



Admission Policy

Criterion 2	Student Policies
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Designated Officer	Registrar
Antecedents:	CHE Criteria

AMENDMENTS

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1. PURPOSE

This document describes the admission requirements for students towards DRU-A PROFESSIONAL FURTHER EDUCATION AND TRAINING COLLEGE (PTY) LTD learning programmes.

2. SCOPE

This policy covers the admission requirements for Higher Certificate qualifications.

3. REFERENCES

- Government Gazette, Vol 481, No 27819, July 2005 - Policy for Minimum Admission Requirements for Higher Certificates, Diplomas and Bachelor's Degrees Programmes.
- Government Gazette, Vol 1114, No 32743, November 2009 - Minimum Admission Requirements for Higher Certificates, Diplomas and Degree Programmes requiring a National Certificate (Vocational) at Level 4 of the National Qualifications Framework.

4. DEFINITIONS

HEQF: Higher Education Qualifications Framework
HESA: Higher Education South Africa (Matriculation Board)
NCV: National Certificate (Vocational)
NQF: National Qualifications Framework
NSC: National Senior Certificate
SETA: Sector Education and Training Authority
Umalusi: Council for Quality Assurance in General and Further Education and Training

5. HIGHER CERTIFICATE PROGRAMMES (NQF 5)

To be registered for a Higher Certificate programme, a potential student must:

- hold a National Senior Certificate (NSC) as certified by Umalusi with a minimum of 30% in the language of learning and teaching of the higher education institution
or
- hold a National Certificate (Vocational) Level 4 issued by Council for General and Further Education and Training with compliance with the language of learning and teaching in the higher education institution
and
- present subjects appropriate to the programme to be enrolled for.

6. DIPLOMA PROGRAMMES (NQF 6)

To be registered for a Diploma programme, a potential student must:

- hold a National Senior Certificate (NSC) as certified by Umalusi with:
a minimum of 30% in the language of learning and teaching of higher education institution coupled with an achievement rating of 3 (Moderate Achievement, 40-49%) or better in four recognised NSC 20 credit subjects appropriate to the programme to be enrolled for.
or
- hold a National Certificate (Vocational) Level 4 issued by Council for General and Further Education and Training with at least 50% in three fundamental subjects, including the language of learning and teaching in the higher education institution and achieve at least 60% in the three compulsory vocational subjects
or
a Higher Certificate in a cognate field of study;
or
an Advanced Certificate in a cognate field of study

7. DEGREE PROGRAMMES (NQF 7)

To be registered for a Degree programme, a potential student must:

- hold a National Senior Certificate (NSC) as certified by Umalusi with:
a minimum of 30% in the language of learning and teaching of higher education institution coupled with an achievement rating of 4 (Adequate Achievement, 50-59%) or

better in four subjects chosen from the recognised NSC 20 credit subjects (See par 9) and appropriate to the programme to be enrolled for.

or

- hold a National Certificate (Vocational) Level 4 issued by Council for General and Further Education and Training with at least 50% in three fundamental subjects, including the language of learning and teaching in the higher education institution and achieve at least 60% in the three compulsory vocational subjects

or

a Higher Certificate in a cognate field of study;

or

an Advanced Certificate in a cognate field of study

and

- Additional requirements as per the nature of the programme in question

8. ADVANCED DIPLOMA PROGRAMMES (NQF 7)

To be registered for an Advanced Diploma programme, a potential student must:

- hold a three-year Diploma (NQF 6)

or

- hold a three-year Degree (NQF 7)

9. SHORT LEARNING PROGRAMMES

A short learning programme is any short programme, with less than 120 credits, and encompasses skills programmes and short courses, whether credits are awarded or not. Short learning programmes that carry credits are subject to the same admission requirements for full qualifications as approved by the Academic Board.

10. THE NATIONAL SENIOR CERTIFICATE DESIGNATED 20-CREDIT SUBJECT LIST

- Accounting
- Agricultural Sciences
- Business Studies
- Dramatic Arts
- Economics
- Engineering Graphics and Design
- Geography
- History
- Consumer Studies
- Information Technology
- Languages (one language of learning and teaching at a higher education institution and two other recognised language subjects)
- Life Sciences
- Mathematics
- Mathematics Literacy
- Music
- Physical Sciences
- Religion Studies
- Visual Arts.

11. THE NATIONAL CERTIFICATE (VOCATIONAL) LEVEL 4 SUBJECT LIST

- Physical Science
- Mathematics (Fundamental Subject)
- Language (one language of learning and teaching at a higher education institution) (Fundamental Subject)
- Management Practice
- Operations Management
- Financial Management
- Systems Analysis and Design

- Data Communication and Networking
- Computer Programming
- Applied Accounting
- Financial Management
- Economic Environment
- Electrical Principles and Practices
- Electrical Workmanship
- Electronic Control and Digital Electronics
- Construction Planning
- Construction Supervision
- Materials
- Engineering Processes
- Professional Engineering Practices
- Applied Engineering Technology
- Stored Programme Systems
- Electro-Technology
- Computer-Integrated Manufacturing
- Art of Science and Teaching
- Human and Social Development
- Learning Psychology
- Governance
- Law Procedures and Evidence
- Criminal Justice Process.

12. CREDIT ACCUMULATION AND TRANSFER

The following applies to Credit Accumulation and Transfer (CAT), being the process whereby a student's achievements are recognised and contribute to further learning:

- Accumulation of credits towards a qualification that has not been completed by the candidate
In accordance with HEQF (2007) requirements, a student who does not achieve a qualification at another institution may retain credits obtained at such institution for recognition by DRU-A PROFESSIONAL FURTHER EDUCATION AND TRAINING COLLEGE (PTY) LTD as meeting part of the requirements for any qualification.
- Accumulation of credits towards a new qualification
Credits for a new qualification, up to a maximum of 50% of the credits obtained from an incomplete different qualification at this or another higher education institution, which meet the requirements for the new qualification, may be recognised as meeting part of the requirements for such qualification.
- Accreditation of credits obtained in a qualification completed by the candidate
Credits up to a maximum of 50% of the credits obtained from a previously completed qualification at this or another higher education institution, which meet the requirements for the new qualification, may be recognised as meeting part of the requirements and transferred to another qualification.
- Transfer between programmes
A student wishing to utilise credits obtained towards a qualification for which he/she is currently registered may not exit from the programme without deregistering from such programme and transferring to the new qualification in accordance with DRU-A PROFESSIONAL FURTHER EDUCATION AND TRAINING COLLEGE (PTY) LTD requirements.

13. ADDITIONAL ADMISSION REQUIREMENTS

Subject to particular requirements determined by specific programmes, the Academic Board may approve the establishment of appropriate procedures or tests to facilitate selection for a programme.

14. ACADEMIC BOARD ADMISSION

The Academic Board may set its own requirements for admission in terms of Article 37 of the Higher Education Act, 101 of 1997.