

## ADMISSION POLICY

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This Procedure has been issued on the authority of the Principal

**ADMISSIONS REQUIREMENTS FOR (NC V) STUDENTS AND  
Report 191 PROGRAMMES**

Programme Number	Engineering Studies
50111000	National Certificate: N1: Engineering Studies
50211003	National Certificate: N2: Engineering Studies
50311003	National Certificate: N3: Engineering Studies
50408078	National Certificate: N4: Engineering Studies
Programme Number	N4 Business Studies
50404009	National Introductory Certificate: N4: Business Studies
50410009	National Introductory Certificate: N4: Clothing Production
50410010	National Certificate: N4: Clothing Production
50404013	National Certificate: N4: Business Management
50404016	National Certificate: N4: Financial Management
50410008	National Certificate: N4: Hospitality and Catering Services
50404015	National Certificate: N4: Human Resource Management
50404018	National Certificate: N4: Management Assistant
5040414	National Certificate: N4: Marketing Management
50404017	National Certificate: N4: Public Management
N5 and N6 Business Studies and Engineering Studies	
N5 Programmes	
N6 Programmes	
Programme Number	National Certificate (Vocational)
522120311	Civil Engineering and Building Construction
502120401	Electrical Infrastructure Construction
502060101	Engineering and Related Design
502030301	Finance, Economics and Accounting
502060401	Mechatronics
502010101	Primary Agriculture
502111111	Hospitality
502030201	Management
502030401	Marketing
502030601	Office Administration
522110231	Transport and Logistics
NC (V)	Admission Requirements
L3 Programmes	L2 Certificate
L4 Programmes	L3 Certificate



## ENGINEERING STUDIES PROGRAMMES

### 50111000 NATIONAL CERTIFICATE: N1: ENGINEERING STUDIES

#### 1. ADMISSION REQUIREMENTS

- 1.1 Pass placement test with minimum 55% for both English and Mathematics AND
- 1.2 Pass Grade 12 with APS score of 22, using six subjects including English, Mathematics / Technical Mathematics
- 1.3 Employed candidates – passed grade 9 and submit legit letter (s) from employer (s) stating need for training.

#### CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores.

#### METHOD: THE BEST OF SIX SUBJECTS

The APS is calculated using the percentage score for the 6 highest scoring subjects **including required subjects** Mathematics / Technical Mathematics and English, adding up all the raw scores and dividing by ten.

#### Example:

SUBJECT	PERCENTAGE	CALCULATION
English	40%	$40 \div 10 = 4$
Mathematics/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%	$25 \div 10 = 2.5$
<b>APS score</b>		<b><math>21.8 \div 10 = 2.18 = 22</math></b>

### 50211003 NATIONAL CERTIFICATE: N2: ENGINEERING STUDIES

#### 1. ADMISSION REQUIREMENTS

N1 Certificate or  
passed at least three subjects on N1 level or  
Placement test passed with minimum 55% for both English and Mathematics  
AND APS score of 22 for Grade 12, using Mathematics / Technical Mathematics  
(minimum 40%), Physical Science (minimum 40%), English (minimum 40%) and  
next 3 highest scoring subjects.





**50311003 NATIONAL CERTIFICATE: N3: ENGINEERING STUDIES**

**1. ADMISSION REQUIREMENTS**

N2 Certificate or  
N1 certificate AND passed at least three subjects on N2 level or  
Placement test passed with minimum 55% for both English and Mathematics  
AND APS score of 22 for Grade 12, using Mathematics / Technical Mathematics  
(minimum 50%), Physical Science (minimum 40%), English (minimum 40%) and  
next 3 highest scoring subjects

**50408078 NATIONAL CERTIFICATE: N4: ENGINEERING STUDIES**

**1. ADMISSION REQUIREMENTS**

1.1 Any of the following NC (V) L4 Certificates:

- Civil Engineering and Building Construction
- Electrical Infrastructure Construction
- Engineering and Related design
- Mechatronics or an

1.2 National Certificate: N3: Engineering Studies; or an

1.3 APS score of 24, using **double the Mathematics / Technical Mathematics and one relevant Technology Subject (Civil, Electrical, Mechanical), plus English**, and the two (2) next best subjects of the National Senior Certificate (excluding Life Orientation)

**CALCULATING THE APPLICATION POINT SCORE (APS)**

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using the method that applies to the qualification they are applying for:

**METHOD: DOUBLE MATHEMATICS / TECHNICAL MATHEMATICS AND ONE RELEVANT TECHNOLOGY SUBJECT, PLUS ENGLISH AND THE TWO NEXT BEST SUBJECTS FOR NATIONAL SENIOR CERTIFICATE**

The APS is calculated doubling the percentage score for Mathematics / **Technical Mathematics** and one **relevant Technology Subject (Civil, Electrical, Mechanical)**, and then adding the two next best subjects (excluding Life Orientation), then dividing by ten.

**Example:**

<b>SUBJECT</b>	<b>PERCENTAGE</b>	<b>CALCULATION</b>
English	57%	$57 \div 10 = 5.7$
Mathematics / Technical Mathematics	35% x 2	$70 \div 10 = 7.0$
Relevant Technology Subject (Civil, Electrical, Mechanical)	62%	$62 \div 10 = 6.2$
Subject	40%	$40 \div 10 = 4.0$
Subject	48%	$48 \div 10 = 4.8$
<b>APS score</b>		<b><math>291 \div 10 = 29.1 = 29</math></b>



## BUSINESS STUDIES PROGRAMMES:

50404009 NATIONAL INTRODUCTORY CERTIFICATE: N4 BUSINESS STUDIES  
50410009 NATIONAL INTRODUCTORY CERTIFICATE: N4 CLOTHING PRODUCTION

### 1. ADMISSION REQUIREMENTS

1.1 APS score of 24, using the best of six Grade 12 / NC (V) L4\* subjects (inclusive of English, minimum 40% and excluding Life Orientation) **and an** endorsement to be admitted in an institution for higher education for diploma studies.

\* NB: NC(V) students must enrol for Introductory N4 if they change programme from NC(V) to Report 191 and they don't qualify for entrance to chosen N4 programme.

1.2 Employed candidates – passed grade 12 and letter from employer stating need for training. The entrance level (Introductory N4 or N4) and the relevant programme should be determined through an interview with the prospective student.

### CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using the method that applies to the qualification they are applying for:

### METHOD: THE BEST OF SIX SUBJECTS - INCLUSIVE OF ENGLISH

The APS is calculated using the percentage score for the six highest scoring subjects inclusive of English (minimum 40%, excluding Life Orientation), adding up all the raw scores, and dividing by ten.

#### Example:

SUBJECT	PERCENTAGE	CALCULATION
English	40%	$40 \div 10 = 4.0$
Subject 2	35%	$35 \div 10 = 3.5$
Subject 3	40%	$40 \div 10 = 4.0$
Subject 4	33%	$33 \div 10 = 3.3$
Subject 5	35%	$35 \div 10 = 3.5$
Subject 6	40%	$40 \div 10 = 4.0$
<b>APS score</b>		<b><math>223 \div 10 = 22.3 = 22</math></b>

50410010 NATIONAL CERTIFICATE: N4 CLOTHING PRODUCTION

### 1. ADMISSION REQUIREMENTS

1.1 A National Introductory Certificate: N4 Clothing Production;



**1. ADMISSION REQUIREMENTS**

- 1.1 A Finance, Economics & Accounting NC (V) L4 Certificate or
- 1.2 A National Introductory Certificate: N4 Business Studies (with 40% pass in Intro Accounting N4); or an
- 1.3 APS score of 25, using **double the English (minimum 45%), Accounting (minimum 40%), Computer Application Technology (minimum 40%) and the two (2) next best subjects of Grade 12** (excluding Life Orientation) **and an endorsement** to be admitted in an institution for higher education for diploma studies.

**CALCULATING THE APPLICATION POINT SCORE (APS)**

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using the method that applies to the qualification they are applying for:

**METHOD: DOUBLE ENGLISH AND ACCOUNTING, PLUS THE TWO NEXT BEST SUBJECTS IN GRADE 12**

The APS is calculated doubling the percentage score for English, Accounting and then adding the two next best subjects (excluding Life Orientation), then dividing by ten.

**Example:**

SUBJECT	PERCENTAGE	CALCULATION
English	45% x 2	90 ÷ 10 = 9
Accounting	41%	41 ÷ 10 = 4.1
Computer Application Technology	42	42 ÷ 10 = 4.2
Subject	50%	50 ÷ 10 = 5
Subject	48%	48 ÷ 10 = 4.8
<b>APS score</b>		<b>271 ÷ 10 = 27</b>

**1. ADMISSION REQUIREMENTS**

- 1.1 A Finance, Economics & Accounting NC (V) L4 Certificate or
- 1.2 A National Introductory Certificate: N4 Business Studies (with 50% pass in Intro Accounting N4); or an
- 1.3 APS score of 30, using **double the English (minimum 45%) and Accounting (minimum 50%) and the two (2) next best subjects of Grade 12** (excluding Life Orientation) **and an** endorsement to be admitted in an institution for higher education for diploma studies.

**CALCULATING THE APPLICATION POINT SCORE (APS)**

Candidates have to meet the individual subject admission requirements for the qualification or the minimum APS scores using the method that applies to the qualification they are applying for:

**METHOD: DOUBLE ENGLISH AND ACCOUNTING, PLUS THE TWO NEXT BEST SUBJECTS IN GRADE 12**

The APS is calculated doubling the percentage score for English and Accounting and then adding the two next best subjects (excluding Life Orientation), then dividing by ten.

**Example:**

SUBJECT	PERCENTAGE	CALCULATION
English	57% x 2	114 ÷ 10 = 11.4
Accounting	55% x 2	110 ÷ 10 = 11
Subject	54%	54 ÷ 10 = 5.4
Subject	48%	48 ÷ 10 = 4.8
<b>APS score</b>		<b>326 ÷ 10 = 32.6 = 33</b>



**50410008 NATIONAL CERTIFICATE: N4 HOSPITALITY AND CATERING SERVICES**

**1. ADMISSION REQUIREMENTS**

- 1.1 A Hospitality NC (V) L4 Certificate; or
- 1.2 A National Introductory Certificate: N4 Food Services; or an
- 1.3 APS score of 25, using **double the English (minimum 45%) and Hospitality Studies subjects / Consumer Studies, and the three (3) next best subjects of Grade 12** (excluding Life Orientation) **and an endorsement to be admitted in an institution for higher education for diploma studies.**

**CALCULATING THE APPLICATION POINT SCORE (APS)**

Candidates have to meet the individual subject admission requirements for the qualification or the minimum APS scores using the method that applies to the qualification they are applying for:

**METHOD: DOUBLE ENGLISH AND THEN ADD HOSPITALITY / CONSUMER STUDIES, PLUS THE THREE NEXT BEST SUBJECTS IN GRADE 12**

The APS is calculated doubling the percentage score for English, **Hospitality Studies / Consumer Studies**, and then adding the three next best subjects (excluding Life Orientation), then dividing by ten.

**Example:**

SUBJECT	PERCENTAGE	CALCULATION
English	57% x 2	114 ÷ 10 = 11.4
Hospitality Studies / Consumer Studies	55%	55 ÷ 10 = 5.5
Subject	35%	35 ÷ 10 = 3.5
Subject	48%	48 ÷ 10 = 4.8
Subject	40%	40 ÷ 10 = 4.0
<b>APS score</b>		<b>29.2 ÷ 10 = 29.2 = 29</b>

## 1. ADMISSION REQUIREMENTS

- 1.1 A Management NC (V) L4 Certificate; or a
- 1.2 A National Introductory Certificate: N4 Business Studies (with 40% pass in Intro Personnel Management N4); or an
- 1.3 APS score of 25, using **double the English (minimum 45%), Computer Application Technology (minimum 40%) and the three (3) next best subjects of Grade 12** (excluding Life Orientation) **and an** endorsement to be admitted in an institution for higher education for diploma studies or an
- 1.4 APS score of 25, using **double the English, Office Data Processing and the three (3) next best subjects of NC (V) L4** (excluding Life Orientation).

### CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification or the minimum APS scores using the method that applies to the qualification they are applying for:

#### METHOD: DOUBLE ENGLISH, CAT / ODP PLUS THE THREE NEXT BEST SUBJECTS IN GRADE 12

The APS is calculated doubling the percentage score for English, CAT / ODP and, and then adding the three next best subjects (excluding Life Orientation), then dividing by ten.

#### Example:

SUBJECT	PERCENTAGE	CALCULATION
English	57% x 2	114 ÷ 10 = 11.4
Computer Application Technology / <i>Office Data Processing</i>	55%	55 ÷ 10 = 5.5
Subject	54%	54 ÷ 10 = 5.4
Subject	48%	48 ÷ 10 = 4.8
Subject	65%	65 ÷ 10 = 6.5
<b>APS score</b>		<b>336 ÷ 10 = 33,6 = 34</b>

**ADMISSION REQUIREMENTS**

- 1.1 A Office Administration NC (V) L4 Certificate; or
- 1.2 A National Introductory Certificate: N4 Business Studies (with 40% pass in Intro Information Processing N4); or an
- 1.3 APS score of 25, using **double the English (minimum 45%), Computer Application Technology (minimum 50%), and then the three (3) next best subjects of Grade 12** (excluding Life Orientation) **and an** endorsement to be admitted in an institution for higher education for diploma studies.
- 1.4 APS score of 25, using **double the English, Office Data Processing and the three (3) next best subjects of NC (V) L4** (excluding Life Orientation).

**CALCULATING THE APPLICATION POINT SCORE (APS)**

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using the method that applies to the qualification they are applying for:

**METHOD: DOUBLE ENGLISH, COMPUTER APPLICATION TECHNOLOGY / OFFICE DATA PROCESSING, PLUS THE THREE NEXT BEST SUBJECTS IN GRADE 12**

The APS is calculated doubling the percentage score for English and then add **Information Technology / Computer Application Technology**, and then adding the three next best subjects (excluding Life Orientation), then dividing by ten.

**Example:**

SUBJECT	PERCENTAGE	CALCULATION
English	57% x 2	114 ÷ 10 = 11.4
Computer Application Technology / Office Data Processing	45%	45 ÷ 10 = 4.5
Subject	40%	40 ÷ 10 = 4.0
Subject	48%	48 ÷ 10 = 4.8
Subject	38%	38 ÷ 10 = 3.8
<b>APS score</b>		<b>285 ÷ 10 = 28.5 = 29</b>



**ADMISSION REQUIREMENTS**

- 1.1 A Marketing NC (V) L4 Certificate; or a
- 1.2 A National Introductory Certificate: N4 Business Studies (with 40% pass in Intro Marketing Management N4); or an
- 1.3 APS score of 25, using **double the English (minimum 45%), Computer Application Technology (minimum 40%), and then the three (3) next best subjects (could preferably include Business Studies subjects) of Grade 12 (excluding Life Orientation) and an endorsement to be admitted in an institution for higher education for diploma studies.**
- 1.4 APS score of 25, using **double the English, Office Data Processing and the three (3) next best subjects of NC (V) L4 (excluding Life Orientation).**

**CALCULATING THE APPLICATION POINT SCORE (APS)**

Candidates have to meet the individual subject admission requirements for the qualification or the minimum APS scores using the method that applies to the qualification they are applying for:

**METHOD: DOUBLE ENGLISH, COMPUTER APPLICATION TECHNOLOGY / OFFICE DATA PROCESSING PLUS THE THREE/TWO NEXT BEST SUBJECTS IN GRADE 12**

The APS is calculated doubling the percentage score for English and then **Consumer Studies / Business Studies**, and then adding the three next best subjects (excluding Life Orientation), then dividing by ten.

**Example:**

SUBJECT	PERCENTAGE	CALCULATION
English	57% x 2	114 ÷ 10 = 11.4
Computer Application Technology / Office Data Processing	45%	45 ÷ 10 = 4.5
Subject	40%	40 ÷ 10 = 4.0
Subject	48%	48 ÷ 10 = 4.8
Subject	38%	38 ÷ 10 = 3.8
<b>APS score</b>		<b>285 ÷ 10 = 28.5 = 29</b>

**ADMISSION REQUIREMENTS**

- 1.1 Any of the following NC (V) L4 Certificates:
- Finance, Economics and Accounting
  - Management
- 1.2 A National Introductory Certificate: N4 Business Studies (with 40% pass in Intro Accounting N4); or an
- 1.3 APS score of 25, using **double the English (minimum 45%), Computer Applications Technology (minimum 40%), Accounting (minimum 40%) and the two (2) next best subjects of Grade 12** (excluding Life Orientation).

**CALCULATING THE APPLICATION POINT SCORE (APS)**

Candidates have to meet the individual subject admission requirements for the qualification or the minimum APS scores using the method that applies to the qualification they are applying for:

**METHOD: DOUBLE ENGLISH, COMPUTER APPLICATIONS TECHNOLOGY, ACCOUNTING PLUS THE TWO NEXT BEST SUBJECTS IN GRADE 12**

The APS is calculated doubling the percentage score for English, Computer **Applications Technology**, Accounting and then adding the two next best subjects (excluding Life Orientation), then dividing by ten.

**Example:**

SUBJECT	PERCENTAGE	CALCULATION
English	57% x 2	114 ÷ 10 = 11.4
Computer Applications Technology	55%	50 ÷ 10 = 5.0
Accounting	54%	54 ÷ 10 = 5.4
Subject	48%	48 ÷ 10 = 4.8
Subject	65%	65 ÷ 10 = 6.5
<b>APS score</b>		<b>331 ÷ 10 = 33.1 = 33</b>



**NATIONAL CERTIFICATE: N5: BUSINESS STUDIES  
NATIONAL CERTIFICATE: N5: ENGINEERING STUDIES**

- 1. ADMISSION REQUIREMENTS**  
N4 Certificate or  
passed at least 3 subjects on N4 level

**NATIONAL CERTIFICATE: N6: BUSINESS STUDIES  
NATIONAL CERTIFICATE: N6: ENGINEERING STUDIES**

- 1. ADMISSION REQUIREMENTS**  
N5 Certificate or  
N4 Certificate AND passed at least 3 subjects on N5 level





## NATIONAL CERTIFICATE (VOCATIONAL) PROGRAMMES

522120311 NC (V) L2: CIVIL ENGINEERING AND BUILDING CONSTRUCTION  
502120401 NC (V) L2: ELECTRICAL INFRASTRUCTURE CONSTRUCTION  
502060101 NC (V) L2: ENGINEERING AND RELATED DESIGN  
502060401 NC (V) L2: MECHATRONICS

### 1. ADMISSION REQUIREMENTS

- 1.1 A Pre-Vocational Learning Programme (PLP) certificate with a 50% pass in English and Life Orientation and a 60% pass in Mathematics and Foundational Science; or a
- 1.2 Grade 9 statement with a 50% pass in Mathematics and English FAL; or a
- 1.3 AET L4 (GETC) with a 50% pass in Mathematics and English FAL; AND
- 1.4 Pass placement test with minimum 50% for English, minimum 40% in Mathematics AND
- 1.5 APS score of 24, using six Grade 9 subjects; or an
- 1.6 APS score of 22, using six Grade 10 or an
- 1.7 APS score of 20, using six Grade 11; or an
- 1.8 APS score of 15-19, using six Grade 12

### CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification or the minimum APS scores using the method that applies to the qualification they are applying for:

#### METHOD: THE BEST OF SIX SUBJECTS

The APS is calculated using the percentage score for the 6 highest scoring subjects **including those required subjects** such as Mathematics, **Physical Science / Natural Science** and English, adding up all the raw scores and dividing by ten.

#### Example:

SUBJECT	PERCENTAGE	CALCULATION
English	40%	$40 \div 10 = 4$
Mathematics / Technical Mathematics	35%	$35 \div 10 = 3.5$
Physical Science / Natural Science / Science	40%	$40 \div 10 = 4$
Subject 4	46%	$46 \div 10 = 4.6$
Subject 5	50%	$50 \div 10 = 5$
Subject 6	45%	$45 \div 10 = 4.5$
<b>APS score</b>		<b><math>256 \div 10 = 25.6 = 26</math></b>



**502111111 NC (V) L2: HOSPITALITY**  
**502030201 NC (V) L2: MANAGEMENT**  
**502030401 NC (V) L2: MARKETING**  
**502030601 NC (V) L2: OFFICE ADMINISTRATION**  
**522110231 NC (V) L2: TRANSPORT AND LOGISTICS**  
**502030301 NC (V) L2: FINANCE, ECONOMICS AND ACCOUNTING**  
**502030601 NC (V) L2: PRIMARY AGRICULTURE**

## ADMISSION REQUIREMENTS

- 1.1 A Pre-Vocational Learning Programme (PLP) certificate with a 40% pass in English and Life Orientation and a 50% pass in Mathematics and Foundational Science; or a
- 1.2 Grade 9 statement with a 40% pass in Mathematics and 50% pass in English FAL; or a
- 1.3 AET L4 (GETC) with a 40% pass in Mathematics / Mathematical Literacy and 50% pass in English FAL; AND an
- 1.4 Pass placement test with minimum 50% for English, minimum 40% in Mathematics AND
- 1.5 APS score of 26, using six Grade 9 subjects
- 1.8 APS score of 24, using six Grade 10 subjects; or an
- 1.9 APS score of 22, using six Grade 11 subjects; or an
- 1.10 APS score of 17-21, using six Grade 12 subjects.

## CALCULATING THE APPLICATION POINT SCORE (APS)

Candidates have to meet the individual subject admission requirements for the qualification or the minimum APS scores using the method that applies to the qualification they are applying for:

### METHOD: THE BEST OF SIX SUBJECTS

The APS is calculated using the percentage score for the 6 highest scoring subjects **including those required subjects** such as English and Mathematics / Mathematical Literacy, adding up all the raw scores and dividing by ten.

#### Example:

SUBJECT	Mathematics / Mathematical	PERCENTAGE	CALCULATION
English		40%	$40 \div 10 = 4$
Mathematics / Mathematical Literacy		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%	$45 \div 10 = 4.5$
<b>APS score</b>			<b><math>256 \div 10 = 25.6 = 26</math></b>

## NC (V) L3 CERTIFICATES

### 1. ADMISSION REQUIREMENTS

L2 Certificate or

passed a minimum of 5 subjects on NC (V) level 2 and progress to level 3 only in subjects

passed on NC (V) level 2

## NC (V) L4 CERTIFICATES

### 1. ADMISSION REQUIREMENTS

L3 Certificate or

L2 Certificate AND passed a minimum of 5 subjects on NC (V) level 3 and progress to level 4

only in subjects passed on NC (V) level 3

