



## POLICY

### STUDENT RECRUITMENT, SELECTION, ADMISSION AND ENROLMENT POLICY

#### Introduction

The Foundation of Professional Development (FPD) advocates the principle of diversity in its student body. It believes that the student body should reflect diversity of race, gender, socio-economic background, urban and rural geographic origin, culture, ethnicity, disability, religion, sexual orientation and national origin.

#### Purpose

The purpose of this policy is to clarify course admission standards as it pertains to student recruitment, selection, admission, and enrolment of a student for various qualifications offered by FPD.

#### Scope

The policy is relevant to all FPD students and staff in Higher Education Qualifications.

#### Definitions and Terms

<b>Access</b>	An opportunity to pursue education and training, including relevant qualifications and part-qualifications, for all prospective learners.
<b>Admission procedures and criteria</b>	Specifies the minimum standards applicants must comply with to be approved for registration.
<b>Credit</b>	A measure of the volume of learning required for a qualification or part-qualification, quantified as the number of notional study hours required for achieving the learning outcomes specified for the qualification or part-qualification. One credit is equated to ten (10) notional hours of learning.
<b>Enrol</b>	The process whereby a person formally registers at an institution for a specific learning programme.
<b>Progression</b>	The means by which individuals are permitted to move through NQF levels by accumulating appropriate combinations of credits.
<b>Selection criteria</b>	The processes and criteria used to preferentially select for admission and registration from a pool of applicants who all meet the minimum criteria for admission. Selection occurs when there are too many qualifying applicants for the number of places available.

## Applicable Legislation

FPD has taken into consideration the following South African legislation in the development of this Policy:

- The Constitution of the Republic of South Africa Act (No. 108 of 1996).<sup>1</sup>
- South African Qualifications Authority Act (No. 58 of 1995).<sup>2</sup>
- Higher Education Act (No 101 of 1997).<sup>3</sup>
- National Education Policy Act (No. 27 of 1996).<sup>4</sup>
- Use of Official Languages Act (No. 12 of 2012).<sup>5</sup>
- Ministry of Education: National Plan for Higher Education in South Africa, 2001.<sup>6</sup>
- Department of Education and Training: Language Policy for Higher Education, 2017.<sup>7</sup>
- Ministry of Education: The Development of Indigenous African Languages as mediums of instruction in Higher Education, 2003.<sup>8</sup>
- Council on Higher Education: National Qualification Act: Higher Education Qualifications Sub-Framework (HEQS), 2014.<sup>9</sup>
- National Health Act (No. 6 of 2003).<sup>10</sup>
- Department of Education: Minimum Admission Requirements for Higher Certificate, Diploma and Degree Programmes requiring a National Certificate (Vocational) at Level 4 of the National Qualifications Framework, 2009.<sup>11</sup>

## Rules of Progression

A student's academic progression commences once all conditions of enrolment and the admissions criteria for the selected qualification have been met. Where a student applies for RPL/CAT, and with the approval of the Academic Committee and the Registrar, he/she can gain entry to the qualification.

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<sup>1</sup> Republic of South Africa. 1996. Constitution of the Republic of South Africa, Act 108 of 1996. Available at: <https://www.justice.gov.za/legislation/constitution/saconstitution-web-eng.pdf>

<sup>2</sup> Republic of South Africa. 1995. South African Qualifications Authority Act (No. 58 of 1995). Available at: [https://www.saqa.org.za/sites/default/files/2019-11/SOUTH%20AFRICAN%20QUALIFICATIONS%20AUTHORITY%20ACT%2C%20NO.58%20OF%201995\\_8.pdf](https://www.saqa.org.za/sites/default/files/2019-11/SOUTH%20AFRICAN%20QUALIFICATIONS%20AUTHORITY%20ACT%2C%20NO.58%20OF%201995_8.pdf)

<sup>3</sup> Republic of South Africa. 1997. Higher Education Act (No. 101 of 1997). Available at: [https://www.gov.za/sites/default/files/gcis\\_document/201409/a101-97.pdf](https://www.gov.za/sites/default/files/gcis_document/201409/a101-97.pdf)

<sup>4</sup> Republic of South Africa. 1996. National Education Policy Act (No. 27 of 1996). Available at: [https://www.gov.za/sites/default/files/gcis\\_document/201409/act27of1996.pdf](https://www.gov.za/sites/default/files/gcis_document/201409/act27of1996.pdf)

<sup>5</sup> Republic of South Africa. 2012. Use of Official Languages Act (No. 12 of 2012). Available at: <https://www.gov.za/documents/use-official-languages-act>

<sup>6</sup> Ministry of Education. 2001. National Plan for Higher Education in South Africa Available at: <https://www.dhet.gov.za/HED%20Policies/National%20Plan%20on%20Higher%20Education.pdf>

<sup>7</sup> Department of Higher Education and Training. 2017. Language Policy for Higher Education. Available at: <https://www.dhet.gov.za/Policy%20and%20Development%20Support/Government%20Notice%20Revised%20Language%20Policy%20for%20Higher%20Education.pdf>

<sup>8</sup> Ministry of Education. 2001. The Development of Indigenous African Languages as mediums of instruction in Higher Education. Available at: <https://www.dhet.gov.za/Reports%20Doc%20Library/Development%20of%20Indigenous%20African%20Languages%20as%20mediums%20of%20instruction%20in%20Higher%20Education.pdf>

<sup>9</sup> Council on Higher Education. 2014. National Qualifications Act (No. 67 of 2008): Higher Education Qualifications Sub-Framework. Available at: [https://www.gov.za/sites/default/files/gcis\\_document/201410/38116gon819.pdf](https://www.gov.za/sites/default/files/gcis_document/201410/38116gon819.pdf)

<sup>10</sup> Republic of South Africa. 2004. National Health Act (No. 61 of 2003). Available at: [https://www.gov.za/sites/default/files/gcis\\_document/201410/38116gon819.pdf](https://www.gov.za/sites/default/files/gcis_document/201410/38116gon819.pdf)

<sup>11</sup> Department of Education. 2009. Minimum Admission Requirements for Higher Certificates, Diplomas and Degree Programmes requiring a National Certificate (Vocational) at Level 4 of the National Qualifications Framework Available at: <https://archive.opengazettes.org.za/archive/ZA/2009/government-gazette-ZA-vol-533-no-32743-dated-2009-11-26.pdf>

In order to graduate, the student is required to complete all exit level outcomes successfully as prescribed in the curriculum and within the registration period of the qualification. This will include any extensions, re-submissions and/or academic deferrals granted during the period of study.

## **Qualification Admission Criteria**

### **Higher Certificate**

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 (English), or
- hold a National Certificate (Vocational) Level 4 issued by the Council for General and Further Education and Training in the language of learning and teaching of the higher education institution (English), and
- present subjects appropriate to the programme to be enrolled for.

### **Advanced Certificate**

To be registered for an Advanced Certificate programme, a potential student must hold a Higher Certificate in a similar (related) field of study.

### **Advanced Diploma**

To be registered for an Advanced Diploma programme a potential student must have one of the following qualifications:

For students who are school leavers prior to 2008, a potential student must:

- hold a senior or school leaving certificate with or without a matriculation exemption/endorsement, but with at least 5 subjects on Higher and/or Standard Grade; or
- qualify for a certificate of full or conditional exemption issued by the Matriculation Board of Higher Education South Africa (HESA)/Umalusi; or
- hold an equivalent qualification certified by SAQA or Umalusi to be equivalence to that of a Senior Certificate; and

For students who are school leavers in 2008 and later, a potential student must:

- hold a similar 3-year Diploma qualification with exit level 6 on the HEQF, or
- have an appropriate Bachelor's Degree.

### **Postgraduate Diploma**

The minimum admission requirement is an appropriate Bachelor's degree or an appropriate Advanced Diploma.

### **Master's Degree**

The minimum admission requirement is a relevant Bachelor Honours Degree or a relevant Postgraduate Diploma. A relevant Bachelor's Degree at level 8 may also be recognised as meeting the minimum entry requirement to a similar Master's Degree programme.

### **Masters of Public Health degree**

- A relevant Bachelor's degree at NQF level 8.
- A relevant Bachelor Honours degree at NQF Level 8.
- A relevant Postgraduate Diploma at NQF Level 8.

Working experience related to public health will be regarded as an important factor in the granting of admission to the programme. The Academic Executive of the FPD may allow a prospective student with appropriate experience, and academic foundation related to public health to be admitted to the programme through a Recognition of Prior Learning process.

### **Application**

- An applicant is made aware of FPD through the relevant marketing channels which can include but are not limited to:
  - The FPD website and other digital marketing channels.
  - Industry and student referrals.
  - Open days and career exhibitions.
  - Published media and press coverage.
  - Broadcast media including television and radio.
  - Any other marketing channel in accordance with the FPD's communication strategies and standards.
- All applicants who meet the admissions criteria and minimum standards may apply to complete a higher education qualification with FPD.
- Should an academic sponsor such as a parent or legal guardian or employer be responsible for payment for the student to complete the qualification, the appointed sponsor (client) will be required to sign a Memorandum of Understanding (MOU) with the FPD as well as a Service Level Agreement (SLA).
- The Marketing Department of the FPD will submit all required forms and specify all required documentation to the student, and once completed, will be compiled and processed by the relevant Student Administration and Engagement Administrator.
- A prospective student applying directly (with no appointed academic sponsor) can contact FPD through the appropriate channels as published in its marketing collateral and digital marketing channels inclusive of telephone, website and e-mail in order to obtain the relevant application forms and documentation.

### **Applicant**

The applicant will be required to submit the following documentation to the FPD Marketing Department:

- Completed application form.
- Certified copy of South African Identity Document (South African residents only).
- Certified copy of official passport (Foreign Students).
- Certified copy of Matriculation/Senior Certificate.
- Certified copy(ies) of post-matric qualifications, if applicable.
- Proof of payment of the application fee.
- SAQA and USAf verification as required for verification of recognition of foreign qualifications.
- Recognition of Prior Learning (RPL) form for access and/or Credit Allocation Transfer (CAT), if applicable.

## **Admissions Process**

### **The Role and Function of the Student Administration and Engagement**

The Student Administration and Engagement Unit of FPD will verify the applicant's documentation and fill out the relevant screening requirements inclusive of (but not limited to):

- Verification of the applicant's qualifications as far as practicable possible for the applicable programme applied to, in compliance with all institutional policies as well as those stipulated by the policies and regulations communicated by the Department of Higher Education and Training (DHET), Council on Higher Education (CHE) or that of the FPD Academic Committee.
- Update the FPD Student Administration system with the applicant's information.
- Upon completion of the pre-screening, the Coordinator must inform the Head of School, who sets up a Selection Committee meeting (applicants with incomplete documentation or application forms will not be considered during this meeting).
- A signed-off Qualification Framework must be tabled by the Registrar prior to the proposed screening meeting.
- A signed-off SLA in the case of academic sponsorship must be tabled at the Selection Committee meeting.

### **The Role and Function of the Registrar and Head of School**

At the Selection Committee meeting, the Registrar and Head of School will be required to:

- Verify each applicant's documentation as it relates to admission, CAT and/or RPL. All requests for CAT or RPL are restricted to the application process.
- Confirm full acceptance upon confirmation that the applicant complies with all stipulated entry requirements of the relevant qualification.

Subsequent to the Selection Committee meeting the following actions will be taken as applicable:

- An applicant's request for admission to be confirmed as well as confirmation of payment of the relevant fees as stipulated in the Prospectus.
- An applicant's request for CAT will be evaluated by a subject matter expert in the appropriate field of study.
- An applicant's request for RPL for access will be evaluated by an Selection Committee meeting in accordance with institutional policy and applicable legislation.
- An applicant's request for RPL related to a module(s) within the qualification based on prior learning and work experience will be considered.
- The outcomes and decision taken for each applicant is documented on the Student Administration system.
- The outcome is signed off by the Registrar.
- The Student Administration and Engagement Unit adjusts the relevant application details of the CAT and RPL candidates including relevant payments to be made.

### **Enrolment in first and subsequent years of study**

- The registration process concludes a student's enrolment with the FPD.
- The Student Administration and Engagement Unit will email the signed admission forms and payment contracts to the Finance Department for a quote.
- The student must make payment in accordance with the institutional contract and any terms and conditions that might apply.
- The Student Administration and Engagement Unit will communicate and manage the student's programme up to graduation.

- Payment according to the payment contract must be received prior to the commencement of first academic session or class of the subsequent module.
- An addendum to the SLA must accompany a request by students who are bound by any agreements with academic sponsors.
- The Student Administration and Engagement Unit will email students the relevant documents to sign. Signed documents are filed for safe keeping after student information has been captured on student administration system.

### **Academic Deferral/ Postponement**

#### **Postponement with an intention of recommencement of studies.**

The following procedures apply where a student wishes to postpone their studies:

- The Student Administration and Engagement Coordinator must notify the Registrar in writing of the student's request for postponement and attach a letter of motivation as well as a Course Withdrawal and Postponement Application Form as completed by the Student.
- The student will be allowed to recommence studies at a point where the subsequent unit reaches the last Unit or Module in the qualification that he/she has successfully completed.
- An administrative fee as stipulated in the Prospectus will be applicable and will be due and payable prior to course commencement.
- A student can only postpone and re-join studies on two occasions, in a 12 month/1-year period and with the written acceptance and/or permission of the Registrar, whereafter any subsequent postponements will be treated as withdrawal of a student.
- Any payments made in advance are held by FPD pending the re-admission of a student to the qualification.

#### **Deferral in the form of withdrawal from a qualification.**

The following will apply should a student suspend their studies at the applicable times during the qualification:

**Deferral Prior to Course Commencement:** FPD will enforce the instalment fee as stipulated on the signed and accepted application form and reserves the right to amend this amount in accordance with its financial policies from time to time.

- Fees will apply to students informing FPD of their intentions to defer studies at least fourteen (14) days prior to the commencement of the first academic session of the qualification.
- Penalties might be charged to students who do not advise FPD of their intention to defer studies within the stated fourteen days.

**Deferral After Commencement of the Qualification:** Should a student wish to withdraw from the qualification the following will apply:

- Students are required to complete the Course Deferral Application form that can be obtained from the Student Administration and Engagement Administrator.
- The Student Administration and Engagement Administrator must notify the Registrar in writing along with the accompanying documentation in due course.
- Students who have provided upfront payment for the academic year can apply for a *pro rata* credit of the fees paid.
- The Course Deferral Application must be received before the first Module has commenced or the student will be deemed as being enrolled and the full fee for the module will be due and payable.

- Withdrawal fees may apply and will be confirmed in writing by the Registrar and/or Student Administration and Engagement Coordinator.
- The *pro rata* credit will consist of the balance due to the student after deductions have been applied for (but not limited to):
  - Modules up to the point where the Student Administration and Engagement Administrator receives written notice of the students request for deferral.
  - The value of any learning material or reference materials supplied by the FPD in advance as determined by the Student Administration and Engagement Unit Administrator.

**Accountabilities**

The Academic Committee is responsible for review and approval of this policy on an annual basis. The policy is to be distributed to staff via induction and distributed to students and FPD's community via the website and other publications.