



Admission and Registration Policy

CEDAR INTERNATIONAL ACADEMY NPC

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Purpose

- 1) This policy provides a framework for staff involved in the implementation and administration of student admissions and enrolment procedures.

Scope

- 2) This policy applies to all students and prospective students regarding admission requirements for Bachelor of Education (B.Ed. Foundation and Senior and FET Phase) degrees and all staff involved in the administration and enrolment of these prospective students.

Principles

- 3) Through admission, Cedar seeks to maximise the opportunity for our diverse communities to access and participate in higher education.
- 4) Applications for admission will be assessed fairly and equitably.
- 5) Admission offers are made to applicants who are judged to have the background and abilities to have a reasonable prospect of success. Cedar recognises that this can be measured by formal qualifications and by means other than formally recognised educational attainment.
- 6) All applicants must meet Cedar's English language requirements according to Cedar's Language Policy.
- 7) Cedar may apply quotas on the number of admissions to any particular course.
- 8) Owing to capacity constraints, requirements by professional and statutory bodies and similar reasons, Cedar reserves the right to select candidates for admission to certain qualifications even where applicants meet the minimum admission requirements.

Responsibilities

- 9) Applicants for admission are responsible for:
 - a. providing full and accurate information in their application including all previous academic and study information as required;
 - b. notifying the institution of any changes or corrections to the original application; and
 - c. adhering to any admission conditions stipulated by Cedar.
- 10) The Registrar is responsible for ensuring that:
 - a. information about programmes, entry requirements and application procedures are accurately communicated to applicants in a timely manner;
 - b. admission processes are explicit, fair, equitable and transparent; and
 - c. relevant personnel comply with and implement this policy and related procedures.
- 11) The Admissions Panel processes applicant selections and makes final enrolment decisions.

General Procedures

- 12) Applicants for admission must apply using the manner specified and by the due date published by Cedar for each admission round.
- 13) An application must be accompanied by all required documentation which has been properly certified by either the issuing body or people qualified to certify documents. Scanned documents will be accepted but applicants should be prepared to provide original documents or original certified copies of required documents upon request at any time.
- 14) Where an academic record (transcript) is presented in a language other than English, it must be accompanied by an English translation. Translations will be checked for accuracy.
- 15) Where qualifications have been completed in another name, evidence must be provided of the change of name.
- 16) Applicants under the age of 18 are ineligible for admission to Cedar.
- 17) Selection criteria for and conditions of admission are published in the Course and Module information on Cedar's website.
- 18) Eligibility for admission into a course does not guarantee selection into a course.

General Admission Requirements to B.Ed. Degree Admissions

- 19) To qualify for admission, according to the Revised Policy on the Minimum Requirements For Teacher Education Qualifications (Government Gazette 19 February 2015), the minimum entry requirement is a National Senior Certificate (NSC) or an NQF Level 4 National Certificate (Vocational) with endorsement for entry into Bachelor studies and with appropriate subject combinations and levels of achievement.
- 20) Teachers who are in possession of a recognised certificate or diploma in education or another relevant field, may also present their qualifications for entry into a B.Ed. with the possibility of transfer of credits, for similar previous studies. Recognition of prior learning could also lead to admission or advanced standing.

Additional Requirements to B.Ed. Degree Admissions

- 21) To qualify for admission to a bachelor's degree, an applicant must be in possession of one of the following:
 - a. APS score of 24 or higher;
 - b. M-Score of 16 or higher; or
 - c. An NSC or IEB aggregate of at least 60% (excluding Life Orientation).

Grounds for Conditional Exemption

- 22) For more detail regarding grounds for conditional exemption see Enrolment Application Form.
[A National Senior Certificate \(NSC\) with conditional exemption/merit](#)
- 23) An applicant who possesses a senior certificate with conditional exemption/merit may qualify for a conditional exemption certificate.

Exemption on the grounds of post-school qualifications

- 24) An applicant who does not have a matriculation exemption but is in possession of a senior or school leaving certificate and a recognised three-year diploma obtained at a South African university/institution, teachers training college or Technicon, may qualify for full/complete exemption on the grounds of post-school qualifications.

Board of Directors discretionary conditional exemption

- 25) The Board of Directors discretionary conditional exemption provides that a conditional exemption be issued to an applicant who, in the opinion of the Admissions Panel has demonstrated, in the selection process that he/she is suitable for admission to bachelor's degree studies.

Recognition of Prior Learning

- 26) Course admission may be achieved by Recognition of Prior Learning (RPL), which is evaluated on an individual, student-by-student basis by evaluating informal or non-formal learning. Module exemptions through RPL will not constitute more than 50% of the new qualification programme the student intends to study. (See Recognition of Prior Learning Policy for more details).

Approved qualifications obtained outside South Africa

- 27) An applicant may qualify for conditional exemption through qualifications obtained outside South Africa. International students must supply a study permit and medical insurance certificate.
- 28) For more information, contact the Registrar.

Admission Point Score (APS) System

- 29) In addition to general admission requirements, mentioned admission requirements, for B.Ed. studies, the APS system is utilised to assign points to academic performance in subjects.
- 30) Calculations of the APS scores work as follow:

NSC rating	APS Score
90-100%	8
80-89%	7
70-89%	6
60-69%	5
50-59%	4
40-49%	3
30-39%	2
0-29%	1

- 31) Calculation of the Admission Point Score takes place as follows:
- The results of six (6) NSC subject are used to determine the APS.
 - Achievement in Life Orientation (LO) is not included in computing the APS score.
 - A prospective student who achieves two APS points less than the minimum required for admission may, at the discretion of the Admission Panel, be allowed to sit the National Benchmark Test (NBT), or similar test, for conditional admission to study at Cedar.
 - A prospective student who obtains a discretionary exemption may be admitted to certain qualifications or related programmes on specific conditions.

Subject Specific Requirements

- 32) Apart from the general admission requirements, students must also meet subject specific requirements for major elective subjects as stipulated by Cedar.
- 33) Subject specific requirements are as follows:

Subject	Subject specific requirement(s)
Accounting	Grade 12 Accounting with a minimum pass of 60%.
Business Studies	No minimum pass requirements
Com App Tech (CAT)	Grade 12 computer related subject
Economics	Grade 12 economics-
English (HL or FAL)	Students must pass an English Aptitude Test administered by Cedar.
Geography	No minimum pass requirements
Hospitality	No minimum pass requirements
Information Technology	Grade 12 computer related subject and Mathematics with a minimum pass of 60%.
Life Sciences	Grade 12 Life Sciences with a minimum pass of 50%.
Learner Support	No minimum pass requirements
Mathematics	Grade 12 Mathematics with a minimum pass of 60%.
Physical Sciences	Grade 12 Mathematics and Physical Sciences with a minimum pass of 50%.
Travel and Tourism	No minimum pass requirements
isiZulu	Grade 12 IsiZulu (HL)

HL – Home Language, FAL – First Additional Language

Credit Accumulation and Transfer (CAT)

- 34) Any or all credits for an incomplete B.Ed. (Senior and FET Phase) qualification studies at a recognised and accredited institution will be recognised at Cedar if it meets the requirements for the same qualification. A maximum of 50% of the credits for another or incomplete other qualification may be transferred to enrol for B.Ed. (Senior and FET Phase) at Cedar if it meets the requirements (see Credit Accumulation and Transfer Policy for more details).

Further Admission Requirements

- 35) Subject to particular requirements determined by specific programmes, the Admission Panel may approve the establishment of appropriate procedures or tests to facilitate selection for a programme.
- 36) Apart from admission requirements, the Board of Directors has the right to restrict admission to the Institutions programmes based on boarding availability and capacity of Cedar.
- 37) No student will be admitted to study at Cedar until suitable written arrangements regarding the payment of fees have been made.
- 38) Admission is subject to the student agreeing to abide by the Code of Conduct and shall provide a signature as evidence of such an agreement.
- 39) This undertaking is binding for the duration of the study.

Requirements for Registration

- 40) Registration requirements are met by:
 - a. completing appropriate application form;
 - b. providing photo Identification documentation (ID document preferred), passport, or drivers Licence);
 - c. providing 2 ID Photos;
 - d. supplying Matriculation Certificate or Statement of Results or equivalent (excluding registration for short courses); and
 - e. paying the predetermined administration fee.

Registration Process

- 41) Steps in the registration process:
 - a. Administration fee is received.
 - b. Completed application form is scrutinised for correctness (Enrolment Application Form).
 - c. Information is captured and student number allocated.
 - d. Programme and additional fee information letter is sent to the student.
 - e. Letter of confirmation sent to student.
 - f. Student is allocated to a course.
 - g. Letter of registration issued.

Requirements for Re-registration

- 42) Re-registration can be achieved by:
- a. completing the re-registration form;
 - b. providing proof of meeting academic requirements for re-registration as determined per programme and examination policy;
 - c. confirming financial settlement of previous year; and
 - d. providing payment of the appropriate fee.

Re-registration Process

- 43) Steps in the registration process:
- a. Administration fee accepted.
 - b. Re-enrolment Application Form scrutinised for correctness and completeness.
 - c. Statement of results verified.
 - d. Information captured.
 - e. Student allocated to classes/modules.
 - f. Letter of Re-registration issued.

Records Management

Electronic records are to be retained in a systematic fashion with record pertinent information relating to the background and admission of each applicant.

Glossary

Academic Record (Transcript) is the official record of a student's academic history at a university including enrolment in all courses and units, the academic results, recognition of prior learning and prizes/scholarships awarded.

Admission – the process of assessment of an application leading to entitlement to enrol as a student in a course leading to a qualification.

Course/programme means a syllabus, curriculum, a training package, units of study, or structured workplace learning, the successful completion of which leads to the conferral of a qualification on the student by Cedar.

HEQF: Higher Education Qualifications Framework

HESA: Higher Education South Africa (Matriculation Board)

International applicant is an applicant for admission to Cedar who is not a South African citizen or permanent resident.

NCV: National Certificate (Vocational)

NSC: National Senior Certificate.

Reference Materials

Department of Higher Education and Training. (2014). *Policy on the Minimum Requirements for Teacher Education Qualifications*. Retrieved from <http://www.dhet.gov.za>

Higher Education Act, 1997: Minimum admission requirements for Higher Certificates, Diploma and Bachelor's Degree Programmes requiring a National Senior Certificate (NSC) 2005, Revised May 2008. (Department of Education). Retrieved from <https://www.dhet.gov.za/>

Higher Education Act, 1997: Notice of Amendment of Minimum Admission Requirements for Higher Certificates, Diploma and Degree Programmes Requiring A National Certificate (Vocational) At Level 4 of The National Qualifications Framework. (Department of Higher Education and Training). Retrieved from <https://www.dhet.gov.za>

Skills Development Amendment Act 2008. (South African Government). Retrieved from <https://www.gov.za>

Related Internal Documents

Recognition of Prior Learning Policy

Credit Accumulation and Transfer Policy

Application Form

Privacy Consent Form

Medical Report Form

Principal's Report Form

International Student Application Form

Indemnity Form for Excursions

Programme and Additional Fee Information Letter

Letter of Confirmation

Letter of Registration

Letter of Re-registration