

## 1. Related Policies

| Policy Name        |
|--------------------|
| CAT and RPL Policy |

## 2. Operational Documentation

The minimum entry requirements for each of SACAP qualifications have been set in alignment with the following regulatory guidelines:

| Document Name   |
|---|
| <i>The Higher Education Qualification Sub-Framework (HEQSF) (CHE, 2013)</i>   |
| <i>The Higher Education Act: Minimum admission requirements for the higher certificate, diploma and bachelor's degree programmes requiring a national senior certificate (NSC) (Government Gazette No. 31231, 2008)</i>   |
| <i>The Higher Education Act: Minimum admission requirements for the higher certificate, diploma and bachelor's degree programmes requiring a national senior certificate: Amendment of the minimum admission requirements for entry into bachelor's degree programmes for holders of the national senior certificate (NSC) (Government Gazette No. 42068, 2018)</i> |
| <i>The Higher Education Act: Minimum admission requirements for higher certificate, diploma and degree programmes requiring a national certificate (Vocational) at Level 4 of the National Qualifications Framework (Government Gazette No. 32743, 2009)</i>  |
| <i>Revised policy on the minimum requirements for teacher education qualifications (Government Gazette No. 38487, 2015)</i>   |

## 3. List of Abbreviations / Definitions

| Terminology/<br>Abbreviation                  | Description   |
|---|---|
| <b>Academic Credit Accumulation</b>           | refers to the process of achieving credits over time in relation to a programme of study.   |
| <b>Articulation</b>                           | refers to the parameters governing the progression from one programme of study to another programme of study.   |
| <b>Assessment</b>                             | is the process of gathering a range of evidence and forming a judgement as to whether a learner has achieved a specified level of competence in clearly identified learning outcomes or standards in a module of study. |
| <b>Credit Accumulation and Transfer (CAT)</b> | is the process whereby credits obtained at one institution may be recognised by another, or the same, as meeting part of the requirements for a qualification.  |
| <b>Credit</b>                                 | refers to the measure of the volume of learning required for a qualification and not academic years of study; quantified as the number of notional hours  |

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|--|--|
|  | required for achieving the learning outcomes for the qualification. 10 notional study hours is equivalent to one credit.   |
| <b>CHE</b>                                 | Council on Higher Education  |
| <b>HEQSF</b>                               | Higher Education Qualification Sub-Framework   |
| <b>NQF</b>                                 | National Qualifications Framework  |
| <b>Programme</b>                           | A purposeful and structured set of learning experiences that leads to a qualification. A programme may be discipline-based, professional, career-focused, trans-, inter-, or multidisciplinary in nature (The Revised Higher Education Qualifications Sub-Framework (HEQSF) Policy, 2008). |
| <b>SAQA</b>                                | South African Qualifications Authority   |
| <b>Recognition of Prior Learning (RPL)</b> | is the process that gives due recognition to the life-long learning of an individual gained through formal and/or informal training, work experience, general life experience, or through any combination of the above.  |
| <b>Rules of Progression</b>                | identifies the parameters governing progression through a programme of study.  |
| <b>Qualification</b>                       | is the formal recognition and certification of learning achievement awarded by an accredited institution.  |
| <b>Transcript</b>                          | is a document issued by an institution to provide a descriptive record of the learning a student has achieved at that institution, whether or not a qualification has been awarded.  |

#### 4. Academic Programme Rules: Minimum and Maximum Timeframes

Unless otherwise permitted, students will be required to successfully complete a programme in the specified minimum and maximum periods for a particular programme as indicated in the table below:

| <b>Programme</b>   | <b>Minimum Period</b> | <b>Maximum Period</b> |
|--|-----------------------|-----------------------|
| Higher Certificate in Counselling and Communication Skills (Contact and Distance)                          | 1 year                | 3 years               |
| Higher Certificate in Human Resource Management (Contact and Distance)                                     | 1 year                | 3 years               |
| Higher Certificate in Business Management (Contact and Distance)   | 1 year                | 3 years               |
| Diploma in Counselling and Communication Skills (Contact and Distance)                                     | 2 years               | 5 years               |
| Advanced Certificate in Counselling and Communication Skills (Contact only)                                | 1 year                | 3 years               |
| Bachelor of Applied Social Science (BAppSocSci) (Contact and Distance)                                     | 3 years               | 7 years               |
| Postgraduate Certificate in Education in Senior and Further Education and Training Teaching (Contact only) | 1 year                | 3 years               |
| Bachelor of Psychology (BPsych) (Contact only)   | 4 years               | 5 years               |

|  |           |         |
|--|-----------|---------|
| Bachelor of Social Work (BSW) (Contact only)   | 4 years   | 5 years |
| Postgraduate Diploma in Coaching (Contact only)  | 18 months | 3 years |
| Postgraduate Diploma in Psychological Counselling (Contact only)                       | 18 months | 3 years |
| Bachelor of Social Science Honours in Psychology (Contact and Distance)                | 1 year    | 3 years |
| Bachelor of Social Science Honours in Human Resource Management (Contact and Distance) | 1 year    | 3 years |
| Bachelor of Social Science Honours in Business Management (Contact and Distance)       | 1 year    | 3 years |
| Master of Social Science in Community Mental Health Promotion (Contact and Distance)   | 2 years   | 4 years |

## 5. Admission

The admissions process for all qualifications starts with an applicant meeting the entry requirements for the qualification concerned.

### **Higher Certificate in Counselling and Communication Skills / Human Resource Management / Business Management (NQF 5)**

Minimum Entrance Requirements:

- A National Senior Certificate with a minimum of 45% in English as certified by the Council for General and Further Education and Training (Umalusi).

OR

- A National Certificate (Vocational) Level 4 with a minimum of 45% in English issued by the Council for General and Further Education and Training (Umalusi).

OR

- A Senior Certificate (pre-2008) with a minimum overall D-aggregate (50%) with a minimum of 45% in English, or an equivalent school leaving certificate.

OR

- Applicants who do not meet the above requirements should provide a portfolio of evidence demonstrating formal, informal, and non-formal knowledge, training, work experience, and/or learning equivalent to a National Senior Certificate (NQF level 4) to support admission into the programme on the basis of Recognition of Prior Learning (RPL).

### **Diploma in Counselling and Communication Skills (NQF 6)**

Minimum Entrance Requirements:

- A National Senior Certificate with a minimum of 45% in English as certified by the Council for General and Further Education and Training (Umalusi), coupled with an achievement rating of 3 (Moderate Achievement, 40-49%) or better in four recognised NSC 20-credit subjects.

OR

- A National Certificate (Vocational) Level 4 as certified by the Council for General and Further Education and Training (Umalusi), with an achievement of at least 50% in three fundamental subjects including English, and an achievement of at least 60% in the three compulsory vocational subjects.

OR

- A Senior Certificate (pre-2008) with a minimum overall D-aggregate (50%) with English passed at Standard Grade or better, or an equivalent school-leaving certificate.

OR

- A Higher Certificate (NQF level 5), a SAQA verified equivalent qualification, or Advanced Certificate in a cognate field.

OR

- Applicants who do not meet the above requirements should provide a portfolio of evidence demonstrating formal, informal, and non-formal knowledge, training, work experience, and/or learning equivalent to a National Senior Certificate (NQF level 4) to support admission into the programme on the basis of Recognition of Prior Learning (RPL).

### **Advanced Certificate in Counselling and Communication Skills (NQF 6)**

Minimum Entrance Requirements:

- A Higher Certificate or equivalent NQF level 5 qualification in an appropriate field of study.

OR

- Applicants who do not meet the above requirements should provide a portfolio of evidence demonstrating formal, informal, and non-formal knowledge, training, work experience, and/or learning equivalent to an NQF level 5 qualification to support admission into the programme on the basis of Recognition of Prior Learning (RPL).

### **Bachelor of Applied Social Science (BAppSocSci) (NQF 7)**

Minimum Entrance Requirements:

- A National Senior Certificate with a minimum of 45% in English as certified by the Council for General and Further Education and Training (Umalusi), coupled with an achievement rating of 4 (Adequate Achievement 50-59%) or better in at least four recognised 20-credit NSC subjects.

OR

- A National Certificate (Vocational) Level 4 as certified by the Council for General and Further Education and Training (Umalusi), with an achievement of at least 60% in three fundamental subjects including English, and an achievement of at least 70% in four vocational subjects chosen from the NC (V) Level 4 subject list.

OR

- A Senior Certificate (pre-2008) with Endorsement with English passed at Standard Grade or better, or an equivalent school-leaving certificate.

OR

- A Higher Certificate (NQF level 5), SAQA verified equivalent qualification, Advanced Certificate, or Diploma in a cognate field.

OR

- Applicants who do not meet the above requirements should provide a portfolio of evidence demonstrating formal, informal, and non-formal knowledge, training, work experience, and/or learning equivalent to a National Senior Certificate (NQF level 4) to support admission into the programme on the basis of Recognition of Prior Learning (RPL).

### **Postgraduate Certificate in Education in Senior and Further Education and Training Teaching (NQF 7)**

Acceptance into this qualification is subject to a selection process that includes meeting the minimum entrance requirements, completion of the relevant application forms, and assessment of academic and non-academic aptitudes and competencies.

Minimum Entrance Requirements:

- A minimum of an appropriate bachelor's degree with subjects in at least two appropriate fields of study to support the teaching methods subjects below:
  - To meet the requirement of the mandatory **Subject Specialisation of Life Orientation**: It is recommended that the prospective student should take a combination of at least two of the following fields in their undergraduate degree, for example, Sociology, Philosophy, Psychology, Political Science, Human Movement Sciences, Labour Studies and/or Industrial Studies. Psychology must be one of the fields and should be taken to at least NQF Level 7.
  - Additionally:
    - To register for the elective **Subject Specialisation of English**: The degree should include English Language and Literature taken up to NQF Level 7. The following subjects are also acceptable, provided that English is taken at NQF Level 5: Applied English Language Studies, African Literature, Linguistics, Literary Theory and Communication, and/or Media Studies.
    - To register for the elective **Subject Specialisation of Geography**: The degree should at least include Geography taken up to NQF Level 7.

OR

- Applicants who do not meet the above requirements should provide a portfolio of evidence demonstrating formal, informal, and non-formal knowledge, training, work experience, and/or learning in a cognate field of study equivalent to an NQF level 7 qualification to support admission into the programme on the basis of Recognition of Prior Learning (RPL).

*Please Note:*

Students who do not have conversational competence in at least one of South Africa's official languages over and above English and Afrikaans, will be required to complete a conversational language competency certificate in isiXhosa (Cape Town Campus) or isiZulu (Johannesburg Campus) before completing this qualification.

### **Bachelor of Psychology (BPsych) (NQF 8)**

This is a four-year professional programme that is registered with the Health Professions Council of South Africa (HPCSA), and as such all applicants are required to undergo a screening and selection process which includes a selection interview in addition to meeting the minimum entrance requirements. Acceptance into this programme is limited to maximum 20 students per approved campus per academic year.

Minimum Entrance Requirements:

- A National Senior Certificate (NSC) as certified by the Council for General and Further Education and Training (Umalusi), with an achievement rating of 4 (Adequate Achievement 50-59%) or better in 6 recognised NSC subjects including Mathematics/Mathematical Literacy and English.

OR

- Senior Certificate (Pre-2008) with Endorsement passed in at least 4 subjects with English and Mathematics/Maths Literacy passed at Standard Grade or better, or an equivalent school-leaving certificate.

OR

- A Higher Certificate (NQF level 5), a SAQA verified equivalent qualification, Advanced Certificate, or Diploma in a cognate field.

OR

- Applicants who do not meet the above requirements should provide a portfolio of evidence demonstrating formal, informal, and non-formal knowledge, training, work experience, and/or learning equivalent to a National Senior Certificate (NQF level 4) to support admission into the programme on the basis of Recognition of Prior Learning (RPL).

*Please Note:*

As this is a South African registered professional programme, preference will be given to South African citizens wishing to apply for this programme.

Foreign nationals wishing to apply for this programme will need a valid and specific study visa for the full duration of the programme and will be required to liaise with the HPCSA in order to learn of any particular requirements, including obtaining a valid working visa, in order to register and practice as a Registered Counsellor in South Africa.

**Bachelor of Social Work**

This is a four-year professional programme that is registered with the South African Council for Social Service Professions (SACSSP), and as such all applicants are required to undergo a screening and selection process which includes a selection interview in addition to meeting the minimum entrance requirements.

Minimum Entrance Requirements:

- A National Senior Certificate with a minimum of 50% in English as certified by the Council for General and Further Education and Training (Umalusi), coupled with an achievement rating of 4 (Adequate Achievement 50-59%) or better in five recognised 20-credit NSC subjects (Life Orientation not included).

OR

- A Senior Certificate (Pre-2008) with Endorsement, with English and Mathematics/Mathematical Literacy passed at Standard Grade or better, or an equivalent school-leaving certificate.

OR

- A Higher Certificate (NQF level 5), a SAQA verified equivalent qualification, Advanced Certificate, or Diploma in a cognate field.

OR

- Applicants who do not meet the above requirements should provide a portfolio of evidence demonstrating formal, informal, and non-formal knowledge, training, work experience, and/or learning equivalent to a National Senior Certificate (NQF level 4) to support admission into the programme on the basis of Recognition of Prior Learning (RPL).

*Please Note:*

As this is a South African registered professional programme, preference will be given to South African citizens wishing to apply for this programme.

Foreign nationals wishing to apply for this programme will be required to liaise with the South African Council for Social Service Professions (SACSSP) to learn of any specific requirements, including obtaining a valid working visa, having their foreign qualification assessed to ensure it meets the South African BSW norms and standards so as to be able to register and practice as a registered Social Worker in South Africa.

### **Postgraduate Diploma in Coaching (PGDC) (NQF 8)**

All applicants are required to undergo a screening and selection process which includes a selection interview in addition to meeting the minimum entrance requirements. Acceptance into this programme is, therefore, not automatic.

Minimum Entrance Requirements:

- An appropriate Bachelor's degree (NQF level 7) or appropriate Advanced Diploma, or SAQA verified equivalent qualification. 5 years of post-qualification life and/or work experience is an advantage.

OR

- Applicants who do not meet the above requirements should provide a portfolio of evidence demonstrating formal, informal, and non-formal knowledge, training, work experience, and/or learning in a cognate field of study equivalent to an NQF level 7 qualification to support admission into the programme on the basis of Recognition of Prior Learning (RPL).

### **Postgraduate Diploma in Psychological Counselling (NQF 8)**

All applicants for this programme are required to undergo a screening and selection process. In accordance with The Health Professions Council of South Africa's requirements, the maximum number of applicants accepted into this programme is limited per cohort for the approved campuses.

As this is a South African registered professional programme, preference will be given to South African citizens wishing to apply for this programme.

Foreign nationals wishing to apply for this programme will need a valid and specific study visa for the full duration of the programme and will be required to liaise with the HPCSA in order to learn of any particular requirements, including obtaining a valid working visa, in order to register and practice as a Registered Counsellor in South Africa.

Minimum Entrance Requirements:

- A minimum of an appropriate Bachelor's Degree (NQF level 7) or appropriate Advanced Diploma with a Psychology major, having achieved a grade point average (GPA) of 65% and/or above in all psychology subjects undertaken in the final year (exit level) of study.

OR

- Applicants who do not meet the above requirements should provide a portfolio of evidence demonstrating formal, informal, and non-formal knowledge, training, work experience, and/or

learning in a cognate field of study equivalent to an NQF level 7 qualification to support admission into the programme on the basis of Recognition of Prior Learning (RPL).

### **Bachelor of Social Science Honours in Psychology (NQF 8)**

All applicants for this programme are required to undergo a screening and selection process.

Minimum Entrance Requirements:

- A minimum of an appropriate Bachelor's Degree (NQF level 7) or appropriate Advanced Diploma with a Psychology major, having achieved a grade point average (GPA) of 65% and/or above in all psychology subjects undertaken in the final year (exit level) of study.

OR

- Applicants who do not meet the above requirements should provide a portfolio of evidence demonstrating formal, informal, and non-formal knowledge, training, work experience, and/or learning in a cognate field of study equivalent to an NQF level 7 qualification to support admission into the programme on the basis of Recognition of Prior Learning (RPL).

### ***Bachelor of Social Science Honours in Psychology [BPsych Equivalent Programme]:***

The same minimum entrance requirements apply to applicants for this programme as for the Bachelor of Social Science Honours in Psychology, however, as per the Health Professions Council of South Africa's requirements, the maximum number of applicants accepted into this programme is limited to 25 students per cohort for the Cape Town and Johannesburg Campuses, and 15 students per cohort on the Pretoria Campus.

As this is a South African registered professional programme, preference will be given to South African citizens wishing to apply for this programme.

Foreign nationals wishing to apply for this programme will need a valid and specific study visa for the full duration of the programme and will be required to liaise with the HPCSA in order to learn of any particular requirements, including obtaining a valid working visa, in order to register and practice as a Registered Counsellor in South Africa.

### **Bachelor of Social Science Honours in Human Resource Management (NQF 8)**

All applicants for this programme are required to undergo a screening and selection process.

Minimum Entrance Requirements:

- A minimum of an undergraduate degree with a human resource management, industrial psychology, or organisational psychology major (NQF 7), having achieved a grade point average (GPA) of 65% and/or above in all human resource management-related subjects undertaken in the final year (exit level) of study.

OR

- Applicants who do not meet the above requirements should provide a portfolio of evidence demonstrating formal, informal, and non-formal knowledge, training, work experience, and/or learning in a cognate field of study equivalent to an NQF level 7 qualification to support admission into the programme on the basis of Recognition of Prior Learning (RPL).

### **Bachelor of Social Science Honours in Business Management (NQF 8)**

All applicants for this programme are required to undergo a screening and selection process.

Minimum Entrance Requirements:

- A minimum of an undergraduate degree (NQF level 7) or an appropriate Advanced Diploma with a major in Business Management, having achieved a grade point average (GPA) of 65% and/or above in Business Management or related subjects undertaken in the final year (exit level) of study.

OR

- Applicants who do not meet the above requirements should provide a portfolio of evidence demonstrating formal, informal, and non-formal knowledge, training, work experience, and/or learning in a cognate field of study equivalent to an NQF level 7 qualification to support admission into the programme on the basis of Recognition of Prior Learning (RPL).

### **Master of Social Science Honours in Community Mental Health Promotion (NQF 9)**

All applicants for this programme are required to undergo a screening and selection process. Acceptance into this programme is limited to a maximum of 20 students per campus per academic year.

Minimum Entrance Requirements:

- A relevant Bachelor Honours Degree (NQF level 8), relevant Postgraduate Diploma, or SAQA verified equivalent qualification in a recognised cognate field with a grade point average (GPA) of 65% or above.

OR

- Applicants who do not meet the above requirements should provide a portfolio of evidence demonstrating either by examination, research experience, publication, considerable relevant work experience in the field, or a record of appropriate training and/or development, that they have reached a level in the subject or a cognate subject, that is equivalent to the learning outcomes of an Honours Bachelor's degree/NQF 8 qualification. RPL applications for this programme are only considered for admission into the programme and not for advanced standing or module exemption.

## **6. Foreign Student and Foreign Qualification Admission Requirements**

Applicants holding an international qualification, the international qualification will need to be converted onto the South African NQF levels in order to apply to study at SACAP. Applicants will need to contact the South African Qualifications Authority (SAQA) directly to apply for the conversion. Applicants will only be able to apply at SACAP once confirmation/receipt of application for the SAQA conversion has been submitted. Once SACAP receives the applicant's completed SAQA conversion, a decision for acceptance will be made.

Non-South African citizens with foreign qualifications must have a valid study permit in order to be admitted into any qualification. The study permit must be valid in terms of both the time-period for the full duration of study, as well as the name of the learning institution. Additionally, foreign applicants must have their highest qualification assessed, verified, and certified by SAQA for minimum entrance requirement comparison before they can be considered for admission into a SACAP qualification.

Since all academic activities at SACAP are conducted in English, it is essential that all students possess strong English writing and speaking skills. Proficiency in English is therefore compulsory. Applicants are required to have obtained at least 50% in their matric final examination for English. This allows

students to cope with the rigours of the academic curriculum and to successfully complete their studies.

If the applicant's first language is not English, they may be required to demonstrate proficiency in English by undertaking an English Literacy Skills Assessment (ELSA). ELSA is a group, competency input measuring instrument – it grades and diagnoses English language proficiency. ELSA is a standardised, reliable, and valid assessment. The scoring is objective, and the functions are mastery, survey, and diagnostic. The above requirements are general guidelines only. SACAP reserves the right to require a successfully completed language proficiency test based on the requirements of the specific programme being applied for.

### **7. Registration with South African Professional Bodies:**

South African registered Professional Bodies may impose restrictions on foreign nationals wishing to practice within a registered profession in South Africa. As such, after completing their professional studies at SACAP, graduates will need to liaise with the relevant professional body regarding any specific requirements needed to register and practice professionally in a particular profession in South Africa. This could include, but is not limited to, obtaining a valid and specific work permit.

### **8. Rules of Progression**

To progress through a programme, students are required to complete the prescribed modules including all pre-requirements and co-requirements, assessments, and attendance requirements within the prescribed maximum period of study and students are required to have met any conditions associated with their initial registration.

Credit transfer or RPL for advanced standing or exemption for some modules in a qualification can only be achieved in terms of the prescribed rules for credit accumulation and transfer and/or recognition of prior learning, as outlined in SACAP's CAT and RPL Policy, in accordance with the HEQSF (CHE, 2013) and the CHE's RPL, CAT and Assessment Policy (2016).

A pass mark for a module is achieved by a weighted average of 50% being achieved, with the exception of a few experientially based modules where the minimum pass mark specified is 60%, i.e. Work Integrated Learning (WIL).

Regarding programmes that constitute more than one academic year, students have to successfully complete a minimum of 80% of the credit value for a given year. This includes the completion of the Academic Literacy module within the first academic year of study.

Refer to SACAP's Rules of Academic Progression Policy.

### **9. Rules of Articulation**

The South African Higher Education Qualifications Sub-Framework (HEQSF) (CHE, 2013) is designed to facilitate vertical, horizontal, and diagonal progression.

The point of entry in the target programme must be such that at least 120 credits are undertaken at the exit level (i.e. the final year of study) at NQF levels 5 to 8, or 180 credits at NQF 9, or 360 credits at NQF 10.

A student who fails to complete the requirements for a qualification for which they are registered may not be awarded an early exit qualification. For example, a student who is registered for a degree programme, but decides not to continue with their studies after the first year, may not be awarded a lesser qualification, e.g. a Higher Certificate, instead.