


<b>Policy title</b>	Policy Admission and Selection	Year	2024
<b>Policy review manager</b>	National Quality Assurance Manage: Janice Paddey		
<b>Policy review conducted by</b>	General Manager Academics: Andrew Gray National Academic Director: Linda Halliday		
<b>Policy sign-off date</b>	October 2023		
<b>Signed off by</b>	National Academic Director: Linda Halliday		
<b>Signature</b>			

## Contents

Purpose of the admission and selection policy .....	3
Statement of non-discrimination .....	3
General admission criteria .....	3
Students who do not meet the admission criteria .....	4
Assessment for access .....	4
Selection Criteria .....	5
Progression to a higher level or year of study .....	5
Credit Accumulation and transfer (CAT) .....	5
Admission to National Certificate or Diplomas, NQF Level 5 .....	6
Admission with alternative school leaving certificates .....	7
GCSE (General Certificate of Secondary Education) .....	7
NSC alternatives and comparing scores .....	8
Admission to Further Education & Training Certificates, NQF Level 4 .....	8
Occupational Certificates, Skills Certificates .....	8
Admission and selection requirements – higher education programmes .....	9
Higher Certificates .....	9
Advanced Certificates .....	10
Diplomas .....	11
Degrees .....	12
Admitting eta graduates to higher level programmes .....	1
Admission to Advanced Certificate, Level 6 .....	1
Admission to Diploma, Level 6 .....	1



Admission to Degree, Level 7 ..... 2  
Annexure A: NSC scores and alternative exam scores..... 3  
References ..... 1

### **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 and **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:

- Their ability to fulfil the admission criteria;
- Their ability to fulfil the registration criteria and,
- 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:

- 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), or an alternative matriculation exam e.g. Independent Examination Board (IEB)
- A further education and training certificate (NQF 4) in a cognate field;
- 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 CEAPP. Please refer to the CEAPP 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 QQSF. 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 programme 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 courses 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.](#)

### **Admission to Level 6 and 7 diploma and degree programmes in 2021**

Due to the Covid-19 pandemic, NSC exams are scheduled for later in the year of 2020. This will result in a delay in the publication of exam results. To manage **diploma** and **degree** admissions in 2022, the following will apply:

1. NSC results will be published on 23 February, after commencement of the 2022 academic year.

2. Applications for 2022 programmes will be **conditionally** accepted to a programme on the basis of grade 11 results.
3. Once published, if NSC result mean a student does not qualify for admission to the programme they are enrolled to, they will be allowed to continue to the end of term 1.
  - 3.1 If the student passes exams for term 1, they can continue with the programme they are enrolled to.
  - 3.2 Should the student fail exams in term 1, they may transfer to a higher certificate at level 5. If they pass their higher certificate, they will have access to programmes at higher levels in the following year.
4. **eta** has a July intake, students who fail term 1 can transfer to higher certificate studies in July.

### **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 30% 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)

**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](http://simple.wikipedia.org/wiki/List_of_GCSE_subjects)

**Access to eta programmes with GCSE**

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 diplomas

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

**For all eta programmes:**

Applicants must have achieved the following GCSE subjects

- English
- Mathematics
- Physical Education

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

- People and society-related subjects
- Natural sciences

**For management studies the following GCSE subjects guide selection**

- People and society-related subjects
- Humanities
- Technology

**NSC alternatives and comparing scores**

Refer to **Annexure A** 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 the 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 a 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
- Personal Trainer Certificate, NQF level 5, 86 Credits



## Admission and selection requirements – higher education programmes

PROGRAMME	DHET CRITERIA	eta Policy 2022
<p><b>Higher Certificates</b></p>	<p>The minimum admission requirement is a National Senior Certificate with a minimum of 30% in the language of learning and teaching of the higher education institution as certified by Umalusi, the Quality Assurance Council. Institutional and programme needs may require additional combinations or recognised NSC subjects and levels of achievement.</p>	<p>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:</p> <ul style="list-style-type: none"> <li>• 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 30% in English.</li> <li>• A National Certificate Vocational (NCV) and compliance with the language requirements for eta.</li> <li>• 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.</li> <li>• A Further Education and Training Certificate (NQF 4) in a cognate field e.g. fitness, coaching or sport administration.</li> <li>• Under certain conditions, level 4 Occupational Certificates in a cognate field may be considered for admission plus relevant work experience (see RPL policy).</li> </ul>

PROGRAMME	DHET CRITERIA	eta Policy 2022
<p><b>Advanced Certificates</b></p>		<p><b>Admission to Advanced Certificates, NQF Level 6</b>            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.</p> <p><b>Advanced Certificate (Fitness)</b>            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.<sup>1</sup></p> <p><b>Advanced Certificate (Coaching Science)</b>            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.</p> <p><b>Advanced Certificate (Sports, Recreation and Fitness Management)</b>            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.<sup>2</sup></p> <p>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.</p>

PROGRAMME	DHET CRITERIA	eta Policy 2022
<p><b>Diplomas</b></p>	<p>The minimum admission requirement is a National Senior Certificate with a minimum of 30% in the language of learning and teaching of the higher education institution as certified by Umalusi, the Quality Assurance Council, coupled with an achievement rating of 3 (Moderate Achievement, 40% - 49%) or better in four (4) recognised 20-credit subjects. Institution and programme needs may require additional combinations of recognised NSC subjects and levels of achievement.</p>	<p>The minimum requirement for admission to Diploma programmes is either:</p> <ul style="list-style-type: none"> <li>• A National Senior Certificate (NSC) with Diploma admission with minimum of 30% in English, coupled with an achievement rating of 3 (moderate achievement 40-49% or better in four recognised NSC 20-credit subjects.</li> <li>• 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.</li> <li>• A Senior Certificate (SC) (with relevant endorsement) or equivalent.</li> <li>• A Further Education and Training Certificate (NQF 4) in a cognate field e.g. fitness, coaching or sport administration.</li> <li>• 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</li> </ul>

PROGRAMME	DHET CRITERIA	eta Policy 2022
<p><b>Degrees</b></p>	<p>The minimum admission requirement is a National Senior Certificate with a minimum of 30% in the language of learning and teaching of the higher education institution as certified by Umalusi, the Quality Assurance Council, coupled with an achievement rating of 4 (Adequate Achievement, 50% - 59%) or better in four (4) recognised 20-credit subjects. Institution and programme needs may require additional combinations of recognised NSC subjects and levels of achievement.</p>	<p><b>Admission to bachelor's degree, NQF Level 7</b>            The minimum requirement for admission to bachelor's degree programmes is either:</p> <ul style="list-style-type: none"> <li>• A National Senior Certificate (NSC) with bachelor's degree admission with minimum of 30% 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).</li> <li>• 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.</li> <li>• A Senior Certificate (SC) (with relevant endorsement).</li> <li>• A Further Education and Training Certificate (NQF 4) in a cognate field e.g. fitness, coaching or sport administration.</li> <li>• 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</li> </ul>

## 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
Nat. Cert/ Higher Cert. <b>Fitness</b> at NQF L5 Nat. Cert/ Higher Cert Coaching Science, L5	→	Can be admitted to Advanced Certificate Fitness Sport Conditioning

### Admission to Diploma, Level 6

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

## Annexure A: NSC scores and alternative exam scores

POINTS	NSC Level and %	Senior Certificate HG	Senior Certificate SG	HIGCSE NSSC	IGCSE O-level	A-level*	AS-level	IB HL	IB SL	KCSE
12						A				
11						B				
10										
9						C				
8	7 (90-100%)	A		1			A	7		A+
7	7 (80-89%)	B		2		D	B	6		A-
6	6 (70-79%)	C	A	3	A	E	C	5	7	B+
5	5 (60-69%)	D	B		B		D	4	6	B, B-
4	4 (50-59%)	E	C		C		E		5	C+
3	3 (40-49%)	F	D						4	
2	2 (30-39%)		E							
1 or 0	1 (0-29%)		F							

**Key:**

NSC – National Senior Certificate

Sen Cert HG – Senior Certificate Higher Grade

Sen Cert SG – Senior Certificate Standard Grade

HIGCSE – Higher International Graduate Certificate of Secondary Education

IGCSE – International Graduate Certificate of Secondary Education

O-level - Ordinary level

AS – Advanced Subsidiary

A-Level – Advanced level. An A-level represents a year's extra study beyond AS level and is regarded as worth double the points awarded to an equivalent AS grade (i.e., 10-16 points on an 8-point scale) in many instances.

NSSC – Namibian Senior Secondary Certificate

IB HL – International Baccalaureate Schools (Higher Levels) IB SL – International Baccalaureate Schools (Standard Levels)

KCSE - Kenyan Certificate of Secondary Education





## 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.