

STUDENT ADMISSION POLICY

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1. POLICY PURPOSE

The purpose of this policy is to ensure that correct procedures are followed when admitting prospective students for a learning module and/or programme offered by iQ Academy (hereafter referred to as iQ) and that this is done without prejudice and in a fair and transparent manner.

2. POLICY SCOPE

This policy applies to the admission of all prospective students into higher education learning programmes offered by iQ Academy.

3. TERMINOLOGY

The following terminology is defined:

- Recognition of Prior Learning (RPL): A process that evaluates and recognises the knowledge, skills, and competencies individuals have acquired through formal, informal, or non-formal learning experiences, enabling them to gain access to programmes even if they do not meet traditional entry requirements.
- Mature Age Exemption: A provision allowing individuals ages 23 and older who do not meet the formal entry requirements to be admitted into a programme based on their work experience and other relevant qualifications.

4. PRINCIPLES

In order to facilitate access, iQ aspires to uphold the principle of open access to student development and training as well as the National Qualifications Framework (NQF) principles as applied to learning in general. These include:

- student-centeredness
- student participation
- relevance
- recognition of prior learning (RPL) and experience
- lifelong learning
- career-pathing
- quality and cost-effectiveness; and
- equity and empowerment

Another principle upheld by iQ is not to deny a prospective student access to training and development based on background, lack of formal qualifications or special needs. A prospective student will be selected for a particular learning module and/or programme should he/she satisfy

the minimum entrance requirements stipulated for the module and/or programme, or, through Recognition of Prior Learning (RPL) as outlined in the RPL Policy, or, through Mature Age Exemption.

5. LANGUAGE OF DELIVERY

All modules and/or programmes are taught in English only.

6. PROSPECTUS

A prospectus has been developed in accordance with the regulations relating to higher education and Training in South Africa. iQ is committed to ensuring that marketing material does not mislead students. As such, the Dean will sign off on all marketing material before it is released.

7. ADMISSION MANAGEMENT

A Management Information System is used to manage all entry and related information once the student has enrolled with iQ.

Administrative staff are tasked to handle all admission and related forms that need to be completed by the enrolling student. Such documentation is stored electronically.

8. ADMISSION REQUIREMENTS

SHORT COURSE LEARNING PROGRAMME:

To gain access to a short course learning programme, candidates must meet the requirements relevant to the programme for which they would like to register. Minimum entry requirements are as follows, depending on the programme:

- A student must have obtained a Grade 9 and must be at least 18 years of age with the ability to read and write in English, the language of instruction

HIGHER CERTIFICATE PROGRAMMES:

Prospective students who have been issued a Grade 12 (Standard 10) certificate by an approved authority in South Africa such as Umalusi, receive access to a "Higher Certificate programme" as stated on the certificate, and individuals who meet the minimum entrance requirements below will be considered for entry onto a Higher Certificate programme.

Minimum entrance requirements:

- A National Senior Certificate, NQF Level 4, with at least 30% in the language of teaching and learning, granting access to Higher Certificate studies; OR

- A National Certificate (Vocational) (NCV), NQF Level 4, with at least 30% in the language of teaching and learning, granting access to Higher Certificate studies; OR
- A Senior Certificate, NQF Level 4, with at least 30% in the language of teaching and learning, with a school-leaving endorsement; OR a completed iQ Academy Short Course Programme, per the RPL Policy

RECOGNITION OF PRIOR LEARNING (RPL)

Prospective students who do not meet the minimum entrance requirements for the module and/or programme, but can demonstrate comparable RPL competency, may also be granted admission when applying at iQ. Admission of prospective students through RPL will not constitute more than 10% of the total student-intake for the module and/or programme. The prospective student will also be liable for all costs associated with any RPL undertaken. Refer to the RPL Policy for further details in this regard.

** See Annexure A for processes relating to the above*

MATURE AGE EXEMPTION

Prospective students of mature age (23 years) will also be considered for admission into Short Course programmes, based upon their experience, should they not meet the minimum entrance requirements.

CONDITIONAL AGE EXEMPTION

Students who are older than 45 years should submit an ID document or valid passport, and highest qualification to be admitted for Higher Certificate studies.

APPLICATION FOR CREDIT ACCUMULATION AND TRANSFER (CAT)

A student may apply for CAT as follows:

- For any subject(s) obtained at another accredited institution if the required outcomes are similar to those required for the subject in question and if the qualification was completed at said institution. The academic record and relevant syllabi (content) of the module(s) must accompany the application.
- The total number of exemptions awarded may not exceed fifty percent (50%) of the total number of credits in a programme.
- All exemptions shall only be valid for a maximum period of five (5) years.
- Applications for CAT must be submitted to the Registrations Office, and will be reviewed by the Head: Faculty.

Notwithstanding the above, the Dean will exercise his/her own discretion in considering applications for exemption.

INTERNATIONAL STUDENTS

International students wishing to apply with iQ must ensure the following:

- a) A study permit has been obtained and;
- b) All international qualifications have been evaluated by the South African Qualifications Authority (SAQA).

** See Annexure A for processes relating to the above*

APPLICATION FOR A STUDY PERMIT

International students should apply for a Study Permit at the South African High Commission, Embassy, Consulate or Trade Mission in their country of origin.

If there is no South African representative, prospective students must apply to the South African High Commission, Embassy, Consulate or Trade Mission nearest to their home country. It is imperative that students await the outcome of this application for a study permit in their own country of residence or origin.

Study permits are issued for a program of study at a specific institution. International students should obtain a new permit only if they wish to change institutions or if the study permit has expired.

Once you have confirmed your acceptance of the formal offer from iQ, you can make your application for a study visa. You should contact the South African Consulate for full details about applying for a study permit.

Prospective international students are advised to submit their study permit documentation as soon as possible. It normally takes six to eight weeks for applications to be processed. iQ cannot register a student until a valid study permit has been produced. Passports with a valid study permit must be presented to iQ during registration.

**International students must ensure that their study permit reflects the details of IQ Academy as the intended institution of study and that it is valid for the duration of the qualification.*

EVALUATION OF INTERNATIONAL QUALIFICATIONS

International students must have all their qualifications evaluated by SAQA to ensure that the entry requirements for the South African qualification they are applying for have been met.

For further information regarding the above, visit the SAQA website on www.saqa.org.za

9. RIGHT TO REFUSE ADMISSION

iQ has the right to refuse admission to any person who applies for admission should it be considered to be in the interest of the institution to do so.

iQ may not unfairly discriminate, either directly or indirectly, against any person on one or more of the following grounds including race, gender, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language and birth.

10. NO OBLIGATION TO OFFER A MODULE AND/OR PROGRAMME

iQ reserves the right not to offer a particular module and/or programme should the Academic Board be of the opinion that there is an insufficient number of qualified prospective students enrolled for the module and/or programme.

11. CONCURRENT REGISTRATION FOR MORE THAN ONE MODULE AND/OR PROGRAMME

Unless permitted by the Academic Board, no student is permitted to be registered for more than one qualification programme at one particular time.

12. LIMITATION ON NUMBER OF STUDENTS

The Academic Board may limit the number of students permitted to register for any module and/or programme.

13. REGISTRATION

iQ will, at all times, ensure that the number of students enrolled on the programmes does not exceed the capacity of the staff and the administrative infrastructure to provide for student support and the assessment needs of students.

14. MINIMUM AND MAXIMUM PERIODS OF STUDY

Students are required to complete their studies within the required timeframe as stipulated in the rules of the programme. It is the responsibility of the student to ensure that they are familiar with the minimum and maximum periods of study for the programme for which they have enrolled.

HIGHER CERTIFICATE STUDENTS:

Students are required to complete their studies within the required timeframe as stipulated in the rules of the programme as well as achieve the required number of credits per year of studies. It is the responsibility of the student to ensure that they are familiar with the minimum and maximum periods of study for the module and/or programme for which they have enrolled.

Minimum 1-year
Maximum 3-years

15. EXTENSION OF STUDIES

SHORT COURSE PROGRAMME STUDENTS:

For short course programmes, should a student require an extension to his/her study period, the “Exclusions Appeal” form must be completed and submitted to the Registrations Office. It is the discretion of iQ to either grant or deny an extension request. Should such a request be granted, it may not exceed a period of more than 3 months.

HIGHER CERTIFICATE & DIPLOMA STUDENTS:

Should a student require an extension to his/her study period, the “Exclusions Appeal” form must be completed and submitted to the Registrations Office. It is the discretion of iQ to either grant or deny an extension request. Should such a request be granted, it may not exceed a period of more than 12 months (1 year).

16. ACADEMIC EXCLUSION

Students are required to complete their studies within the required timeframe as stipulated in the rules of the programme.

Should a student be excluded from the programme, the student will no longer receive any services or support and will be liable for all outstanding fees. Should a student who has been excluded, wish to resume their studies, they would have to re-register for the programme.

17. DE-REGISTRATION

Students are entitled to deregister at any stage based upon the Institutional rules.

ANNEXURE A: ENTRY REQUIREMENTS FOR HIGHER CERTIFICATE PROGRAMMES

Course	Entry Requirements	Learning Assumed to be in Place	Documentation to accompany application
<p>Higher Certificates in the following areas of specialisation</p> <ul style="list-style-type: none"> • Business Management • Human Resource Management • Public Management • Local Governance 	<p>A matric exemption certificate is not required for entry into these Higher Certificate programmes. Prospective students who have qualified with a school leaving certificate in its most basic form, i.e. excluding Matriculation Exemption, and which has been issued by an approved authority in South Africa, such as Umalusi, will be considered.¹</p> <p>The following minimum requirements apply:</p> <ol style="list-style-type: none"> 1. National Senior Certificate with at least 30% in the language of teaching and learning; OR 2. A Senior Certificate with at least 30% in the language of teaching and learning; OR 3. A National Certificate Vocational (NCV) (Level 4) with at least 30% in the language of teaching and learning.² 	<p>Refers to the building blocks of knowledge, skills and understanding that are assumed to be in place and support the achievement by the student of the assessment criteria. These include:</p> <ul style="list-style-type: none"> • The ability to communicate in English (to read and write freely in the language of instruction); • The institution subscribes to a Distance Education Model. The student experience can be greatly enriched if students are familiar with technology, such as the internet, mobile technology and such social media as, Facebook, etc. 	<ul style="list-style-type: none"> • Certified copy of NSC or NC or NCV (Level 4); • Certified copy of ID; • Certified copy of marriage and/or divorce certificate (only if surname on highest qualification and on copy of ID does not match).

¹ SAQA: Evaluation of Foreign Qualifications – Discussion Document

² HEQSF (2013)

Course	Entry Requirements	Learning Assumed to be in Place	Documentation to accompany application
	<p>For international candidates not in possession of a school leaving certificate (in its most basic form i.e. without matric exemption), issued by an approved authority in South Africa, such as Umalusi:</p> <p>The following school leaving qualifications will be considered for access into these Higher Certificates, with due regard to subject combinations:</p> <p>General Certificate of Education, International Certificate of Education, Cambridge Overseas School Certificate, International General Certificate of Secondary Education and Similar School Leaving Certificates: ³</p> <p>For the above, the following subject combinations are required:</p> <ol style="list-style-type: none"> 1. A total of four different subjects, including three Ordinary Level / IGCSE subjects graded A to C (or 1 to 6), plus one Advanced Level; OR 	<p>Same as for candidates with a SA school leaving certificate (see above)</p>	<ul style="list-style-type: none"> • Certified copy of ID or valid passport • Certified copy of study or work permit (for international applicants); • Certified copy of highest school leaving qualification reflecting achievement as per the minimum requirements stipulated. • A SAQA evaluation certificate indicating equivalence is required for candidates holding any school leaving certificate other than a school leaving certificate issued by Umalusi; • Certified copy of marriage and/or divorce certificate (only if surname on highest qualification and on copy of ID does not match).

³ SAQA - Evaluation of Foreign Qualifications – Discussion Document

Course	Entry Requirements	Learning Assumed to be in Place	Documentation to accompany application
	<p>A total of six different subjects, including five Ordinary Level / IGCSE subjects graded A to E (or 1 to 8), plus one Advanced Level.</p> <p>2. A total of five different subjects, including three Ordinary Level / IGCSE subjects graded A to C (or 1 to 6), plus two passes at one of the following levels: Advanced Supplementary, Higher General Certificate of Secondary Education (graded 1-38), South African Senior Certificate Higher Grade, or recognised equivalent; or</p> <p>A total of seven different subjects, including five Ordinary Level / IGCSE subjects graded A to E (or 1 to 8), plus two passes at one of the following levels: Advanced Supplementary, Higher General Certificate of Secondary Education (graded 1-3 – Grade 4 is considered to be the equivalent of IGCSE Grades A-C), South African Senior Certificate Higher Grade, or recognised equivalent.</p> <p>Each of the above combinations <u>must include</u> English Language, or the mother tongue as a first language.</p>		

ANNEXURE B: ADMISSION PROCESSES

The registration procedure for the enrolment of prospective students at iQ is as follows:

Task	Responsible Department / Person
The prospective student is received in the form of a lead obtained by Marketing initiatives through various channels.	Marketing
The prospective student is filtered, via enrolment application software, to an Enrolment Centre Consultant's "Work Basket"	Student Enrolments
Once the Enrolment Centre Consultant selects a particular prospective student, an application screen with a pre-populated approval number will open, showing the mobile number from which, the prospective student was received	Enrolment Consultant
The Enrolment Centre Consultant contacts and engages with the prospective student, capturing all his/her details onto the enrolment application software and explaining the terms and conditions of the prospective student's enrolment with iQ.	Enrolment Consultant
Once completed, the prospective student is required to confirm that all his/her details are correct and that he/she has been advised of the terms and conditions of enrolment	Enrolment Consultant
The Enrolment Centre will then forward the request to a Quality Assurer to vet the documentation	Enrolment Consultant
Once the prospective student is "Approved", the Audio Vetting Consultant will evaluate both the enrolment application and recording to ensure that quality, accuracy, business rules and policies are adhered to, based on prescribed criteria	QC Consultant
If all the criteria are met, the Audio Vetting Consultant will "Validate" the prospective student and a contract is then created on the credit management software via an automated process. The prospective student is now a fully registered student with IQ Academy	QC Consultant
Admission documents are then requested from the student and can be loaded directly onto the Learning Management System by the student.	Admissions Consultant
These documents will then go through their 1 st screening process by the admissions Consultant	Admissions Consultant

Task	Responsible Department / Person
whereby any irregularities are address immediately with the student via the Learning Management System, email or SMS notification. Records of communications with students, are retrievable against the student profile.	
Should exceptions need to be granted these need to be sent through to the Registrations Office whereby the exception will be approved or rejected.	Registrations Office