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Policy review manager	National Operations Manager: Janice Paddey		
Policy review conducted by	National Academic Manager: Andrew Gray National Academic Director: Linda Halliday		
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Signed off by	National Academic Director: Linda Halliday		
Signature			

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Purpose of the admission and selection policy

eta's ethos regarding access to learning aims to make admission to any of **eta**'s programmes as easy and seamless as possible, within the parameters of the South African Higher Education Act, 1997 (Act 101 of 1997) and its subsequent amendments. The **eta** admission and selection policy has been developed in accordance with the general guidelines established by Act. The aim of this policy is to provide rules for admission to **eta**'s programmes, including guidelines for selection to each learning programme. The specific guidelines for selection are indicated in the annexures at the end of this policy. All **eta** sites of delivery are required to comply with this admission and selection policy. **This policy should also be read in conjunction with the eta policy for Recognition of Prior Learning.**

eta sites of delivery that operate outside South Africa must comply with the admission and selection guidelines of this policy when offering South African qualifications. If local requirements differ from this policy or there are additional requirements set by the regulatory body where an **eta** site is operating, such requirements must be adhered to as well.

As a general rule, this policy follows guidelines for admission and selection established by the South African Qualifications Authority (SAQA) while also ensuring educational regulatory requirements of the countries where **eta** operates.

Statement of non-discrimination

The **eta** does not discriminate against any person based on race, age, ethnicity, gender, identity or belief. Applicants are selected on the basis of the following:

- 2.1 Their ability to fulfil the admission criteria;
- 2.2 Their ability to fulfil the registration criteria and,
- 2.3 Their ability to meet the general conditions of registration and fee payment

General admission criteria

To enter higher education programmes commencing at NQF level 5, applicants should meet the following admission criteria:

- 3.1 Have successfully matriculated from senior school with their high school diploma. The South African requirement is a National Senior Certificate (NSC) or National Certificate (Vocational) NC(V);
- 3.2 Be able to provide a certified copy of their senior school results indicating subjects passed and marks achieved. This is to enable the admissions office to determine whether the candidate has the minimum level of learning to cope with the academic demands of their **eta** programme.

Students, who do not yet have their official matriculation results, may submit mid-year school exam results but official NSC results (or equivalent) will be required before being admitted to their **eta** programme.

Students can only be admitted to an **eta** programme once their supporting documentation has been provided with their registration form and tuition fees.

Students who do not meet the admission criteria

If an applicant does not have the NSC pass required for admission to an **eta** programme but can provide relevant evidence that enables recognition of their prior learning, they may be accepted for the **eta** programme as long as they meet registration requirements and if recognition of prior learning is applicable. Depending on age, experience and supporting evidence, students can be admitted at the discretion of the campus manager and according to the **eta** RPL policy.

Assessment for access

Applicants should be referred for **RPL assessment and psychometric testing** provided by NOME. Please refer to the NOME RPL Guidelines linked to **eta**'s RPL and CAT Policy. After psychometric testing, if applicants do not meet criteria for the level of the programme for which they are applying, they may be recommended for a cognate programme at a lower NQF level. For example, if unable to be admitted to a level 5, Higher Certificate, the candidate may be recommended to complete a Fitness Instructor Certificate at NQF level 4 which is registered on the OQSF. Successful achievement of the programme may enable entry to a level 5 programme.

Selection Criteria

Students who are selected for an **eta** programme must (1) meet the academic admission criteria, (2) have achieved a programme's recommended subjects for their grade 12 exams, and (3) be able to pay their registration fee and course fees.

Applicants are selected and accepted without conditions. Should there be more applicants who meet the academic admission criteria than there are places available, students are selected on the basis and balance of merit, in terms of their marks for recommended subjects, equity and fairness in relation to gender and racial demographics (if applicable).

Progression to a higher level or year of study

To continue into the next year of any **eta** programme, students must have successfully achieved their requisite modules and their pass mark required for their year of study before continuing their next year of study. Special consideration may be given to allow students to continue into the next year of study but this is based on the specific assessment rules per programme.

[Refer to the Assessment Rules Policy.](#)

Credit Accumulation and transfer (CAT)

Accumulated credits from any **eta** programme (or other accredited programmes) will be recognised and students achieved credits can be recognised and transferred where applicable.

[Refer to the Recognition of Prior Learning Policy.](#)

The following pages provide guidelines for admission to the different eta programmes at different levels.

Admission to NQF Level 5 Higher Certificate

The following relates to CHE accredited qualifications, registered on the Higher Education Qualifications Sub Framework (HEQSF). The minimum requirement for admission to Higher Certificate programmes is either:

- A National Senior Certificate (NSC) with Higher Certificate admission and compliance with the language requirements for **eta**. The NSC pass required is an elementary achievement (rating code 2/F) with an overall score of 30-39% and a minimum pass of 40% in English. A National Certificate Vocational (NCV) and compliance with the language requirements for **eta**.
- An alternative matriculation exam e.g. Independent Examination Board (IEB) which is the body representing private schools and compliance with the language requirements for **eta**.
- A Further Education and Training Certificate (NQF 4) in a cognate field e.g. fitness, coaching or sport administration.
- Under certain conditions, level 4 Occupational Certificates in a cognate field may be considered for admission plus relevant work experience (see RPL policy).

Refer: Annexure A, NSC alternatives

Selection to NQF Level 5 Higher Certificates

Table 1 lists the subjects that inform selection to the higher certificate programmes

Table 1

Higher Certificate in Coaching Science Higher Certificate in Fitness	Higher Certificate in Sports, Recreation and Fitness Management
Life Sciences	Accounting
Physical Sciences	Business Studies
Information technology	Economics
Consumer studies	Consumer studies
Business Studies	Information technology
Mathematics or Math literacy	Mathematics or Math literacy
English	English

Admission to Diploma, NQF Level 6

The minimum requirement for admission to Diploma programmes is either:

- A National Senior Certificate (NSC) with Diploma admission with minimum of 40% in English, coupled with an achievement rating of 3 (moderate achievement 40-49% or better in four recognised NSC 20-credit subjects).
- A National Certificate Vocational (NCV). A student must (a) achieve at least 50% in three fundamental subjects including the language of learning and teaching in the higher education institution, (b) achieve at least 60% in the three compulsory vocational subjects.
- A Senior Certificate (SC) (with relevant endorsement) or equivalent.
- A Further Education and Training Certificate (NQF 4) in a cognate field e.g. fitness, coaching or sport administration.
- A Higher Certificate or Advanced Certificate in a cognate field. For example, a Higher Certificate in Fitness or in Coaching Science enables access to the Diploma in Sport and Exercise. The Higher Certificate in Sports Recreation and Fitness Management enables access to the Diploma in Sport and Recreation Management

Selection to NQF Level 6 Diplomas

Table 2 lists the subjects that inform selection to the diploma programmes

Table 2

Diploma in Sport and Exercise	Diploma in Sport & Recreation Management
Life Sciences	Accounting
Physical Sciences	Business Studies
Information technology	Economics
Consumer studies	Consumer studies
Business Studies	Information technology
Mathematics or Math literacy	Mathematics or Math literacy
English	English

Admission to Bachelor degree, NQF Level 7

The minimum requirement for admission to Bachelor Degree programmes is either:

- A National Senior Certificate (NSC) with bachelor degree admission with minimum of 40% in English, coupled with an achievement rating of 4 (adequate achievement 50-59%) or better in four recognised NSC 20-credit subjects (refer annexure 7 for list).
- A National Certificate Vocational (NCV). A student must achieve at least 60% in three fundamental subjects, including the language of learning and teaching in the higher education institution, and achieve at least 70% in four vocational subjects, chosen from the NC (V) Level 4 subjects.
- A Senior Certificate (SC) (with relevant endorsement).
- A Further Education and Training Certificate (NQF 4) in a cognate field e.g. fitness, coaching or sport administration.
- A Higher Certificate or Advanced Certificate in a cognate field. For example, a Higher Certificate in Fitness or in Coaching Science enables access to the Diploma in Sport and Exercise. The Higher Certificate in Sports Recreation and Fitness Management enables access to the Diploma in Sport and Recreation Management

Selection to NQF Level 7 Degree

Table 3 lists the subjects that inform selection to the degree programmes

Table 3

Sport and Exercise	Sport Management
Life Sciences	Accounting
Physical Sciences	Business Studies
Information technology	Economics
Consumer studies	Consumer studies
Business Studies	Information technology
Mathematics	Mathematics
English	English

Admission to Advanced Certificates, NQF Level 6

Admission to Advanced Certificates is based on the successful completion of a level 5 Higher Certificate or National Certificate in a cognate field. See below for specific programmes.

Advanced Certificate (Fitness)

The requirement for admission to the NQF level 6 programme for the Advanced Certificate in Fitness is successful achievement of the Higher Certificate in Fitness or a cognate Higher Certificate or National Certificate at NQF level 5.¹

Advanced Certificate (Coaching Science)

The requirement for admission to NQF level 6 programme for the Advanced Certificate in Coaching Science is successful achievement of the Higher Certificate in Coaching Science or a cognate Higher Certificate or National Certificate at NQF level 5.

Advanced Certificate (Sports, Recreation and Fitness Management)

The requirement for admission to NQF level 6 programme for the Advanced Certificate in Sports, Recreation and Fitness Management is successful achievement of the Higher Certificate in Sports Recreation and Fitness Management or a cognate Higher Certificate or National Certificate at NQF level 5.²

For candidates who wish to enter an Advanced Certificate but may not have the specific admission criteria, please refer to the Policy for Recognition of Prior Learning (RPL) to determine possible credit accumulation and transfer.

¹ In terms of the Advanced Certificate Fitness and Coaching Science, cognate implies that the candidate wishing to enter the Advanced Certificate has a Higher Certificate or National Certificate from the same field. Course consultants can be guided by CESM category 13, specifically, CESM 130812: Sport and Exercise Sciences/Kinesiology: An area of study which focuses on the application of scientific principles related to physical activity, fitness, exercise and sport performance. This includes instruction in biomechanics, functional anatomy, motor ability, kinanthropometry, testing and measurement of human ability of performance and functional exercise training.

² In terms of the Advanced Certificate Sport, Recreation and Fitness Management, cognate implies that the candidate wishing to enter the Advanced Certificate has a Higher Certificate or National Certificate from the same field. Course consultants can be guided by CESM category 04, specifically, CESM 041702 Sport and Fitness Administration and Management: An area of study which prepares individuals to apply business principles to the organisation, administration and management of athletic programmes and teams, fitness/rehabilitation facilities and health clubs, sport recreation services, and related services. Includes programme planning and development; business and financial management principles; sales, marketing and recruitment; event promotion, scheduling and management; facilities management; public relations; legal aspects of sports; and applicable health and safety standards.

Admission to National Certificate or Diplomas, NQF Level 5

The following relates to CATHSSETA accredited qualifications, registered on the Occupational Qualifications Sub Framework (OQSF). The minimum requirement for admission is the following:

- A National Senior Certificate (NSC) with Higher Certificate admission and compliance with the language requirements for **eta**. The NSC pass required is an elementary achievement (rating code 2/F) with an overall score of 30-39% and a minimum pass of 40% in English. A National Certificate Vocational (NCV) and compliance with the language requirements for **eta**.
- An alternative matriculation exam e.g. Independent Examination Board (IEB) which is the body representing private schools and compliance with the language requirements for **eta**.
- A Further Education and Training Certificate (NQF 4) in a cognate field e.g. fitness, coaching or sport administration.
- Under certain conditions, level 4 Occupational Certificates in a cognate field may be considered for admission plus relevant work experience (see RPL policy)

Refer: Annexure A, NSC alternatives

Selection to NQF Level 5 Higher Certificates

Table 1 lists the subjects that inform selection to the higher certificate programmes

Table 3

Coaching Science and Fitness	Sports, Recreation and Fitness Management
Life Sciences	Accounting
Physical Sciences	Business Studies
Information technology	Economics
Consumer studies	Consumer studies
Business Studies	Information technology
Mathematics or Math literacy	Mathematics or Math literacy
English	English

Admission with alternative school leaving certificates

The following relates to alternative school graduating qualifications that may be achieved in or outside South Africa. The minimum requirement for admission to any NQF level 5 and 6 programmes is as follows:

GCSE (General Certificate of Secondary Education)

This section applies for applicants from countries on the GCSE system or for **eta** operators in countries working with this system. Based on the NSC subjects, the following guidelines apply for applicants with GCSE results. More information can be found here:

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

Access to eta programmes

Applicants must have achieved a level 1 foundational pass (D to G) for higher certificate

Applicants must have achieved a level 2 higher pass (A to C) to access diploma programmes

Applicants must have achieved a level 2 higher pass (A) to access degree programmes

For All eta programmes: Applicants must have achieved the following GCSE subjects

- English
- Mathematics
- Physical Education

For sport, exercise or coaching studies the following subjects guide selection

- People and society-related subjects
- Natural sciences

For Management studies the following subjects guide selection

- People and society-related subjects
- Humanities
- Technology

NSC alternatives

Refer to [Annexure A](#) (separate document) to check for comparable scores of other school leaving certificates.

Admission to Further Education & Training Certificates, NQF Level 4

To enter a Level 4 further education and training programme, candidates must have completed their general education and training (GET) up to and including grade 9 (or equivalent).

Occupational Certificates, Skills Certificates

Occupational Certificates and Skills Certificates are accredited programmes intended to achieve the relevant knowledge and skills for particular occupations.

For NQF level 4 programmes, the minimum admission criteria is successful achievement of general education and training (GET) up to and including senior school grade 9 (or equivalent).

For NQF level 5 programmes, the minimum admission criteria is National Senior Certificate (NSC) up to and including grade 12, or equivalent (refer to annexure 1 and annexure 5). Please check each course information sheet for specific recommendations. Examples below represent some of **eta** Certification programmes:

- Group Exercise Instructor Certificate: NQF level 4, 15 credits
- Fitness Instructor Certificate: NQF level 4, 28 credits
- Pilates Instructor Certificate: NQF level 5, 55 credits
- Personal Trainer Certificate, NQF level 5, 86 Credits

NSC and NCV subjects

NSC Designated Subjects	NCV Fundamental & designated subjects
Accounting Agricultural Sciences Business Studies Dramatic Arts Economics Engineering Graphics and Design Geography History Consumer Studies Information Technology Languages (one language of learning and teaching at a higher education institution and two other recognised language subjects) Life Sciences Mathematics Mathematical Literacy Music Physical Sciences Religion Studies Visual Arts	<p><u>Fundamental</u></p> English (First Additional language) Afrikaans (First Additional language) IsiXhosa (First Additional language) Mathematics Mathematical Literacy Life Orientation
	<p><u>Designated Subjects</u></p> Applied Accounting Applied Engineering Technology Art of Science and Teaching Computer Programming Computer-Integrated Manufacturing Construction Planning Construction Supervision Criminal Justice Process Data Communication and Networking Economic Environment Electrical Principles and Practice Electrical Workmanship Electronic Control and Digital Electronics Electro-technology Engineering Processes Financial Management Financial Management Governance Human and Social Development Language (one language of learning and teaching at a higher education institution) Law Procedures and Evidence

	<p>Learning Psychology Management Practice Materials Mathematics Operations Management Physical Science Professional Engineering Practices Stored Programme Systems Systems Analysis and Design</p>
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Guidelines for admitting eta graduates to higher level programmes

Admission to Advanced Certificate, Level 6

Please refer to the **eta** admission and selection policy and **eta** Recognition of prior learning policy for specific guidelines on access to all **eta** programmes. The tables below provide general guideline in terms of admission to all **eta** programmes.

These criteria help to decide which programmes an eta graduate can enter		
Qualification held		Admission to
Applicant holds Nat. Cert/ Higher Cert. Fitness at NQF L5	→	Can be admitted to Advanced Certificate Fitness Sport Conditioning Can access Advanced Certificate Fitness Special Populations
Applicant holds Nat. Cert/ Higher Cert. Coaching Science at NQF L5	→	Can be admitted to Advanced Certificate, Coaching Science
Applicant holds Nat. Cert/ Higher Cert. SRF Management at NQF L5	→	Can be admitted to Advanced Certificate, SRF Management

Admission to Diploma, Level 6

Qualification held		Admission to
Applicant holds any Nat. Cert/ Higher Cert in any field at NQF L5	→	Can be admitted to Diploma Sport & Exercise Can be admitted to Diploma Sport & Recreation Management

Admission to Degree, Level 7

Qualification held		Admission to
Applicant holds any Nat. Cert/ Higher Cert in any field at NQF L5	→	Can be admitted to Bachelor of Exercise in Sport & Leisure Can be admitted to Bachelor of Sport Coaching Can be admitted to Bachelor of Sport Management
Applicant holds ND Fitness or Coaching Science, Level 5, 240 credits,	→	Can access Bachelor of Exercise OR Bachelor of Coaching. Relevant level 5 credits may be exempted. Refer to RPL Policy and RPL procedure
Applicant holds ND SRF Management Level 5, 240 credits,	→	Can be admitted to Bachelor of Sport Management. Relevant level 5 credits may be exempted. Refer to RPL Policy and RPL procedure
Applicant holds ND Coaching Science, or Fitness, level 5, 240 credits AND Adv Cert Level 6, 120 credits	→	Can be admitted to Bachelor of Exercise or Bachelor of Coaching. Relevant level 5 and level 6 credits can be exempted. Completes all relevant modules at all levels and in all years. Refer to RPL Policy and RPL procedure
Applicant holds ND SRF Management Level 5, 240 credits, AND Adv Cert Level 6, 120 credits	→	Can be admitted to Bachelor of Sport Management. Relevant level 5 and level 6 credits can be exempted. Completes all relevant modules at all levels and in all years. Refer to RPL Policy and RPL procedure

References

- DHET. (1997, August). Higher Education Act: Minimum Admission Requirements. *Government Gazette*. Pretoria, Gauteng, South Africa.
- DHET. (2007). *The Higher Educations Qualifications Framework, Higher Education Act 101 of 1997*. Pretoria: DHET.
- SAQA. (2010). *The NQF Implementation Framework 2011-2015*. Pretoria: SAQA.
- SAQA. (2013). *National Policy for the Implementation of the Recognition of Prior Learning*. Pretoria: South African Qualifications Authority.