prior to admission.
- 2.4 Students may be required to undergo medical assessment.

ANNEXURE B

CONTRACT

1. Any amendments must be initialled by all parties.
2. NO correcting fluid may be used.

PART A – COMPULSORY FOR ALL STUDENTS

I, _____ (student's full names and surname)
hereby state, consent and undertake the following:

That I have acquainted myself with the subject matter of the rules and regulations of the Western TVET College insofar as they pertain to a student per se as well as to the particular course for which I am applying, and that I would adhere to these rules and regulations for the duration of my studies at the college, as well as further rules and regulations as may be promulgated by the college from time to time.

That my accountability in terms of the previous clause would not be affected nor diminished by the fact that I am unaware of any of these rules and regulations of the college or by the invalidity of my enrolment in terms thereof.

That this contract would be valid and applicable for the full duration of my enrolment as a student at the college, and thereafter until all obligations in terms thereof are settled.

That the college would be entitled to cancel my enrolment immediately at any time if false or incorrect information is furnished by me.

That I indemnify the college against any damage of whichever nature caused by myself in- or outside the college as well as against any accountability which might follow from any action by my spouse/children or dependant, and I undertake not to hold the college or any of its employees accountable for any damage or loss of whatever nature which I

may sustain during the duration of my studies due to any research, experimentation, practical or clinical work, excursions, sport and cultural participation, student or college activities, rioting, unrest, terrorism, irrespective whether the damages occurred in- or outside of the college's premises.

That I may be tested for the use of addictive substances by an appropriate qualified person at the discretion of the College Council of the college.

STUDENT'S SIGNATURE

DATE

FINAL

**PART B – CANCELLATION -
COMPULSORY FOR PARENT/GUARDIAN/STUDENT/SPOUSE**

Request for cancellation of a course/subject would only be accepted within *seven (7) days* from date of submitting the registration form. Any cancellation beyond the *seven (7) days* renders students fully liable for the full course/subject fees.

Class fees, administration and agreement fees are not refundable. Cancellation of enrolment of a course/subject can only be dealt with on an individual basis after a written request has been received. Management reserve the right to consider the request in case of:

- Death of the student
- Relevant class could not be established.
- Transfer to another TVET College
- Sufficient grounds for mitigating circumstances.

**STUDENT'S SIGNATURE
PARENT/GUARDIAN/SPOUSE**

DATE

PART C – DECLARATION OF PARENTS/GUARDIANS WITH RESPECT TO MINOR APPLICANTS

I _____
(Parent/Guardian), ID Number _____

Hereby agree and state to the college the following:

That the applicant entered into this contract with my consent.

- That I abandon any claim of whatever nature, I may have or in future obtain against the college or any of its employees, for any act or omission resulting from any activity of the college and which could form the basis of a civil claim which I may obtain in my capacity as Parent/Guardian of against the college or any of its employees due to an accident/casualty to my child/person under my guardianship.
- That my child/person under my guardianship may be tested to the use of addictive substances by an appropriate qualified person at the discretion of the College Council of the college.

**PARENT/GUARDIAN/SPOUSE
SIGNATURE**

DATE

PART D – THIS SECTION SHOULD ONLY BE COMPLETED IF THE APPLICANT WOULD NOT PERSONALLY BE PAYING FOR HIS/HER STUDIES

I _____
Parent/Guardian, ID number _____

Hereby bind myself as surety and co-principal debtor for all money payable by the applicant to the college in pursuance of the terms of this contract. I further confirm that this clause and the obligation undertaken therein can only be cancelled or withdrawn on written consent from the college.

* Where the surety is married in community of property, written authorisation of his/her spouse is needed.

PARENT/GUARDIAN/SPOUSE **DATE**
SIGNATURE

F I N A L

PART E - SECTION SHOULD ONLY BE COMPLETED BY MARRIED APPLICANTS

I, spouse _____ (full names), hereby abandon any claim of whatever nature, I may have in future obtain against the college or any of its employees, for any act or omission resulting from any activity of the college and which could form the basis of a civil claim which I may obtain in my capacity as spouse against the college or any of its employees due to an accident/casualty to the applicant.

SPOUSE **DATE**
SIGNATURE

PART F

This agreement constitutes the entire agreement between the parties hereto. No agreement at variance with the terms and conditions with this agreement shall be of any force or effect unless it is in writing and signed by the parties to this agreement.

I hereby declare that the above-mentioned information on this form is accurate and correct.

In case the applicant is a minor, the parent's/guardian's agreement would be binding.

SIGNED AT _____ (PLACE) ON THIS _____ DAY OF _____ 20____ IN THE PRESENCE OF THE FOLLOWING WITNESSES:

FOR THE STUDENT:

1. _____
WITNESS NAME **WITNESS SIGNATURE**

2. _____
WITNESS NAME **WITNESS SIGNATURE**

**PARENT/GUARDIAN/SPOUSE
SIGNATURE**

DATE

FOR THE COLLEGE:

**PRINCIPAL OR
AUTHORISED STAFF MEMBER**

DATE

1. _____
WITNESS NAME

WITNESS SIGNATURE

2. _____
WITNESS NAME

WITNESS SIGNATURE

FINAL

ANNEXURE C

Date: _____

Dear

**SUBJECT: APPOINTMENT LETTER: ADMISSION AND REGISTRATION
SELECTION COMMITTEE**

Study Direction/Field: _____

Appointment Period: _____ **Registration Cycle**

I am pleased to inform you that you have been appointed as a member of the Admission and Registration Selection Committee at the _____. Your expertise and experience in the Technical, Vocational Education, and Training field make you a valuable addition to this important committee.

Please read and sign the attached Selection Committee Terms of Reference (ToR) as they outline your key role and responsibilities as a Selection Committee Member.

Confidentiality and Ethics

You are expected to maintain the highest standards of confidentiality and impartiality throughout the process.

Regards

Campus Manager
Campus Name

Acceptance of Appointment.

I _____ Accept/Decline the appointment to the Admission and Registration Selection Committee of Choose an item. as outlined in the above letter.

In accepting this appointment, I hereby declare that I will abide and adhere to the Code of Conduct and the Terms of Reference (ToR) as well as all policies and regulations governing students' admission and enrolments. I will furthermore maintain the highest standard of confidentiality and impartiality throughout the process.

Signature: _____

Date: _____

ANNEXURE D

TERMS OF REFERENCE AND RULES OF PROCEDURE FOR THE SELECTION COMMITTEE FOR ENROLMENT AT WESTERN TVET COLLEGE TO ENSURE COMPLIANCE WITH THE RULES AND GUIDELINES FROM DEPARTMENT OF HIGHER EDUCATION AND TRAINING (DHET)BACKGROUND

Student enrolment is an integrated process which premises on 3 tiers namely:

- Enrolment administration tier which resides in the domain of the Deputy Principal (DP) Registrar responsible for registration. This tier is responsible for documenting the enrolment and student registration (proof of registration, proof of funding, identity of the enrolled students, amendments, and cancellations, recording attendance etc.), legal compliance of and in the documentation as well as ensuring these documents are stored and readily available.
- Enrolment data and reporting which relates to the data and information systems and the reporting of the student enrolment and other related information for various purposes. Such purposes include reporting on strategic performance in relation to the headcount enrolment in an academic year but also to audit the funding received for the enrolment. This tier is the domain of the deputy principal to whom the TVETMIS data manager and the unit report.
- Enrolment governance tier which lies in the domain of college and campus management as well as the college council. This tier is accountable for developing and implementing policy and standard operating procedures for enrolment and related processes as well as ensuring legal and other critical compliance with and within policy and procedures.

1.1 The Department of Higher Education and Training (DHET) recommended standardisation of the enrolment process for Technical and Vocational Education and Training (TVET) institutions. This recommendation was made during the monitoring of enrolment activities in accordance with the Standard Operating Procedures (SOP) for

admissions and enrolment. The standardisation is intended to enhance the efficiency of the enrolment processes across TVET institutions.

1.2 The Registration Services is responsible for the enrolment of students, operating under the leadership of the Deputy Principal Registrar. This department is supported by various other units within the college. This collaborative effort ensures a comprehensive approach to managing student admissions and enrolment effectively.

1.3 Subsequent to this, there is a need for the establishment of a selection committee for each campus, appointed by the Campus Manager and consists of all officials identified to manage the enrolment processes at the campus. The committee was formed to implement the processes as outlined in the Standard Operating Procedures (SOP) for enrolment.

2. SCOPE OF THE SELECTION COMMITTEE FOR ENROLMENT

The terms of reference for the selection committee responsible for new students' enrollment at Western TVET College outline the committee's mandate, responsibilities, and procedures. The terms include:

2.1 Mandate:

- The selection committee is tasked with overseeing the enrollment process for new students at Western TVET College.
- The committee's mandate includes ensuring fairness, transparency, and adherence to college policies and regulations throughout the enrollment process.

2.2 Responsibilities:

The committee is comprised of representatives from various departments and stakeholders within the college. Membership may include academic staff, administrative personnel, student representatives, and other relevant officials.

- Reviewing and evaluating applications from prospective students.

- Assessing applicants' eligibility based on predetermined criteria, including academic qualifications, relevant experience, and other admission requirements as outlined in the Admission Policy.
- Conducting interviews or assessments to further evaluate candidates' suitability for enrollment.
- Making recommendations or decisions regarding the acceptance or rejection of applicants.
- Ensuring that the enrollment process is conducted in a timely manner and that applicants receive appropriate communication and support throughout the process.
- Maintaining accurate records of applicant information, decisions, and any related documentation.
- Upholding confidentiality and data protection standards in handling applicants' personal information.

2.3 Procedures:

- Establish clear guidelines and timelines for the enrollment process, including application deadlines, interview schedules, and notification procedures.
- Developing standardized evaluation criteria and assessment methods to ensure consistency and fairness in applicant review.
- Implementing quality assurance measures to monitor and evaluate the effectiveness of the enrollment process and identify areas for improvement.
- Communicating regularly with campus management and the office of the Deputy Principal Registrar to provide updates on enrollment activities and address any issues or concerns that may arise.

2.4 Accountability:

- Reporting regularly to campus and college management who intern will report to the governing bodies (including the National and Regional Offices) on enrollment activities, outcomes, and any challenges encountered.
- Ensuring compliance with relevant legal and regulatory requirements, as well as college policies and procedures, in the conduct of enrollment activities.

- Responding promptly to enquiries or complaints from applicants, staff, or other stakeholders regarding the enrollment process.

2.5 Training and Development:

- Providing training and professional development opportunities for committee members to enhance their knowledge and skills related to enrollment practices, diversity and inclusion, and student support services.
- Encouraging ongoing learning and collaboration among committee members to promote continuous improvement in enrollment processes and outcomes.

By adhering to these terms of reference, the selection committee can fulfill its mandate effectively, maintain integrity and fairness in the enrollment process, and contribute to the college's mission of providing accessible and inclusive education opportunities for all students.

3. ESTABLISHMENT OF THE SELECTION COMMITTEE

3.1 Authority to Appoint

- The Campus Manager has the authority to appoint and terminate members of the Selection Committee. Termination of members will be enforced in the event where the member fails to fulfill duties or Breach of Confidentiality, amongst other reasons.
- An appointment letter outlining the roles and responsibilities will be issued to the appointed selection committee member.
- All appointments will be in line with the Terms of Reference for the Selection Committee.

3.2 Non-Substitution of Powers

The Selection Committee does not replace or override the powers and functions of either the Deputy Principal Registrar or the Principal of the college.

3.3 Approval of Decisions

Any decisions made by the Selection Committee that require approval from the Deputy Principal Registrar must be recommended for such approval.

3.4 Campus Management Responsibilities

Campus Management is responsible for overseeing the implementation of the selection process and student registration at the campus level, in line with the Admission Policy. They also handle student enquiries and are expected to resolve issues before escalating them to the Deputy Principal Registrar's office.

Additionally, campuses are responsible for monitoring their enrolment numbers to avoid over-enrolment.

4. APPOINTMENT OF THE SELECTION COMMITTEE

4.1 Term of Appointment

The Selection Committee is appointed for a term of 12 months (1 academic year), aligned with the academic calendar.

4.2 Renewal of Appointment

The letter of appointment for the Selection Committee members will be renewed annually, in accordance with the academic calendar.

4.3 Confidentiality Agreement

All members of the Selection Committee are required to sign a confidentiality agreement to protect the personal information of applicants and ensure that the selection process is conducted with integrity.

5. RULES OF PROCEDURE FOR THE SELECTION COMMITTEE

5.1 Chairperson and Secretary

5.1.1 The selection committee shall be chaired by the Divisional Head of Department for each study field (NC(V), Business, Engineering), including Occupation Programmes.

5.1.2 The Campus Administrator shall serve as a secretary of the selection committee for enrolment.

5.2 Meetings

5.2.1 The selection committee shall convene in each and every enrolment cycle.

5.2.2 The Chairperson will issue a notice for each meeting convened.

5.2.3 The Secretary, in consultation with the Chairperson, shall draft an agenda.

5.2.4 The Secretary shall keep records of the proceedings and compile minutes which must be approved at the next ordinary sitting of the selection committee.

5.3 Approval/Decisions

5.3.1 Decisions of the selection committee are by way of consensus.

5.3.2 However, if consensus cannot be reached on contentious issues, such issues should be decided by Campus Manager.

5.3.3 The Campus Manager has the authority to overrule the decision taken by the selection committee.

5.3.4 Any disputes regarding the recommendations of the selection committee at campus level must be escalated to the office of the Campus Manager in consultation with the members of the selection committee. If a conclusion is not reached or the matter is not resolved, then the matter should be referred to the office of the Deputy Principal Registrar for resolution.

5.4 Reports

5.4.1 The reports of the selection committee shall be presented to the Deputy Principal Registrar who will in turn report to the College Management, either for noting or adoption or where a need arises to implement the recommendations and resolve the challenges.

5.5 Dispute Resolution

5.5.1 Any dispute arising from the implementation of this ToR must be resolved through negotiations between the members of the selection committee or the Office of the Deputy Principal Registrar or Office of the Principal which must endeavour to resolve such within a reasonable time.

5.5.2 If the dispute remains unresolved, it must be referred to the campus management first and escalated to the office of the Deputy Principal Registrar for a decision.

5.5.3 The decision of the Deputy Principal Registrar binds its delegates to the selection committee from campuses and campus management regarding the selection.

5.5.4 Authority of the Deputy Principal Registrar

The Deputy Principal Registrar has the final authority to make enrollment decisions. These decisions are based on delegated powers from the Department of Higher Education and Training (DHET) to ensure the best outcomes for the enrollment process.

5.5.5 Resolving Enrollment/Application Challenges

When there is a dispute or challenge regarding student enrollment or applications, the matter will be referred to the Deputy Principal Registrar for resolution. The resolution must follow institutional policy and procedures, considering the best interests of both the student and the institution.

5.5.6 Committee Recommendations

Any recommendations made by the campus selection committee must first be reviewed by campus management before they can be escalated to the office of the Deputy Principal Registrar.

5.5.7 Handling Enrollment-Related Enquiries

Enquiries regarding student applications should be resolved at the campus level through the existing management reporting structure. Only unresolved matters should be escalated to the Deputy Principal Registrar's office.

5.6 Amendments

The Terms of Reference shall be reviewed in line with the Admission Policy.

In establishing clear terms of reference, the selection committee can effectively fulfill its mandate, maintain consistency and fairness in the enrollment process, and contribute to the college's mission of providing quality education and support services to its students.

FINAL