

Department of Higher Education and Training
 Technical and Vocational Educational and Training College
 Student Registration Policy



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



PORT ELIZABETH
TVET COLLEGE

Document title:	Student Registration Policy
Formal document number	PETVETC-STUREG POL
Purpose of Document:	To regulate the registration of Student to academic programmes at PE TVET College.
Version Number	2
Issue date	Effective from the date of approval by the council
Policy Owner	DP: Registration Services

APPROVED BY:

NAME and TITLE	SIGNATURE	DATE
Ms. J Figg Acting Principal		9/11/2023
Ms N Ndlovu Council Chairperson		18/11/2023

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111
 Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281
 Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321
 Private Bag X6040, Port Elizabeth 6000 • Email: info@pec.edu.za • www.pecollege.edu.za

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1. PURPOSE:

Subject to legislation and Higher Education Policy, and mindful of its mission and key values, the PE TVET College seeks to register students who have the demonstrated potential to succeed at the Technical and Vocational Education and Training, and Higher Education Levels.

The admission of Students to PE TVET College is subject to specific requirements, as detailed in the PE TVET College Student Admission Policy, policy document number: STUDEDU-01.

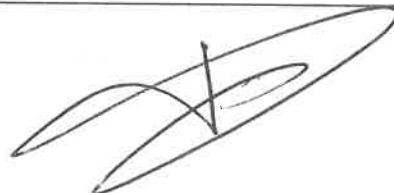
All persons who intend to register for studies toward any qualification offered at PE TVET College must comply with the minimum entrance requirements as specified per programme. Compliance with the minimum requirements does not necessarily ensure acceptance or registration to the programme.

PLEASE NOTE:

FOR ALL PE TVET COLLEGE ADMISSION REQUIREMENTS: Please refer to PE TVET College Student Admission Policy.

2. DEFINITIONS:

Academic Year	12 calendar months of a year.
Access	To provide ease to enrol enter at an appropriate level of education and training for prospective learners in a manner, which facilitates success progression?
Act	<ul style="list-style-type: none">• The South African Constitution, 1996• Further Education and Training Act No.16 of 2006 as amended.• Skills Development Act, 1998• South African Qualifications Act, 1995
College	Port Elizabeth Technical Vocational Education and Training Further Education and Training (TVET) College. Also referred to as "PETVETC".
Council	Governing Structure of the College established in terms of Section 27 of the Act,
Course	Component of a learning programme



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Credits	The value assigned to a given number of national hours of learning which may be accumulated until conditions have been met for the award of a module/course/programme/qualification.
Part- time	A student registered for less than 7 subjects(NCV) or less than 4 subjects(Report 191) in one examination cycle will registered as part-time student.
Registration	The administrative process whereby a person is enrolled to study at PE TVET College.
Recognition of Prior Learning	A person registered for academic study program in a full-time, part-time and exam only capacity for a certificate or a diploma qualification.
Semester	One half of the academic year.
Trimester	One third of the academic year
Student	A person registered full time or part time for a certificate or diploma academic study programme at PE TEVET College and who has paid the prescribed fees.
Study	The academic activity aimed at acquiring an academic qualification at PE TVET College, including the use of purpose specific provided PE TVET College facilities in the prescribed manner.
NC(V)	National Certificate (Vocational)
EMIS	Electronic Management Information System
HOD	Head of Department
SOP	Standard Operating Procedure

3. POLICY APPLICABILITY:

This policy is applicable to ALL PE TVET College student registration processes, i.e. Registration for the following:

- All Non-Ministerial Programmes (Occupational and Short Skills Programmes)
- Ministerial Programmes: NCV
 REPORT 191
 COS
 OCCUPATIONAL

4. AFFECTED DEPARTMENTS:

The departments affected during the application and registration planning processes are, but not limited to the following:




- Academic Services
- Finance and SCM
- Registration Services
- Corporate Services
- Marketing
- Human Resources (HR)
- ICT

5. DEPARTMENTAL RESPONSIBILITIES:

Corporate Services

5.1. Marketing

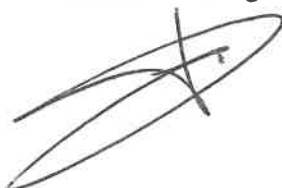
1. The advocacy & recruitment of potential students for registering at PE TVET College is the responsibility of the Marketing Department.
2. The Marketing department is responsible for the provision of PE TVET College marketing material, which includes, but is not limited to study programme information brochures, branded banners, etc.
3. Marketing is responsible for the recording and managing of enquiries.

5.2. Registration and Academic Services

It is the responsibility and accountability of the Deputy Principal Registrar, in collaboration with the EMIS Manager, to ensure the correctness and accuracy of the academic programme information on the ITS data capturing system. Data integrity must be maintained at all time. The Deputy Principal Registrar must ensure through the various reporting structures within the Academic Department that all registering and or registered students are complying and have complied, respectively with the conditions as stipulated in the PE TVET College Student Admission Policy, policy document number: STUDED-01. It is further the responsibility of the Deputy Principal Registrar and Academic to ensure that all student data captured during the student registration process is verified and validated.

The reconciliation of officially admitted students registration data is completed daily for the duration of the current registration period.

- 5.2.1. All students registering at the PE TVET College are required to meet the minimum admission and selection requirements of the institution, as prescribed in the PE TVET College Student Admission Policy, policy document number: STUDEDU-01.
- 5.2.2. Students are only confirmed as having been officially registered of a specific PE TVET College study programme after the official PE TVET College registration process has met the following requirements:
 - A “proof of registration has been issued and signed by the registered student.



- 5.2.3. The DP Registrar is responsible and accountable to ensure that all academic qualification course information are correctly supplied to the EMIS Manager for recording thereof on the ITS student registration system.
- 5.2.4. In the event of the restructuring of a qualification or amending any course content, it is the responsibility of the Deputy Principal Academic to formally inform the EMIS Manager of the required ITS system amendments accordingly. Once the required ITS student registration system amendments has been affected, it is the responsibility of the EMIS Manager to formally inform the Deputy Principal Academic and Registrar.
- 5.2.5. The Registration department is responsible for the implementation of where applicable, the fee amounts linked to each qualification/study programme according to the approved fee structure.
- 5.2.6. Setup of the Lecturer subject allocation is the responsibility of the Academic Department.
- 5.2.7. Annually, preferably at the end of November, the Academic department will conduct a review, to ensure that the academic, financial structure and lecturer subject allocation, etc. as is required for the student registration process, has been setup and finalized according to set guidelines.

5.3. EMIS/ICT:

It is the responsibility and accountability of the EMIS/ITS department to ensure that all electronic equipment, which includes, but is not limited to computer servers, desktop computers, laptop computers, etc. required for, acquired for, intended for and utilised in the registration of students at PE TVET College, is commissioned, available and maintained, in readiness for the commencement and duration of ALL PE TVET College student registration processes per registration for NCV programmes, as well as for each report 191 (NATED) semester and trimester programmes per year. The EMIS/ICT responsibility and accountability includes, but is not limited to the following:

- 5.3.1 Ensuring that the integrity of the student registration information as captured and stored in the ITS electronic database is maintained and backed up, to ensure that any loss of student data is eliminated or kept to the utmost minimum. One copy of the backed-up data must be stored at an agreed authorised off – site location, to ensure ease of data irretrievability, should the on-site system crash.
- 5.3.2 Ensuring that the ITS student registration processing electronic capturing equipment does not fail, as this may have a direct bearing on the processing time of the registration process per registering student, which in turn may affect the waiting time for registering students waiting in queues in possible adverse weather conditions.



- 5.3.3 Ensuring that the ITS student registration processing electronic capturing equipment correctly allocates students to class-groups, as well as “flag” the ITS registration system, for any and all student data captured which is in conflict with the ITS student data capturing system requirements.
- 5.3.4 NC (V) students are required to register before the commencement of the study programme for year for the applicable level of their intended respective study programme(s). Report 191 students are required to register for their respective semester and / or trimester study programmes before the commencement of the semester and or trimester study programme(s).

6. Student Support Services (SSS):

The SSS department is responsible to ensure that the provision of all requirements affecting amongst others, but not limited to student career guidance, appropriate data filtering which clarifies and pertinently indicates disabled students registered, who may require assistive devices are met.

The SSS department is responsible analysis of the results of pace test and make recommendations to HOD's

Infrastructure:

The Infrastructure department is responsible to ensure that the provision of all requirements affecting amongst others, but not limited to, the availability of support with reference to the continuous availability of infrastructure.

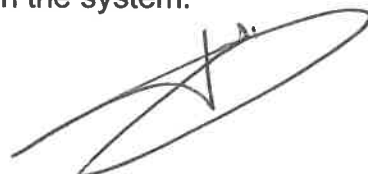
Environment, Health and Safety:

The Environment, Health and Safety department is responsible to ensure through monitoring, that the provision of all requirements affecting amongst others, but not limited to, the provision and maintenance of safe and ergonomically adequate environments and conditions conducive to maintaining the safety and health of all registration process stakeholders are met.

7. REGISTRATION PROCESS

7.1 Fees Clearance

- 7.1.1 Only students providing proof of payment of the approved registration fee will be registered on the system. Bursary (NSFAS) beneficiaries to produce letter of acceptance for that particular year.
- 7.1.2 Students with outstanding fees will be required to settle the outstanding balance before they will be registered on the system. If the student is cleared financially, his/her course particulars are captured on the system.



- 7.1.3 Student's effect payment (Minimum Initial Payment) via the bank and as a precautionary measure, produce deposit slips when required to do so by registration staff. No cash amount will be accepted on campuses for registration.

7.2 REGISTRATION PROCESS

Registration process is done online based on DHET enrolment SOP's.

Online – Onsite registration is available at each campus on stipulated dates for those students with no technology resources.

- 7.2.1 Prospective students are furnished with the relevant information on websites and by the Campus Administration as provided by the Marketing Department. Students are informed of the following details pertaining to the registration process:

- 7.2.1.1 Date and time of the registration process applicable to his/her course.
- 7.2.1.2 Venue for the registration process and steps to follow on online registration.
- 7.2.1.3 Admission requirements.
- 7.2.1.4 Registration amount and fee structure.
- 7.2.1.5 Registration and bursary forms to be completed.

- 7.2.2 Guidance on online registration, advising students on appropriate curriculum, selection and approval of course, bursary application will be conducted in identified venues on campuses.

- 7.2.3 Campus Administration officials will receive the completed registration and bursary application forms from prospective students. They will only accept the forms if all the relevant information and documentation is correct and attached.

- 7.2.4 It will be the responsibility of the Campus Management to ensure that the student meets all the admission requirements for the applicable course registration.

- 7.2.5 On receiving the correct and completed registration form, the campus administration officials will be responsible to capture the student on the EMIS.

- 7.2.6 After the student registration is completed, the campus administration officials will issue the student with a printed proof of registration.

- 7.2.7 The campus administration officials will be responsible to generate EMIS reports, indicating the number of students registered. This must be submitted daily to the DP Registrar during the registration process.

- 7.2.8 The campus administration officials will also generate class lists for lecturers before the commencement of classes.

- 7.2.9 The campus administration officials responsible for any correction that needs to be done on a student record during this period.

- 7.2.10 After the closure of the registration period, the campus administration officials will ensure that:

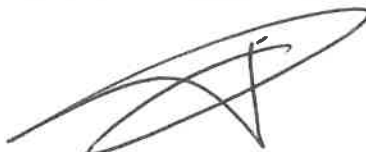
- 7.2.10.1 All student details are electronically captured.

- 7.2.10.2 All receipts are captured.

- 7.2.10.3 Submission of final registration numbers are forwarded to DP Registrar

- 7.2.10.4 Printing of cash reconciliation statements to be submitted to the Finance Section.

- 7.2.10.5 Printing of student cards.



- 7.2.11 The campus administration officials ensure that the prelim are printed, verified and signed by students.
- 7.2.12 The campus administration officials are responsible to ensure that all the bursary application forms are handed to the Bursary Administration on the closing date of the bursary application.

8 De-registration process:

- 8.1 Student writes a letter to the college explaining reasons for de-registration.
- 8.2 Administration Clerks -Registration assist the student with de-registration form and student signs as well as the college official and college official date stamp the de-registration form.
- 8.3 Administration Clerks Registration must record the student de-registration on ITS system's back office for data collection and record keeping purposes.
- 8.4 If students received learning material from college, that must be returned to college upon submitting the de-registration notice.
- 8.5 De-registration done after 3 weeks of commencement of classes will be recorded but student will be liable for full course fees.

9 REGISTRATION FOR SKILLS AND PART – TIME COURSE

- 9.1 Prospective students to complete a registration form and pay a minimum deposit of 50% of the total course fee.
- 9.2 The campus administration official must capture student on system.
- 9.3 The campus administration official must generate class list for lecturers before the commencement of classes.
- 9.4 The campus administration official must print statements to be issued by the lecturer to the students.
- 9.5 The process of student registration is described in the student registration process within the frame of the Quality Management System on PE TVET College.

10 ICASS registration/ Exams Only

Admission to Supplementary Examinations/Re-write Exams.

- 10.1 Supplementary Examinations.
 - 10.1.1 Supplementary examinations are only conducted for NC (V) Level 2-4 Programmes.
 - 10.1.2 To be eligible for the Supplementary Exam: A student must have a pass Mark Sub-Minimum applicable per NC(V) Level 2-4 Subject as follows:
 - 10.1.2.1 Vocational Subject: 45%
 - 10.1.2.2 Life Orientation & 1st Additional Languages: 35%
 - 10.1.2.3 Mathematics/Mathematical Literacy: 25%
 - 10.1.3 The Supplementary examinations for an academic year follow in February/ March immediately after the November Examinations.
 - 10.1.4 ICASS validity Period = Up to the supplementary Examinations.



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10.2 Re-write Examinations.

10.2.1 Re-write Examinations are only conducted for R191/N4-N6 Programmes.

10.2.2 To be eligible for the Re-write examination, a student must have a **term mark/ICASS**. (a student must have **failed your final examination, not trial exam**)

This policy repeals the registration policy that was approved on 9/12/2020

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