



ORBIT TVET COLLEGE

Admission Policy

Document Control Sheet


Policy: Admission Policy

Distribution List

Copy	Person	Location
Electronic (read/print only)	All Staff	Server

Revision	Page Number	Date	Description of Amendment
01	All	2024-01-24	Update
02	All	2025-09-30	Update

Document Approval

This document has been approved for use by:		Signature
Position:	Principal	
Name:	Mr Dika Mokoena	
Date:	26 November 2025	


This document has been approved for use by:		Signature
Position:	College Council Chairperson	
Name:	Mr P Magolego	
Date:	26 November 2025	

TABLE OF CONTENTS

Contents

1	SECTION 1: INTRODUCTION.....	6
2	SECTION 2: BACKGROUND.....	8
3	SECTION 3: OBJECTIVES OF THIS POLICY.....	9
4	SECTION 4: APPLICATION OF THIS POLICY.....	10
5	SECTION 5: RATIONALE.....	10
6	SECTION 6: LEGISLATIVE AND POLICY FRAMEWORK.....	11
7	SECTION 7: DETERMINATION OF CRITERIA FOR ADMISSION TO ORBIT TVET COLLEGE.....	12
8	SECTION 8: ADMINISTRATION OF ADMISSIONS.....	15
9	SECTION 9: SELECTION AND PLACEMENT ASSESSMENTS.....	17
10	SECTION 10: MINIMUM ENTRY REQUIREMENTS.....	18
11	SECTION 11: ADMISSION REQUIREMENTS FOR NCV STUDENTS.....	19
12	SECTION 12: ADMISSION REQUIREMENTS FOR REPORT 191 STUDENTS.....	20
13	SECTION 13: ADMISSION REQUIREMENTS FOR INDIVIDUAL PROGRAMMES.....	21
14	SECTION 14: ADMISSION REQUIREMENTS FOR OCCUPATIONAL PROGRAMMES.....	27
15	SECTION 15: STUDENTS WITH SPECIAL EDUCATION NEEDS (SSEN).....	27
16	SECTION 16: REGISTRATION PERIODS: REPORT 191 AND NCV.....	29
17	SECTION 17: RE-ADMISSION.....	29
18	SECTION 18: ACADEMIC EXCLUSION.....	30
19	SECTION 19: DOCUMENTS REQUIRED FOR ADMISSION OF AN APPLICANT...	31
20	SECTION 20: ADMISSION OF NON-RSA CITIZENS.....	31
21	SECTION 21: TUITION FEES.....	32
22	SECTION 22: RIGHT TO APPEAL.....	33
23	SECTION 23: REGISTRATION REGISTER.....	34
24	SECTION 24: SELECTION AND PLACEMENT REQUIREMENTS.....	35
25	SECTION 25: PROTECTION OF PERSONAL INFORMATION ACT (POPIA: Protection of Personal Information Act, no 4 of 2013).....	36
26	SECTION 26: APPROVAL.....	37

LIST OF ACRONYMS AND ABBREVIATIONS

ABET / AET	Adult Education and Training
APS	Admission Point Score
CET Act	Continuity Education and Training Act (16 of 2006)
DHET	Department of Higher Education and Training
GER	Gross Enrolment
LOLT	Language used for learning and teaching
SSEN	Students with Special Educational Needs
NCV	National Certificate (Vocational)
NSFAS	National Student Financial Aid Scheme
NATED	National Accredited Technical Education
NDP	National Development Plan
NQF	National Qualification Framework
PACE	PACE Career Centre Programme
PLP	Pre-Vocational Learning Programme
RPL	Recognition of Prior Learning
SAQA	South African Qualifications Authority
SSS	Student Support Services
SETA	Sector Education and Training Authority
TVET	Technical and Vocational Education and Training
UNFPA	United Nations Population Fund

1 SECTION 1: INTRODUCTION

- 1.1 The admission policies of Technical and Vocational Education and Training (TVET) Colleges are guided by the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), which upholds the principles of equity, fairness, and social justice.
- 1.2 The TVET College system is mandated to contribute to the transformation of education and training by redressing past imbalances, promoting inclusivity, and ensuring opportunities for individuals to improve their livelihoods while contributing meaningfully to the economy and society at large.
- 1.3 This policy seeks to strike a balance between ensuring equitable access to TVET Colleges and promoting student success. The College must therefore recruit students with both the potential and the interest to succeed in vocational and technical education.
- 1.4 The expansion of the TVET College system has resulted in exponential growth in student enrolments. While this growth has increased opportunities for access, it has also created challenges in terms of available spaces and competitiveness. As a result, the focus is shifting from access to quality, with the strategic goal of positioning TVET Colleges as institutions of first choice.
- 1.5 The College recognises the importance of career guidance in assisting prospective students to choose programmes that align with their aptitudes, interests, and abilities, while also addressing the skills needs of the South African economy.
- 1.6 Policy Alignment
 - 1.6.1 The White Paper for Post-School Education and Training (WP-PSET) provides the foundation for the admissions framework, with its vision of a post-school system committed to:
 - Education and Social Justice;
 - A single, coordinated system;
 - Expanding access, improving quality, and increasing diversity;
 - Education that is closely linked to work; and
 - Responsiveness to societal and economic needs.

1.6.2 In alignment with this vision, the TVET sector is expected to provide quality learning opportunities across a diverse range of qualifications. These qualifications must be:

- Fit for purpose;
- Responsive to the evolving world of work and social context;
- Designed to meet student demand; and
- Articulated to ensure pathways into employment and further study.

1.7 The Department of Higher Education and Training (DHET) has developed this policy to guide TVET Colleges in administering admissions in a way that supports national transformation goals. The policy upholds the values of equity of access, inclusivity, redress, and student success, and requires Colleges to create conducive conditions for effective teaching and learning.

1.8 Institutional Responsibility

1.8.1 In terms of the Continuing Education and Training (CET) Act, the development of admission policies is the responsibility of the College Council. This policy serves as a framework that may be adopted or adapted by Councils when formulating institutional admission policies.

1.8.2 Given the diversity of programme offerings across the sector, admissions criteria will be differentiated to reflect the purpose of specific qualifications. Criteria must therefore:

- Support access to qualifications that address scarce and critical skills;
- Respond to labour market demand for occupations in high demand;
- Cater for qualifications that can absorb large numbers of learners; and
- Facilitate progression into further study or employment opportunities.

1.8.3 In line with the Department of Basic Education's three-stream model, once it becomes universal, Grade 9 graduates will only be admitted into programmes leading to a trade qualification.

2 SECTION 2: BACKGROUND

- 2.1 In line with the White Paper for Post-School Education and Training, Further Education and Training (FET) Colleges were renamed as Technical and Vocational Education and Training (TVET) Colleges to emphasise their role in providing mid-level programmes. These programmes are specifically designed to prepare students for direct articulation into the world of work—defined broadly as formal employment, self-employment, entrepreneurship, and other productive forms of work.
- 2.2 Historically, TVET Colleges primarily served employed youth and adults who sought opportunities to strengthen their theoretical knowledge, enhance practical competencies, and obtain formal certification as recognition of their acquired skills and experience.
- 2.3 According to the United Nations Population Fund (UNFPA), South Africa demonstrates a high secondary school Gross Enrolment Ratio (GER) of over 90%. However, challenges persist: there are an estimated 2 million young people aged 19 to 24 who are unemployed and not enrolled in any educational institution. Unemployment disproportionately affects young women, with approximately 45.4% of males and 55% of females in the 15–24 age group unemployed.
- 2.4 The DHET/TVET Bursary Scheme (NSFAS) has played a pivotal role in expanding access to TVET Colleges. This scheme has significantly contributed to the growth and expansion of the sector by enabling students from financially disadvantaged backgrounds to enrol. However, while enrolments have grown exponentially, the current infrastructure of the College system is insufficient to accommodate future growth. Substantial investment in infrastructure development will be required to meet increasing demand.
- 2.5 The post-school education and training system continues to experience immense demand for access, yet capacity remains limited. As a result, many eligible young people remain excluded from post-school opportunities. In

response, alternative pathways such as open learning, e-learning and blended learning models are critical to broadening access and addressing the gap between demand and available opportunities.

- 2.6 While there are pockets of excellence within the TVET sector, quality challenges remain widespread. Concerns persist regarding the relevance, responsiveness, and credibility of certain qualifications. To address these challenges, ORBIT TVET College must adopt robust admission criteria that not only promote access but also uphold rigorous standards of student success. This approach will strengthen the reputation of the TVET sector and ensure that graduates are well-prepared for the labour market and further learning.
- 2.7 In conclusion, the background context highlights the dual challenge faced by TVET Colleges: expanding access while ensuring quality and relevance. The Admission Policy is therefore designed to balance equity of opportunity with academic rigour, ensuring that students admitted into TVET programmes are both capable of succeeding and well-positioned to meet South Africa's socio-economic and labour market needs.

3 SECTION 3: OBJECTIVES OF THIS POLICY

- 3.1 To guide requirements for student admissions for the ORBIT TVET College Council.
- 3.2 To provide fair and transparent admission processes that promote inclusivity, redress past inequalities, and ensure that no prospective student is unfairly excluded based on race, gender, disability, socio-economic status, or geographic location.
- 3.3 Align admissions with South Africa's skills development strategies, particularly in areas of critical and scarce skills and occupations in high demand, to contribute to national economic growth and social development.
- 3.4 Recruit students who demonstrate both interest and aptitude in vocational and occupational fields to improve student retention, throughput, and graduation rates, thereby ensuring sustainable success beyond enrolment.

- 3.5 Establish clear and rigorous admission criteria for different programme types, ensuring that the quality of the College's teaching, learning, and qualifications is protected and enhanced.
- 3.6 Recognise multiple entry routes into TVET programmes, including Grade 9 (three-stream model), NCV, NATED/Report 191, Occupational Qualifications, RPL (Recognition of Prior Learning), and other relevant pathways, to provide flexible opportunities for all learners.
- 3.7 Regulate admissions in line with available infrastructure, staffing, and resources, while advocating for expansion to meet increasing demand for post-school education.
- 3.8 Provide clear, consistent, and publicly accessible admission guidelines and procedures, ensuring accountability of the College to students, staff, and stakeholders.

4 SECTION 4: APPLICATION OF THIS POLICY

- 4.1 This Policy applies to ORBIT TVET College as declared or established by the Minister in terms of the Continuing Education and Training Act, 2006 (Act No. 16 of 2006).

5 SECTION 5: RATIONALE

- 5.1 TVET Colleges have been established to provide opportunities to young people who want to access post-school education and training to cater for the diverse prospective students who want to pursue mid-level skills, by providing them with training, skills development to gain access to the labour market and skills which are required by the South African economy.
- 5.2 Public TVET Colleges have been established to expand access to post-school education and to become the institutions of choice for school leavers and out-of-school youth. The state is mandated to ensure its youth and communities have access to education and training that will deal with socio-economic factors faced by communities and the country.

- 5.3 To increase access and position the TVET sector as the institution of choice, it is critical for prospective students intending to enrol in this sector to meet the academic expectations and programme entry requirements, as that will enable them a greater chance of success and build capacity to fully participate in the labour market.
- 5.4 To expand opportunities for students in the TVET sector by increasing admissions to NQF Level 5 and NQF Level 6.

6 SECTION 6: LEGISLATIVE AND POLICY FRAMEWORK

- 6.1 In terms of section 29(1) (b) of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), everyone has the right to further education, which the state, through reasonable measures, must make progressively available and accessible.
- 6.2 Section 17 of the Continuing Education and Training Act, 2006 (Act No. 16 of 2006) outlines the requirements for an admission policy of public Colleges as follows:
 - 6.2.1 Subject to applicable policy, the Council of a public College determines the policy of the College, after consulting with the Academic Board and with the approval of the Minister;
 - 6.2.2 The admission policy of a public College may not unfairly discriminate in any way and must provide appropriate measures for the redress of past inequalities; and
 - 6.2.3 The Council may, subject to applicable policy, the approval of the Director-General and after consultation with the Academic Board,
 - 6.2.3.1 Determine admission requirements in respect of particular continuing education and training qualifications or part-qualifications;
 - 6.2.3.2 Determine the number of students who may be admitted for a particular continuing education and training qualification or part-qualification and the manner of their selection;
 - 6.2.3.3 Determine the minimum requirements for admission to study at the public college in question; and

6.2.3.4 Refuse the readmission of a student who fails to satisfy the minimum requirements for admission.

6.2.4 The Council of the College must take the necessary steps within its available resources to ensure that the College is accessible to disabled students.

6.3 The Education *White Paper 6 on Special Needs Education: Building an Inclusive Education and Training System* provides a framework, which guides the transformation of practices related to examination and assessments in general to achieve enabling mechanisms to support candidates with barriers to learning.

6.4 The White Paper on post-school education, 2013, called for a strategic policy framework to guide the improvement of access to and success in post-school education and training for people with disabilities, and this includes private institutions. The framework should include accurate definitions of multiple types of disabilities that exist in society and the differentiated response required by the post-school system. As a response to this call, the Department has developed a disability policy for the post-school education and training system.

6.5 The White Paper emphasised the need for a holistic approach to addressing disability, which includes specialised technology, assistive devices, reasonable accommodation, and practices for students and staff with disabilities.

7 SECTION 7: DETERMINATION OF CRITERIA FOR ADMISSION TO ORBIT TVET COLLEGE

7.1 The College Council determines the admission requirements to the College in line with the Policies and Regulations promulgated by the Department of Higher Education and Training and QCTO, including the following Programmes:

PLP	NVC L2 – L4	REPORT 191 N4 – N6	OCCUPATIONAL (Ministerially Funded)
Four Foundational	Engineering & Related Design	Electrical	COS: Electrician

PLP	NVC L2 – L4	REPORT 191 N4 – N6	OCCUPATIONAL (Ministerially Funded)
Subjects: 1. English 2. Mathematics 3. Science 4. Life Skills			Carpenter and Joiner Diesel Mechanic OC: Chef Boilermaker Hairdressing
	Electrical Infrastructure Construction	Fitting & Turning/ Boilermaking	OC: AI Software Developer
	Civil Engineering & Building Construction	Mechanic (Automotive)	OC: Freight Handler
	IT & Computer Science (Software Design & Development)	Public Management	OC: Computer Technician
	Finance, Economics & Accounting	Mechanical Engineering	OC: Clearing and Forwarding Agent
	Management	Financial Management	
	Office Administration	Management Assistant	
	Transport Logistics	Business Management	
	Tourism	Medical Secretary	
	Hospitality	Legal Secretary	
	IT and Computer Science (Programming & Robotics)	Popular Music Performance	
		Human Resource Management	
		Hospitality & Catering Services	
		Tourism	
		Art & Design	

- 7.1.1 Determining the entrance requirements in respect of all qualifications;
- 7.1.2 Determining the number of students to be admitted for a particular qualification and the manner of their selection;
- 7.1.3 Determining the minimum and maximum duration of study for a particular qualification;

- 7.1.4 Determining the minimum requirements for re-admission or conditions
 - 7.1.5 Determining the medium of instruction; and
 - 7.1.6 Determining the standards and conditions under which students may be refused re-admission to the College.
- 7.2 This policy will provide further guidance and ensure consistency in the administration of students' admission processes in ORBIT TVET College:
- 7.2.1 Implementation of the registration process;
 - 7.2.2 Provide for the cancellation of registered students;
 - 7.2.3 Admission of students with special learning and educational needs;
 - 7.2.4 Admission requirements for international students;
 - 7.2.5 Registration periods for all programmes.
- 7.3 Students' admission into ORBIT TVET College shall be subject to the students' acceptance of the rules and academic regulations of ORBIT College. Acceptance of space at the College shall be taken to constitute acceptance of all published policies and regulations that may pertain to qualifications and all lawful transactions of the College and its agents.
- 7.4 ORBIT TVET College has the right to cancel any student application or registration if incorrect information or fraudulent documentation is submitted in an application for admission and registration, or if the applicant or student fails to provide required material, information or documentation.
- 7.5 Note: The College reserves the right to:
- 7.5.1 offer programmes that are justified by student numbers, and
 - 7.5.2 change the location/venue of the programme offering
- 7.6 The College is adhering to the Department's student attendance and punctuality policy that assists in monitoring the attendance of the students once admitted.
- 7.7 The College must, through its prospectus, indicate when and how the College will conduct and orient students in the academic programmes, irrespective of the nature of the programme enrolled for.
- 7.8 The Council should approve a *College Student Code of Conduct*, which every student must sign upon registration.
- 7.9 The College will implement a mechanism of conditional acceptance (provisionally accepted) offers, which will be confirmed upon final examination

results. This will assist in planning for college enrolments and alleviate the pressure of backlogs during registration.

8 SECTION 8: ADMINISTRATION OF ADMISSIONS

- 8.1 8.1 A person may register as a student at ORBIT TVET College only if they meet the legal minimum admission requirements stipulated by the Department of Higher Education and Training (DHET), complete any mandatory placement or selection tests (where applicable), and comply with additional requirements determined by the College Council, as outlined in this Policy and the Student Code of Conduct.
- 8.2 To be eligible for admission into any programme at ORBIT TVET College, the applicant must:
- 8.2.1 Be a South African citizen, or
 - 8.2.2 Hold a valid study permit in the case of foreign applicants, issued in compliance with the Immigration Act of South Africa, and provide a South African Qualifications Authority
- 8.3 In the selection of students, preference will be given to applicants who meet the following criteria:
- 8.3.1 South African citizens.
 - 8.3.2 **Reside within the catchment area of the College, unless the required programme is not offered at their nearest campus.**
 - 8.3.3 Demonstrate a strong academic record as per programme-specific scoring criteria.
 - 8.3.4 Have a record of good attendance and punctuality, in line with the College's Punctuality Policy (for returning students).
- 8.4 The application process for each new academic year will follow the schedule below:
- 8.4.1 New Students (NCV, S1, T1): Applications open in September of the preceding year.
 - 8.4.2 Returning Students (NCV, S1, T1): Applications open in November of the preceding year.

- 8.4.3 Trimester and Semester Intakes: Applications open in March (T2), May (S2), and July (T3) of the new academic year.
- 8.4.4 This phased application approach is designed to reduce administrative backlogs and ensure adequate processing time.
- 8.5 The closing dates for applications are as follows:
 - 8.5.1 End of October for new students (preceding year).
 - 8.5.2 On the first day of classes for returning students (NCV, S1, T1).
 - 8.5.3 End of March for T2, mid-June for S2, and end of July for T3 in the new academic year.
 - 8.5.4 These timelines are subject to the completion of preceding registrations and the College's approved enrolment targets.
- 8.6 Conditional offers may be issued to students, subject to specific requirements (e.g., achieving minimum marks in final assessments). Clear communication of conditions and deadlines will be provided in writing.
- 8.7 The College is committed to inclusivity. Each campus must provide additional support and reasonable accommodations for Students with Disabilities (SWD), including designated offices or support personnel to guide applicants throughout the admission process, in line with the College's Student Support Services Policy.
- 8.8 The DPI and ASD Units, including the units responsible for Redress and Students with Disabilities (SWD), together with MIS & Student Enrolments, will ensure that admission processes are inclusive, transparent, and fair, in alignment with the College's MIS & Student Enrolment Policies and Procedures.
- 8.9 Registrations will remain open for a period of two weeks during each intake. This ensures sufficient time for academic readiness, particularly for Engineering Report 191 students, where the timely commencement of classes is critical for curriculum delivery.
- 8.10 It remains the responsibility of the applicant to apply for bursary funding (e.g., NSFAS) or other financial aid if required. The College will provide guidance and administrative support, but is not responsible for guaranteeing funding.
- 8.11 ORBIT TVET College is under no obligation to provide insurance for risks to which applicants or students may be exposed while studying at the College.
- 8.12 The exemption and indemnity clause will not apply where:

Liability of the College (or its representatives) is covered by an insurance policy or statutory compensation scheme (e.g., third-party motor vehicle compensation).

Loss or damage results from gross negligence or wilful misconduct by the College or a person acting on its behalf.

8.13 The College reserves the right to review, adapt, or suspend admissions to specific programmes based on:

8.13.1 DHET directives,

8.13.2 Programme viability,

8.13.3 Available infrastructure,

8.13.4 Enrolment caps, and

8.13.5 Labour market demand.

8.14 The administration of admissions must be continuously monitored and evaluated to ensure efficiency, fairness, and alignment with both institutional strategy and national policy priorities.

9 SECTION 9: SELECTION AND PLACEMENT ASSESSMENTS

9.1 The College will administer Selection and Placement Assessments as an integral part of the admissions process. The Placement Assessment is primarily used to determine a prospective student's academic readiness, English proficiency (as the medium of instruction), and level of competence in core subjects (e.g., Mathematics/Mathematical Literacy) to ensure their correct channelling and placement into an appropriate programme. Selection Assessments are mandatory for programmes with limited space or specific entry requirements (e.g., certain Occupational Qualifications).

9.2 Online placement assessment and procedures are implemented online for prospective students to enable them to be placed in an appropriate programme.

9.3 Admission and acceptance into the College are strictly conditional on the successful completion of the mandated online Selection and Placement Assessment process for all new students, including those enrolling for a different or new qualification:

- 9.3.1 The selection and placement assessment is used to identify students who may require onward referral or learning and academic support.
- 9.3.2 Students must receive acceptance or rejection communication from the College when the selection process is completed.
- 9.3.3 Assisting students with information on how to apply for financial aid, or giving options to students on how to assist them in sourcing study funding.
- 9.3.4 The planning, preparations, processes and procedures for the admission and registration of students are stipulated in the MIS & Student Enrolment Policies and Processes.

10 SECTION 10: MINIMUM ENTRY REQUIREMENTS

- 10.1 PLP entry requirements, refer to DHET Data Policy Directive 4 of 2019.
- 10.2 The prospective student must have the relevant minimum entry requirements for the National Certificate (Vocational), Report 191 and Occupational Programmes as stipulated in the relevant National Policies of the Quality Assurance Bodies.
- 10.3 The College will provide a balance between access and success by recognising prospective students from disadvantaged groups and ensuring quality by selecting students who demonstrate good academic capabilities.
- 10.4 A student who wishes to enrol for the National Certificate (Vocational) Level 2 should have a Grade 9, and for Occupational Programmes, the relevant entry requirements will be specified by the QCTO.
- 10.5 The duration of enrolment must take a maximum of four Trimesters and a maximum of four Semesters.
- 10.6 The Academic Unit will develop additional entrance requirements for students intending to enrol in specialised Occupational programmes.
- 10.7 Candidates must meet the individual subject admission requirements for the qualification and the minimum system Admission Point Score (APS) scores using the method that applies to the qualification they are applying for.
- 10.8 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 (Excluding Life Orientation), adding up all the raw scores and dividing by ten, e.g.:

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	45%	$45 \div 10 = 4.5$
APS		$256 \div 10 = 25.6 = 26$

11 SECTION 11: ADMISSION REQUIREMENTS FOR NCV STUDENTS

ENGINEERING-RELATED & ICT PROGRAMMES

Minimum Grade 9 year-end Report (Must have passed Mathematics, NOT Mathematical Literacy) • An NQF Level 1 Qualification • Pre-Vocational Learning Programme (PLP) • All entry applicants must adhere to Placement Assessment Criteria before Admission.

BUSINESS-RELATED PROGRAMMES

Minimum Grade 9 year-end Report • An NQF Level 1 Qualification • Pre-Vocational Learning Programme (PLP) • All entry applicants must adhere to Placement Assessment Criteria before Admission.

SERVICES-RELATED PROGRAMMES

Minimum Grade 9 year-end Report • An NQF Level 1 Qualification • Pre-Vocational Learning Programme (PLP) • All entry applicants must adhere to Placement Assessment Criteria before Admission.

- 11.1 The students are permitted to study for a **maximum of four years** for NCV Levels 2, 3 and 4, taking into account possible subject failures.
- 11.2 Minimum entrance requirements are NQF1, i.e. Grade 9 and AET Level 4
- 11.3 Entry requirements have been guided and aligned to the NCV Policy. An online point system (APS) for entry into qualifications will be utilised. 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 (Excluding Life Orientation), adding up all the raw scores and dividing by ten:

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		$218 \div 10 = 21,8 = 22$

12 SECTION 12: ADMISSION REQUIREMENTS FOR REPORT 191 STUDENTS

12.1 ENGINEERING:

REPORT 191 (NATED) ENGINEERING-RELATED PROGRAMMES
N4: Grade 12 (National Senior Certificate), N3 Certificate in some Programmes with Mathematics and Physical Science, NOT Mathematical Literacy.

Students who have passed Grade 12 and want to pursue an artisan career will be admitted to N4 based on their APS score:

The APS is calculated by doubling the percentage score for Mathematics / Technical Mathematics and one relevant Technology Subject (Civil, Electrical, Mechanical), or Physical Science / Technical Science and then adding the two next best subjects, then dividing by ten:

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) <u>or</u> 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		$291 \div 10 = 29.1 = 29$

12.2 BUSINESS STUDIES:

REPORT 191 (NATED) BUSINESS-RELATED PROGRAMMES
Grade 12 (National Senior Certificate or NCV L4) with relevant Subjects. Minimum entrance requirements as aligned by the NATED Policy. Students who have passed Grade 12/NCV Level 4 will be admitted to N4.

The APS is calculated by doubling the percentage score for English and then adding the four next best subjects (Excluding Life Orientation), then dividing by ten:

SUBJECT	PERCENTAGE	CALCULATION
English	$57\% \times 2$	$114 \div 10 = 11.4$
Subject	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		$336 \div 10 = 33,6 = 34$

13 SECTION 13: ADMISSION REQUIREMENTS FOR INDIVIDUAL PROGRAMMES

13.1 ADMISSION REQUIREMENTS FOR INDIVIDUAL PROGRAMMES – NCV:

The following are the admission requirements for all the programmes in this section:
Minimum of Grade 9 year-end report (Must have passed Mathematics, NOT Mathematical Literacy)

- An NQF Level 1 Qualification
- Pre-Vocational Learning Programme (PLP)
- All new entry applicants must adhere to the placement assessment criteria before admission

FUNDAMENTAL SUBJECTS	The following subjects are compulsory for each level and applicable in all NCV Engineering-related & ICT Programmes: <ul style="list-style-type: none"> • English 1st Additional Language
-----------------------------	--

	<ul style="list-style-type: none"> • Mathematics ▪ Life Orientation
--	---

	LEVEL 2	LEVEL 3	LEVEL 4
ENGINEERING & RELATED DESIGN (Fitting and Turning/ Fabrication/ Automotive Repair and Maintenance)	<ul style="list-style-type: none"> • Engineering Fundamentals • Engineering Technology • Engineering Systems • Fitting & Turning OR • Engineering Fabrication (Boilermaking) OR • Automotive Repair & Maintenance 	<ul style="list-style-type: none"> • Engineering Practice & Maintenance • Materials Technology • Engineering Graphics & Design (CAD) • Fitting & Turning OR • Engineering Fabrication (Boilermaking) OR • Automotive Repair & Maintenance 	<ul style="list-style-type: none"> • Engineering Process • Professional • Engineering Practice • Applied Engineering Technology • Fitting & Turning OR • Engineering Fabrication (Boilermaking) OR • Automotive Repair & Maintenance
ELECTRICAL INFRASTRUCTURE CONSTRUCTION	<ul style="list-style-type: none"> • Electrical Principles & Practice • Electronic Control & Digital Electronics • Workshop Practice • Electrical Systems & Construction 	<ul style="list-style-type: none"> • Electrical Principles & Practice • Electronic Control & Digital Electronics • Electrical Systems & Construction • Electrical Workmanship 	<ul style="list-style-type: none"> • Electrical Principles & Practice • Electronic Control & Digital Electronics • Electrical Workmanship • Electrical Systems & Construction
CIVIL ENGINEERING & BUILDING CONSTRUCTION (Masonry/Carpentry & Roofwork)	<ul style="list-style-type: none"> • Construction Planning • Plant & Equipment • Materials • Carpentry & Roof Work OR • Masonry 	<ul style="list-style-type: none"> • Construction Planning • Plant & Equipment • Materials • Carpentry & Roof Work OR • Masonry 	<ul style="list-style-type: none"> • Construction Planning • Construction Supervision • Materials • Carpentry & Roof Work OR • Masonry
INFORMATION COMMUNICATION TECHNOLOGY AND COMPUTER SCIENCE (Software Design & Development)	<ul style="list-style-type: none"> • Electronics • Introduction to Systems Development • Introduction to Information Systems • Multimedia Basics OR • Electronic Control and Digital Electronics 	<ul style="list-style-type: none"> • Systems Analysis and Design • Computer Hardware and Software • Principles of Computer Programming • Multimedia Content OR • Electronic Control and Digital Electronics 	<ul style="list-style-type: none"> • Systems Analysis and Design • Data Communication & Networking • Computer Programming • Multimedia Services OR • Electronic Control and Digital Electronics
IT AND COMPUTER SCIENCE (Programming & Robotics)	<ul style="list-style-type: none"> • Electronics and Digital Concepts for Robotics (L2) • Robotics Fundamental 	<ul style="list-style-type: none"> • Electronics and Digital Concepts for Robotics (L3) • Introduction to 	<ul style="list-style-type: none"> • Electronics and Digital Concepts for Robotics (L4) • Robotics and Industrial

	LEVEL 2	LEVEL 3	LEVEL 4
	(L2) <ul style="list-style-type: none"> • Basic Principles of Computer Programming and Computer Literacy (L2) • Engineering Graphics and Technology (L2) 	Robotics (L3) <ul style="list-style-type: none"> • Introduction to Technical Programming (L3) • Engineering Graphics and Design (L3) 	Automation (L4) <ul style="list-style-type: none"> • Technical Programming (L4) • Mechanical Draughting and Technology L4

The following are the admission requirements for all the programmes in this section:

Minimum of Grade 9 year-end report:

- An NQF Level 1 Qualification
- Pre-Vocational Learning Programme (PLP)
- All entry applicants must adhere to placement assessment criteria before admission

FUNDAMENTAL SUBJECTS	The following subjects are compulsory for each level and applicable in all NCV Business-related Programmes: <ul style="list-style-type: none"> • English 1st Additional Language • Mathematics ▪ Life Orientation
-----------------------------	--

	LEVEL 2	LEVEL 3	LEVEL 4
FINANCE, ECONOMICS & ACCOUNTING	<ul style="list-style-type: none"> • Economic Environment • New Venture Creation • Applied Accounting • Financial Management 	<ul style="list-style-type: none"> • Economic Environment • New Venture Creation • Applied Accounting • Financial Management 	<ul style="list-style-type: none"> • Economic Environment • New Venture Creation • Applied Accounting • Financial Management
MANAGEMENT	<ul style="list-style-type: none"> • Financial Management • Management Practice • Operations Management • Entrepreneurship 	<ul style="list-style-type: none"> • Financial Management • Management Practice • Operations Management • Project Management 	<ul style="list-style-type: none"> • Financial Management • Management Practice • Operations Management • Project Management
OFFICE ADMINISTRATION	<ul style="list-style-type: none"> • Business Practice • Office Practice • Office Data Processing • New Venture Creation 	<ul style="list-style-type: none"> • Business Practice • Office Practice • Office Data Processing • New Venture Creation 	<ul style="list-style-type: none"> • Business Practice • Office Practice • Office Data Processing • Personal Assistance

The following are the admission requirements for all the programmes in this section:

- Minimum of a Grade 9 year-end report
- An NQF Level 1 Qualification
- Pre-Vocational Learning Programme (PLP)
- All entry applicants must adhere to placement assessment criteria before admission

FUNDAMENTAL SUBJECTS	<ul style="list-style-type: none"> • The following subjects are compulsory for each level and applicable in all NCV Services-related Programmes: • English 1st Additional Language • Mathematics ▪ Life Orientation
-----------------------------	---

	LEVEL 2	LEVEL 3	LEVEL 4
TRANSPORT & LOGISTICS	<ul style="list-style-type: none"> • Freight Logistics • Transport Economics • Transport Operations • New Venture Creation 	<ul style="list-style-type: none"> • Freight Logistics • Transport Economics • Transport Operations • New Venture Creation 	<ul style="list-style-type: none"> • Freight Logistics • Transport Economics • Transport Operations • New Venture Creation
TOURISM	<ul style="list-style-type: none"> • Client Service and Human Relations • Science of Tourism • Sustainable Tourism in South Africa • Tourism Operations 	<ul style="list-style-type: none"> • Client Service and Human Relations • Science of Tourism • Sustainable Tourism in South Africa • Tourism Operations 	<ul style="list-style-type: none"> • Client Service and Human Relations • Science of Tourism • Sustainable Tourism in South Africa • Tourism Operations
HOSPITALITY (accommodation, Catering & Event Services)	<ul style="list-style-type: none"> • Client Service and Human Relations • Food Preparation • Hospitality Generics • Hospitality Services 	<ul style="list-style-type: none"> • Client Service and Human Relations • Food Preparation • Hospitality Generics • Hospitality Services 	<ul style="list-style-type: none"> • Client Service and Human Relations • Food Preparation • Hospitality Generics • Hospitality Service

SECTION 13.2

ADMISSION REQUIREMENTS FOR INDIVIDUAL PROGRAMMES – REPORT 191 ENGINEERING STUDIES N4:

The following are the admission requirements for all the programmes in this section:

- Grade 12 (National Senior Certificate) with Mathematics and Physical Science, NOT Mathematical Literacy
- N3 Certificate in a relevant trade

	N4	N5	N6
ELECTRICAL	<ul style="list-style-type: none"> • Mathematics • Engineering Science • Industrial Electronics • Electrotechnics 	<ul style="list-style-type: none"> • Mathematics • Power Machines • Industrial Electronics • Electrotechnics 	<ul style="list-style-type: none"> • Mathematics • Power Machines • Industrial Electronics • Electrotechnics
MECHANICAL ENGINEERING	<ul style="list-style-type: none"> • Mathematics • Engineering Science • Mechanotechnics • Mechanical Draughting 	<ul style="list-style-type: none"> • Mathematics • Mechanical Drawing & Design • Mechanotechnics • Power Machines • Strength of Materials 	<ul style="list-style-type: none"> • Mathematics • Mechanotechnics • Mechanical Drawing & Design • Power Machines • Strength of Materials

SECTION 13.3 ADMISSION REQUIREMENTS FOR INDIVIDUAL PROGRAMMES – REPORT 191 BUSINESS STUDIES:

The following are the admission requirements for all the programmes in this section:

- Grade 12 National Senior Certificate with relevant subjects

	N4	N5	N6
HUMAN RESOURCES MANAGEMENT	<ul style="list-style-type: none"> • Personnel Management • Computer Practice • Entrepreneurship & Business Management • Communication 	<ul style="list-style-type: none"> • Personnel Management • Labour Relations • Personnel Management • Computer Practice 	<ul style="list-style-type: none"> • Personnel Management • Labour Relations • Personnel Training • Computer Practice
FINANCIAL MANAGEMENT	<ul style="list-style-type: none"> • Entrepreneurship & Business Management • Financial Accounting • Computerised Financial Systems • Management Communication 	<ul style="list-style-type: none"> • Financial Accounting • Cost & Management Accounting • Computerised Financial Systems • Mercantile Law N4 (O) 	<ul style="list-style-type: none"> • Financial Accounting • Cost & Management Accounting • Computerised Financial Systems • Income Tax
MANAGEMENT ASSISTANT	<ul style="list-style-type: none"> • Information Processing N4 • Computer Practice • Office Practice • Communication 	<ul style="list-style-type: none"> • Information Processing N5 • Computer Practice • Office Practice • Communication 	<ul style="list-style-type: none"> • Information Processing N6 • Computer Practice • Office Practice • Communication
BUSINESS MANAGEMENT	<ul style="list-style-type: none"> • Entrepreneurship & Business 	<ul style="list-style-type: none"> • Entrepreneurship & Business Management 	<ul style="list-style-type: none"> • Entrepreneurship & Business Management

	N4	N5	N6
	<ul style="list-style-type: none"> Management Management Communication Computer Practice Introductory Accounting 	<ul style="list-style-type: none"> Sales Management Computer Practice N5 Financial Accounting N4 	<ul style="list-style-type: none"> Sales Management Computer Practice Computerised Financial Systems N4
MEDICAL SECRETARY	<ul style="list-style-type: none"> Office Practice Communication Information Processing Medical Practice 	<ul style="list-style-type: none"> Office Practice Communication Information Processing Medical Practice 	<ul style="list-style-type: none"> Office Practice Communication Information Processing Medical Practice
LEGAL SECRETARY	<ul style="list-style-type: none"> Office Practice Communication Information Processing Mercantile Law 	<ul style="list-style-type: none"> Office Practice Communication Information Processing Legal Practice 	<ul style="list-style-type: none"> Office Practice Communication Information Processing Legal Practice
PUBLIC MANAGEMENT	<ul style="list-style-type: none"> Computer Practice N4 Entrepreneurship & Business Management N4 Management Communication N4 Public Administration N4 	<ul style="list-style-type: none"> Computer Practice N4 N5 Public Administration N5 Municipal Administration N5 Public Finance N5 	<ul style="list-style-type: none"> Public Administration N6 Municipal Administration N5– N6 Public Finance N5– N6 (O) Computer Practice N6 (O) Public Law N6
HOSPITALITY AND CATERING SERVICES	<ul style="list-style-type: none"> Applied Management Sanitation, Safety & Housekeeping Nutrition and Menu Planning Catering: Theory and Practical 	<ul style="list-style-type: none"> Entrepreneurship & Business Management N4 Applied Management Catering: Theory and Practical Food & Beverage Services 	<ul style="list-style-type: none"> Applied Management Communication & Human Relations Computer Practice N4 Catering: Theory & Practical
TOURISM	<ul style="list-style-type: none"> Travel Office Procedures Tourism Communication Travel Services Tourism Destination 	<ul style="list-style-type: none"> Travel Office Procedures Tourism Communication Travel Services Tourism Destination 	<ul style="list-style-type: none"> Travel Office Procedures Hotel Reception Travel Services Tourism Destination Computer Practice N4
ART AND DESIGN	<ul style="list-style-type: none"> Drawing Entrepreneurship & Business 	<ul style="list-style-type: none"> Drawing Jewellery Design Jewellery 	<ul style="list-style-type: none"> Drawing Jewellery Design Jewellery

	N4	N5	N6
	Management <ul style="list-style-type: none"> • Jewellery Design • Jewellery Manufacturing	Manufacturing <ul style="list-style-type: none"> • History of Art 	Manufacturing <ul style="list-style-type: none"> • History of Art

14 SECTION 14: ADMISSION REQUIREMENTS FOR OCCUPATIONAL PROGRAMMES

- 14.1 Minimum entrance requirements are determined by the Quality Council for Trades and Occupations (QCTO) and are stipulated in the curriculum document for the specific Occupational Qualification, Skills Programme, or Learnership. These requirements may include NQF level, specific subjects, and criteria set by the relevant Sector Education and Training Authority (SETA) or the contracting employer.
- 14.2 A student who has previously enrolled in NCV or Report 191 programmes (fully completed & passed all subjects) may still be eligible to apply for an Occupational Programme if they meet the specific minimum QCTO requirements for that trade. *The College will consider their prior learning through the Recognition of Prior Learning (RPL) policy, especially where specific vocational subjects or practical skills are relevant to the Occupational Qualification being applied for.*

15 SECTION 15: STUDENTS WITH SPECIAL EDUCATION NEEDS (SSEN)

- 15.1 The College will admit students with identified and approved special needs and will make the necessary arrangements, as far as practically possible, to make teaching and learning accessible to such students.
- 15.2 The guidelines laid down by White Paper 6 shall be adhered to.
- 15.3 Applicants with special needs are to be accommodated within the scope of the College if the disability does not pose a threat to the well-being of the candidate. The latter would apply, for example, in the case of a blind candidate wishing to enrol for a course reliant on dangerous heavy machinery where sight is imperative for the execution of the task.

- 15.4 Special learning needs requiring alternative assessment formats (e.g., a scribe, reader, or extra time) must be applied for through the DHET's National Examinations and Assessment component. This application must be supported by a professional learning history. The College, in line with the DHET's mandate, will assist with the application and support the student in accessing available resources.
- 15.5 Physical accommodations will be provided wherever possible. The College will secure resources, including accessible technology and reasonable adjustments, in line with its budget and the DHET Student Support Services Policy.
- 15.6 Special needs which would necessitate unaffordable structural alterations can be accommodated only with State funding. For example, lifts to all floors. Where classroom relocation to accessible venues can be undertaken to improve access, this shall be done.
- 15.7 Learners from Special Schools must be tested by an Educational Psychologist (at the cost of the student) to determine if the student's abilities are on a Grade 9 level (especially Mathematics).
- 15.8 An applicant must provide proof of disability to the campus Student Support Officer or upload it on the enrolment portal before the applicant can be registered.
- 15.9 If the applicant does not declare a disability, the College cannot be held responsible if teaching and learning cannot take place, and the College has the right to cancel the application or registration.
- 15.10 An application may be declined due to the lack of facilities and/or resources for certain types of disabilities.
- 15.11 The College will not deny admission solely based on a disability. Should the College lack the necessary specialised facilities or resources for a specific disability, the College will assess the feasibility of providing reasonable accommodation in consultation with the DHET and the applicant. In such cases, the College will refer the applicant to a DHET-identified institution that can provide the necessary support.

ORBIT College cannot accommodate students with the following disabilities:

- Total blindness - no functional vision

- Total deafness - no hearing
- Deaf-Blind - no functional vision and no hearing
- Multiple Sclerosis
- Autism Spectrum Disorder
- Dyslexia
- Schizophrenia
- Bipolar Disorder
- Dementia
- Cerebral Palsy

15.12 Additional support and accommodations for students with identified and approved special needs to assist in guiding admissions must be put in place by the campus staff. This will include designated offices to cater to and assist students with special needs. (Student Support Service Policy).

16 SECTION 16: REGISTRATION PERIODS: REPORT 191 AND NCV

16.1 Registration periods are in line with the requirements of the DHET SOP on enrolment, rules and regulations of ORBIT TVET College and other authorities.

16.2 The registration period for each intake is open for 10 working days.

16.3 Identified programmes on the annual Operational Plan may be offered on a full-time and/or e-Learning / blended learning basis during the afternoon and evenings, which need to be self-sustainable. The duration of the Engineering studies is three Trimesters: The first Trimester - January to March; the Second Trimester – May to July, and the Third Trimester - September to November. Business Studies duration is two Semesters.

16.2 NCV is an annual programme per level and may be offered on a full-time and/or e-Learning / blended learning basis during the afternoon and evenings, which needs to be self-sustainable.

17 SECTION 17: RE-ADMISSION

- 17.1 For an applicant to be admitted to the next level or year, they must comply with the promotional requirements of the previous level or year as guided by the DHET's Progression Policy or QCTO Guidelines.
- 17.2 If an applicant has failed the level of study, the applicant is allowed to re-enrol on the same level up to a maximum of three (3) attempts for NCV and Report 191 programmes. The College will provide Student Support Services and academic support programmes to assist the enrolled students to succeed. Any student who exceeds the maximum number of attempts shall be subject to academic exclusion as stipulated in the College's Academic Exclusion Clause.
- 17.3 Students transferring from another DHET-registered TVET College must provide a formal Transfer Letter from the previous institution, accompanied by certified academic transcripts or an academic history report that clearly indicates all subjects written, internal continuous assessment (ICASS) marks, and any outstanding debt or disciplinary records.
- 17.4 Applicant's re-admission into the college shall be subject to the applicant's acceptance (i-Enabler Application & Registration agreements and College Student Code of Conduct) of the rules and academic regulations.

18 SECTION 18: ACADEMIC EXCLUSION

- 18.1 All College-registered students must accept and comply with the contents of the Application and Registration Rules and Regulations as on the Student Enrolment Portal.
- 18.2 An applicant will be denied admission where the student performed poorly (did not meet the requirements to proceed to the next level twice).
- 18.3 The returning applicant had a poor attendance record.
- 18.4 If an applicant has failed twice or more in his/her field of study, with academic support interventions, and they still fail, they will not be re-admitted.
- 18.5 A prospective student is denied if the student has been expelled from another College as part of a disciplinary sanction or Examination sanction from DHET.
- 18.6 Agreed outstanding debt not paid by the applicant (proof of financial agreement must be provided).
- 18.6 Any aggrieved applicant can appeal against the decision.

18.7 All applicants must declare any relevant criminal convictions/records, and the college may seek legal advice for admitting or excluding students with pending convictions.

19 SECTION 19: DOCUMENTS REQUIRED FOR ADMISSION OF AN APPLICANT

19.1 All documents will become the property of the College. If documents are not in English as the medium of communication, they must be accompanied by a certified translation in English.

19.2 Academic results and identity documents must be certified and not older than 3 months.

19.3 Identity document or passport for foreign students, accompanied by the South African Qualification Authority (SAQA) approved foreign qualification Certificates and proof of Medical Insurance or Cover.

Academic Records:

19.3.1 Grade 9, 10, 11 or 12 certificate/NCV Level 4 (whichever applies to the programme to which the applicant wants to enrol); or

19.3.2 Adult Education and Training (AET) Level 4, which is equivalent to the National Qualification Framework (NQF) Level 1 Certificate: or

19.3.3 Placement assessment results; or

19.3.4 Meeting the required score on the online point system (APS) criteria for specific programmes.

19.4 Proof of provisional funding status from NSFAS (if applicable).

19.5 A signed Proof of Registration.

20 SECTION 20: ADMISSION OF NON-RSA CITIZENS

The College shall ensure that foreign students have access to education, and the College shall make every effort to support foreign students.

20.1 A prospective student who entered the Country as a refugee or immigrant must present a study permit when applying for admission to the College.

- 20.2 Persons classified as aliens must, when they apply for admission, show evidence that they have applied to the Department of Home Affairs to legalise their stay in the Country in terms of the Aliens Control Act,1991(Act No.96 of 1991) as amended in Section 2 of the Aliens Control Amendment Act,1995(Act No.76 of 1995).
- 20.3 The College is not permitted to register foreign students until the applicant produces the supporting documentation for evaluation purposes. This will include a passport, visa, study/work permit, qualifications and health insurance on registration.
- 20.4 The onus is on the applicant to provide proof of Academic Records approved by the South African Qualifications Authority (SAQA) if it is a foreign qualification.
- 20.5 The student will be given 2 weeks to provide the certificate, and if he/she cannot provide the certificate, their application/registration will be terminated.

21 SECTION 21: TUITION FEES

- 21.1 The registered student remains responsible for the payment of any fees that may fall due as a result of my studies at ORBIT TVET College on the appointed due dates as determined by the College.
- 21.2 A 10% of the total outstanding tuition fees must be paid before certain returning applicants will be allowed to register:
- 21.2.1 Payments are made into the college bank account, and the student's number is used as the reference number.
- 21.2.2 Proof of 10% tuition fee payment must accompany the student's application documents.
- 21.2.3 Students with NSFAS bursaries must provide proof of a tuition bursary to be excluded from the 10% upfront tuition fee as part of their application process.
- 21.3 The tuition fees can be paid in instalments (as stipulated in the Financial Agreement), and the last instalment dates for the payment of the tuition fees are as follows:
- Semester 1 enrolments – 30 March;

- Semester 2 enrolments – 30 September;
- Trimesters 1 enrolments – 29 February;
- Trimester 2 enrolments – 30 June;
- Trimester 3 enrolments – 31 October;
- Year enrolments - 30 June.

21.4 In the event of a student's failure to pay any amount due by or demanded from the student on a set due date, all outstanding fees owing to the College at that point shall become due and payable in one sum with immediate effect.

21.5 Concerning students not fulfilling their financial obligations on time and as prescribed, the College retains the right to:

21.5.1 exclude students from College residences;

21.5.2 cancel students' application/registration after the specified dates and hold the student liable for payment of the outstanding amounts as agreed upon and signed in the special arrangement made;

21.5.3 withhold a student's registration if the previous year's tuition fees have not been paid in full until a payment agreement has been concluded.

21.6 The student remains responsible for informing the College in the event of a change of information regarding the person responsible for the tuition fees.

21.7 Students have access to either view or print a financial statement via the Student i-Enabler (Student Self-Help Portal) to determine any outstanding fees.

21.8 It is the responsibility of the student to apply for a bursary should there be a need for financial assistance.

22 SECTION 22: RIGHT TO APPEAL

22.1 Any applicant or parent /guardian of an applicant who has been refused admission to the College may appeal against the decision through the Campus Appeals Committee by communicating with the Campus Manager as the Chairperson of the committee.

22.2 The Campus Appeals Committee must have the following representatives:

- a. Campus Manager (Chairperson)
- b. Relevant HoD
- c. Relevant Senior Lecturer

- d. Relevant Lecturer
- e. Student Support Officer

Note: The student can be represented/accompanied by the SRC Campus Chairperson and/or Parent/Guardian, but to a maximum of 2 (two) persons.

- 22.3 In the event the aggrieved is not satisfied with the results of the Appeals Committee's outcome, the aggrieved has the right to appeal to the College Appeals Committee.
- 22.4 The College Appeals Committee must have the following representatives:
- a. College Principal (Chairperson)
 - b. Deputy Principals: Academic & Student Support Services
 - c. Deputy Principal: Innovation and Development
 - d. ASD: Student Support Services
 - e. ASD: MIS & Student Enrolments
 - f. Campus Manager from a campus not appealed against
 - g. HoD from a Campus not appealed against

Note: The student can be represented/accompanied by the SRC Campus Chairperson, SRC President and/or Parent/Guardian, but to a maximum of 2 (two) persons.

23 SECTION 23: REGISTRATION REGISTER

- 23.1 The ASD: MIS & Student Enrolment and Campus Managers will be responsible for all student registrations. The MIS & Student Enrolment will verify and monitor the capturing of data by Campuses, and Campus Managers will be responsible for the safekeeping and uploading of all registration documentation.
- 23.2 The registration system of the College is guided by the DHET's SOPs. The format of the tool needs the biographical and demographic information of students, such as surname and full names, date of birth, age, identity number/passport number, disability, qualification details, names of students' next of kin, their addresses and while studying address and contact details.
- 23.3 Entries in the registration system will be verified against each student's information, such as identity documents or a passport.

- 23.4 Internal and external auditors and officials from national and regional offices must be able to access the electronic registration system and the register.
- 23.5 A uniform electronic Business Management System (BMS) must be used at the college for all students' enrolment data.
- 23.6 All enrolment reports and statistics must be generated via the official Business Management System.

24 SECTION 24: SELECTION AND PLACEMENT REQUIREMENTS

- 24.1 Selection and Placement Criteria must be followed:
 - 24.1.1 New (prospective and new in a qualification) applicants are required to undergo a Placement Assessment.
 - 24.1.2 For an applicant to be admitted to the next level, the applicant must comply with the promotional requirements of the previous level as per Section 16.1.
- 24.2 The college BMS functionality (APS sub-system) replaces the Selection Committees responsible for the Admission, Selection and Placement of students.
- 24.3 The setup of the system will take place according to the Programme's APS as stipulated in Sections 10, 11 and 12.
- 24.4 NCV Level 4 students will receive priority for relevant Report 191 Programmes.
- 24.5 Disabled students, who can be accommodated in a programme, should receive special consideration.
- 24.6 A list of selected applicants must be signed off / approved by the campus programme HoD.
- 24.7 System feedback must be provided to all students whether their application was successful or not.
- 24.8 Selected students must indicate whether they accept the placement or not within the application and registration periods.
- 24.9 Enrolled students who have moved from another College are to supply a transfer letter to the new College upon registration.

25 SECTION 25: PROTECTION OF PERSONAL INFORMATION ACT (POPIA: Protection of Personal Information Act, no 4 of 2013)

25.1 The applicant and registered student must accept the following regarding access to information:

Agree and understand that ORBIT TVET College keeps and processes data and documents in electronic and paper format, including data supplied by me during enquiry, application and registration. The college may use and transfer such data and use such documents in electronic or other formats for audit and statistical purposes.

25.2 This includes, but is not limited to, the following:

25.2.1 ORBIT TVET College may make use of personal information (including surname and first name, identity number, passport number, student number, face image, as well as my cell phone number) for academic, administrative and support purposes.

25.2.2 Details relating to academic performance may be used in the interest of academic development and support, which includes communication with parent(s), guardian(s) and/or bursary sponsor(s).

25.2.3 Name, address and phone number may be made available to ORBIT TVET College Alumni Office and to potential employers for a possible employment opportunity or to such other persons as may be indicated if the college is compelled by law to adhere to the request (e.g. national learner record database as required by the Department of Higher Education and Training).

25.2.4 Face image, first name and academic information may be used by the Corporate Communications Department for publishing on official college platforms and publications.

25.2.5 The submission of personal information to the Department of Higher Education and Training per the Continuing Education and Training Act, no 16 of 2006 (as amended) and the Post-School Education and Training Information Policy, 2019. Personal information will also be used for research and/or to inform policy development.

26 SECTION 26: APPROVAL

26.1 The Admission Policy must be agreed upon by the:

26.1.1 Management Board

26.1.2 Academic Board

26.1.3 College Council of ORBIT TVET College.

26.2 This policy must be updated and approved on an annual basis.

26.3 The Admission Policy must be approved and signed by the ORBIT TVET College Council Chairperson and the Principal.