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1 Establishment, Access and Admission

1.1 Preamble

- i. National Education Policy Act 27 of 1996: "Whereas it is necessary to adopt legislation to facilitate the democratic transformation of the national system of education into one which serves the needs and interests of all the people of the Republic of South Africa and upholds their fundamental rights....".
- ii. All children have the right to quality education and absence of a hostel policy denies the majority of children that right.

1.2 Purpose

The purpose of this policy is to redress the current situation through:

- i. Creating access to proper accommodation conducive to quality learning and teaching.
- ii. Addressing specific curricular and language needs.
- iii. Proper academic supervision.
- iv. Providing improved living conditions and opportunities.
- v. Providing conducive extra-curricular activities.
- vi. Providing safety, stability and care.
- vii. Improving personal development.
- viii. Cost effective measures in ensuring opportunity for children of college going age.
- ix. Providing safety and conducive environment.
- x. Improving learner pass rate.
- xi. Reducing learner drop out.

1.3 Objective

The purpose of this policy is to harmonise, standardize opportunities and create uniformity, affordability and equal opportunities to all learners to access quality education by providing a systematic and effective regulatory framework applicable to all hostels attached to Public Ordinary Colleges.

1.4 Scope of Applicability

- i. The policy for college hostels will apply to all ordinary campuses with hostels.
- ii. The College Council and Management will ensure that all Campuses with Hostels, conform to the policy and guidelines as indicated in this document.

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1.5 Implementation of Policy

- i. Implementation of the policy will commence after the approval by the College Council and Management.
- ii. The policy will be implemented to all existing and newly established Campus Hostels.
- iii. The policy will be binding on staff, students and residence of the college accommodations.

1.6 Admission to College Residence Accommodation

- i. Admission of learners to accommodation must be done in such a way as to embrace all other legislative prescripts governing admission of learners.
- ii. The following criteria apply to accommodate equitable access:
 - a. Learners who are residing outside a radius of 39km drivable distance from the campus. Or learners whose transport time is 1 and a half hours or more to the nearest campus. Special consideration will be given to learners with physical disabilities. Learners will be excepted from paragraph a.
 - b. Learners who can produce proof of application for NSFAS.
 - c. Learners must have proof of registration to a college academic program.
 - d. No learner application to college accommodation will be considered where the learner is working on a full-time basis.
 - e. Learners must be between the ages of 17 & 35. The abovementioned criteria must be met in full.

1.7 Re-admission to College Residence Accommodation The criteria for admission remains in force.

- i. Each registered NCV learner must re-apply annually for accommodation in the hostel. Report 191 learners are to apply either on a semester or trimester basis dependant on the study program.
- ii. Re-admission of a registered learner may be refused if the learner has been found to have violated the rules and regulations set in the code of conduct after due process.
- iii. Poor academic performance resulting in failure of a level by a learner will lead to non-re- admission in the hostel.
- iv. A student shall not be re-admitted where accounts are not settled in full. Under no circumstances will space be reserved for an applicant with outstanding fees.

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1.8 Application for Registration of College Residence Accommodation

All registered hostels are to comply with Treasury Regulation 2005 Chapter 15 gazette No 27388.

2 Resourcing: Infrastructure, Maintenance, Equipment and Personnel

2.1 Infrastructure

Accommodations are to comply regarding planning, space, and design norms and standards with the National Building Regulations and Water Service Act No 108 of 1997, National Building Regulation SABS 0400 Act No 103 of 1977.

2.2 Maintenance of College Residence Accommodations Facilities

- i. The College Council and Management will be responsible for planned maintenance, rehabilitation and renovation based on the priority list supplied by campus offices.
- ii. Maintenance will be provided in accordance with college maintenance guidelines in collaboration with the department of Public Works Guidelines for the preparation of a user Immovable Asset Management Plan (GIAMA) OF 17/07/2007(Draft 16).

2.3 Personnel

- i. The hostel personnel will be determined and provided through the post provisioning Norms (PPN) and College post establishment as determined by the College Council and Management.
- ii. The following personnel will be required in a college hostel, subject to norms set through PPN:
 - a. Superintendent of the hostel who oversees the overall management of the hostel on behalf of the hostel management committee.
 - b. The College Finance section is accountable for proper bookkeeping of income and expenditure as per the Public Finance Management Act, of Treasury Regulations and Personnel Administrative Measures.
 - c. Supervisor level 2 residing at the hostel (matron), who is responsible for the day to day running of the hostel complex.
 - d. Administrative officer who will administer and manage all hostel records, application forms, requisitions, procurement etc.
 - e. One house-keeping staff members to be deployed per block (laundry, residence).
 - f. Hostel based handy man for small and general repair.

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college & management).

- h. Qualified professional Nurse from Higher Health, to ensure healthy lifestyles.
- i. One security officer to be stationed per block.
- j. Additional Supervisory Duties
This includes additional personnel needed for learner social wellbeing, extra-curricular and curricular work.
- k. Roles and Responsibilities of hostel supervisors
Hostel supervisors will perform their duties as stipulated in their employment contracts, and any other applicable legislation. This includes and is not limited to, general, educational, economic and administrative work. Included in the abovementioned responsibility is the duty to ensure smooth running of the hostel, and only to escalate serious matters to the campus manager.

3 Catering, Boarding and Lodging, Residence fees and Safety and Security

3.1 Catering

- i. The service provider shall be selected through the PEC TVET tendering process.
- ii. The service provider shall cater for special dietary requirements, based on provision of a medical report or religious purpose.
- iii. The service provider shall provide meal options to the residents at the beginning of each term. The hostel superintendent shall liaise with the service provider on the chosen meal.
- iv. No cooking is allowed in the rooms.
- v. Mealtimes are as follows:
 - Breakfast 07:00-07:45
 - Lunch as per timetable [Weekends 13:00-14:00]
 - Dinner 16:00-17:30

3.2 Boarding and lodging (placement)

- i. The hostel superintendent shall be responsible for the allocation and placement of residents in their specific residences.
- ii. Single rooms will be reserved in their last year or semester of study, taking into consideration academic performance and conduct in residence.
- iii. Returning students with above average academic performance shall be granted preference over newly enrolled students.
- iv. A minimum of two female and two male spaces shall be reserved for learners with disabilities. The hostel superintendent shall ensure that the spaces provided meet the special requirements of the learner.

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make payment on or before the final date of registration shall forfeit their accommodation.

- vi. However, a reasonable written request can be made to the SSS office to extend the reservation for the accommodation.

3.3 Residence fees

- i. A prescribed deposit to be determined on an annual basis by college management, which will serve as a guarantee against damages.
- ii. The deposit is to be refunded to the learner at the end of the academic year or semester, whichever is applicable, on the provision that no damage was caused.
- iii. An inspection of the room shall be done with each student accompanied by either the hostel superintendent or matron and signed off by both parties prior to occupancy. Failure to conduct such an inspection would absolve the student of responsibility.
- iv. The deposit paid by the resident shall be put in an interest-bearing account which is not to be utilized. The interest earned on this account shall be paid to the resident under the same provision as above.
- v. No refund will be processed until the student account is settled in full.

3.4 Safety and Security (General)

It is the responsibility of the College management team and Council to ensure that trained and qualified staff provide the highest standard of safety.

4 Registration and De-registration procedure

4.1 Registration

Residence registration procedure will take place simultaneously with the academic registration.

4.2 De-registration

- i. Residence who wishes to de-register from accommodation shall notify the hostel superintendent and residence administration officer in writing at least one full calendar month prior to departure of their intention to deregister.
- ii. An inspection of the room must be carried out at least 24 hours prior to departure of resident with both the resident and superintendent present. Failure to conduct the abovementioned inspection would absolve the student of responsibility for any damage found after departure.
- iii. It is the responsibility of the resident to return the keys to the relevant officer on

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- i. The Hostel Management Committee shall be constituted as follows:
 - a. The campus manager
 - b. Boarding master or matron
 - c. Learner representative (elected by the hostel boarders for each residence)
 - d. Staff representatives (elected at a meeting of the non-teaching staff at the hostel)
 - e. Campus SSS officer
- i. At the first meeting, convened by the College Principal, the following portfolio will be filled: Chairperson, Secretary
- ii. Term of office of the Hostel Management committee
- iii. The term of office must be one academic year.

5.4 Roles and responsibilities of the Hostel / Residence Committee

- i. To oversee and monitor the day-to-day efficient management of the hostel.
- ii. To advise the boarding master on all matters concerning the hostel or deliberate on matters referred to the HMC by the campus manager and the college council

5.5 Roles and Responsibilities of the Student Support Services Unit

- i. Administration Offices
 - a. Provide adequate funding for the college hostels in accordance with DHET norms for college hostels funding.
 - b. Site visits to monitor functionality of the hostels
 - c. Develop the Admin monitoring tools for college hostels
 - d. Compile Admin reports on the conditions and management of hostels
 - e. Mitigate policies and guidelines regarding the management of hostels
 - f. Monitor and report on the well-being of learners in hostels
 - g. Recommend improvements for the optimal functioning of college hostels
 - h. Recommend maintenance of the buildings and infrastructure necessary for the optimal functioning of the hostel.
 - i. Provide equipment for the optimal functioning of the college hostel
 - j. Payment of private catering company if contacted.
 - k. Approves the hostel policy submitted by the college council and management.
- ii. Campus offices
 - a. Site visits by the Campus coordinator to monitor functionality of the hostels within the campus.
 - b. Compile campus reports on the conditions and management of hostels for the hostel co-ordinator.

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It is the duty of all learners in hostels to keep their dormitories clean at all times. Learners must make up their beds every morning and sweep the floor. The hostel cleaning staff will be responsible for cleaning and maintaining the college hostel in general. All staff assigned with the responsibility of cleaning must ensure that the personal hygiene of Learners is of a high standard.

vi. Class Attendance

Class attendance is compulsory.

No learner must be in the hostel during teaching and learning time, unless a medical certificate can be produced. Suspended learners must not serve their suspension term in the hostel, but the suspension will commence after a formal hearing. Suspended learners must be fetched by parents on the day agreed upon by both college authority and parents.

vii. Study Times

All learners in college hostel will attend supervised compulsory study sessions in the evenings on weekdays. The campus will decide on the number of hours for each study session. A maximum of one hour study session per day for college learners are recommended. For the maximum benefit, learners should study quietly during this time. Additional study sessions and group discussions can be organised for learners in preparation for examinations.

viii. Medical and Health Issues

- a. No unauthorised persons may administer or prescribe any medication to a learner except for a medical practitioner or registered nurse.
- b. Learners who have medical conditions that require prescribed medication should take full responsibility.
- c. The superintendent must have all contact details of the personnel who can assist during emergencies.
- d. The superintendent quarters should have an equipped first aid kit to deal with minor medical emergency situations and should be competent in doing so and possess an up to date first aid certificate.
- e. Each hostel should have enlisted the services of a local General Practitioner for medical emergencies.
- f. Learners who fall ill during college hours should be cared for in sick bay/ rooms by authorised personnel.
- g. Learners who fall seriously ill should be hospitalised and parents must be contacted immediately.
- h. Learners who suffer from any communicable diseases must be given temporary leave until they fully recover.

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Learners in hostel should be afforded the opportunity to have personal private counselling sessions. A qualified counsellor shall be provided on a weekly basis. It is recommended that college should enlist the service of the local social workers to visit the Campus as per the scheduled times. at least once a week in the afternoons to assist learners.

- x. Visitation
 - a. No unauthorised visitors may be allowed in the hostels. Written authorisation may only be granted by the superintendent or matron.
 - b. College should have organised visits that allow parents and guardians to visit learners.
 - c. Any authorised visitors must respect visiting hours.
 - d. Visiting hours are from:
15:00-20:00 on Mondays to Thursdays 13:00-22:00 on Fridays
08:00-22:00 on Saturdays, and 08:00-20:00 on Sundays.
- xi. Telephones
Helpline contact details should be displayed for learners to contact outside assistance should it be necessary.
- xii. Leave and time-off
College should have clear procedures for entering and leaving hostels which must include a control register held at security.
- xiii. Serious Offences
 - a. The College's code of conduct shall include the offences that take place in the hostel and relevant sanction thereof, including the appeal procedure. College must always be alert that all learners do not possess intoxicating and dependence producing substances that have not been prescribed by a medical practitioner or registered nurse, weapons and any other material or objects that are not allowed in the college.
 - b. The college reserves the right to request SAPS to do random searches and seizures of any items regarded as illegal.
 - c. It is the right and responsibility of the hostel Management Committee in liaison with the College Council & Management to sanction hostel learners for disciplinary infringements up to and including recommendations for expulsion without reference to permission from the Campus.

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hostels.

- d. Support College hostels on a regular basis.
- e. Report on the wellbeing of learners in hostels.
- f. Recommend improvements for the optimal functioning of college hostels and,
- g. Support college in developing their college hostel policies.

5.6 Hostel / residence Management and Administration

- i. Orientation programme for new and returning learners

All new and returning learners accommodated in college hostels must undergo an orientation programme at the first school term to assist learners with hostel rules and routines. Both new and returning learners must have a copy of the college hostel policy which must be explained to all learners, parents and staff.

- ii. Hostel Property

All learners are expected to treat the hostel property with respect. No vandalism of any sort on hostel property will be tolerated. Learners who destroy hostel property must be disciplined in accordance with sanctions stipulated in the College code of conduct for learners. All areas that are out of bounds to learners should be indicated and made known to all learners. Learners Property
Learners are to respect one another property. Stealing is a serious offence and should be discouraged. It is strongly recommended that learners be discouraged from bringing expensive gadgets or large amounts of money into the hostels as the college cannot be held accountable for any learner's lost property.

- iii. Learner's Privacy

Learner's privacy must always be respected. Access to dormitories is strictly reserved for boarders. Learners must be accommodated in hostels separating them using gender and age appropriateness as criteria. Learners with wide differing ages should not use the same hostel and ablution facilities. Learners with disabilities must be catered for as per their special needs.

- iv. Clothing

Learner's clothing should be clearly marked to avoid loss. Only appropriate and decent clothing must be worn in the hostel.

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- deducted from the deposit.
- v. A course cancellation will not automatically serve as a resident's cancellation. Cancellation is permitted on up-to-date accounts only.
- vi. Special consideration for deregistration will be given in the event of medical unfitness or death with medical proof.

5 Management, Administration and Governance

5.1 Management and administration of College Hostel

- i. The Campus Manager and Boarding Master must establish the Hostel Management Committee that will be responsible for the administration and control of the Hostel.
- ii. The responsibility for the day-to-day efficient management is the responsibility of the boarding Master who serves as liaison officer between the Hostel and Management committee on the one hand and the Campus manager and college council and management on the other hand.

5.2 Governance

The college council and management are responsible for the governance of the hostel in collaboration with the hostel management committee, campus manager and boarding master.

Position	Duty/ Responsibility
The College Council	Governance of college and hostel
The Hostel / Residence management Committee	Management of Hostel
Supervisor level 1 (Boarding Master)	Overall daily control and management of hostel including financial management and management of staff
Supervisor level 2 (Senior housekeeping supervisor-residing in hostel)	The well-being of boarders and the supervision of the laundry, cleaning services (dormitories)
Supervisor level 3 (Duty staff)	Well-being of learners, supervisors during study, play & excursions etc.
Administration clerk	Record- keeping, administration, admissions, (general secretarial duties)
General workers (cleaning services-dormitories)	Responsible for the living and sleeping quarters of boarders. Responsible for clean environment and garden services

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5.3 Constitution of the Hostel/ Residence Management Committee (HMC)

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