

<b>Policy Reference</b>	<b>PP Admission, selection</b>	Year	2010
<b>Type of policy</b>	Human Resources policy		
<b>Last update</b>	November 2009		
<b>This policy replaces</b>	PP Admission, registration 09		
<b>Name change from</b>	Not applicable		
<b>Name change to</b>	Not applicable		
<b>Linked Strategy/Plan</b>	Strategic Plan		
<b>Documentation linked to this policy</b>	Registration form		
<b>Database</b>	DB Students		
<b>Responsibility for policy implementation</b>	National Level: Managing Director Regional Level: Regional Manager		

## FOREWORD

This policy addresses the current admission criteria for level five certificates and diplomas as well as future admission criteria for level 5 higher certificate programmes and the new level 6 programmes. Once **eta** has phased in the new programmes and the re-accreditation process has been completed with the HEQC, this policy will be amended to cater for these changes.

## PURPOSE

The purpose of this document is to ensure that admission criteria are adhered to, in accordance with generally accepted guidelines for higher education. The policy also includes guidelines for selection.

## POLICY

**This policy defines the controls regarding the following:**

- 1. Admission for current programmes**
- 2. Applicants not meeting this recommended minimum criteria**
- 3. Allowing access to applicants who do not meet the admission criteria**
- 4. Admission criteria for 2009 for level 4 qualifications (learnerships only)**
- 5. Minimum admission criteria for new LEVEL 5 programmes from 2011**
- 6. Minimum admission requirements for Higher Certificate Level 5**
- 7. Progression to subsequent programmes**
- 8. Selection criteria**

## 1. Admission for current programmes

The **minimum recommended requirement** for admission for level 5 Certificates or Diplomas is the National Senior Certificate (NSC) as certified by Umalusi with an achievement rating of code of 3 (Moderate Achievement, 40-49%). The table below provides information on rating codes, ratings and marks. The **eta** minimum recommended pass is rating code 3

**TABLE 1: SCALE OF ACHIEVEMENT FOR THE NATIONAL CURRICULUM STATEMENT GRADES 10-12 (GENERAL)**

RATING CODE	RATING	MARKS %
7	A	Outstanding achievement
6	B	Meritorious achievement
5	C	Substantial achievement
4	D	Adequate achievement
<b>3</b>	<b>E</b>	<b>Moderate achievement</b>
2	F	Elementary achievement
1	-F	Not achieved

Reference Dept of Education; *the National Senior certificate, A qualification at level 4 on the National Qualifications Framework (NQF)*

For admission to **coaching science** and **fitness** courses, students who have completed Life Science subjects and or the following subjects are likely to cope with the exercise science element of the coaching science and the fitness courses:

- Biology or other science subjects
- Consumer Science (previously home economics) – this subject includes nutrition, and elements of biology
- Life Orientation - a minimum of 50% in their overall mark for this subject.
- English literacy is required
- Numeracy is required

## 2. Applicants not meeting this recommended minimum criteria

Should applicants not meet these minimum criteria, they may be referred to a relevant specialist for tests, at their own expense. These could include aptitude tests, literacy, reading skills, numeracy, reasoning skills and or studying skills. Each campus should have a referral database of qualified specialists or guidance counsellors who can deliver these tests.

It is recommended to have databases for referral of students for additional skills training such as English language or computer literacy (for example).

### **3. Allowing access to applicants who do not meet the admission criteria**

A campus manager may consider allowing access to a candidate who does not meet the admission criteria under the following circumstances: If an applicant has not achieved the recommended NSC results but shows a keen interest in sport and fitness and is eager to learn. In this event, a strong motivation letter must be written by the student (not a parent or guardian) so that the manager can evaluate their level of commitment to the course. This also allows for an evaluation of their literacy in English.

*The applicant must include the following:*

- A letter of reference from their school guidance counsellor, sport manager or head coach
- Recent school reports indicating subjects and teacher feedback

### **4. Admission criteria for 2009 for level 4 qualifications (learnerships only)**

To enter an **eta** Level 4 programme, candidates must have successfully passed their Grade 10 School Certificate.

### **5. Minimum admission criteria for new LEVEL 5 programmes from 2011**

In preparation for the new HEQF, we intend to gather data on our student intake (2009 and 2010). Student's NSC results are captured and compared to their **eta** results on completion of their course. We should be able to correlate success in terms of admission marks. With this data, we should be able to develop a specific system that provides guidelines and indicators for success.

Different admission criteria need to be set for admission to coaching science and exercise science programmes versus sport management programmes. For now, we will follow the Umalusi guidelines for entrance to the higher certificate level 5 and the advanced certificates and diplomas level 6.

### **6. Minimum admission requirements for Higher Certificate Level 5**

The minimum entry requirement is National Senior Certificate with appropriate subject combinations and levels of achievement needed for coaching science, exercise science (fitness) and or sport management. These subject combinations and levels of achievement are to be determined and will be published in the prospectus for 2011.

### **7. Progression to subsequent programmes**

Completion of the Higher Certificate meets the minimum entry requirements for admission to the level 6 advanced certificate. Accumulated credits from the Higher Certificate may also be presented for a level 6 diploma

### **8. Selection criteria**

The **eta** does not discriminate against any person based on race, ethnicity, gender or creed. With fee paying students, students are selected on the basis of the following:

- a Their ability to fulfil the admission criteria
- b Their ability to fulfil the registration criteria and
- c Their ability to fulfil the conditions of registration and fee payment

For **bursary applications**, students must be able to fulfil criteria (a) and (b) and meet the requirements of the bursary policy and procedure.

### **PROCEDURES**

1. The **eta** registration procedure must be followed (see registration policy and procedure)
2. NSC results must be submitted with the application
3. In the absence of NSC results, the most current school report is submitted