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westcol
Technical and Vocational Education and Training College

Admission Policy WESTERN TVET COLLEGE

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1. DEFINITIONS, ACRONYMS AND ABBREVIATIONS USED IN THIS POLICY

ABET/AET	Adult Education and Training
APS	Application Point Score
CET Act	Continuity Education and Training Act (16 of 2006)
DBE	Department of Basic Education
DHET	Department of Higher Education and Training
FET Act	Further Education and Training Amendment Act (No.3 of 2012)
GETC	General Education and Training Certificate
ICT	Information and Communication Technology
MIS	Management Information System
NC (V)	National Certificate (Vocational)
NEA	Department's National Examinations and Assessments
NSC	National Senior Certificate
NSFAS	National Student Financial Aid Scheme
NATED/REPORT 191	National Accredited Technical Education Diploma
NDP	National Development Plan
NQF	National Qualification Framework
PLP	Pre-Vocational Learning Programme
PSET	Post-School Education and Training
RPL	Recognition of Prior Learning
SAQA	South African Qualification Authority
SSS	Student Support Services
SETA	Sector Education and Training Authority
TVET	Technical and Vocational Education and Training
WESTCOL	Western TVET College
WP-PSET	White Paper for Post School Education and Training

2. INTRODUCTION

- i. The admission policy of Western Technical and Vocational Education and Training Colleges, herein after referred to as WESTCOL is underpinned and guided by the *Constitution of the Republic of South Africa, 1996 (Act no 108 of 1996)*.
- ii. This admission policy is intended to govern the provision for all Ministerial approved programmes offered at WESTCOL.
- iii. This policy framework seeks to provide a balance between the provision of access at WESTCOL with the aim of redressing the imbalances the past and ensuring rigorous success of students. This will ensure that we recruit capable students who have a keen interest in vocational and technical education.
- iv. WESTCOL has expanded access thus experiencing exponential growth in student enrollment for the past years. Now withstanding this expansion, WESTCOL is still confronted by challenges of limited infrastructure to accommodate students and as such there is increased competitiveness of access in WESTCOL. WESTCOL is shifting its focus from access to qualify, which is critical towards positioning WESTCOL as institution of first choice.
- v. Proper career guidance is important to direct our students to relevant programmes and to provide training in areas that are required for the country's economic growth.
- vi. WESTCOL is required to provide opportunities across a wide range of qualifications that are fit for the 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.

3. DETERMINATION OF CRITERIA FOR ADMISSION TO WESTCOL

Students' acceptance of admission into WESTCOL shall be taken to agree to abide by all published policies, rules and regulations.

During registration each student will sign:

- A contractual agreement to follow all published policies, rules and regulations.
- The WESTCOL Student Code of Conduct.

4. ADMINISTRATION OF ADMISSION

- 4.1 A person may register as a student at WESTCOL only if he or she satisfies the legal requirements for admission to study at WESTCOL and any other requirements for admission that may be determined by WESTCOL Council and laid down in WESTCOL policies, rules and regulations.
- 4.2 To be eligible for admission to a programme at WESTCOL, the applicant must be a South African citizen or have a valid study permit, if the applicant is a foreign national.
- 4.3 WESTCOL would give preference to students who:
 - 4.3.1 Are South African citizens;
 - 4.3.2 Are residing within the catchment area where WESTCOL is located unless the college in which the students reside does not offer the program required by the prospective students;
 - 4.3.3 Have a good academic record:
 - 4.3.4 Must have passed at least 5 subjects to progress to the next NC(V) level;
 - 4.3.5 Must have passed at least 3 subjects to progress to the next Report 191 level;
 - 4.3.6 Satisfy the Application Point Score (APS) as outlined in the Additional admission requirements to WESTCOL programmes;
- 4.4 Are returning students who have a history of good attendance as outlined in the WESTCOL Student Attendance and Punctuality Policy;
- 4.5 Are able to provide proof of provisional funding status or proof of bursary application;
- 4.6 Have not violated the code of conduct; and
- 4.7 Satisfy any other requirements from WESTCOL policies, rules and regulations.

- 4.8 WESTCOL will commence with the application process for a new academic cycle as follows:
- 4.8.1 NCV – at the beginning of September of the preceding year.
 - 4.8.2 Business Studies – during September for Semester 1 and April/May for Semester 2.
 - 4.8.3 Report 191 registrations for Engineering studies will take place in March/April for Trimester 2, July/August for Trimester 3 and September for Trimester 1 of the following year.
- 4.9 WESTCOL will publish the closing dates for all programme applications.
- 4.10 Students who are not NSFAS bursars will be expected to pay a portion of the tuition fee upfront at the point of admission.
- 4.10.1 Students registering for 1 or 2 Report 191 subjects must pay full tuition fees;
 - 4.10.2 Students registering for 3 or 4 Report 191 subjects for should pay 50% deposit and the balance payable in two equal installments, within two months of registering;
 - 4.10.3 Students who register for exam only should pay a full upfront amount.
 - 4.10.4 Students registering for 1 to 4 NC(V) subjects must pay full tuition fees;
 - 4.10.5 Students registering for 5 to 7 NC(V) subjects for should pay nine (9) installments;
- 4.11 Students who have been offered admission, have applied for and successfully met the financial criteria for NSFAS funding will be admitted and registered. Students who do not qualify for NFSAS are obligated to pay the fees, either receiving funding from a sponsor, their family or other means. WESTCOL's *Debt Management Policy* should be followed to ensure that tuition fees are paid timeously.
- 4.12 WESTCOL will implement conditional offers to students who meet specific admission requirements for each level applied for. Furthermore, WESTCOL will implement an efficient systems in place to track these conditional offers and where necessary be able to effectively revoke the placement. Students that do not receive any communication from WESTCOL, 30 after the closing date, should consider their application as unsuccessful.

- 4.13 WESTCOL will provide additional support and accommodate students with disabilities through guidelines for admission of students with disabilities. This will include reference to designated offices to cater for and assist students with disabilities.
- 4.14 WESTCOL Management will develop an inclusive, fair, transparent process for provision of services for prospective students which are presented to the academic board for final approval by council.
- 4.15 Report 191 full time students (Morning and Afternoon slots) with 3 or 4 subjects and NC(V) with 5 to 7 subjects – may be funded by NSFAS depending on financial eligibility for the first qualification (this section should be read in conjunction with the DHET Bursary Rules and Guidelines).
- 4.16 Part time students (Evening slots) are students that register for 1 or 2 Report 191 subjects. These students are self-funded and their fees should be payable upfront.

5. MINIMUM ENTRY REQUIREMENTS

- 5.1 WESTCOL will provide a balance between access and success by recognizing prospective students from disadvantaged groups and ensuring quality by selecting students that demonstrate good academic capabilities.
- 5.2 A full time student is a student that registers for 3 or 4 Report 191 subjects. These students would be registered for Morning or Afternoon classes. Full time students may be funded by NSFAS depending on financial eligibility for the first qualification. A full time student has to adhere to the minimum and maximum duration of study pertaining to a particular qualification as outlined below:
 - 5.2.1 A student will be permitted to complete his/her studies within the academic cycles, inclusive of Business Studies (4 Academic Cycles-Semesters), Engineering studies (7 Academic Cycles-Trimester) and NCV (4 Academic Cycles);
 - 5.2.2 Part time students have to adhere to the minimum and maximum duration of study pertaining to a particular qualification. A student will be permitted to complete his/her studies within the academic cycles,

inclusive of Business studies (10 Academic cycles) and Engineering studies (14 Academic cycles);

5.2.3 Students who have exhausted their academic cycles will not be re-admitted;

5.2.4 For a student to be admitted in the next level he/she must comply with the promotional requirements of the previous level as indicated in Section 4.3;

5.2.5 A student may be funded at 80% of the total programme cost for a maximum of two years at the same NQF Level in a nationality approved qualification unless a motivation by WESTCOL is made by means of a special request to DHET for an extension for funding as stipulated in the *Continuing Education and Training Act (16/2006): The National Norms and Standards for funding Technical and Vocational Education and Training Colleges*. This funding is essentially the 80% subsidy for all students enrolled in Ministerial-approved programmes and not NSFAS funding.

5.3 Students who enrolled for a qualification that duplicates a previous qualification (parallel qualification) that was state-funded are not eligible for financial assistance. This implies that the National Student Financial Aid Scheme (NSFAS) bursary recipients who complete NC(V) Level 4 are not eligible for additional financial assistance should they want to enroll for another NC(V) programme or Report 191 N1 – N3. Similarly, bursary recipients who complete Report 191 N6 are not eligible for financial assistance should they want to enroll for another Report 191 programme. It must also be noted that this cohort of students are liable for full payment of the programme costs and not simply 20% of the total programme cost which constitute college/tuition fees. This means that a student will be funded for one programme and should the student wish to enroll again for another programme, such students have to pay 100% of course fees.

5.4 For articulation purposes, only cohort of students eligible for financial assistance in the second qualification are bursary recipients who completed

NC(V) Level 4 and/or Report 191 N3 would be allowed to enroll for Report 191 (N4 - N6).

6. ADMISSION REQUIREMENTS FOR NC(V) AND REPORT 191 STUDENTS

The guideline for minimum entrance requirements for each programme are defined in “The additional admission requirements to WESTCOL programmes” (Annexure A).

7. ADDITIONAL ENTRY REQUIREMENTS

The WESTCOL Academic Board will determine additional admission requirements, such as the use of a point system to admit students into the study programmes.

The points system will weigh language, mathematics and science high on qualifications where these subjects serve as a pre-requisite. Furthermore, subjects such as Accounting, Drawing, Information, Communication Technology (ICT) and Engineering Studies will also feature in the points system for certain programmes.

7.1 DOCUMENTS AND ADDITIONAL REQUIREMENTS FOR ADMISSION

All documents submitted upon application and registration will become the property of WESTCOL. If documents are not in English as the medium of communication, these documents must be accompanied by a certified translation in English. The required documents are as follows:

- 7.1.1 A certified identify document or passport for foreign students with study permit;
- 7.1.2 Academic records;
 - 7.1.2.1 Grade 9 results/certificate; or
 - 7.1.2.2 Adult Education and Training (AET) Level 4 which is equivalent to the National Qualification Framework (NQF) Level 1 results/certificate; or
 - 7.1.2.3 N1; and
 - 7.1.2.4 N2 certificate for N3 or N4 for entry into Report 191 engineering studies or;

- 7.1.2.5 A Grade 12 or NCV Level 4 for entry into N4 Report 191 Business /Utility studies;
- 7.1.2.6 Previous student academic record for returning students;
- 7.1.2.7 Foreign students: South African Qualification Authority (SAQA) approved foreign qualification and proof of medical insurance or cover. Study permit that stipulates the duration of study; and
- 7.1.2.8 Pre-Vocational Learning Programme
- 7.1.3 Completed online application/registration form for first time/new applicants;
- 7.1.4 A completed 'Section D – Contract';
- 7.1.5 An original letter of employment for employers and/or indentured students, for admission to N2 programme without Mathematics and Physical Science as school subjects;
- 7.1.6 Proof of residence (home and address while studying);
- 7.1.7 Contact details of next of kin or any responsible person of a student whom will be responsible for the college fees;
- 7.1.8 Parents' or guardian's or next of kin ID documents;
- 7.1.9 Proof of payment for the academic term for self-funding students;
- 7.1.10 Proof of provisional funding status from NSFAS/ proof of NSFAS application;
- 7.1.11 Provisional funding from repeating students and non-NSFAS application and
- 7.1.12 Criminal record (for applicable programme application).
- 7.1.13 Any false information provided may lead to disqualification and/or disciplinary hearing of the student.**

8. SELECTION AND PLACEMENT TESTS

- 8.1 As part of the recruitment and selection process of prospective students WESTCOL will administer an online selection and placement tests and conduct interviews where necessary, as this would assist in the correct placement of students into relevant programmes.

- 8.2 Placement test and procedures are compulsory for prospecting students to enable them to be placed in an appropriate programme. This will allow the student to enroll in a programme for which they have the necessary capabilities and will also enable WESTCOL to identify those learners requiring additional support.
- 8.3 No student will be accepted or admitted into WESTCOL without undergoing the placement test process. The selection and placement test is used to identify students who may require onward referral for learning and academic support. WESTCOL will conduct interviews and auditions in addition to the conduction of selection and placement tests for specific programmes.

9. PRE-VOCATIONAL LEARNING PROGRAMME

- 9.1 The Pre-Vocational Learning (PLP) is an entry level foundational learning programme for successful articulation into WESTCOL particularly for students who do not meet the requirement either for the programmes or qualifications as outlined in WESTCOL's admission policy. The PLP programme focus on foundational knowledge such as English, Mathematical competence and Scientific literacy since students are entering WESTCOL from the different spheres of education.
- 9.2 The programme is primarily aimed at students who have passed at least Grade 9 (but not Grade 12) with weak/poor literacy and numeracy foundation as determined through baseline testing, students with Grade 10 or 11 and those who have not been part of the study environment for a few years will also be considered for PLP.
- 9.3 The PLP programme does not replace foundational/bridging programmes that WESTCOL may be using to suit any specific purpose and which are working for them. The programme prepares a student for enrolment in the relevant NC(V) and where applicable, for occupational qualifications at NQF Levels 2-4.
- 9.4 The PLP is a Ministerial-funded programme in addition to NC(V) and Report 191.

- 9.5 The PLP is structured for delivery over one academic year. The programme is pitched more or less at NQF level 2 in terms of the level descriptors for the competencies to be demonstrated by completion.
- 9.6 There is no “pass” or “fail” for a PLP student. The mark received at the end of the year for a subject will determine suitability for a mainstream course, for example there may be two PLP students who both want to study engineering but one achieves a mark of 60% for Foundational Mathematics at the end of the year and the other 40%. The 60% mark is indicative that the student may cope with engineering whereas the student with 40% is unlikely to cope and should be guided into a more suitable study choice which might not necessarily be a NC(V).

10. ADMISSION OF RETURNING STUDENTS

- 10.1 For a student to be admitted in the next level in the NC(V) and Report 191 qualifications he or she must comply with the promotion requirements of the previous level, as stipulated in Section 4.3.4 and 4.3.5 above and as guided by the Department National Examinations and Assessment (NEA) progression policy. Progression requirements for other programmes and qualifications must be obtained either from the qualification policy or must be determined by WESTCOL and approved as such by the WESTCOL Academic Board.
- 10.2 A Report 191 student who does not meet the requirements above, must first complete the lower level before being admitted to the next level of study;
- 10.3 If a student has failed a level of study once, he/she may be allowed to enroll again but WESTCOL will provide compulsory academic support programmes to assist the student to succeed. The student must also sign a letter of commitment to attend the academic support programmes.
- 10.4 Students from other colleges that wants to move to WESTCOL must provide a transfer letter and testimony of the student’s behavior, reasons, incidents and financial obligations of the previous College to WESTCOL, upon registration.

10.5 A returning student needs to fill a re-admission form. This form needs to be completed before the end of the term that the student is registered for.

11. ACADEMIC EXCLUSION AND DEREGISTRATION

11.1 A student can be denied admission/re-admission where there is evidence of poor academic performance and/or poor attendance records. If a student has failed the same course and/or level twice or more in his/her field of study, compulsory academic support interventions may be applied.

11.2 A prospective student is denied registration if he/she has been expelled from another college/institution as part of a disciplinary sanction or examination sanction from the Department.

11.3 A student is deregistered due to death, disciplinary and examination sanctions or not meeting WESTCOL Attendance Policy requirements, or the student deregisters himself or herself.

11.4 For transferring students, the previous college should provide a detailed student testimonial letter that includes disciplinary incident or reasons for cancellation or deregistration and the remaining financial obligation.

11.5 Students must provide valid reasons for cancellation or deregistration and WESTCOL Debt Management policy will stipulate the percentage of programme cost that the student remains liable for on cancellation or deregistration. Request for cancellation of a course/subject would only be accepted within seven (7) days from date of submitting the registration form. Any cancellation beyond the seven (7) days renders students fully liable for the full course/subject fees.

11.6 A student who has been found guilty of misconduct in terms of WESTCOL's code of conduct may be excluded from re-admission.

12. ADMISSION OF STUDENTS WITH PRIOR CONVICTIONS/CRIMINAL REPORT

12.1 WESTCOL may screen students to assess the risks in the admitting applicants who may pose a danger to themselves, students and staff.

- 12.2 All applicants must declare any relevant criminal convictions/records. WESTCOL will only use the information of prior convictions and criminal records to assist the student with rehabilitation and reintegration into society.
- 12.3 Police verification may be undertaken in respect of application to programmes or courses where criminal offences can hinder employment opportunities and safety of students and staff at WESTCOL.
- 12.4 Colleges may seek legal advice when admitting students with pending convictions.

13. ADMISSION OF NON-SOUTH AFRICAN CITIZENS

- 13.1 Persons classified as aliens must, apply for admission, show evidence that they have applied with the requirements of the Department of Home Affairs to legalise their stay in the country in terms of the Aliens Control Act, 1991 (Act No.96 of 1995).
- 13.2 A student who entered the country as a refugee or immigrant must provide proof of their academic record approved by the South African Qualification Authority (SAQA) if it is a foreign qualification.
- 13.3 The student must pass the placement test and receive an acceptance letter from WESTCOL which will stipulate which programme the student can register and the duration thereof.
- 13.4 The student must then present a study visa and proof of funding when applying for admission to WESTCOL which stipulates the amount funded for the duration of study. The amount is 100% of the programme costs and not the 20% paid by South African students.
- 13.5 The student is considered conditionally registered in the event where the student is unable to produce the study visa during registration in the NC (V) and Report 191 programmes.
- 13.6 If a student does not produce required documents, their registration will be terminated. The study visa should be valid for the required duration of study in a chosen programme.

14. STUDENTS WITH DISABILITIES

Taking into account the available resources, WESTCOL would admit students with disabilities and provide the necessary support as far as practically possible to make teaching and learning accessible to the students. Students with disabilities who have completed Grade 9-12 in a special school have to be assessed by WESTCOL to determine if they meet the academic requirements for admission into a college programme/qualification. WESTCOL would incorporate the provisions and process in this regard of the WESTCOL policy on students with disability. Such students are encouraged to apply for concession for examinations during enrollment in the line with the provisions that exist for such candidates.

15. APPEAL PROCEDURES

Any student or parent/guardian of the student who has been refused admission to WESTCOL may appeal against the decision through the Campus Selection Committee which would make recommendations to the Campus Academic Board.

16. REGISTRATION PERIODS FOR NC(V) AND REPORT 191

Following the application and registration periods as indicated in Section 43.8 above, WESTCOL will continue to register students begin in the first week of reopening in a new academic cycle/year and close in the second week of the academic cycle. This period makes provision only if WESTCOL enrolments targets are not fully enrolled and to provide for the late registration in a special case. The start of the classes must ensure maximum utilization of teaching and learning time.

17. STUDENT REGISTRATION REGISTER

The Principal and Deputy Principal responsible for registration will keep a register of student admission in the registration system of WESTCOL which must be valid, reliable and accessible at all times.

- 17.1 WESTCOL Council will determine and document how the registration records of the College will be kept. The format of the data capture tool will include information relating to biographic and demographic information of the student such as surname and full names, date of birth, age, identity number/passport number, disability, qualification details, name of student's next of kin, their addresses and contact details for the time of study. WESTCOL will ensure authenticity of registration documents and use code of conduct or legal processes in the event of receiving fraudulent documents.
- 17.2 Entries in the registration system will be verified against each student's information such as an identity document or passport of which copy must be placed on record either in hard or soft copy. WESTCOL will have processes and procedures in place to ensure data accuracy and validity of entries.
- 17.3 The registration data of all students will be used solely for the intended purpose such as registration for examination with DHET, reporting enrolments to DHET as per TVETMIS stipulations or any other requirements and for internship/employment purposes with potential employers in line with the Protection of Personal Information Act (POPI Act 4 of 2013 as amended)

18. MONITORING AND EVALUATION

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

- 18.1 Registration monitoring tool;
- 18.2 Annual surveys;
- 18.3 Annual reports;
- 18.4 Quarterly enrolment monitoring tools;
- 18.5 Teaching and Learning plan;
- 18.6 SSS Plan monitoring tool;
- 18.7 Functionality Assessment Tools;

18.8 Annual monitoring tool;

18.9 Technical and Vocational Education and Training Information Management System (TVETMIS); and

18.10 Any other instruments as may be required from time to time.

19. MONITORING, EVALUATION AND REVIEW OF POLICY

The Academic Services Division (Deputy Principal: Academic) is responsible for the regular review of this policy document. This policy will be reviewed annually and any inputs or amendments regarding this policy must be directed to the Academic Services Division (Deputy Principal: Academic).

VERSION CONTROL SHEET

Version	Date of Revision	Author	Description of Changes
2020_ACA_ADMISSION_V1	01/10/2019	Academic Division	Original Creation of Version
2020_ACA_ADMISSION_V1	28/11/2019	College Council	Final Approval of Policy
2020_ACA_ADMISSION_V1	31/07/2021	Academic Board	Review of Policy
2020_ACA_ADMISSION_V1	31/07/2021	EXCO	Review completed by all stakeholders
2020_ACA_ADMISSION_V1	23/09/2021	College Council	Final Approval of Policy



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REPUBLIC OF SOUTH AFRICA



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Technical and Vocational Education and Training College

**ADDITIONAL ADMISSION REQUIREMENTS TO WESTERN TECHNICAL AND
VOCATIONAL EDUCATION AND TRAINING COLLEGE (WESTCOL)
PROGRAMMES**

INTRODUCTION

The *Additional Admission Requirements to Western Technical and Vocational Education and Training College Programmes*, contains a framework to administer admission to Western Technical and Vocational Education and Training, herein after referred to as WESTCOL, programmes. Different methods and examples of the application point score (APS) are explained and may be used to calculate and administer admission to the WESTCOL entry programmes as indicated in Policy for Administration and Management of Students Admission at WESTCOL.

This guideline document must be read in conjunction with the:

- Policy Framework for the Administration and Management of Students Admission in Training and Vocational Education and Training (TVET) Colleges, Gazette No 42496 of 16 September 2019, and the
- Norms and standards for Instructional Programmes and the Examination and Certification thereof in Technical College Education, Report 190 (2000/03); and the
- Policy document, Formal Technical College Instructional Programmes in the RSA, Report 191 (2001/08) Part 1 and Part 2

Norms and Standards for Programmes and the Examination and Certification thereof in TVET college education Report 190 (2000/03) contains broad, general provisions in respect of TVET College Education pertaining to Norms and standards for Programmes, Examination and Certification.

More particulars of the value of the various programmes offered by the TVET Colleges are given in the policy documents, Formal Technical College Instructional Programmes in the RSA, Report 191 (2001/08). Part 1 and 2 and contain the programme requirements for current (TVET) College Education in South Africa. The report serves as a register which lists all programmes, approved by the Minister of Education in accordance with the National Education Policy Act 1996. (Act No.27 of 1996).

ADMISSION REQUIREMENTS PER PROGRAMME:

PROGRAMME CODE	ENGINEERING STUDIES	ADMISSION REQUIREMENTS	PAGE
50211003	National Certificate: N2 Engineering Studies		22
50311003	National Certificate: N3 Engineering Studies	N2 Certificate	
50408078	National Certificate: N4 Engineering Studies		23
50508079	National Certificate: N5 Engineering Studies	N4 Certificate	
50608080	National Certificate: N6 Engineering Studies	N5 Certificate	

PROGRAMME CODE	N4 BUSINESS STUDIES	PAGE
50404009	National Introductory Certificate: N4 Business Studies	24
50404013	National Certificate: N4 Business Management	25
50404016	National Certificate: N4 Financial Management	26
50410008	National Certificate: N4 Hospitality and Catering Services	27
50404015	National Certificate: N4 Human Resource Management	28
50404021	National Certificate: N4 Legal Secretary	29
50404018	National Certificate: N4 Management Assistant	30
50404014	National Certificate: N4 Marketing Management	31
50404017	National Certificate: N4 Public Management	32
50404020	National Certificate: N4 Public Relations	33
50422001	National Certificate: N4 Tourism	34

N5 AND N6 BUSINESS STUDIES	ADMISSION REQUIREMENTS
N5 Programmes	N4 Certificate
N6 Programmes	N5 Certificate

PROGRAMME CODE	NATIONAL CERTIFICATE (VOCATIONAL) NC(V)	PAGE
502120401	Electrical Infrastructure Construction	35
502060101	Engineering and Related Design	35
502030301	Finance, Economics and Accounting	36
502010101	Primary Agriculture	36
502111111	Hospitality	37
502030401	Marketing	37
502030601	Office Administration	37
502111101	Tourism	37

NC(V) L3 AND L4	ADMISSION REQUIREMENTS
L3 Programmes	L2 Certificate
L4 Programmes	L3 Certificate

PROGRAMME CODE	OCCUPATIONAL PROGRAMME	PAGE
514101	Hairdressing - 1st year	38

ENGINEERING STUDIES PROGRAMMES

50211003 NATIONAL CERTIFICATE: N2 ENGINEERING STUDIES

1. ADMISSION REQUIREMENTS

- 1.1 Grade 12 statements with pass in Mathematics, English FAL and Physical Science.
- 1.2 An originally stamped letter from an employer for employed/indentured students without Grade 12 Mathematics and Physical Science
- 1.3 APS score of 20, using the best six NSC/ NC (V) L4 subjects inclusive of Mathematics/Technical Mathematics and English.

CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using method that applies to the qualification they are applying for:

METHOD: THE BEST OF SIX SUBJECTS

The APS is calculated using the percentage score for the 6 highest scoring subjects including those required subjects such as Mathematics/Mathematical Literacy/ Technical Mathematics and English, adding up all the raw scores and dividing by ten.

Example

SUBJECT	PERCENTAGE	CALCULATION
English	40%	$40 \div 10 = 4$
Mathematics/Technical Mathematics	30%	$30 \div 10 = 3$
Subject 3	40%	$40 \div 10 = 4$
Subject 4	33%	$33 \div 10 = 3.3$
Subject 5	50%	$50 \div 10 = 5$
Subject 6	25%	$25 \div 10 = 2.5$
APS score		$218 \div 10 = 21.8 = 22$

50408078 NATIONAL CERTIFICATE: N4 ENGINEERING STUDIES

1. ADMISSION REQUIREMENTS

- 1.1 Any of the following NC (V) L4 Certificates:
- Civil Engineering and Building Construction
 - Drawing Office Practice
 - Electrical Infrastructure Construction
 - Engineering and Related Design
 - Information Technology and Computer Science
 - Mechatronics
 - Process Instrumentation
 - Process Plant Operations: or an
- 1.2 National Certificate: N3 Engineering Studies; or an
- 1.3 Equivalent occupational qualification; or an
- 1.4 APS score of 24, using double the Mathematical/Technical Mathematics plus one relevant Technology Subject (Civil, Electrical, Mechanical) or Physical Science, plus English and the two (2) next best subjects of NSC.

CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using method that applies to the qualification they are applying for:

METHOD: DOUBLE MATHEMATICS/ TECHNICAL MATHEMATICS PLUS ONE RELEVANT TECHNOLOGY SUBJECT OR PHYSICAL SCIENCE/ TECHNICAL SCIENCE, PLUS ENGLISH AND THE TWO NEXT BEST SUBJECTS FOR NSC

The APS is calculated using the percentage score for the 6 highest scoring subjects including those required subjects such as Mathematics/Technical Mathematics and English, adding up all the raw scores and dividing by ten.

Example

SUBJECT	PERCENTAGE	CALCULATION
English	57%	$57 \div 10 = 5.7$
Mathematics/Technical Mathematics	$35\% \times 2$	$70 \div 10 = 7.0$
Relevant Technology Subject (Civil, Electrical, Mechanical) or Physical Science/ Technical Science	62%	$62 \div 10 = 6.2$
Subject	40%	$40 \div 10 = 4.0$
Subject	48%	$48 \div 10 = 4.8$
APS score		$277 \div 10 = 27.7 = 27.7$

BUSINESS STUDIES PROGRAMMES:

**NATIONAL INTRODUCTORY CERTIFICATE:
(FOR FOOD SERVICES, MANAGEMENT ASSISTANT, PUBLIC RELATIONS AND
LEGAL SECRETARY PROGRAMMES ONLY)**

1. ADMISSION REQUIREMENTS

- 1.1 Aps score of 22, using the best of six relevant NSC/NC(V) L4 subjects (inclusive of English); or an
- 1.2 Equivalent NQF level 4 occupational qualification

CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using method that applies to the qualification they are applying for:

METHOD: THE BEST OF SIX SUBJECTS – INCLUSIVE OF A PASS MARK OF 40% IN ENGLISH

The APS is calculated using the percentage score for the six highest scoring subjects inclusive of a pass mark of 40% in English, adding up all the raw scores and dividing by ten.

Example

SUBJECT	PERCENTAGE	CALCULATION
English	40%	$40 \div 10 = 4.0$
Subject 2	35%	$35 \div 10 = 3.5$
Subject 3	40%	$40 \div 10 = 4$
Subject 4	33%	$33 \div 10 = 3.3$
Subject 5	35%	$35 \div 10 = 3.5$
Subject 6	40%	$40 \div 10 = 4.0$
APS score		$223 \div 10 = 22.3 = 22$

50404013 NATIONAL CERTIFICATE: N4 BUSINESS MANAGEMENT

1. ADMISSION REQUIREMENTS

- 1.1 Any of the following NC(V) L4 Certificates:
 - Management
 - Office Administration
 - Information Technology
 - Finance, Economics and Accounting
 - Transport and Logistics; or a
- 1.2 A National Introductory Certificate: N4 Business Studies; or an
- 1.3 Equivalent occupational qualification; or an
- 1.4 APS score of 24, using double the English and Accounting/Mathematics/Mathematical Literacy/Economics/Business Studies subjects plus the two (2) next best subjects of NSC.
- 1.5 Students who did not study and/or pass Grade 12 Accounting/NC(V) Applied Accounting will be enrolled for Introductory Accounting N4

CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using method that applies to the qualification they are applying for:

METHOD: DOUBLE ENGLISH AND ACCOUNTING/ MATHEMATICS/ MATHEMATICAL LITERACY/ ECONOMICS/BUSINESS STUDIES, PLUS THE TWO NEXT BEST SUBJECTS IN NSC

The APS is calculated using the percentage score for English and Accounting/Mathematical / Mathematical Literacy/ Economics/ Business studies, and then adding the two next best subjects (excluding Life orientation), then dividing by 10.

Example

SUBJECT	PERCENTAGE	CALCULATION
English	40% x 2	80 ÷ 10 = 8.0
Accounting/Mathematics/Mathematical Literacy/ Economics/Business Studies	41% x 2	82 ÷ 10 = 8.2
Subject	50%	50 ÷ 10 = 5.0
Subject	48%	48 ÷ 10 = 4.8
APS score		260 ÷ 10 = 26

5040416 NATIONAL CERTIFICATE: N4 FINANCIAL MANAGEMENT

1. ADMISSION REQUIREMENTS

- 1.1 Any of the following NC(V) L4 Certificates:
 - Finance, Economics and Accounting
 - Office Administration with Applied Accounting L4
 - Any other NC(V) Level 4 certificate with Applied Accounting L4 as a subject
- 1.2 A National Introductory Certificate: N4 Business Studies with Introductory Accounting; or an
- 1.3 Equivalent occupational qualification; or an
- 1.4 APS score of 24, using double the English and then Accounting/ Mathematics/ Business Studies/Economics subjects, and the three (3) next best subjects of NSC.

CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using method that applies to the qualification they are applying for:

METHOD: DOUBLE ENGLISH AND ACCOUNTING/ MATHEMATICS/ MATHEMATICAL LITERACY/ ECONOMICS/BUSINESS STUDIES PLUS THE THREE NEXT BEST SUBJECTS IN NSC

The APS is calculated using the percentage score for English and Accounting/ Mathematical/Economics/Business studies, and then adding the three next subjects then dividing by 10.

Example

SUBJECT	PERCENTAGE	CALCULATION
English	$57\% \times 2$	$114 \div 10 = 11.4$
Accounting/Mathematical/Economics/ Business Studies	55%	$55 \div 10 = 5.5$
Subject	54%	$54 \div 10 = 5.4$
Subject	48%	$48 \div 10 = 4.8$
Subject	65%	$65 \div 10 = 6.5$
APS score		$336 \div 10 = 33.6 = 34$

50410008 NATIONAL CERTIFICATE: N4 HOSPITALITY AND CATERING SERVICES

1. ADMISSION REQUIREMENTS

- 1.1 A Hospitality NC(V) L4 Certificate; or an
- 1.2 National Introductory Certificate: N4 Food Services; or an
- 1.3 Equivalent occupational qualification; or a
- 1.4 APS score of 24, using double the English and four (4) next best subjects of NSC.

CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using method that applies to the qualification they are applying for:

METHOD: DOUBLE ENGLISH PLUS THE FOUR BEST SUBJECTS IN NSC

The APS is calculated using the percentage score for English and Accounting/Mathematical/Mathematical Literacy/Economics/Business studies, and then adding the two next best subjects (excluding Life orientation), then dividing by 10.

Example

SUBJECT	PERCENTAGE	CALCULATION
English	57% x 2	114 ÷ 10 = 11.4
Subject	55%	55 ÷ 10 = 5.5
Subject	35%	35 ÷ 10 = 3.5
Subject	48%	48 ÷ 10 = 4.8
Subject	40	40 ÷ 10 = 4.0
APS score		260 ÷ 10 = 26

50410008 NATIONAL CERTIFICATE: N4 HUMAN RESOURCE MANAGEMENT

1. ADMISSION REQUIREMENTS

1.1 Any of the following NC(V) L4 Certificates:

- Education and Development
- Finance, Economics and Accounting
- Information Technology
- Management
- Marketing
- Office Administration
- Transport and Logistics; or a

1.2 A National Introductory Certificate: N4 Business Studies; or an

1.3 Equivalent NQF level 4 occupational qualification; or an

1.4 APS score of 24, using double the English and the four (4) next best subjects of NSC.

CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using method that applies to the qualification they are applying for:

METHOD: DOUBLE ENGLISH PLUS THE FOUR BEST SUBJECTS IN NSC

The APS is calculated doubling the percentage score for English and, then adding the four next best subjects, then dividing by 10.

Example

SUBJECT	PERCENTAGE	CALCULATION
English	57% x 2	114 ÷ 10 = 11.4
Subject	55%*	55 ÷ 10 = 5.5
Subject	54%	54 ÷ 10 = 5.4
Subject	48%	48 ÷ 10 = 4.8
Subject	65%	65 ÷ 10 = 6.5
APS score		336 ÷ 10 = 33.6 = 34

50404021 NATIONAL CERTIFICATE: N4 LEGAL SECRETARY

1. ADMISSION REQUIREMENTS

- 1.1 A Office Administration L4 certificate
- 1.2 Grade 12 with computer subjects
- 1.3 A National Introductory Certificate: N4 Business Studies; or an
- 1.4 Typing skills Certificate
- 1.5 Equivalent NQF Level 4 occupational qualification; or an
- 1.6 APS score of 24, using double the English and then the four (4) next best subjects of NSC.

CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using method that applies to the qualification they are applying for:

METHOD: DOUBLE ENGLISH PLUS COMPUTER APPLICATION TECHNOLOGY, PLUS THE NEXT THREE BEST SUBJECTS IN NSC

The APS is calculated using the percentage score for English plus Computer Application Technology/Typing/Information Technology, and then adding the three next best subjects, then dividing by ten.

Example

SUBJECT	PERCENTAGE	CALCULATION
English	57% x 2	114 ÷ 10 = 11.4
Computer Application Technology/ Typing/Information Technology	55%	55 ÷ 10 = 5.5
Subject	54%	54 ÷ 10 = 5.4
Subject	48%	48 ÷ 10 = 4.8
Subject	65	65 ÷ 10 = 6.5
APS score		336 ÷ 10 = 33.6 = 34

50404018 NATIONAL CERTIFICATE: N4 MANAGEMENT ASSISTANT

1. ADMISSION REQUIREMENTS

- 1.1 Any of the following NC(V) L4 Certificates:
 - Office Administration
- 1.2 Grade 12 with computer subjects
- 1.3 A National Introductory Certificate: N4 Business Studies; or an
- 1.4 Typing skills Certificate
- 1.5 Equivalent NQF Level 4 occupational qualification; or an
- 1.6 APS score of 24, using double the English and then the four (4) next best subjects of NSC.

CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using method that applies to the qualification they are applying for:

METHOD: DOUBLE ENGLISH AND THE FOUR NEXT BEST SUBJECTS IN NSC

The APS is calculated using the percentage score for English plus Computer Application Technology, and then adding the three next best subjects, then dividing by ten.

Example

SUBJECT	PERCENTAGE	CALCULATION
English	$57\% \times 2$	$114 \div 10 = 11.4$
Subject	45%	$45 \div 10 = 4.5$
Subject	40%	$40 \div 10 = 4.0$
Subject	48%	$48 \div 10 = 4.8$
Subject	38	$38 \div 10 = 3.8$
APS score		$28.5 \div 10 = 28.5 = 29$

50404014 NATIONAL CERTIFICATE: N4 MARKETING MANAGEMENT

1. ADMISSION REQUIREMENTS

1.1 Any of the following NC(V) L4 Certificates:

- Education and Development
- Finance, Economics and Accounting
- Information Technology
- Management
- Marketing
- Office Administration

1.2A National Introductory Certificate: N4 Business Studies; or an

1.3 Equivalent NQF Level 4 occupational qualification; or an

1.4 APS score of 24, using double the English and then the four (4) next best subjects of NSC.

CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using method that applies to the qualification they are applying for:

METHOD: DOUBLE ENGLISH AND THE FOUR NEXT BEST SUBJECTS IN NSC

The APS is calculated using the percentage score for English plus Computer Application Technology, and then adding the three next best subjects, then dividing by ten.

Example

SUBJECT	PERCENTAGE	CALCULATION
English	57% x 2	114 ÷ 10 = 11.4
Subject	45%	45 ÷ 10 = 4.5
Subject	40%	40 ÷ 10 = 4.0
Subject	48%	48 ÷ 10 = 4.8
Subject	38	38 ÷ 10 = 3.8
APS score		285 ÷ 10 = 28.5 = 29

50404017 NATIONAL CERTIFICATE: N4 PUBLIC MANAGEMENT

1. ADMISSION REQUIREMENTS

- 1.1 Any of the following NC(V) L4 Certificates
 - Education and Development
 - Finance, Economics and Accounting;
 - Information Technology
 - Management
 - Marketing
 - Office Administration
 - Transport and Logistics
 - Tourism; or a
- 1.2 A National Introductory Certificate: N4 Business Studies; or an
- 1.3 Equivalent NQF Level 4 occupational qualification; or an
- 1.4 APS score of 24, using double the English and Computer Application Technology/History and then the four (4) next best subjects of NSC.

CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using method that applies to the qualification they are applying for:

METHOD: DOUBLE ENGLISH AND COMPUTER APPLICATION TECHNOLOGY, PLUS THE THREE NEXT BEST SUBJECTS IN NSC

The APS is calculated using the percentage score for English plus Computer Application Technology/History, and then adding the three next best subjects, then dividing by ten.

Example

SUBJECT	PERCENTAGE	CALCULATION
English	57% x 2	114 ÷ 10 = 11.4
Computer Application Technology/History	55% x 2	110 ÷ 10 = 11.0
Subject	54%	54 ÷ 10 = 5.4
Subject	48%	48 ÷ 10 = 4.8
Subject	65%	65 ÷ 10 = 6.5
APS score		391 ÷ 10 = 39.1 = 39

50404020 NATIONAL CERTIFICATE: N4 PUBLIC RELATIONS

1. ADMISSION REQUIREMENTS

- 1.1 A Office Administration L4 certificate
- 1.2 Grade 12 with computer subjects
- 1.3 A National Introductory Certificate: N4 Business Studies; or an
- 1.4 Typing skills Certificate
- 1.5 Equivalent NQF Level 4 occupational qualification; or an
- 1.6 APS score of 24, using double the English and then the four (4) next best subjects of NSC.

CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using method that applies to the qualification they are applying for:

METHOD: DOUBLE ENGLISH AND COMPUTER APPLICATION TECHNOLOGY, PLUS THE THREE NEXT BEST SUBJECTS IN NSC

The APS is calculated using the percentage score for English plus Computer Application Technology/Typing/Computer subject, and then adding the three next best subjects, then dividing by ten.

Example

SUBJECT	PERCENTAGE	CALCULATION
English	57% x 2	114 ÷ 10 = 11.4
Computer Application Technology/ Typing/Computer Subject	40%	40 ÷ 10 = 4.0
Subject	54%	54 ÷ 10 = 5.4
Subject	48%	48 ÷ 10 = 4.8
Subject	35	35 ÷ 10 = 3.5
APS score		331 ÷ 10 = 33.1 = 33

1. ADMISSION REQUIREMENTS

- 1.1 A Grade 12 or Tourism NC(V) L4 Certificate; or an
- 1.2 Equivalent NQF Level 4 occupational qualification; or an
- 1.3 All N4 should have placement test
- 1.4 APS score of 24, using double the English and Tourism/Geography and then the four (4) next best subjects of NSC.

CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using method that applies to the qualification they are applying for:

METHOD: DOUBLE ENGLISH AND TOURISM/GEOGRAPHY PLUS THE THREE NEXT BEST SUBJECTS IN NSC

The APS is calculated using the percentage score for English and Tourism/Geography, and then adding the three next best subjects, then dividing by ten.

Example

SUBJECT	PERCENTAGE	CALCULATION
English	40% x 2	80 ÷ 10 = 8.0
Tourism/Geography	55% x 2	110 ÷ 10 = 11.0
Subject	54%	54 ÷ 10 = 5.4
Subject	40%	40 ÷ 10 = 4.0
Subject	35%	35 ÷ 10 = 3.5
APS score		320 ÷ 10 = 32

NATIONAL CERTIFICATE (VOCATIONAL) PROGRAMMES

5021200401 NC(V) L2: ELECTRICAL INFRASTRUCTURE CONSTRUCTION
5020604101 NC(V) L2: ENGINEERING AND RELATED DESIGN

1. ADMISSION REQUIREMENTS

- 1.1 A Pre-Vocational Learning Programme (PLP) certificate with a 50% pass in English and Life Orientation; and a 60% pass in Mathematic and Foundational Science; or a
- 1.2 Grade 9 statement with a 50% pass in Mathematics/Mathematical Literacy and English FAL; or a
- 1.3 AET L4 (GETC) with a 50% pass in Mathematics/Mathematical Literacy and English FAL; or a
- 1.4 Equivalent occupational qualification; or an
- 1.5 APS score of 24, using the best of six Grade 9 subjects, inclusive of Mathematics/Mathematical Literacy/Technical Mathematics and English; or a
- 1.6 APS score of 22, using the best of six Grade 10 subjects, inclusive of Mathematics/Mathematical Literacy/Technical Mathematics and English; or a
- 1.7 APS score of 20, using the best of six Grade 11 subjects, inclusive of Mathematics/Mathematical Literacy/Technical Mathematics and English; or a
- 1.8 APS score of 18, using the best of six Grade 12 subjects, inclusive of Mathematics/Mathematical Literacy/Technical Mathematics and English

CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using method that applies to the qualification they are applying for:

METHOD: THE BEST OF SIX SUBJECTS

The APS is calculated using the percentage score for the 6 highest scoring subjects **including those required subjects** such as Mathematics/Technical Mathematics and English, adding up all the raw scores and dividing by ten.

Example

SUBJECT	PERCENTAGE	CALCULATION
English	40%	$40 \div 10 = 4$
Mathematics/Mathematical Literacy /Technical Mathematics	30%	$30 \div 10 = 3$
Subject 3	40%	$40 \div 10 = 4$
Subject 4	33%	$33 \div 10 = 3.3$
Subject 5	50%	$50 \div 10 = 5$
Subject 6	25%	$25 \div 10 = 2.5$
APS score		$218 \div 10 = 21.8 = 22$

502030301 NC(V) L2: FINANCE, ECONOMICS AND ACCOUNTING
502030601 NC(V) L2: PRIMARY AGRICULTURE

1. ADMISSION REQUIREMENTS

- 1.1 A Pre-Vocational Learning Programme (PLP) certificate with a 50% pass in English, Life Orientation and a 60% pass in Mathematics/Mathematical Literacy and Foundational Science; or a
- 1.2 Grade 9 statement with a 50% pass in Mathematics/Mathematical Literacy and English FAL; or a
- 1.3 AET L4 (GETC) with a 50% pass in Mathematics/Mathematical Literacy and English FAL; or a
- 1.4 Equivalent occupational qualification; or an
- 1.5 APS score of 24, using the best of six Grade 9 subjects, inclusive of Mathematics/Mathematical Literacy/Technical Mathematics and English; or a
- 1.6 APS score of 22, using the best of six Grade 10 subjects, inclusive of Mathematics/Mathematical Literacy/Technical Mathematics and English; or a
- 1.7 APS score of 20, using the best of six Grade 11 subjects, inclusive of Mathematics/Mathematical Literacy/Technical Mathematics and English; or a
- 1.8 APS score of 18, using the best of six Grade 12 subjects, inclusive of Mathematics/Mathematical Literacy/Technical Mathematics and English

CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using method that applies to the qualification they are applying for:

METHOD: THE BEST OF SIX SUBJECTS

The APS is calculated using the percentage score for the six (6) highest scoring subjects **including those required subjects** such as Mathematics/Technical Mathematics and English, adding up all the raw scores and dividing by ten.

Example

SUBJECT	PERCENTAGE	CALCULATION
English	40%	$40 \div 10 = 4$
Mathematics/Mathematical Literacy/Technical Mathematics	30%	$30 \div 10 = 3$
Subject 3	40%	$40 \div 10 = 4$
Subject 4	33%	$33 \div 10 = 3.3$
Subject 5	50%	$50 \div 10 = 5$
Subject 6	25%	$25 \div 10 = 2.5$
APS score		$218 \div 10 = 21.8 = 22$

502111111 NC(V) L2: HOSPITALITY
502030401 NC(V) L2: MARKETING
502030601 NC(V) L2: OFFICE ADMINISTRATION
502111101 NC(V) L2: TOURISM

1. ADMISSION REQUIREMENTS

- 1.1 A Pre-Vocational Learning Programme (PLP) certificate with a 50% pass in English, Life Orientation and a 60% pass in Mathematics/Mathematical Literacy and Foundational Science; or a
- 1.2 Grade 9 statement with a 50% pass in English FAL; or a
- 1.3 AET L4 (GETC) with a 50% pass in English FAL; or a
- 1.4 Equivalent occupational qualification; or an
- 1.5 APS score of 24, using the best of five Grade 9 subjects, plus English; or a
- 1.6 APS score of 22, using the best of five Grade 10 subjects, inclusive of English; or a
- 1.7 APS score of 20, using the best of five Grade 11 subjects, inclusive of English; or a
- 1.8 APS score of 18, using the best of five NSC/NC(V) subjects, inclusive of English

CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using method that applies to the qualification they are applying for:

METHOD: THE BEST OF SIX SUBJECTS

The APS is calculated using the percentage score for the five (5) highest scoring subjects plus English, adding up all the raw scores and dividing by ten.

Example

SUBJECT	PERCENTAGE	CALCULATION
English	40%	$40 \div 10 = 4$
Subject 2	35%	$35 \div 10 = 3.5$
Subject 3	40%	$40 \div 10 = 4$
Subject 4	46%	$46 \div 10 = 4.6$
Subject 5	50%	$50 \div 10 = 5$
Subject 6	55%	$55 \div 10 = 5.5$
APS score		$256 \div 10 = 25.6 = 26$

OCCUPATIONAL PROGRAMMES

514101: HAIRDRESSING OCCUPATION CERTIFICATE – 1ST YEAR

1. Personality profile of a prospective Haidressing candidate

- 1.1 Must have a flair for Hairdressing
- 1.2 Must be creative, dedicated, and talented
- 1.3 Must be pleasant and gracious
- 1.4 Should have good manners
- 1.5 Must be able to control their emotions
- 1.6 Should have a professional attitude
- 1.7 Must cultivate self-confidence
- 1.8 Must not be afraid of working long hours

2. ADMISSION REQUIREMENTS

- 2.1 Grade 9 passed or equivalent 16 years or older
- 2.2 Students will be required to complete a Pace assessment to determine the level of competence in literacy and numeracy to go through an individual interview process to assess the suitability prior to acceptance
- 2.3 Interview acceptance letter from Education Specialist or any relevant senior that approves acceptance
- 2.4 All applicants must be proficient in English prior to admission
- 2.5 Proof of online or written Pace assessment
- 2.6 Certified ID copy
- 2.7 Certified highest results
- 2.8 Proof of residential address
- 2.9 Letter of application for the programme