

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

No.

Date:

**SECTION 41B (4) OF THE CONTINUING EDUCATION AND TRAINING ACT,
2006 (ACT NO.16 OF 2006)
CALL FOR COMMENTS ON THE DRAFT NATIONAL POLICY ON
VERIFICATION OF ENROLMENTS AND STAFF IN THE COMMUNITY
EDUCATION AND TRAINING COLLEGES**

I, Bonginkosi Emmanuel Nzimande, Minister of Higher Education and Training, in terms of the Continuing Education and Training Act, 2006 (Act No.16 of 2006), hereby invite public comments on the *Draft National Policy on Verification of Enrolments and Staff in the Community Education and Training Colleges*.

The Draft National Policy on Verification of Enrolments and Staff in the Community Education and Training Colleges aims to:

- a. Establish a verification system for the authenticity of enrolled students and appointed staff in the CET colleges.
- b. Ensure that enrolled students, appointed staff and learning sites are identified; and
- c. Monitor the level of access and evaluation of the through-put in the CET colleges.

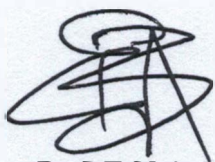
All interested persons and organisations are invited to comment on the *Draft National Policy on Verification of Enrolments and Staff* in writing and direct their comments to:

The Director-General, Private Bag X174, Pretoria, 0001, for Attention: The Acting Deputy Director-General, Dr EB Mahlobo, email: Mahlobo.b@dhet.gov.za or by fax to 012 324 2059.

Kindly provide name, address, telephone number, fax number and email address of the person or organisation when submitting comments.

A copy of the draft policy is available on the website of the Department at www.dhet.gov.za. Hard copies will also be made available for collection in Room 631, Department of Higher Education and Training, 123 Francis Baard Street, Pretoria, on request.

The comments on the *Draft National Policy on Verification of Enrolments and Staff in the Community Education and Training Colleges* should reach the Department within 21 calendar days after publication of this Notice



**Dr BE Nzimande, MP
Minister of Higher Education and Training**

Date: 07/02/2017



**higher education
& training**

**Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA**

**DRAFT NATIONAL POLICY ON
VERIFICATION OF ENROLMENTS AND
STAFF IN THE COMMUNITY EDUCATION
AND TRAINING COLLEGES**

TABLE OF CONTENTS

ABBREVIATIONS AND ACRONYMS.....	4
DEFINITIONS	5
INTRODUCTION	6
BACKGROUND AND CONTEXT.....	6
PURPOSE OF THE POLICY	7
SCOPE AND APPLICATION.....	7
LEGISLATIVE FRAMEWORK	7
ROLES AND RESPONSIBILITIES.....	8
The National Department.....	8
The Region-CET	8
The CET College	8
VERIFICATION PROCESS.....	9
Electronic verification.....	9
Manual verification.....	9
Verification procedure	11
MONITORING BY NATIONAL DEPARTMENT	11
REPORTING.....	12
SHORT TITLE	12
POLICY REVIEW	12

ABBREVIATIONS AND ACRONYMS

AET	Adult Education and Training
AGSA	Auditor-General South Africa
ASC	Amended Senior Certificate
BMS	Business Management System
CET	Community Education and Training
CET Act	Continuing Education Training and Training Act, (Act No.16 of 2006)
CLC	Community Learning Centre
DHET	Department of Higher Education and Training
MTSF	Medium-Term Strategic Framework
FTE	Full-time Equivalent
GETC	General Education and Training Certificate
HETIS	Higher Education and Training Information System
ID	Identity Document
NDP	National Development Plan
NEET	Not in Employment in Education or Training
NSC	National Senior Certificate
PFMA	Public Finance Management Act
PSET	Post-School Education and Training
PSETI	Post-School Education and Training Institutions
TVET	Technical Vocational Education and Training
SCM	Supply Chain Management

DEFINITIONS

‘College’	Public College established as a Community Education and Training College
‘Student’	A person who is registered as a student at a public college
‘Principal’	The chief executive and accounting officer of a public college
‘Department’	Department of Higher Education and Training
‘The Act’	Continuing Education and Training Act, (Act No.16 of 2006)

INTRODUCTION

1. Section 29(1) of the Constitution of the Republic of South Africa, 1996 (No. 108 of 1996) states that *“everyone has the right to education including adult basic education; and further education, which the state, through reasonable measures must make progressively available and accessible”*.
2. Section 3(1) c of the CET Act, 2006 (Act No.16 of 2006) establishes CET Colleges.
3. The National Policy on Community Colleges (2015) provides the institutional framework for the establishment of CET Colleges.
4. The sub-outcome 2 of MTSF states that there must be *“increased access and success in programmes learning to immediate and high level learning”*.
5. Section (17) of the CET Act, 2006 (Act No. 16 of 2006) provides for the development of the Admission policy by the College council.

BACKGROUND AND CONTEXT

6. In 2015 the Minister established the first CET Colleges which administer and manage the now called CLCs.
7. The CET Act section 41B (4) provides for the Minister to determine national policy for the planning, provision, financing, co-ordination, management, governance, programmes, monitoring, evaluation and wellbeing of the further education and training system.
8. The HETMIS report provides information on the number of enrolled students, appointed staff and learning sites in the CET Colleges annual.
9. The enrolled students and employed staff must undergo a process of verification to ensure that the numbers are authentic.
10. The process of verification assists the Department to determine the actual number of enrolled students as per full-time equivalent (FTE) enrolment against the enrolled headcount.
11. For the purpose of efficient planning, resourcing, and subsequent auditing of enrolment and staffing, the National Policy becomes paramount.
12. Higher Education and Training Information Policy (2013), clearly outlines the duties of stakeholders in Higher Education and Training (HET), Department of Higher Education and Training, Post-School Education and Training Institutions (PSETIs), as well as the roles and responsibilities of Higher Education and Training Information System (HETIS).

PURPOSE OF THE POLICY

13. The purpose of this policy is to establish a verification system for the authenticity of enrolled students and appointed staff in the CET Colleges.
14. The development of this policy is driven by the vision of the National Development Plan (NDP), the Medium Term Strategic Framework (MTSF), the Department of Higher Education and Training Strategic Plan and the imperatives of the White Paper for Post-School Education and Training (WP-PSET), (2013).
15. For the purpose of proper planning, provision and resourcing, this policy serves to ensure that enrolled students, appointed staff and learning sites are identified, verified and audited.
16. This policy seeks to assist in monitoring the level of access and evaluation of the through-put in the CET College.

SCOPE AND APPLICATION

17. This policy applies to CET Colleges and the subsidiary campuses (CLCs and their satellites).
18. It also applies to private colleges that may be established by private individuals and registered with the state as required in terms of Section 9 of the constitution of the Republic of South Africa, 1996 (No. 108 of 1996), the Companies Act, 2008 (Act 71 of 2008); and section 28 of the CET Act, (16 of 2006).
19. The following items are subject to verification:
 - a) Enrolled students;
 - b) Appointed staff; and
 - c) Learning sites (CLCs and satellites).

LEGISLATIVE FRAMEWORK

20. This policy is closely linked to other legislation and government initiatives, and is governed by the following legislation:
 - a) Constitution of the Republic of South Africa, 1996 (No. 108 of 1996).
 - b) Continuing Education and Training Act (No 16 of 2006).
 - c) White Paper for Post-School Education and Training, 2013.

- d) Higher Education and Training Information Policy, 2013, published in Government Gazette No 36973, 1 November 2013, Public Finance Management Act (PFMA) No 1 of 1999.
- e) National Development Plan; Vision 2030; and Medium-Term Strategic Framework.

ROLES AND RESPONSIBILITIES

21. The verification Policy assigns various roles and responsibilities to key players for the effective implementation of the verification process as follows:

The National Department

- a) Develop systems for verification of enrolment and staffing through a National Policy;
- b) Mediate the policy for implementation to regional officials and CET Colleges by giving appropriate administrative direction and support to regions and colleges;
- c) Receive information for college planning and resourcing;
- d) ensure that authorised regional office and CET Colleges staff monitor and submit reports when they are required to do so;
- e) Collate, consolidate, process, analyse and report to the Minister; and

The Region-CET

- a) Develops a management plan for verification of data on student enrolment, appointed staff and learning sites.
- b) Provide necessary support during verification processes.
- c) Conduct a pre- and post- verification using limited samples and develop a regional report
- d) Monitor compliance with policy directives.

The CET College

- a) Develop the Business Management System (BMS) for the CET College;
- b) Develop and coordinate records management systems at the CLCs;
- c) Ensure that CLCs keep admission registers and documentation required during enrolment (see paragraph 28 to 41 below);
- d) Ensure that all required evidence for the verification process is available at the time of verification;

- e) Collaborate with the region to ensure an effective verification process.

VERIFICATION PROCESS

22. The following process shall apply:

Electronic verification

23. Depending on the magnitude of the verification task, the CET College may as per approval of the College Council outsource the electronic verification system through Supply Management processes.
24. The College must communicate the project plan to all students and staff to ensure attendance on the day of verification.
25. The report becomes the copyright of the college.

Manual verification

26. The following documents serve as evidence for verification:

Enrolment forms

27. CLCs must keep all enrolment forms, admission register of students and staff time book.

Class lists

28. Class lists are required to verify registration against the admission and attendance registers as well as to check if students are registered in the programmes for which they have enrolled.

Class registers

29. Class registers must be made available at the CLC or satellite to verify attendance against the admission registers and the verification forms completed by individual students.

Copy of Previous progress reports

30. In order to ascertain appropriate placement, copies of previous progress reports from the previous school, CLC or any other institution must be filed.

Placement tools and results

31. If the learner has no documents to serve as evidence of his/her level of schooling, the CLC must keep a record of placement tests and results. This ensures that all learners have been properly placed.

Staff establishment file

32. The College must keep a file for each personnel member appointed at the college and avail them when required to do so.

Verification of Non South African-citizens

33. For non-South African citizens, the following are the relevant documents that must be verified in addition to the above mentioned:

Passport

34. A passport and relevant legal documents are required for a student to register at a CET College in South Africa.

Permit for temporary or permanent residence

35. Students who are not citizens of the Republic of South Africa or whose parents are in possession of a permit for temporary stay must provide relevant documentation issued by the Department of Home Affairs.

Permit for students classified as illegal aliens

36. Proof of application (from the Department of Home Affairs) is required if the student is classified under illegal aliens in terms of the Aliens Control Act, 1991 (No. 96 of 1991).

Study or work permit

37. The CET College/CLC/satellite must have a copy of a study or work permit as evidence of proof of admission.

VERIFICATION PROCEDURE

38. Verification of students' enrolments shall take place once a year in April, however if there is a need to do it again the Department shall give directives.
39. All students and lecturers must complete and sign the verification form (**Annexure A**) issued by the Department once a year in April unless the Department determines

otherwise. This form serves as a mechanism to verify authenticity of data provided in the BMS at the CET College and data in the admission register as well as the enrolment forms at the CLCs.

40. A copy of ID or birth certificate is required to verify the identity and authenticity of the enrolled students and lecturers at the CET College.

MONITORING BY NATIONAL DEPARTMENT

41. The Department shall issue a circular to all Regional Managers, CET Colleges and Regional Directors-CET explaining all the details of the verification process. The following method must be used to conduct verification:

- a) A representative random sample of at least 3 CLCs will be selected per CET College using the DHET verification tool. (Annexure A).
- b) The sample size is determined at 40% per programme qualification per level at the CLC.
- c) A random heterogeneous sample of male and female must be selected from the sample frame consisting of all the students in the programme qualification per level.

Example: If there are 300 students registered for GETC of which 200 are female and 100 are male, the selected sample shall be 120 consisting of 80 females and 40 males.

- d) Attendance of the students in the sample is verified by checking the attendance registers.
- e) Examine the documents listed in paragraph 26-41 above.
- f) Undertake discussions with the Principal or delegated official to establish the correctness of enrolment data.
- g) Errors are noted.
- h) Where necessary, copies of the relevant documents will be made;
- i) The designated Official completes the verification tool (Annexure B)

REPORTING

42. The National Department shall compile an electronic folder for each CET college report.
43. The report will be scanned and saved in this folder.
44. Regions submit individual College reports to the National Department office.
45. The National Department shall consolidate all 9 CET Colleges reports and compile a National report.
46. The National report will be submitted to the Deputy Director-General: CET for noting and reporting to the Auditor-General.

SHORT TITLE

47. This policy shall be called the National Policy on Verification of Enrolments and Staff in the Community Education and Training Colleges.

POLICY REVIEW

48. This Policy will be reviewed whenever necessary.

REGION	
NAME OF THE COLLEGE	
CET College HETMIS NO	
PHYSICAL ADDRESS	
Telephone number	
Cell phone number	
e-mail address	
Community Learning Centre	
Instructional time:	
Satellite	
Instructional time:	

PERSONAL INFORMATION

Surname:																			Initials			
First Name(s):																						
Maiden Name (if applicable):																						
Student number /Persal																						
Registration status	Tuition:				Exam only:																	

Asian ☐ Black ☐ Coloured ☐ White ☐

			Date of birth	Y	Y	Y	Y	M	M	D	D
--	--	--	---------------	---	---	---	---	---	---	---	---

[illegible][illegible]

Single ☐ Married ☐ Widow(er) ☐

[illegible]

(C	O	D	E)							
----	---	---	----	--	--	--	--	--	--	--

[illegible][illegible][illegible][illegible]

Relative's Details:

Name

Address

Postal Code

Relationship

Cell No

Work Tel:

Disability:

Yes ☐ No ☐

Specify: _____

SECTION B**STUDENT'S ACADEMIC HISTORY**Highest level of education Grade 12 ☐ Grade 11 ☐ Grade 10 ☐ Grade 9/AET L4 ☐Grade 8/Sub-L3 ☐ Grade 6/Sub L2 ☐ Grade 3/Sub-L1 ☐**CURRENT REGISTRATION**

Programme Qualifications	Grade / Level	Learning Area/Subject	Credits (Level 4 only)

SECTION C**STAFF INFORMATION****CORE STAFF**Professional Qualifications REQV 13 ☐ REQV 14 ☐Academic Qualifications Below REQV 10 ☐ REQV 10 ☐ REQV 11 ☐REQV 12 ☐ REQV 13 ☐ REQV 14 ☐

Support Staff

General Assistant ☐ Administration Assistant ☐**FOR OFFICE USE ONLY**Proof of certified copies attached
ID document / Passport
Work / Study permit
Qualifications

Yes	No
☐	☐
☐	☐
☐	☐