hugenote kollege
Waar Christenwees grondvat in opleiding

QUALITY MANAGEMENT SYSTEM

A.9

TITLE: LANGUAGE POLICY

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1. Definitions/Abbreviations

AQP	Assessment Quality Partner
CIPC	Companies and Intellectual Property Commission
DQP	Development Quality Partner
CHE	Council for Higher Education
ETDPSETA	Education, Training and Development Practices Sector Education and Training Authority
ETQA	Education and Training Quality Assurance
HWSETA	Health and Welfare Sector Education and Training Authority
NGO	Non-Governmental Organisation
NLRD	National Learner/student Record Database
NQF	National Qualification Framework
POE	Portfolio Of Evidence
QALA	Quality Assurance of learner/student Achievement
QCTO	Quality Council for Trades and Occupations
QMS	Quality Management System
RPL	Recognition of Prior Learning
SAQA	South African Qualification Authority
SETA	Sector Education and Training Authority
SDP	Skills Development Provider
CEO	Chief Executive Officer
CIPC	Companies and Intellectual Property Commission
ID	Identity document
MOU	Memorandum of Understanding
POE	Portfolio Of Evidence
SDA	Skills development Act
SDL	Skills development levies (Act)
SETA	Sector Education and Training Authority
SMS	Seta Management System

Accreditation	This means the certification, usually for a particular period, of a person, a body or an institution as having the capacity to fulfil a particular function within the quality assurance system set up by SAQA.
Accreditation scope	This means the list of qualifications and or skills programmes for which a skills development provider is accredited.
Academic Committee	The Academic Committee is a committee of the Hugenote Kollege responsible for planning and managing the academic offering of the College on behalf of the College Management.

Accreditation site visit	This means a visit that is conducted by the CHE/SETA to verify claims made by a training provider in the letter of intent and the accreditation application file which enables the CHE/SETA to gather evidence for accreditation.
Achievement	This means the recognition granted to a learner/student when all required learning outcomes have been successfully demonstrated.
Appeal	Means a process of seeking a review of a decision already made by a higher authority.
Applicant skills development provider	This means a skills development provider who is in the process of applying for accreditation or programme approval with the CHE/SETA.
Assessment	This means the process by which evidence is gathered and evaluated against agreed criteria to make a judgment of competence for developmental and/or recognition purposes.
Assessor or constituent Assessor	Means a person who is registered by the relevant ETQA body to measure the achievement of specified National Qualifications Framework standards or qualifications. (SAQA definition)
Audit	Means the process undertaken to measure the quality of services that have already been delivered. (SAQA definition)
Code of Conduct	Means a set of conventional principles and expectations considered binding on any person/s or organisation/s registered, approved and/or accredited by the CHE/SETA/CHURCH OR PROFESSIONAL BODY.
Education and Training Quality Assurance	Means a body accredited in terms of section 5 (1)(a)(ii) of the SAQA Act, responsible for monitoring and auditing achievements in terms of national standards or qualifications, and to which specific functions relating to the monitoring and auditing of national standards or qualifications have been assigned in terms of section 5 (1)(b)(i) of the Act (SAQA definition)
Extension of scope	Means the addition of qualification(s), skills programmes and/or unit standard(s) after approval of the initial application.
External Moderation	Moderation done by moderators of other academic institutions or qualification authorities to ensure that academic training and assessments done are of an acceptable standard and in line with agreed practices so that the results are fair, reliable and valid. External moderators are expected to comment on the validity of the assessment instruments, the quality of student

	performance and the standard of student attainment, the reliability of the marking process, and any concerns or irregularities with respect to the observation of institutional/professional regulations."
External Moderator	External moderators are recommended by the examining academic department, are independent experts in their fields, have qualifications at least on the same level as the qualification being examined, are changed regularly, are not appointed as part of reciprocal arrangements (where possible), and are approved by and responsible to Senate/equivalent body.
Facilitator	This means an individual who facilitates learning processes and activities and manages and administers assessment: educator, teacher, trainer, mentor etc. (SAQA definition)
Fraud	Means a deliberate criminal deception, trickery or cheating intended to gain an advantage.
Full cycle of training	This means the process whereby the skills development provider has recruited, registered, trained learners/students, assessed, moderated and verified learner/students' achievements through CHE/SETA verification processes which led to degrees/certificates and/or statements of results being issued. The cycle of learning for a Social Work Degree is four year levels that need to be completed.
Internal Moderation	Moderation is done by full-time employees of the College.
Learning programmes	This means a combination of courses, modules or units of learning by which learners/students/can achieve learning outcomes.
Lecturer	A person who facilitates learning by giving lectures, a member of the faculty of a college or university having qualified status and a Master's or Doctor's degree.
Moderation	This means the process that ensures that the assessment of the outcomes described in the NQF standards and qualifications is fair, reliable and valid. (SAQA definition)
Moderator	This means a person who has achieved competence against the moderator standard, is certified by the ETDP SETA and registered by an ETQA.
Monitoring	This means a systematic continuous observation process and recording of activities to ensure quality compliance to set criteria and agreed developmental areas for improvement purposes.
Mentor	This means a professional who is charged with the task of helping to train, advise, and share practical experience with the new person in an organisation. In the case of SAW and BSW, this must be a Social Worker registered with the SACSSP.

National learner/student record database	This means an electronic information system that assists the South African Qualifications Authority (SAQA) in managing the National Qualifications Framework.
Non-governmental organisation	Means an organisation set up by ordinary citizens, (primarily run by volunteers or funded by governments, foundations or businesses) that is not part of a government or established for profit-making purposes.
Organisations	This means legally established entities in line with CIPC requirements and in good standing (which may include but not be limited to national and provincial government departments and agencies, institutions, NGOs, companies, centres and consultancies).
Policy	Means a statement of intent implemented as a set procedure or protocol.
Programme approval	Means a secondary accreditation of an SDP through an MOU signed between the ETQAs.
Quality assurance	Means the process of ensuring that the specified degree of excellence is achieved.
Quality management system	This means the combination of policies and processes used to ensure that the specified degree of excellence is achieved.
Recognition of prior learning	This means the comparison of the previous learning and experience of a learner/student, howsoever obtained, against the learning outcomes required for a specified qualification, and the acceptance for purposes of qualification of that which meets the requirements, (SAQA definition)
Registered qualifications	Means qualifications registered by SAQA on the National Qualifications Framework.
Registered unit standards	Means unit standards registered by SAQA on the National Qualifications Framework.
Resident Moderator	The resident moderator is a full-time employee of the College and is responsible for pre-, during and post-assessment moderation.
Scope of accreditation	This means the list of qualification/s and/or skills programme/s for which a skills development provider is accredited.
Scope of registration	This means the list of qualification/s, skills programme/s and/or unit standard/s for which an assessor or moderator is registered.

Skills programme	This means the bundling of unit standards from the same qualification that addresses an identified need and allows for the progression/completion of a full qualification.
Skills development provider	This means an organisation that is accredited or approved to deliver learning programmes.
Statutory body	Means a company or organisation created by law, or statute, to regulate or carry out a public function.
Training site	This means a venue specifically designed and equipped for theoretical and practical learning delivery.

LANGUAGE POLICY

2. PURPOSE

The purpose of this policy is to guide language planning, language management and language use at Hugenote Kollege.

The Policy aims to:

- Give effect to sections 29(2) (Language in Education) and 29(1)(b) (Access to Higher Education) read with section 9 (equality and the prohibition against direct and indirect unfair discrimination) of the Constitution of the Republic of South Africa of 1996 as amended;

- Contribute to achieving inclusivity and equitable access to Hugenote Kollege for all prospective and current students and staff in pursuit of excellence;

- Facilitate effective learning and teaching, research, and service delivery at Hugenote Kollege;

- Promote multilingualism as a characteristic of Hugenote Kollege.

3. SCOPE

This policy has a College-wide application - each unit within the College shall implement the policy.

4. REFERENCES

- Sections 29(2) and 29(1) (b) read with Section 9 of the Constitution of South Africa of 1996 as amended.
- Draft Language Policy of the Department of Higher Education and Training (2016)
- Higher Education Act, Act 101 of 1997
- National Language Policy for Higher Education (2002)
- Promotion of Equality and Prevention of Unfair Discrimination Act (Act 4 of 2000)

5. PRINCIPLES

The Hugenote Kollege:

- Acknowledges that there are eleven official languages in South Africa that all official languages have equal status and that they all should be treated equally;
- Adopts the principle that a language policy may not result in any person being denied reasonable access to higher education;
- Adopts the principle that a language policy must be affordable.
- The languages used at the Hugenote Kollege should promote access to and success in academic, administrative, professional and social contexts, and should not constitute a barrier to students or staff.

- All aspects of the Language Policy and the implementation thereof in teaching and learning should facilitate pedagogically sound teaching and learning.
- In conducting its business, the College shall use two official languages, namely Afrikaans and English.
- Documentation of primary importance (e.g. policies and strategic Human Resources documents relating to service conditions) is made available in Afrikaans and English. (South African English)
- Tuition programmes can be presented either in Afrikaans or in English or both these languages of tuition, provided that there is a demand for instruction in the language(s) concerned and that such programmes are academically and economically justifiable.
- Afrikaans and English are to be used and developed as academic languages to achieve excellence in academic communication.
- In respect of administrative and other services, clients shall have the right to choose whether the College should communicate with them in Afrikaans or English.
- All students are entitled to write tests and examinations in either Afrikaans or English. A lecturer may not apply pressure of whatever nature to induce students to write tests or examinations in a specific language. This also applies in principle to assignments. Students enrolled for professional qualifications may however be required from time to time to complete a task or tasks in a particular language as part of their professional training.
- In residences and other living environments, language is used in such a way that, where reasonably practicable, no stakeholder is excluded from participating in any formal activities in these environments.

6. RESPONSIBILITY & AUTHORITY

The Management of the Hugenote Kollege will be responsible for the implementation and regulation of the policy.

7. RELATED POLICIES

7.1 Assessment Policy
7.2 Admission Policy
7.3 Appeals Policy