

KWALITEITSBESTUURSTELSEL / QUALITY MANAGEMENT SYSTEM

E.3

**TITEL / TITLE: BELEID: TOELATING VAN STUDENTE
POLICY: ADMISSION OF STUDENTS**

SAAMGESTEL / HERSIEN DEUR COMPILED / REVIEWED BY	GOEDGEKEUR DEUR / AUTHORISED BY
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1. RATIONAL

The Huguenote Kollege programmes and qualification are aimed at the fields of Social Service and Theology. For this reason, the admission requirements and procedures will focus on aspects that will contribute to students' ability to access different options (including levels of studies) and to articulate both vertically and horizontally. Another focus is on admissions that ensure successful outcomes. For this reason, the admission policies involve the development of realistic entry requirements and transparent and fair selection mechanisms. It further involves intensive curriculum and staff development to ensure that the curricula are responsive to the learning needs of a diverse student intake and that they enhance retention and success rates.

2. SCOPE

The purpose of the admission policy is:

- 2.1 To determine the minimum requirements for admission to all first admissions of students for Certificates, Higher Certificates, Diplomas and Degrees offered at the Huguenote Kollege.
- 2.2 To ensure that admission procedures will at all times be fair and free of bias regarding ethnicity, gender, age, disability, social class, race and religion.

3. PURPOSE

The purpose of the policy is:

- To ensure academic and professional standards in the development, approval, implementation and review of admission and registration procedure and documentation.
- To promote accountability.

4. PRINCIPLES

4.1 Minimum Requirements

4.1.1 Certificates

The minimum admission requirement is a Grade 10 or equivalent Certificate on NQF Level 3 as certified by the Council for General and Further Education and Training (Umalusi).

4.1.2 Higher Certificates

The minimum admission requirement is a National Senior Certificate (NSC) as certified by the Council for General and Further Education and Training (Umalusi), or a Certificate at Level 4 obtained as a result of training done at Hugonote Kollege.

Students registering for this qualification must have the following skills:

- Reading, writing, listening and speaking in Afrikaans and/or English, equivalent to NQF Level 3.
- The ability to undertake independent learning.

4.1.3 Diplomas

The minimum admission requirement is a National Senior Certificate (NSC) as certified by Umalusi, or a Certificate at Level 4 obtained as a result of training done at Hugonote Kollege.

The Hugonote Kollege programmes are aimed at *Social Services and Theology*. In order to achieve the exit outcomes of this qualification, learners need the following knowledge and skills equivalent to NQF Level 4:

- the ability to read, write and use written resource material for learning and teaching in at least two South African languages;
- the ability to understand fundamental mathematical/numeracy concepts;
- the applied competence outlined in the core unit standards/exit level outcomes at Level 4.

4.1.4 Bachelor Degrees

The minimum admission requirements for a *Bachelor Degree* at the Hugonote Kollege are based on the Higher Education South Africa (HESA) requirement for a Bachelor's degree as set out in Notice 1632 in the Government Gazette of the 26th August 2005 (No. 27961).

The minimum admission requirements for the *Bachelor Degree (Social Work and Theology)* is a National Senior Certificate (NSC) as certified by Umalusi (or equivalent) with an achievement of "4" (Adequate Achievement of 50-59%) or better in at least four recognised NSC 20-credit subjects that are on the list of designated subjects (of which at least one should be either

English or Afrikaans), or a Certificate, Higher Certificate or Diploma obtained from the Hugenate Kollege.

4.2 Recognition of Prior Learning

The Hugenate Kollege acknowledges the value of RPL to increase the accessibility to higher education in general and the programmes of Hugenate Kollege. The RPL process may be used to evaluate competence in cases where applicants are not in possession of a matriculation certificate or a National Senior Certificate (NSC) or an NSC without the appropriate level of endorsement. This is done by a reliable and valid way to assess and accredit prior learning achieved through the following evidence:

- Work experience
- Informal or non-formal training
- Learning in a non-formal environment

For more information, the Hugenate Kollege Policy on Recognition of Prior Learning (Policy 20) must be consulted.

Within the context of South African history of limited access to education and training, persons with 'Mature Age' will also be considered for admission to the College. Applicants who are 23 years of age or older and do not have an appropriate matriculation certificate (NSC without the correct level of endorsement) may be accepted on the grounds of mature age. Part of this process may require a personal interview and letter of motivation.

4.3 Admission policy for international students

Enrolment of international students must be in alignment with the Hugenate Kollege Admission requirements. Applicants who do not have a South African qualification are required to send their results/qualifications to the South African Qualifications Authority in order to have them evaluated and equated to a South African qualification. Foreign students wishing to apply need a Certificate of Exemption from the Matriculation Examination. This certificate is issued by the Matriculation Board of HESA. In addition to the above, foreign candidates also have to apply to the SA Trade Representative closest to his/her home for a study permit if the candidate is not a South African citizen.

The following legal arrangements must be made by the prospective student.

- **Study Permit application:** All international students should obtain a study permit to study at the College. The applicant would apply to the South African Embassy or High Commission in his/her home country. The Hugonote Kollege will provide a letter of proof that the student was admitted to a specific programme/qualification within a specific time-frame.

International students will be made aware of the following aspects that may impact on the success level of their studies/internships at the College:

- **Language policy:** Classes and academic/administrative documents will be provided in English or Afrikaans.
- The College is able to provide accommodation options, but not transport.
- It is required that international students adhere to all the procedures, rules and requirements related to the College and programmes/qualifications.

4.4 Admission of students with special needs

The Hugonote Kollege is a private institution that aims to provide education and training to all South African citizens in the fields of social services and theology. While funding remains an aspect that restricts expansion and development, the College will as far as possible accommodate persons with special needs, as required from the Constitution of the Republic of South Africa (1996) and according to the strategies described in the White Paper for Post-School Education and Training (2013).

Students with special needs will follow the same admission process, and will indicate the nature of their need in the application form.

- The disclosure of special needs is voluntary but applicants are encouraged to disclose so that any study, care and accommodation needs can be seen to.
- No application of a person with special needs who meets the required academic criteria will be rejected without an interview.
- If accommodating the student requires the cooperation of staff or students, it may be necessary to reveal the person's special needs after consultation with this person if it is not otherwise obvious.

This might lead to an interview with the admission office, as well as with the academic administration management staff. The aim of the interview is to ascertain whether the College infrastructure can support the applicant to participate fully in College life, including academic life, culture, sport and accommodation.

Once students with special needs are accepted for study, the College must ensure that they are oriented/ inducted in the correct manner. Accommodation in residences will be considered after careful consideration of the nature of his/her special needs, his/her level of functioning and the availability of suitable facilities and assistance. The College will at all times endeavour to obtain the necessary facilities required for the different special needs.

The same academic standards will prevail for all students but the Academic Departments may adapt teaching methods to accommodate the special needs of students. The College encourages the development of creative teaching and assessment methods to accommodate students with special needs.

5. RELEVANT LEGISLATION AND POLICY DOCUMENTS

The following documents were considered for the development of this policy:

- White Paper for Post-School Education and Training. DHET, 2013
- Constitution of the Republic of South Africa, 1996
- Notice 1632 in the Government Gazette of the 26th August 2005 (No. 27961)
- Immigration Act 2002 (Act No. 13 of 2002)
- SAQA Act 58 of 1995.
- SAQA RPL Policy.
- The Higher Education Qualifications Framework (HEQF) in terms of the National Qualifications Framework (NQF) Act 2008 (Act No. 67 of 2008)
- National Senior Certificate – a qualification at level 4 on the NQF, in Government Gazette, Vol. 481, No. 27819 (July 2005),
- Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes requiring a National Senior Certificate(NSC), in Government Gazette, Vol. 482, No. 27961 (August 2005).(Amended in July 2008)
- National Certificate Vocational (NCV) NQF 4 (November 2009)
- HEQC Criteria for Institutional Audits and Programme Accreditation.
- National Standards Bodies Regulations: No 18787 of March 1998, in terms of the SAQA ACT 58 of 1995
- Higher Education Act (1997)
- Adult Basic Education and Training Act (2000)
- White Paper 6: Special Needs Education: Building an Inclusive Education and Training System (2001)