

Policy Reference	PP Admission, selection	Year	2012
Policy Reference	Version 7.1	Replaces	Version 7
Type of policy	Student Policy		
Last update	20 August 2011		
This policy replaces	PP Admission, selection 12 V7		
Name change from	Not applicable		
Name change to	Not applicable		
Linked Strategy/Plan	Strategic Plan		
Documentation linked to this policy	Registration form		
Database	DB Students		
Responsibility for policy implementation	National Level: Managing Director Regional Level: Regional Manager		

FOREWORD

This policy addresses the admission criteria for level five National Certificates and Diplomas as well as future admission criteria for level 6 Diplomas. **eta** follows the criteria established by the Higher Education Act, 1997(Act 101 of 1997) to guide the admission criteria and this policy.

PURPOSE

This policy provides rules and guidelines for admission and selection to **eta** courses. The admission and selection criteria have been developed 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 criteria for eta courses/learning programmes**
- 2. Selection to eta programmes**
- 3. Access for applicants who do not meet the admission criteria**
- 4. Admission criteria for level 4 qualifications (learnerships only)**
- 5. Progression to subsequent levels and/or courses**
- 6. eta statement on non-discrimination**

1. Admission criteria for eta courses/learning programmes

1.1 National Senior Certificate

Level 5

The **minimum recommended requirement** for admission to **eta** for level 5 Certificates or Diplomas is the National Senior Certificate (NSC), elementary achievement (30-39%), as certified by Umalusi with a minimum of 30% in English (the language of instruction at **eta**). Students will be selected on the basis of their subjects achieved, and in accordance with the guidelines in table 1 below.

Level 6

The **minimum recommended requirement** for admission to **eta** for level 6 Diploma is the National Senior Certificate (NSC) as certified by Umalusi with an achievement rating of code of 3 (moderate achievement, 40-49%).

Candidates must have four recognised NSC 20-credit subjects. Applicants with *any four of the 20 credit subjects below* can apply to **eta**. Recommend subjects are also indicated below in the left hand table; these subjects are recommended but not compulsory. The subjects are used as a guide for student *selection*. Thus applicants with the recommended subjects would be best selection.

Table 1

Subjects to guide selection for fitness and coaching courses	Subjects to guide selection for sport management	All eta courses
Life Sciences Physical Sciences Life Orientation	Accounting Business Studies Economics Information Technology	Consumer Studies Languages (English essential) Mathematical Literacy/ Mathematics
Subjects that can be considered	Agricultural Sciences Dramatic Arts Human and social studies (History, Geography, Religious studies) Engineering Graphics and Design, Engineering and technology subjects Hospitality studies, tourism Life Orientation	

Table 2 below provides information on rating codes, ratings and marks.

Table 2

SCALE OF ACHIEVEMENT FOR THE NATIONAL CURRICULUM STATEMENT GRADES 10-12 (GENERAL)			
RATING CODE		RATING	MARKS %
7	A	Outstanding achievement	80 – 100
6	B	Meritorious achievement	70 – 79
5	C	Substantial achievement	60 – 69
4	D	Adequate achievement	50 – 59
3	E	Moderate achievement	40 – 49
2	F	Elementary achievement	30 – 39
1	-F	Not achieved	0 – 29

Reading Statement of Results for National Senior Certificate

The following certification codes apply:

- BD – Minimum requirements met for Bachelor's Degree Studies
- D – Minimum requirements met for Diploma Studies level 6
- HC – Minimum requirements met for Higher Certificate, National Certificate or National Diploma Studies, level 5
- NSC – Minimum requirements met for a National Senior Certificate
- DNQ – Did not qualify

1.2 GCSE – (General Certificate of Secondary Education)

This section applies for applicants from countries on the GCSE system

Based on the NSC requirements, the following guidelines apply for applicants with GCSE results.

More information can be found here:

http://simple.wikipedia.org/wiki/List_of_GCSE_subjects

Ensure that applicants have achieved the *three compulsory GCSE subjects*:

- English
- Mathematics
- Physical Education

Additional recommended subjects are those under the following broad heading. These are recommended and do not exclude applicants with other subjects. However, the NSC guidelines can be referred to for selection purposes.

- People and society- related subjects
- Natural sciences

Pass rates for GCSE subjects range as followed:

A to C = level 2 pass (higher pass)

D to G = level 1 pass (foundational pass)

U = did not qualify

Candidates should achieve a minimum score of D or higher to meet the **eta** admission criteria. Scores lower than 'D' would need to meet the additional **eta** admission criteria. See next point.

Selection to eta programmes

Students being admitted to the **eta** full time programme either (1) meet admission criteria and have paid their application fee and course fees (personally paid or through student loan) (2) do not meet admission criteria but have paid their application fee and course fees, (3) do not meet admission criteria and have payment problems.

- 1.1 Applicants from group 1 are selected and accepted without conditions. Should we have more applicants than places, this group is given preference.
- 1.2 For group 2, if students do not meet the admission criteria but can supply the necessary supplementary information and pay full course fees, they will be accepted on the course. Depending on their NSC results and at the discretion of the Manager, they may be recommended for a bridging course (Exercise & Fitness Studies - EFS). Should this be the case, the student would be charged and the EFS can be done through Distance Learning or at the campus (if the campus can hold the course before commencement of full time intakes in Feb).
- 1.3 It is unlikely that group 3 would be able to afford extra classes, they are unlikely to achieve so are not recommended as a candidate for **eta**.

Adult applicants who left school more than 2-years prior to applying to eta and have workplace experience, may apply without submitting school leaving results (although proof of school leaving results are important supporting documentation to help admissions). See next point for details on supporting documentation required. Adult applicants with less than 2-years work experience must supply their last school leaving results (NSC/Matric/GCSE) and the admission criteria policy applies.

2. Access for 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:

Applicants who have left school less than 2-years prior to applying to eta

If an applicant who has just left school has *not* achieved the recommended NSC or GCSE results but shows a keen interest in sport and fitness and is eager to learn. In this event, a **letter of motivation** must be written by the student (not a parent or guardian) so that the manager can evaluate their level of commitment to the course. The letter must include a reflective commentary by the candidate, indicating their strengths and weaknesses and why they wish to be admitted to **eta** and how they are going to commit to their studies. The letter also allows for an evaluation of the candidate's English literacy.

The applicant must include the following in their motivation:

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

Adults who left school more than 2-years prior to applying to eta

Adults with work place experience should supply a letter of motivation which includes a **reflective commentary** on how they feel their workplace experience can be recognised to enable them to enter the **eta** learning programme. Registration forms without this supporting documentation cannot be considered

Should applicants still not meet the minimum criteria, following evaluation of their motivation, 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. *Extended study options may then be considered to allow the student more time to complete their qualification. Additional costs are the responsibility of the student or their sponsor.*

NB: Each **eta** region should have a referral database of qualified specialists or guidance counsellors who can deliver these tests.

3. Admission criteria for level 4 qualifications (learnerships only)

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

4. Progression to subsequent levels and/or courses

- 4.1 To continue into second year of any **eta** course, students must have successfully achieved the required essential modules for their first year of study. They must have also achieved a minimum of 60% overall for each year of study.

- 4.2 Special consideration may be given to allow first year students to continue into the next year of study. This is at the discretion of the Campus Manager and will be allowed on the basis of students' work ethic and commitment to the achievement of their studies.
- 4.3 Students holding a level 5 **eta** qualification (or statement of results), who wish to enter a level 6 **eta** course must have completed a bridging programme to bridge from level 5 to level 6.
- 4.4 Accumulated credits from any **eta** course will be recognised and students will be exempted from modules achieved.

5. eta statement on non-discrimination

The **eta** does not discriminate against any person based on race, ethnicity, gender or creed.

Applicants 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

Bursary applicants 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/GCSE transcript of results must be submitted with the application or must be submitted before course registration. In the absence of results, the most current school report is submitted

Reference

Dept of Education, S. A. (2008, July 11). Higher Education Act (101/1997): Minimum admission requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes requiring a National Senior Certificate (NSC). *Gov. Gazette. No. 31231* .