





higher education & training

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LIST OF ACRONYMS AND ABBREVIATIONS

ABET/AET	Adult Education and Training
CET Act	Continuity Education and Training Act (16 of 2006)
DHET	Department of Higher Education and Training
FET Act	Further Education and Training Amendment Act (No.3 of 2012)
GER	Gross Enrolment
LOLT	Language used for learning and teaching
NC (V)	National Certificate (Vocational)
NSFAS	National Student Financial Aid Scheme
NATED	National Accredited Technical Education
NDP	National Development Plan
NQF	National Qualification Framework
PACE	PACE Career Centre Programme
RPL	Recognition of Prior Learning
SAQA	South African Qualifications Authority
SSS	Student Support Services
SETA	Sector Education and Training Authority
TVET	Technical and Vocational Education and Training
UNFPA	United Nations Population Fund
PQM	Programme Quality Mix

1. SECTION 1: INTRODUCTION

- 1.1. The admission policies of Technical Vocational and Training Colleges (TVET) Colleges are underpinned and guided by the Constitution of the Republic of South Africa, 1996 (Act no 108 of 1996).
- 1.2. The TVET College system needs to respond to the country's need to redress past imbalances and inequalities by transforming education and training in order to improve the livelihoods of individuals and contribute to the economy and broader society.
- 1.3. The policy seeks to provide a balance between the provisions of access in the TVET Colleges with the aim of redressing the imbalances of the past ensuring rigorous success of students. This will ensure that we recruit the capable students who have a keen interest in vocational and technical education.
- 1.4. The TVET College system has expanded access thus receiving exponential growth in student enrolment. This brought with challenges of places for students and increased the competitiveness of access in our College system. The department is shifting its focus from access to quality which is critical towards positioning TVET Colleges as institutions of first choice.
- 1.5. We further recognise the importance of proper career guidance to direct our students to programmes which they would have an aptitude and provide training areas required for the country's economy growth.
- 1.6. The White Paper for Post –School Education and Training (WP-SET) envisages a post-school education and training system that is committed to achieving the following objectives:
 - 1.6.1. Education and Social Justice;
 - 1.6.2. A single coordinated system;
 - 1.6.3. Expanding access, improving quality and increasing diversity;
 - 1.6.4. Education and work; and
 - 1.6.5. Responsiveness
- 1.7. The TVET College sector is required to provide quality opportunities across a wide range of qualifications that are fit for purpose and are responsive to the changing requirements of work and social context, designed for student demands and can articulate appropriately to meaningful opportunities in employment and further study.
- 1.8. The Department of Higher Education and Training, herein after referred to as the Department, has developed this policy to guide TVET Colleges to administer admission systems that uphold the national higher education transformation goals and values of equity of access and redress of past inequalities. TVET Colleges must therefore commit themselves to provide conducive conditions and opportunities for effective learning.
- 1.9. The Department recognises that the CET Act entrusts the role of developing College admission policies to the Council. This policy is therefore developed for the TVET College Council to adopt.
- 1.10. Due to the diversity of programme offerings in the sector, differentiated admissions criteria are required to respond to the different qualification objectives. These amongst others will include providing opportunities for the advancement of participation in programmes that required critical and scarce skills, which will lead to filling the gap for occupations in high demand, qualifications that are designed to absorb large number of learners.
- 1.11. Once the Department of Basic Education (DBE) makes the three-stream model universal, then Grade 9 graduates will only be accepted for programmes leading to a trade.

2. SECTION 2: BACKGROUND

- 2.1. FET Colleges were renamed as TVET Colleges in the White Paper, to signify that they have a specific focus on providing mid-level programmes that have direct articulation to the world of work (which is defined as including formal employment, self-employment and other forms of work).
- 2.2. Historically TVET Colleges catered to the specific needs of employed youth and adults, who required theoretical knowledge to support their workplace experience and practical knowledge, and to lead to some sort of tangible certification as evidence of their acquired knowledge and competencies.
- 2.3. The United Nations Population Fund (NFPA) indicates that in South Africa secondary school Gross Enrolment (GER) is high at over 90 percent. There are 2 million young people aged between 19-24 years that are unemployed and not in educational institutions. 45.4 percent of males and 55 percent of females in the 15–24-year age group are unemployed.
- 2.4. The DHET/TVET Bursary scheme has been a key mechanism to provide access and contributed to the growth and expansion of the TVET College sector. The growth of the TVET College sector has grown exponentially and the College system is currently unable to accommodate future growth without material contribution to infrastructure development.
- 2.5. The post school education and training system experiences huge demands of students with limited capacity to absorb all the prospective student that progress and as a result significant numbers of young people remain excluded from accessing post-school opportunities. Alternative forms of post-school education such as open learning are critical to responding to the demands of access for young people.
- 2.6. Although there are pockets of excellence from isolated institutions within the TVET College system, generally there are serious quality concerns regarding the qualifications and responsiveness. Therefore, it is essential that the admission criteria in the respective TVET Colleges be carefully considered and subjected to rigorous success standards.

3. SECTION 3: OBJECTIVES OF THIS POLICY

To provide guidance on requirements for student admissions for all TVET College Councils in the development of their college admission policies.

4. SECTION 4: APPLICATION OF THIS POLICY

This policy applies to TVET Colleges declared or established by the Minister in terms of the Continuing Education and Training Act, 2006 (Act No. 16 of 2006.)

5. SECTION 5: RATIONALE

- 5.1. TVET Colleges have been established to provide opportunities to young people who want to access post-school education and training to cater for the diverse prospective students

that want to pursue mid-level skills, by providing them with training, skills development to gain access to the labour market and skills which are required by the South African economy.

- 5.2. Public TVET Colleges have been established to expand access to post school education and to become the institutions of choice to school leavers and out of school youth. The state is mandated to ensure its youth; communities have access to education and training that will deal with socio economic factors faced by communities and the country as a whole.
- 5.3. In order to increase access and position the TVET sector as the institution of choice, it is critical for prospective students intending to enrol in this sector to meet the academic expectations, programme entry requirements as that will enable them greater chance of success and build capacity to fully participate in the labour market.
- 5.4. The Department in the future will increase opportunities for students in the TVET sector by increasing admissions to NQF Level 5 and NQF Level 6.

6. SECTION 6: LEGISLATIVE AND POLICY FRAMEWORK

- 6.1. In terms of section 29(1) (b) of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), everyone has the right to further education, which the state, through reasonable measures, must make progressively available and accessible.
- 6.2. Section 17 of the Continuing Education and Training Act, 2006 (Act No. 16 of 2006) outlines the requirements for an admission policy of public Colleges as follows:
 - 6.2.1. Subject to applicable policy, the Council of a public College determines the policy of the College, after consulting with the academic board and with the approval of the Minister.
 - 6.2.2. The admission policy of a public College may not unfairly discriminate in any way and must provide appropriate measures for the redress of the past inequalities, and
 - 6.2.3. The Council may, subject to applicable policy, the approval of the Director-General and after consultation with the academic board,
 - 6.2.4. The Council of the College must take the necessary steps within its available resources to ensure that the College is accessible to disabled students.
- 6.3. The Education White paper 6 on special needs education: Building an Inclusive Education and Training System provides for a framework which guides the transformation of practices related to examination and assessments in general with a view to achieving enabling mechanisms to support candidates with barriers to learning.
- 6.4. The White Paper on post school education, 2013 called for a strategic policy framework to guide the improvement of access to and success in post-school education and training for people with disabilities and this includes private institutions. The framework should include accurate definitions of multiple types of disabilities that exist in society and the differentiated response required by the post-school system. As a response to this call, the Department has developed a disability policy for the post-school education and training system.
- 6.5. The White Paper emphasised the need for a holistic approach to addressing disability which includes, specialised technology, assistive devices, reasonable accommodation, practices for students and staff with disabilities.
- 6.6. Guidelines for Additional Admission Requirements to TVET College Programmes (Circular number 0054, dated 05 August 2019) was consulted.
- 6.7. DHET Standard Operating Procedure of enrolment.

7. SECTION 7: DETERMINATION OF CRITERIA FOR ADMISSION TO TVET COLLEGES

- 7.1. The College Council determines the admission requirements to the College in line with the policies and regulations promulgated by the department of Higher Education and Training, and include:
 - 7.1.1. Determining the entrance requirements in respect of all qualifications.
 - 7.1.2. Determining the number of students to be admitted for a particular qualification and the manner of their selection.
 - 7.1.3. Determining the minimum and maximum duration of study pertaining to a particular qualification.
 - 7.1.4. Determining the minimum requirements for re-admission or conditions
 - 7.1.5. Determining the medium of instruction; and
 - 7.1.6. Determining the standards and conditions under which students may be refused re-admission to the College.

- 7.2. This policy will provide further guidance and ensure consistency with regards to administration of students' admission processes in TVET Colleges:
 - 7.2.1. Implementation of the registration process.
 - 7.2.2. Provide for the cancellation of registered students
 - 7.2.3. Admission of students with special learning and educational needs
 - 7.2.4. Admission requirements for the international students
 - 7.2.5. Registration periods for all programmes

- 7.3. Students' admission into a TVET College shall be subject to the students' acceptance of the rules and academic regulations of that particular institutions. Acceptance of a space at the College shall be taken to constitute acceptance of all published policies and regulations that may pertain to qualifications and all lawful transaction of the College and its agents.
- 7.4. Whilst it is good to have an admissions policy, it is equally important to put system in place to ensure improved students' performance and achievement. The College is therefore expected to adhere to the Department's student attendance and punctuality policy that will assist to monitor attendance of the students once admitted.
- 7.5. The TVET College must through its prospectus, indicate when and how the College will conduct and orientate students in the academic programmes, irrespective of the nature of the programme enrolled for.
- 7.6. The Council should develop a College Student Code of Conduct which every student must sign upon registration.
- 7.7. The College should consider implementing a mechanism conditional acceptance offers which will be confirmed upon final examination results. This will assist in planning for College enrolments and alleviate the pressure of backlogs during registration.

8. SECTION 8: ADMINISTRATION OF ADMISSIONS

- 8.1. A person may register as a student in a TVET College, only if he or she satisfies the legal requirements for admission to study at the College and satisfies any other requirements

for admission that may be determined by the Council and laid down in the College Student Code of Conduct.

- 8.2. To be eligible for admission to a programme in a TVET College, the applicant must be a South African citizen or have a valid study permit, if it is a foreigner.
- 8.3. Preference will be given to students who are:
 - 8.3.1. South African citizens
 - 8.3.2. Residing within the catchment area where the College is located unless the College does not offer the programme required by the prospective students.
 - 8.3.3. Good academic record as per scoring criteria per programme
 - 8.3.4. Good attendance as per Punctuality Policy for returning students
- 8.4. The application process for a new academic year for NC (V), S1 and T1 must commence, in August the preceding year and for T2 in March, S2 in May and T3 in July of the new academic year. This will alleviate the pressure and backlogs that Colleges find themselves in and will also allow ample time for prospective students to apply.
- 8.5. The closing date for all application will be the end of October of the preceding year for NC (V), T1 and S1 and 31 March for T2, 15 June for S2 and 31 July for T3 in the new academic year.
- 8.6. If it is decided to implement conditional offers to students, conditions to such offers, such as meeting a specific level of performance will be developed.
- 8.7. Additional support and accommodations for learners with special needs to assist in providing guidance for admissions must be put in place. This will include designated offices to cater and assist learners with special needs.
- 8.8. Management and Academic board have guided the development of a suitable admission process and the provision of services for prospective student which is inclusive, fair and transparent.
- 8.9. Career Counselling will be provided virtually and face to face during the application process.
 - 8.9.1. PACE test results will be provided to students.
 - 8.9.2. Recommendation placement letter will be provided.
- 8.10. Registration will open for 2 weeks during each intake. This will allow enough time for teaching and learning, particularly for students who are studying towards a Report 191 certificate.

9. SECTION 9: SELECTION AND PLACEMENT ASSESSMENTS

- 9.1. A selection and placement test will be administered as part of the recruitment and selection process of the prospective students, as this would assist in the correct channelling of students to relevant programmes. Specific additional tests will be done for certain occupational programmes such as Jewellery, etc.
- 9.2. Placement tests and procedures are implemented to a prospective student to enable them to be placed in an appropriate programme. This will allow the student to enrol in programme which they have the necessary background, also enable the college to identify which learner needs additional support.

- 9.3. No student will be accepted or admitted into a college without undergoing the placement assessment process:
 - 9.3.1. The selection and placement test is used to identify students who may require onward referral or leaning and academic support.
 - 9.3.2. Student must receive acceptance confirmation letters from college if the application process was successful.
 - 9.3.3. Assisting student with information on how to apply for financial aid or give options to students on how to assist them to source study funding.
 - 9.3.4. The planning, preparations, processes and procedures for the admission and registration of students.
- 9.4. Each programme has its own selection criteria. You may refer to Annexure 1. (Circular number 0054 – Guidelines for Additional Admission Requirements for TVET Colleges)
 - 9.4.1. The Selection Committee is established for each campus.
 - 9.4.2. The Campus Manager chairs the selection committee comprising of Campus Senior Management Team, SSS officials, SRC for observation and Senior Registration Officer for monitoring of proceedings.
- 9.5. The number of students accepted will depend on the availability of study places and PQM strategy of the college.

10. SECTION 10: MINIMUM ENTRY REQUIREMENTS

- 10.1. The prospective student must be in possession of the relevant minimum entry requirements for the National Certificate (Vocational), Report 191 and Occupational Programmes as stipulated in the relevant national policies of the Quality Assurance Bodies.
- 10.2. The College will provide a balance between access and success by recognising prospective students from disadvantaged groups and ensuring quality by selecting students that demonstrate good academic capabilities.
- 10.3. A student who wishes to enrol for the National Certificate (Vocational) should have a Grade 9 pass as a minimum and for Occupational Programmes the relevant entry requirements will be specified by the QCTO/SETA. Report 191 entry requirements are Grade 12 pass or NCV L4 pass or Occupational NQF L4 pass.
- 10.4. The duration of enrolment must take a maximum of four trimesters and maximum of three semesters. The College will develop additional entrance requirements for students intending to enrol in specialised programmes such as engineering

11. SECTION 11: ADMISSION REQUIREMENTS FOR NC(V) STUDENTS

- 11.1. The students are permitted to study for a maximum of four years for NC (V) Level 2, 3 and 4, taking into account possible subject failures.
- 11.2. Minimum entrance requirements are NQF 1, i.e. Grade 9 and AET Level 4. PE TVET College reserves the right to first admit those students who have Grade 11 without undergoing a PACE Test.

- 11.3. Entry requirements have been guided and aligned to the NC (V) policy. A point system for entry into qualifications will be utilised.
- 11.4. An Admission Committee will consider all applications with due regard of all agreed enrolment targets, capacity and availability of places. Admission decisions taken by this committee are final.
- 11.5. AP scores will be calculated based on the guidelines for additional admission requirements and will be utilised for selection.

12. SECTION 12: ADMISSION REQUIREMENTS FOR REPORT 191 STUDENTS

- 12.1. Minimum entrance requirements as aligned by the NATED Policy. Students who have passed Grade 12/NC (V) Level 4 will be admitted to N4.
- 12.2. Students who have passed Grades 9, 10, and 11 who want to pursue an artisan career will be admitted to Occupational Programmes requirements depending on SETA's
- 12.3. AP scores will be calculated based on the guidelines for additional admission requirements and will be utilised for selection.

13. SECTION 13: ADMISSION REQUIREMENTS FOR OCCUPATIONAL PROGRAMMES

- 13.1. Minimum entrance requirements as per registered Skills Programme/Learnership approved by QCTO/SETA
- 13.2. 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 NCV (V) or Report 191 programme (passed all subjects).
- 13.3. The Pre-Vocational Learning Programme (PLP) is a one-year course that will help students to get the marks required to study at PE TVET College. The PLP programmes consist of Foundational English, Foundational Mathematics, Foundational Science and Foundational Life Skills. The PLP has no credits but will prepare the students for the course offered by PE TVET College.
- 13.4. Students that do not meet the minimum requirements at entry level are referred to PLP.
- 13.5. The criteria of a particular funder will also be taken into consideration.

14. SECTION 14: REGISTRATION PERIODS: REPORT 191

- 14.1. NATED programmes may be offered on a part-time basis during the afternoon and evenings. The duration of the engineering studies is three trimesters. First trimester (January – March); second trimester (May – July) and third trimester (September – November).
- 14.2. Business studies duration is two semesters. First semester (January – June) and second semester (July – November).

15. SECTION 15: RE-ADMISSION

- 15.1. For a student to be admitted in the next level he or she must comply with the promotional requirements of the previous level as guided by the Department's progression policy.

- 15.2. If a student has failed, the level of study he/she can enrol and the College will provide academic support programmes to assist the student to succeed.
- 15.3. A student must complete National Certificate (Vocational) NQF Level 2 – NQF Level 4 within 5 years.
- 15.4. A student must complete Report 191 Business and Utilities Studies N4 – N6 within 5 Semesters.
- 15.5. A student who missed the enrolment due date will not be registered for that academic cycle **EXCEPT** where the college has not reached its PQM and submitted the enrolment entries.
- 15.6. Enrolled students who have moved from another College are to supply a transfer letter to the new College upon registration.

16. SECTION 16: ACADEMIC EXCLUSION

- 16.1. A student will be denied admission where the student performed poor (did not meet the requirements to proceed to the next level twice) and had a poor attendance record.
- 16.2. If a student has failed twice and more on his/her field of study, with academic support interventions and they still fail, they will not be re-admitted.
- 16.3. A prospective student is denied if he/she had been expelled from another College as part of a disciplinary sanction or Examination sanction from the department.
- 16.4. Excluded students will receive an exclusion letter.

17. SECTION 17: PROGRESSION REQUIREMENTS

- 17.1. NCV: For a student to progress one needs to pass FIVE subjects and or more.
- 17.2. Report 191: For a student to progress one needs to pass THREE subjects and or more.

18. SECTION 18: ARTICULATION

- 18.1. Report 191 N4 – NC (V) L4 that has passed all 21 subjects in Engineering, Business Studies or Utilities.
- 18.2. Occupational Programmes in NQF Level 4

19. SECTION 19: CERTIFIED DOCUMENTS REQUIRED FOR ADMISSION FOR A STUDENT:

- 19.1. All documents will become the property of the College. If documents are not in English as the medium of communication, they must be accompanied by a certified translation in English.
- 19.2. Identity document or passport for foreign students
- 19.3. Academic records
- 19.4. Grade 9,10,11 or 12 certified/NC (V) Level 4 (whichever is applicable to the programme to which the student wants to enrol); or

- 19.5. Adult Education and Training (AET) Level 4 which is equivalent to the National Qualification Framework (NQF) Level 1 certificate or N1 Certificate, noting the phasing out of programs N1 to N3.
- 19.6. Foreign students: South African Qualifications Authority (SAQA) approved foreign qualification and proof of medical insurance or cover.
- 19.7. Placement test results.
- 19.8. Meeting the requirement of Point system criteria for specific programme.
- 19.9. Proof of provisional funding status from NSFAS, including proof of previous funding by NSFAS, SASSA beneficiary (students should note that NSFAS application process opens from August of each year proceeding the study year).
- 19.10. A signed proof of registration
- 19.11. Proof of address, contact details of next of kin or responsible persons.

20. SECTION 20: ADMISSION OF NON-CITIZENS

- 20.1. A student who entered the country as a refugee or immigrant must present a study permit when applying for admission to the College.
- 20.2. Persons classified as aliens must, when they apply for admission, show evidence that they have applied to Department of Home Affairs, to legalise their stay in the country in terms of the Aliens Control Act, 1991 (Act No. 96 of 1991) as amended in section 2 of the Aliens Control Amendment Act, 1995 (Act No. 76 of 1995) as well as Immigration Act, No 13 of 2002.
- 20.3. The onus is on the student to provide proof of academic record approved by South African Qualification Authority (SAQA) if it is a foreign qualification.
- 20.4. The student will be given 2 weeks to provide the certificate and if he/she cannot provide the certificate their registration will be terminated.

21. SECTION 21: STUDENTS WITH SPECIAL NEEDS

- 21.1. The College will admit students with special needs and will make the necessary arrangements, as far as practically possible to make teaching and learning accessible to such student.

22. SECTION 22: RIGHT TO APPEAL

- 22.1. Any student or parent/guardian of student who has been refused admission to the College may appeal against the decision through the College Council. Such an appeal will be considered with reference to Section 9.4, 15, 16, 17 and 18.
Procedure and grounds 1 to appeal refer to Annexure 2.

23. SECTION 23: REGISTRATION REGISTER

- 23.1. The Data and Information Manager and Campus Managers will be responsible for all student registrations. The Data and Information Manager will verify and monitor capturing of data by Campuses and Campus Managers will be responsible for the safekeeping of all Registration documentation.

- 23.2. The Academic Board must determine how the registration records of PE TVET College will be kept. The format of the tool which needs the biographical and demographic information of student such as surname and full names, date of birth age, identity number/passport number, disability, qualification details, names of students' next of kin, their addresses and while studying address and contact details.
- 23.3. Entries in the registration system will be verified against each student's information such as identity document or passport.
- 23.4. Officials from national and regional offices must be able to access the electronic registration system and the register.

24. SECTION 24: MONITORING AND EVALUATION

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

- 24.1. Registration monitoring tool;
- 24.2. Quarterly enrolment tool;
- 24.3. Student Support Services Plan monitoring tool;
- 24.4. Assessment Monitoring Reports;
- 24.5. Annual monitoring
- 24.6. Technical and Vocational Education and Training Information Management System (TVETMIS)
- 24.7. National and Provincial Monitoring Tools

25. SECTION 25: NATIONAL DISASTERS AND PANDEMIC

PE TVET College will be sensitive towards our students who are affected by the National disasters and pandemics that may affect their class attendance.

26. SECTION 26: ADMISSION BY TRANSFER

Admission and enrolment by transfer from another institution shall be conditional upon the following:

- 26.1. A satisfactory academic record of work undertaken in that institution;
- 26.2. Certificate of good conduct acceptable to the institution;
- 26.3. Approval by the Campus Manager;
- 26.4. Availability of space for these students at the PE TVET College.

27. SECTION 27: FEES

27.1. FEES PAYABLE AT ENROLMENT

The fees payable at enrolment include:

- 27.1.1. Any fees or other charges outstanding from previous years, trimester or semesters.
- 27.1.2. Course or tuition fees where applicable;
- 27.1.3. Any other fees as may be determined from time to time;
- 27.1.4. Students with outstanding debt may not be re-admitted unless they have made payment arrangements with the college via Campus Manager.

27.2. AMOUNTS PAYABLE

The amount payable for a particular course in a particular year is published in the Schedule of Fees obtainable from the Finance Section.

27.3. DUE DATE FOR PAYMENT

- 27.3.1. Fees associated with enrolment shall be paid by the due date of payment. The due dates for payment are published in the statement of accounts issued to students during registration.

27.4. EXTENSION OF TIME FOR PAYMENT OF FEES

An extension of time for the payment of fees associated with enrolment shall not normally be granted, except under provision 27.1.4. However, on exceptional cases one must refer to the finance policy.

27.5. WAIVER OF FEES

Fees associated with enrolment shall not normally be waived, except when the student passes on.

28. SECTION 28: STUDENT IDENTIFICATION

28.1. STUDENT NUMBERS

Upon initial enrolment/registration at the College, students will be issued with a student number which must be quoted in all correspondence with the College. This number will be retained by a student and used whenever he or she commences a new course within the College.

28.2. ISSUING OF STUDENT CARDS

- 28.2.1. All students enrolling with the College shall be issued with an identification card within 14 days of registration.

- 28.2.2. An identification card is a student's authority to access a range of college services and facilities as determined by the College and including the authority to attend classes, receive teaching materials, sit for examinations and borrow specified materials from the College.
- 28.2.3. Acceptance of an identification card signifies that a student undertakes to use the card for the purposes for which it is issued and to be bound by the rules or conditions, as amended from time to time, which are specified in relation to any of those purposes.
- 28.2.4. Identification cards shall be replaced subject to the payment of the prescribed fees as determined by Finance Section.

29. SECTION 29: ROLES AND RESPONSIBILITIES

29.1. CAMPUS MANAGER:

- 29.1.1. Familiarise staff with the enrolment procedure and start and end dates of enrolment;
- 29.1.2. Define and delegate enrolling officers' duties during enrolment and the subsequent period, when lecturing staff have commenced teaching;
- 29.1.3. Monitor administration staff in the execution of their duties. Reassign tasks according to need.
- 29.1.4. Monitor the enrolment procedure, including staff duties and attendance;
- 29.1.5. Address special enrolment cases and make decisions in consultation with senior lecturer;
- 29.1.6. From the date that classes commence, assign a few lecturers (according to need) to do orientation classes;
- 29.1.7. Monitor the PQM to avoid over enrolment and under enrolment.

29.2. SENIOR LECTURERS:

- 29.2.1. Inform enrolling staff on course and subject combinations and class group allocation;
- 29.2.2. Distribute enrolment documents to lecturers, including lists of students owing money from previous enrolments;
- 29.2.3. Monitor staff attendance at the enrolment;
- 29.2.4. Monitor the PQM to avoid over enrolment and under enrolment.
- 29.2.5. Ensure adherence to the enrolment procedure;
- 29.2.6. Exercise quality control before handing the enrolment forms over to the senior administrator for data capturing;
- 29.2.7. Check each enrolment form for accuracy and completeness;
- 29.2.8. Check that all documentation is attached and signed;
- 29.2.9. Check that enrolment requirements have been met;
- 29.2.10. Attend to queries raised by capturing staff through the senior administrator;
- 29.2.11. Ensure that completed enrolments that are ready for capturing are handed over to the senior administrator regularly to avoid backlogs;
- 29.2.12. Assist with student enrolments where necessary;
- 29.2.13. If necessary, continue enrolling students until enrolment closes, in the absence of lecturing staff who have returned to class.

29.3. LECTURERS:

- 29.3.1. Familiarise him/herself with the enrolment procedure, enrolment requirements and courses and subjects being offered;
- 29.3.2. Adhere to the enrolment procedure;
- 29.3.3. Check whether the student owes money from a previous enrolment and refer the student to the senior lecturer;
- 29.3.4. Give individual attention to each prospective or returning student and his/her parents/guardians;
- 29.3.5. Assist new students with Career Advisory Services;
- 29.3.6. Ensure that all fields are completed;
- 29.3.7. Ensure that the student reads and signed the agreement on the reverse side of the enrolment form;
- 29.3.8. Sign on the reverse side of the enrolment form that all information has been filled in and checked;
- 29.3.9. Prints his/her name in the top right-hand block on the enrolment form;
- 29.3.10. In consultation with the student, tick off the course and subjects taken by the student (Do not allow the student to do this him/herself);
- 29.3.11. Ensure that all documents required for enrolment are completed and attached to the enrolment card, including proof of payment;
- 29.3.12. Refer any queries or problems to the senior lecturers;
- 29.3.13. Check the proof of registration before allowing a student entrance into the class for the subject indicated.

29.4. SENIOR ADMINISTRATOR

- 29.4.1. Document preparation for enrolment as mentioned above. (The Senior Administrator is responsible for the readiness of all documents required during the enrolment period);
- 29.4.2. Print out lists of students owing money from previous enrolments. Make copies for the Campus Manager, senior lecturers, each lecturer involved with the enrolment, each administrator and him/herself;
- 29.4.3. Refer any students who owe fees and have been enrolled back to senior lecturers;
- 29.4.4. Familiarise him/herself with courses and subjects being offered and prices charged;
- 29.4.5. Assign duties to administration staff;
- 29.4.6. Ensure that ITS is up and running and users have access;
- 29.4.7. Ensure that the enrolment procedure is adhered to;
- 29.4.8. In consultation with the Campus Manager, arrange overtime or Saturday capturing if necessary;
- 29.4.9. Exercise quality checks on all data captured;
- 29.4.10. Regularly collect enrolment forms from senior lecturers to avoid backlogs;
- 29.4.11. Refer incorrect or incomplete enrolments back to the responsible senior lecturer. Report any non-compliance or non-cooperation to the Campus Manager.
- 29.4.12. Monitor the administration staff to ensure maximum input and output during enrolment;

29.5. ADMINISTRATORS:

- 29.5.1. Prepare enrolment documentation as assigned by the senior administrator;

- 29.5.2. Familiarise him/herself with the courses, subjects being offered and class groups;
- 29.5.3. Have the list with prices, courses, their subjects and class groups whilst capturing for easy reference;
- 29.5.4. Do not capture students who owe fees. Refer any such cases back to the senior administrator. Only the Campus Manager can give permission to enrol them and reverse the "FIN OK" option on ITS;
- 29.5.5. Before capturing a student, examine all the enrolment documents. If there are any errors or omissions, do not attempt to capture the student. Hand the documentation back to the senior administrator;
- 29.5.6. If all documentation is in order, commence capturing;
- 29.5.7. Capture all the fields, including the guardian and FETMIS screens;
- 29.5.8. The staff with cashier duties issue receipts and complete the payment side of the financial block on the reverse side of the enrolment form. Fill in the date of the receipt, the receipt number, amount of the payment and the balance. Write in the remarks column if necessary;
- 29.5.9. When capturing is complete, do a quality check, including the financial screen to see that invoices and receipts have been generated and the balance is correct;
- 29.5.10. Print his/her name in the block on the front of the enrolment in the block indicated as "Captured by";
- 29.5.11. Print proof of registration must be signed by the student and administrator.
- 29.5.12. The student cannot attend a subject class unless this document is in his/her possession.

29.6. SENIOR REGISTRATION OFFICER:

- 29.6.1. Ensure that enrolment systems are ready before enrolment commences.
- 29.6.2. Organise central enrolment plans.
- 29.6.3. Provide technical support to campuses.
- 29.6.4. Monitor the enrolment plans.
- 29.6.5. Visit campuses during enrolments.
- 29.6.6. Constantly remind Campus Management to monitor PQM to avoid over and under enrolment.

SECTION 30: POPI ACT

PETVET College will ensure that personal information under its control is processed-in a fair, lawful and non-exclusive manner, and only with the informed consent of the data subject, and only for a specifically defined purpose.

SECTION 31: POLICY REVIEW

This policy will be reviewed as and when a need arises or with any legislative change or instruction from DHET.

This policy repeals policy ADMISSION POLICY approved 9/12/2020

