

ADMISSION AND REGISTRATION POLICY

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DOCUMENT CONTROL

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1. INTRODUCTION

Optimi College (Pty) Ltd offers a face-to-face and distance learning experience. Therefore, students can continue their studies either part-time or full-time. Our goal is to accommodate and encourage lifelong learning in the South African labour force: employed, unemployed and discouraged job seekers. Optimi College is committed to providing a hybrid learning model that is inclusive and accessible to all students.

Optimi College offers a wide variety of courses, accredited courses (qualifications registered on the NQF) and provider accredited courses (qualifications not registered on the NQF). This challenging educational platform calls for a dualistic approach to admission and registrations, ensuring that quality assurance is upheld and honoured at all times.

Firstly, this policy has been written in such a way that it recognises the details of admission requirements set by the Quality Assurance Council and Quality Assurance Partners and the SETA's in accordance with the curriculum document that outlines the admission and entrance requirements of each accredited course (qualifications registered on the NQF).

Secondly, this Policy sets admission requirements for provider accredited courses (not registered on the NQF), e.g. NEBOSH, CompTIA, Microsoft and Sage.

Thirdly, this Policy needs to set admission requirements for Optimi College's non-accredited courses categorised into three levels of progression, namely;

- Short Course
- Proficiency Course
- Skills Course

2. PURPOSE

This Policy aims to ensure that students can gain entrance to a formal learning environment; this would include accredited courses (qualifications registered on the NQF) and non-accredited courses.

Therefore, Optimi College has to ensure that a student or prospective student complies with the minimum admission requirements as stipulated by the following councils:

- The General and Further Education and Training Qualifications Sub-Framework (GFETQSF) overseen by Umalusi
- The Occupational Qualifications Sub-Framework (OQSF) is overseen by the Quality Council for Trades and Occupations (QCTO)

Furthermore, the policy needs to include the specific requirements set by the Quality Assessment Partners (QAP's) and SETA's to which the relevant councils have delegated their authority.

3. SCOPE

The Policy applies to all students and prospective students applying for entrance to programmes provided by Optimi College.

All employees of Optimi College in particular the Education Planners (EPs) and the Assessment Department who deals with registration and admission requirements must familiarise themselves with this policy.



This policy must be read together with other Optimi College student policies and procedures, as applicable and the Optimi College Terms of Registration.

4. PRINCIPLES

- To ensure that registration of students is fair, non-discriminating yet within the parameters of the rules and regulations of the respective Quality Assurance Councils, SETA's, Quality Assessment Partners (QAP's) and provider accredited courses.
- To ensure that all admission documentation provided by the students and submitted by the Educational Planners are quality assured and signed off by the Assessment Department meeting the requirements of relevant legislation.
- To assist students who do not meet the minimum admission requirements on the grounds of qualifications obtained, using Recognition of Prior Learning (RPL).
- In general, to support and encourage a learning environment free from harassment and discrimination.

5. ADMISSION REQUIREMENTS

- The student must provide accurate and correct information and documentation to Optimi College.
- The entrance requirements for each Programme is specific to the Qualification and are categorised in Accredited courses and Non-Accredited courses.

5.1 Accredited course: Qualifications registered on the NQF

5.1.1 National Certificate: N1-N3 Engineering Studies

A student must comply with the minimum admission requirements:

5.1.1.1 N1 – Level

- A pass in Grade 9 with a pass in Mathematics minimum 40% and Physical Science minimum 30%, or
- An introductory programme (National Certificate: Orientation) as determined by a technical college, or
- National Vocational Certificate (NCV) Level 4 with a pass in Mathematics, or
- National Vocational Certificate (NCV) Level 3 with a pass in Mathematics and Physical Science, or
- National Vocational Certificate (NCV) Level 2 with a pass in Mathematics and Physical Science N2 – Level.

5.1.1.2 N2 – Level

- A pass in the preceding N1 – level in the Instructional Offering.

5.1.1.3 N3 – Level

- A pass in the preceding N1 and N2 – levels in the Instructional Offerings.



5.1.2 QAP: South African Board for People Practices (SABPP)

Optimi College is offering one instructional offering as a training provider for SABPP:

5.1.2.1 National Diploma in Human Resource Management and Practice (SAQA ID 61592)

- Completed and passed Grade 12 certificate (National Senior Certificate or Senior Certificate) or equivalent,
- Any NQF Level 4 completed qualification, or
- National Vocational Certificate (NCV) Level 4.
- Completed N4 Certificate issued by DHET.

5.1.2.2 Certificate: Human Resources Administration (SAQA ID 21045)

- Completed and passed Grade 10 or its equivalent.
- Learners must be at least 16 years of age.
- The ability to read and write in English.

The student must submit certified copies of both their ID document/card and the necessary admission qualification.

5.1.3 QAP: Institute of Certified Bookkeepers (ICB)

Optimi College is offering three different instructional offerings as a training provider for ICB.

- Further Education and Training Certificate: Bookkeeping (SAQA ID: 58376)
- Higher Certificate: Office Administration (SAQA ID: 23619)
- National Certificate: Bookkeeping (SAQA ID 58375)
- Certificate: Office Administration (SAQA ID: 23618)
- Diploma: Office Administration (SAQA ID: 35958)
- National Diploma: Technical Financial Accounting (SAQA ID: 36213)
- National Diploma: Financial Accounting (SAQA ID: 20366)
- National Certificate: Small Business Financial Management (SAQA ID: 48736)

5.1.3.1 ICB Financial Accounting Programme:

- Foundation Level: Minimum requirement; Grade 10
- Intermediate Level: Successful completion of the National Certificate: Bookkeeping (Foundation level)
- Upper-Intermediate Level: Successful completion of the Further Education and Training Certificate: Bookkeeping (Intermediate level)
- Advanced Level: Successful completion of the National Diploma: Technical Financial Accounting (Upper Intermediate Level)

5.1.3.2 ICB Office Administration Programme:

- Foundation Level: Grade 12, or National Vocational Certificate (NCV) Level 4
- Intermediate Level: Successful completion of the Certificate: Office Administration (Foundation level)
- Advanced Level: Successful completion of the Higher Certificate: Office Administration



5.1.3.3 ICB Business Management Programme:

- Foundation Level: Minimum requirement; Grade 11, NQF 3
- Intermediate Level: Successful completion of the National Certificate: Small Business Financial Management (must include Business Management 1 – subject) (Foundation level)
- Advanced Level: Successful completion of the Higher Certificate: Office Administration (must include Business Management 2 – subject) (Intermediate level)

5.1.4 Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA):

5.1.4.1 National Certificate: Information Technology: End User Computing (SAQA ID 61951) NQF Level 03

- Competent in skills gained at the Further Education and Training band up to NQF level 2.
- Further learning assumed is that learners are competent in End User Computing at NQF level 1.

5.1.4.2 Further Education and Training Certificate: Information Technology: Technical Support (SAQA ID 78964) NQF Level 04.

- Further Education and Training band up to NQF level 2 or those learners are competent in End User Computing at NQF level 1.
- A National Certificate in Information Technology Levels 2 & 3) to be used as a foundation (i.e. learning assumed to be in place) for the requirements of this qualification.
- Foundational skills in English and Mathematics at NQF level 3.
- The ability to use a personal computer competently.
- Competence in the unit standard, "Participate in formal meetings", NQF Level 2 (ID 14911).

5.1.4.3 National Certificate: Information Technology: Systems Support (SAQA ID 48573) NQF Level 05

Foundational skills in English and Mathematics at NQF level 4.

- The ability to use a computer competently.

5.1.4.4 National Certificate: Information Technology (Systems Development) (SAQA ID 48872) NQF Level 05

- Competent in skills gained at the Further Education and Training band, with Computer Studies as an advantage, but not a requirement.
- Foundational skills in Communication and Mathematical Literacy as required by NQF level 4 qualifications.
- The ability to use a computer competently.
- Credits achieved in National Certificates relating to Information Technology at NQF level 4 to be used as prior learning for this qualification.
- A National Certificate in Information Technology: Systems Development at NQF level 4.



5.1.4.5 National Certificate: Information and Communications Technology (ICT) Software Testing (SAQA ID 83026) NQF Level 05

- Communications at NQF Level 4.
- Mathematical Literacy at NQF Level 4.
- Computer Literacy at NQF Level 3.

5.1.4.6 National Certificate: Business Analysis, (SAQA ID 63909) NQF 06

- Communication at NQF Level 5.
- Computer Literacy at NQF Level 5 and Knowledge of Business analysis.

5.1.5 National Certificate: N4 – N6 Educare

A student must comply with the minimum admission requirements:

5.1.5.1 N4 – Level

- A Senior Certificate, or National Senior Certificate or equivalent or
- National Certificate: N3 Educare, or
- National Senior Certificate: Educare, or
- Senior Certificate and the National Introductory Certificate: N4 Educare, or
- An equivalent qualification.

5.1.5.2 N5 – Level

- A National Certificate: N4: Educare.

5.1.5.3 N6 - Level

- A National Certificate: N5: Educare.



5.1.6 National Certificate: N4 – N6 Tourism

A student must comply with the minimum admission requirements:

5.1.6.1 N4 – Level

- A Senior Certificate or National Senior Certificate, or
- An appropriate National Certificate: N3, or
- An equivalent qualification.

5.1.6.2 N5 – Level

- A National Certificate: N4: Tourism, or equivalent qualification.

5.1.6.3 N6 – Level

- A National Certificate: N5: Tourism, or equivalent qualification.

5.2 Provider Recognised

5.2.1 CompTIA:

Minimum requirements:

- Grade 10, and Students must be 16 years or older.
- The ability to read and write in English.
- Access to a computer and access to the internet.
- Advanced computer literacy Microsoft Grade 10.

5.2.2 National Examination Board in Occupational Safety and Health (NEBOSH):

5.2.2.1 NEBOSH International General Certificate in Occupational Health and Safety

- A Grade 12 (National Senior Certificate or Senior Certificate) or equivalent
- A suitable standard of English Language (written and spoken) to articulate the concepts obtained in the syllabus.
- Access to a computer.
- Reliable internet connection.
Microsoft Office Software, and good web browser.

5.2.2.2 NEBOSH Environmental Management Certificate

- A Grade 12 (National Senior Certificate or Senior Certificate) or equivalent
- A suitable standard of English Language (written and spoken) to articulate the concepts obtained in the syllabus.
- Access to a computer.
- Reliable internet connection.
Microsoft Office Software, and good web browser.



5.3 Non-Accredited Courses:

Minimum requirements:

- Pass in Grade 10.
- The student must be at least 16 years of age.
- The ability to read and write in English.

6. ROLES AND RESPONSIBILITIES

Optimi College maintains its responsibility for the following:

- Ensure that this Policy is accessible to all staff and students
- All staff receive training concerning the Policy and procedures
- Ensure that this Policy is implemented and applied consistently across the Optimi College learning environment
- The policies and procedures of Optimi College stay aligned to the requirements of Quality Councils, SETA's and QAP's and industry recognised providers.

7. COMPLAINT OR GRIEVANCE

Refer to Student Grievance / Complaints Policy available online.

8. RECOGNITION OF PRIOR LEARNING

The Recognition of Prior Learning (RPL) in South Africa is critical to the development of an equitable higher education system that facilitates access, mobility and progression within Quality Assurance Councils in accordance with the NQF Act.

The Optimi College Recognition of Prior Learning Policy outlines guidelines within Optimi College to:

- Facilitate students access
- To recognise formal and or and/or informal training
- To avoid duplication of learning already covered

This Optimi College Recognition of Prior Learning (RPL) Policy is available online.

RPL provides an opportunity for the student to identify their learning, have it assessed and formally acknowledged.

Students can apply for recognition of prior learning by completing an RPL Portfolio of Evidence and submitting this to the Accreditation and QA Specialist for review and evaluation.



9. QUALITY ASSURANCE

It is the responsibility of the Accreditation and QA Specialist to oversee, ensure and quality assure all admission to registration for accredited courses. If the procedures and admission requirements are neglected or not enforced, students may be registered incorrectly, with adverse effects on the student as well as for Optimi College. The Assessment Department is responsible for the review and evaluation of all RPL applications.

It is the responsibility of the Educational Planners to correctly execute, record and manage the administrative function of admission and registrations. The Educational Planners are responsible for assisting the student with the registration form, debit order authorisation and is the contact person for submission of the admission documentation.

It is the responsibility of the student to ensure that the information recorded in the registration form is correct and the relevant admission documentation is submitted to the Educational Planner.

Such oversight of implementing and maintaining the processes and procedures before, during and after registration may lead to the following:

- Students not having the required skills/knowledge to undertake the course successfully;
- Students not being able to be admitted to examinations;
- Not be able to be assessed and found competent in their studies;
- Not be able to be certified and issued with qualification certificates

This may further lead to:

- Optimi College having to apply for condonation at Quality Assurance Councils or QAP's to award a student a qualification on the grounds of incorrect admission to studies
- Optimi College being re-evaluated by Quality Assurance Councils, SETA's, QAP's or industry providers on Optimi College accreditation status
- Optimi College found non-compliant with regulatory requirements as a result of misconduct during External Audit by Quality Assurance Council

10. POLICY REVIEW

The Policy on Development and Review of policies provide guidelines for the formulation, development, and review for Optimi College policies and procedures. The review date on the Policy Dashboard will initiate the review process owned and managed by the Review Manager. The Review Manager will delegate the policy and review deadline to the Policy Owner for analysis. The review process is implemented following Stages One to Five of the guidelines. Optimi College policies are reviewed on an annual basis or if changes in legislation or qualifications.

The Review Manager coordinates the new policy development process and the review of policies on an annual basis, in collaboration with the Policy Owner or subject matter expert. The Review Manager ensures that the necessary document management process is maintained in the Policy Master File, both printed (Accreditation and QA Specialist) and online (QMS Final Policies). The Review Manager submits all new and updated policies to the Academic Committee for final approval. The Review Manager is the person who is responsible for maintaining the Policy Management Dashboard (PMD) and reporting on this at Academic Committee Meetings.

