



*Your future starts here!*

## ATTENDANCE AND PUNCTUALITY POLICY

### EXTRACTS FROM THIS POLICY ISSUED BY THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING:

- The expectation is for students to be **100% 'present'** at all scheduled classes.
- If a student has a disability or medical difficulty that directly affects his/her attendance it should be **formally recorded** with Student Support Services.
- NSFAS tuition, travel and accommodation disbursements can only be made to students if they have a **minimum of 80% attendance** (including authorised absence and sickness) for classes.
- A student shall **ONLY** be allowed to **write national examinations** for every subject for which he/she has attained a minimum of **80% attendance** (including authorised absence and sickness) per subject."

### STUDENTS ARE EXPECTED TO:

- Ensure that they attend all classes and arrive before the commencement of the class properly, equipped and prepared to participate in the session.
- Inform the lecturer before commencement of the class if there is a valid reason for lateness or absence.
- Understand the implication of the DHET policy and the consequences of not adhering to this policy.
- Not schedule medical and other appointments in college hours.
- Ensure that work commitments do not clash with scheduled class times.
- Commit to complete outstanding work that is missed due to poor punctuality or poor attendance.

### UNDERTAKING:

- I understand that I shall **ONLY** be allowed to **write national examinations** for every subject for which I have attained a minimum of **80% attendance** (including authorised absence and sickness) per subject.
- I understand that the DHET/NSFAS tuition, travel and accommodation disbursements can only be made if I maintained a **minimum of 80% attendance** (including authorised absence and sickness) for classes.
- I, therefore, commit myself to comply with the above policy.
- I am aware that I may request a copy of the policy.

### RETURN OF TEXTBOOKS

I am aware of the fact that at the end of the study period (trimester, semester or year), I may be requested to return the textbooks issued to me.

Student name and Surname \_\_\_\_\_ ID number \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

# ADMISSION REQUIREMENT FOR NATIONAL EXAMINATIONS

(Memo 46/2015)

## 1. ADMISSION TO MAIN EXAMINATIONS

The following requirements are applicable for NATED subjects written at the end of a trimester or semester programme and NC (V) subjects written during the November examination respectively:

CRITERIA	NATED requirements	NC (V) requirements
Internal Continues Assessment (ICASS) sub minimum	NATED <b>N1-N6 Engineering Studies</b> subjects – 40% per subject for all subjects.  NATED <b>N4-N6 Business Studies</b> subjects: <ul style="list-style-type: none"> <li>• Tourism subjects:               <ul style="list-style-type: none"> <li>✓ Hotel Reception N6 – 50%</li> <li>✓ Tourism Communication N4-5 – 50%</li> <li>✓ Tourism Destinations N4-6 – 50%</li> <li>✓ Travel Office Procedures N4-6 – 50%</li> <li>✓ Travel Services N4-5 60%; N6 – 70%</li> </ul> </li> <li>• All other subjects – 40 % per subject</li> </ul>	<b>NC(V) Level 2-4 subjects</b> <ul style="list-style-type: none"> <li>• All vocational subjects – 50%</li> <li>• Life Orientation and First Additional Languages – 40 %</li> <li>• Mathematics and Mathematical Literacy – 30%</li> </ul>
	<i>Implementation dates</i>  <b>N1-N6 Engineering Studies</b> N1 - Trimester 1 of 2016 N2 - Trimester 2 of 2016 N3 - Trimester 3 of 2016 N4 - Trimester 1 of 2017 N5 - Trimester 2 of 2017 N6 - Trimester 3 of 2017 <b>N4-N6 Business Studies</b> N4 – Semester 1 of 2016 N5 – Semester 2 of 2016 N6 – Semester 1 of 2017	<i>Implementation dates</i>  NC(V) Level 2 – 2016 NC(V) Level 3 – 2017 NC(V) Level 4 – 2018
Minimum class attendance	<i>Minimum of 80% class attendance per subject (Implemented on all levels for all subjects across NATED and NC(V) programmes as per the Public Further Education and Training College Attendance and Punctuality Policy published in November 2013)</i>	

## 2. ADMISSION TO SUPPLEMENTARY EXAMINATIONS

Supplementary examinations are only conducted for NC (V) level 2-4 programmes. The supplementary examinations for an academic year follow in the February/March immediately after the November examination. The following requirements are applicable to NC (V) candidates who were duly registered and wrote the subjects in the preceding November examinations:

CRITERIA	NC(V) requirements
Pass mark subminimum	Pass mark sub-minimum applicable per NV(V) Level 2-4 subject <ul style="list-style-type: none"> <li>• Vocational subjects: 45%</li> <li>• Life Orientation and First Additional Languages: 35%</li> <li>• Mathematics / Mathematical Literacy – 25%</li> </ul>
	<i>Implementation dates</i>  NC(V) Level 2 – 2017 NC(V) Level 3 – 2018 NC(V) Level 4 – 2019

It is the responsibility of a student at WESTCOL to attend classes and complete **ALL ICASS** tasks prescribed for each of your subjects in order to meet the admission requirements for national examinations.

Student name and Surname \_\_\_\_\_ ID number \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_