



# ADMISSION POLICY AND PROCEDURE

**INSCAPE.**

## INSCAPE EDUCATION GROUP

### Admission policy and procedure

**V2021, R02, U01**

Admission into a Qualification programme stems from various rules and regulations set out by Universities South Africa (USAf). Inscape also adopts the Council on Higher Education (CHE's) frameworks and applicable regulations for Admissions, Credit Accumulation transfer (CAT) and Recognition of Prior Learning (RPL) based on the Policies for RPL, CAT and Assessment in Higher Education published in August 2016.

The following Policy and rules apply to all Contact and Distance programmes offered by Inscape. Where Distance programmes warrant specific rules, procedures or requirements, these are stated in the Policy document.

All Policies and Procedures are reviewed and updated as necessary on a regular basis, and students will be kept informed of these reviews/updates. It remains the responsibility of students and staff to remain up to date with the latest Inscape Policies and Procedures.

### **THE FOLLOWING PROCEDURES NEED TO BE READ IN CONJUNCTION WITH THE STUDENT AND/OR LECTURER HANDBOOK**

#### **CONTENTS**

|          |   |   |
|----------|---|---|
| 1.       | ADMISSION POLICY OBJECTIVE / INTENTION    | 3 |
| 2.       | ADMISSION CRITERIA                        | 3 |
| 2.1.     | Admission requirements                    | 3 |
| 2.1.1.   | Higher Certificate Programmes             | 3 |
| 2.1.2.   | Diploma programmes                        | 3 |
| 2.1.3.   | Degree Programmes                         | 3 |
| 2.1.4.   | BA Honours in Design                      | 4 |
| 2.1.5.   | Short Courses                             | 4 |
| 3.       | RPL and CAT                               | 4 |
| 4.       | Special Admissions                        | 4 |
| 4.1.     | USAf                                      | 4 |
| 4.2.     | SAQA                                      | 5 |
| 4.2.1.   | Mature Age Exemption                      | 5 |
| 4.2.2.   | Home schooling or other schooling systems | 6 |
| 4.2.3.   | Degree exemption                          | 6 |
| 4.2.4.   | International Students                    | 6 |
| 4.2.4.1. | Admissions to a Bachelor's Degree         | 6 |
| 4.2.4.2. | Diploma and Higher Certificate            | 6 |
| 4.2.5.   | Special Conditions                        | 6 |
| 4.2.6.   | Late enrolment                            | 7 |
| 5.       | ADMISSION PROCESSES FOR RPL AND CAT       | 7 |
| 5.1.     | Recognition of Prior Learning (RPL)       | 7 |
| 5.1.1.   | Application and guidelines                | 7 |
| 5.1.2.   | RPL procedure                             | 9 |

|        |                                    |    |
|--------|------------------------------------|----|
| 5.2.   | Credit Accumulation Transfer (CAT) | 9  |
| 5.3.   | Principles of RPL and CAT          | 9  |
| 5.3.1. | Guidelines                         | 10 |
| 5.3.2. | CAT Procedure                      | 11 |

## ACRONYMS & TERMS

**AFL:** Associate Full Time Lecturer

**BA:** Brand Ambassador

**BYOD:** Bring your own device

**CA:** Campus Administrator

**CAO:** Chief Academic Officer

**CAT:** Credit Accumulation Transfer

**CESM:** Classification Education Subject Matter

**CD:** Campus Director

**CFC:** Cause for Concern

**CHE:** Council on Higher Education

**COO:** Chief Operations Officer

**CWD:** Courseware Developer

**DHET:** Department of Higher Education and Training

**Distance Campus:** A virtual campus which is made up of all students studying distance qualifications and short courses.

**Distance Education:** the design and offering of programmes that presuppose the spatial and/or temporal separation of lecturers and students for the majority, and possibly the whole, of the learning experience.

**EXCO:** Inscape Executive Committee

**FTL:** Full Time Lecturers

**HEQSF:** Higher Education Qualifications Sub Framework

**HR:** Human Resources

**LMS:** Learner Management System

**MC:** Marketing Coordinator

**NQF:** National Qualifications Framework

**NSC:** National Senior Certificate

**OBE:** Outcomes Based Education

**Programme:** refers to a purposeful and structured set of learning activities designed to enable a student to meet the outcomes necessary for the award of a qualification.

**Qualification:** refers to the formal recognition and certification of learning achievement awarded by a Higher Education Institution.

**RPL:** Recognition of Prior Learning

**SAQA:** South African Qualifications Authority

**SRC:** Student Representative Council

**USAf:** Universities South Africa

**QA:** Quality Assurance

**WIL:** Work Integrated Learning

## **1. ADMISSION POLICY OBJECTIVE / INTENTION**

The intention of the Admission Policy is to ensure that Inscape meets all prescribed legislative requirements with regards to the following:

- Students are accurately and sufficiently aware of the admission rules and regulations.
- All applicants adhere to the current legislation stipulated by USAf, CHE and DHET.
- Admission and selection of students is supported by all necessary documentation.
- Admission criteria and processes are clearly defined and documented.
- Prospectuses and other documents adequately describe the programme and are aligned with DHET and SAQA regulations.
- RPL and CAT procedures are followed and adhered to according to CHE and SAQA regulations.

## **2. ADMISSION CRITERIA**

### **2.1. Admission requirements**

The following admission requirements apply when enrolling at Inscape (in line with the Department of Higher Education and Training, Higher Education Act Minimum Admission Requirements).

#### **2.1.1. Higher Certificate Programmes**

- National Senior Certificate with admission to a Higher Certificate, with English as a subject.
- Architectural Technology Higher Certificate candidates wishing to study further at other institutions upon completion of the Inscape Higher Certificate, need to ensure that they have Mathematics as a subject and/or have consulted with the institution regarding their admission requirements.
- Should a current Higher Certificate student wish to continue into Bachelor of Design degree studies with Inscape, they must achieve an average of 60% or higher for entrance into the Inscape degree.
- If a Higher Certificate graduate has an average of between 50-60%, Diploma studies offer another option.

#### **2.1.2. Diploma programmes**

- The minimum admission requirement is a National Senior Certificate (NSC) as certified by Umalusi, stipulating entrance to Diploma and Higher Certificate. This certificate should include:
  - minimum of 30% in the language of learning and teaching of the Higher Education Institution
  - an achievement rating of 3 - Moderate Achievement, (40-49%) or better in four NSC 20-credit subjects.

#### **2.1.3. Degree Programmes**

- The minimum admission requirement is a National Senior Certificate (NSC) as certified by Umalusi, stipulating entrance to a Bachelor's degree. This certificate should include:
  - a minimum of 30% in the language of learning and teaching of the Higher Education Institution. This is English at Inscape.
  - an achievement rating of 4 - Adequate Achievement, (50-59%) or better in four NSC 20-credit subjects

In addition to this, student wishing to enrol for the Bachelor of Arts in Digital Marketing and Communications, must have 50% or above for English, and 40% or above for Mathematics or 60% or above for Mathematical Literacy.

Where students have taken alternate routes to gain access to the Bachelor of Arts in Digital Marketing and Communications such as completing a Higher Certificate or using RPL to gain access.

Applicants will be required to complete the National Benchmark Test (NBT) AQL and obtain a minimum score of 51% for Academic Literacy (AL) and a minimum score of 40% for Quantitative Literacy (QL).

#### **2.1.4. BA Honours in Design**

Students who have achieved a minimum average of 60% in the final level of an Inscape Design Degree will be considered for the Honours programme. They have to submit a letter indicating their field of interest and motivation for wanting to study.

Provision is made for access by students who have completed a qualification at another institution such as a:

- BA Degree or an Advanced Diploma in Design
- BA Degree or an Advanced Diploma in a field of design such as Communication Design, or similar.

These students must have achieved a minimum average of 60% in the final level of study. Applicants from other institutions must submit a portfolio of their practical work and a letter indicating their field of interest and motivation for wanting to study.

#### **2.1.5. Short Courses**

Students must be proficient in English, have unlimited or liberal access to the internet, and a laptop or desktop computer which meets the minimum requirements for the software prescribed in each course.

### **3. RPL and CAT**

Students wishing to gain access through RPL, or CAT should apply following the documented process as documented in section 3.1 of this document.

### **4. Special Admissions**

All applicants for a Bachelor's degree that cannot produce an official National Senior Certificate (NSC) stating entrance into a degree, need to meet additional requirements and certification authorised by Universities South Africa (USAF). These applicants will need to apply with:

#### **4.1. USAf**

The function of USAf is to **grant full or conditional exemption** into a degree programme

#### **The Universities South Africa exemption certificate is compulsory**

- The Matriculation Board (MB) Unit of USAf is responsible for administering the Government Gazetted regulations for admission into bachelor's degree studies.
- The MB evaluates applications to establish if applicants meet the exemption requirements and issue exemptions accordingly.
- MB function is to determine whether applications are meeting the minimum degree admission requirements.

USAf offers both **exemption** and **conditional exemption** to applicants.

- **An exemption** carries a full exempt status, and the applicant can continue with enrolment
- **A conditional exemption** allows the applicant to study but the applicant can only reach full exemption status after they have completed their studies and passed. Full exemption status needs to be applied for by the student with proof of programme completion in the form of a signed transcript.

Applying for certification is a lengthy process and outside of Inscape's control. Inscape may not allow an applicant to enrol without the necessary documentation. Should an applicant not receive the necessary documentation by the enrolment deadline, Inscape cannot accept the student into any contact qualifications for the current academic year.

## 4.2. SAQA

SAQA evaluates foreign academic qualifications (including external schooling systems used for home schooling) to establish their level when compared to SA qualifications of similar nature.

The function of SAQA is to **align "equivalence" to the NQF framework**

**A SAQA certificate assists** the Registrar to assess at **which level a current qualification compares to in relation to the NQF.**

### 4.2.1. Mature Age Exemption

Inscape offers mature age conditional exemption into Degrees as per USAf requirements and to Diplomas and Higher Certificates via consideration from the Academic Committee.

- **Degree Mature Age conditional exemption**
  - USAf recognises individuals who are 23 years or older at the time of registration
  - This is based on:
    - **Senior Certificate holders**
      1. 4 Senior Certificate subjects passed with symbol E or better
      2. 1 Subject must be passed on Higher Grade
      3. 3 Subjects must be passed in the same exam sitting
    - **FET (Further education and Training) Qualification**
      1. 3 N4 Subjects
      2. 1 N5, Higher Grade Equivalent subject
    - **Cambridge Examinations**
      1. Four IGCSE/O Level subjects including English Language or First Language English passed with symbol A-C.
      2. Three of the subjects must have been passed at one examination sitting.
- Applicants who are 45 years or older are allowed by law to study towards a degree programme subject to faculty admission requirements.
- Applicants must apply to Inscape. Inscape then needs to stamp and sign off the applicants M30E form available from the USAf website in order to apply for the exemption.
- Once the exemption certificate is received, the students will move from pending to verified.
- **Diploma and Higher Certificate Mature Age conditional exemption**
  - Mature age conditional exemption towards Diploma and Higher Certificates are considered on individual application and reviewed by the Academic Committee.
  - Students may be admitted via Recognition of Prior Learning (RPL).

#### **4.2.2. Home schooling or other schooling systems**

Inscape recognises external examination results as entrance into a degree that meet USAf requirements.

#### **4.2.3. Degree exemption**

The Cambridge system of education has very specific rules and regulations when regarding exemption status. All applicants should be referred to USAf where they can apply for a certificate of exemption at their offices in Pretoria, via couriered post or online – applicants can find all the necessary information on <https://www.usaf.ac.za/>.

Students applying for exemption may only be allowed into their selected programme once they produce their USAf exemption certificate that states their acceptance into a degree programme.

#### **4.2.4. International Students**

Due to an influx of enquiries received by USAf, stipulated rules and regulations that apply to international students are provided on their interactive website. The initial streaming of enquires at Institution level will assist USAf in ensuring that all documentation is in order and stipulations are met. The CD is responsible to research the students' academic results in relation to information provided by USAf and assist / direct the International student in what documentation may be lacking or missing.

##### **4.2.4.1. Admissions to a Bachelor's Degree**

- Inscape recognises international qualifications and certificates that meet USAf requirements.
- Applicants must produce a completed USAf exemption or conditional exemption certificate.
- For contact programmes, applicants must produce a study permit in the name of Inscape that is valid for the duration of the chosen programme.
- Applicants must produce these documents before the final stipulated enrolment date in the given academic year of application before they may commence studies. Should the candidate not receive their documentation timeously they may need to enrol for a subsequent year.
- The applicants must still follow all other requirements – i.e. supplying of an exemption certificate and study permit.
- International students may fall into three categories:
  - Complete exemption (if previous studies are recognised)
  - Foreign Conditional exemption
  - Mature Age exemption.

##### **4.2.4.2. Diploma and Higher Certificate**

- For admission to Diploma or Higher Certificate an applicant must provide a SAQA evaluation of National Senior Certificate equivalent.
- Applicants must provide a study permit in the name of Inscape Education Group that is valid for the duration of the chosen programme.

##### **4.2.5. Special Conditions**

- USAf issues complete exemption to holders of the Senior Certificate and National Diplomas issued by the former Technikons and now Universities of Technology.
- USAf issues complete exemption to holders of a three-year diploma irrespective of the Senior Certificate but no credits may be granted.



- Two senior certificate languages on higher grade plus four N5 subjects that include a senior certificate subject also qualify the holder for complete exemption.
- Applying for certification is a lengthy process and outside of Inscape's control. Inscape may not allow an applicant to enrol without the necessary documentation. Should an applicant not receive the necessary documentation by the enrolment deadline, Inscape cannot accept the student into any contact qualifications for the current academic year.

#### 4.2.6. Late enrolment

At the beginning of the academic year a cut-off date for enrolments will be communicated by the Managing Director. Any enrolments not fully processed for the academic year by this deadline needs to be forwarded to the Academic Committee for consideration and approval to continue with the enrolment process.

## 5. ADMISSION PROCESSES FOR RPL AND CAT

### 5.1. Recognition of Prior Learning (RPL)

Inscape subscribes to the National Policy for the Implementation of the Recognition of Prior Learning developed by South African Qualifications Authority (SAQA) in co-operation with Policies on RPL, CAT and Assessment in Higher Education developed by the Council on Higher Education (CHE).

The CHE document Policies on the Recognition of Prior Learning, Credit Accumulation and Transfer and Assessment in Higher Education (2016) define the following:

RPL seeks to **achieve inclusion** and to **overcome a variety of barriers to access and success in Higher Education**. RPL should be premised on **overcoming** possible **barriers to admission** to, or registration for Higher Education studies **for those people who lack formal prerequisites**.

The following principles are important elements of the RPL Policy, in accordance with the SAQA specifications:

- RPL is more than a process of assessment. It considers both informal and non-formal bodies of knowledge into their formal and structured equivalents based on specified competencies.
- Consideration must be taken between knowledge gained in experiential and academic practices, in relation to the levels and areas that RPL can be applied.
- The implementation of RPL is context-specific, in terms of institution, discipline, programme and level.

#### 5.1.1. Application and guidelines

The following sections are quoted from Policies on the Recognition of Prior Learning, Credit Accumulation and Transfer, and Assessment in Higher Education (pp. 7-10, 2016) in accordance with the SAQA specifications.

RPL, as defined nationally by SAQA, applies to informal or non-formal learning only. Learning resulting from formal routes will normally be recognised via Credit Accumulation and Transfer (CAT), but in cases where CAT is found not to be applicable, the RPL route may be explored.

RPL may be used to grant access to, or exemption from modules/subjects that contribute towards a particular qualification. Inscape may recognise forms of prior learning as equivalent to the prescribed formal minimum admission requirements and may recognise other forms of prior learning for granting advanced standing in particular programmes through exemption from or credits for modules or subjects at lower levels of the qualification programme.



In RPL processes designed to grant access, an RPL application is evaluated against the entry requirements of the qualification in question. Applicants seeking access to Inscape who do not hold a National Senior Certificate (NSC) with the appropriate exemption may be considered for the RPL route but will only be admitted at the Academic Board's discretion in accordance with the Inscape RPL policy. An RPL assessment process will be used to evaluate the knowledge of applicants who do not hold a National Senior Certificate or an equivalent qualification, with passes at levels accepted for direct admission to Higher Education qualification programmes.

RPL may be used to grant access to, or exemption from modules and/or subjects that contribute towards a particular qualification. Inscape may recognise forms of prior learning as equivalent to the prescribed formal minimum admission requirements and may recognise other forms of prior learning for granting advanced standing in particular programmes through exemption from modules or subjects at lower levels of the qualification programme. In Higher Education, exemption from modules or subjects does not translate to credits being awarded for those modules/subjects.

In Higher Education, full qualifications are not awarded solely on the basis of RPL; and similarly, RPL cannot be used to grant an individual the exemption from more than 50% of the credits required for any particular qualification. This policy prescript helps prevent the possibility of having the same set of prior knowledge being used for obtaining more than one qualification. It also assists in ensuring that an applicant refreshes his or her prior knowledge with new, cutting-edge content, theories and concepts in the chosen field of study, before obtaining a qualification. Also, it is in line with the regulation that a person must obtain 50% of a qualification at the institution that is going to award the certificate for the qualification.

If in the RPL process credits are not awarded against modules or subjects that one is exempted from, it follows that if a student is granted exemption from one or more modules that lead to a particular qualification, that particular student will complete the qualification in question with a total number of credit points that are less than the normally required number of credits for the qualification. The academic record of that student will reflect 'exempted' against the modules or courses that she or he was exempted from; while credits will be reflected against the subjects or modules that she or he did, got assessed for and achieved the required scores.

Applicants seeking access to a postgraduate qualification in a particular field or Classification of Education Subject Matter (CESM) category but who do not hold an undergraduate degree in that field or CESM category may be admitted by RPL if they are able to satisfy the requisite RPL criteria. Such applicants may be given advanced standing but without the award of the primary qualification(s).

Not more than 10% of a cohort of students in a programme should be admitted through the RPL process. This is a programme accreditation requirement.

Assessment criteria for RPL should not simply replicate those for mainstream study but should seek to accommodate the knowledge and skills gained in practices outside the Higher Education Institution in terms of their value for the envisaged programme of study. Due consideration should be given to the fact, in some cases, the prior knowledge and skills would have been acquired, and would only be more effectively expressed, in languages that are not the media of teaching and learning at a particular institution.

Initial assessment will be undertaken by the Registrar who will then forward the applicant's necessary documentation to the Academic Committee for consideration. The Academic Committee will assess the application and the Registrar will confirm their decision in writing to the student.

Certificates awarded signifying successful completion of a qualification will not reflect that a candidate has gained access or been awarded advanced standing through an RPL process. However, as stated, the academic transcripts of those who were exempted from some modules or subjects will reflect exemptions achieved through the RPL process, but with no credit points attached.

### 5.1.2. RPL procedure

Students applying at Inscape for RPL need to complete the Inscape Recognition of Prior Learning (RPL) application form available from the Inscape Registrar. A fee is payable in full, in advance. Proof of payment must be submitted with the RPL application form before applications will be processed.

The Registrar will be in communication with the applicant within two weeks of receiving the inquiry/payment and will ensure that all documentation is submitted to the Academic Committee. The Registrar will communicate the Committees decision to the applicant within two weeks of the receipt of the Academic Committee meeting. The applicant can expect the process to take up to six weeks.

*The applicant must acknowledge that:*

- Inscape may not legally recognise more than 50% of the credits required for any particular qualification.

The content of modules/subjects may change from time to time without notice, which may affect the RPL findings.

*In order to have competencies accessed by the Academic Committee the student agrees to:*

- Indicate, on a current copy of the Inscape syllabus document, the knowledge and skills in which the student believes to be competent. The syllabus documents will be made available the applicant on request.
- Compile a comprehensive portfolio of evidence containing works which support the student's claim of competence. This portfolio must evidence competence if the applicant has not completed an undergraduate qualification in the same field for which they are applying.
- Present a portfolio of evidence to the Registrar in order to demonstrate competence or evidence the knowledge and skills achieved with reference to the syllabus.
- Supply certified copies/transcripts of any training or learning completed.
- Supply a current CV.

The student may be required, by request of the Registrar, to:

- Produce any artefacts or written works that may substantiate the student's claims of competence to be taken on further recommendation by the Faculty Dean.

Once the Dean has reviewed the portfolio of evidence and is satisfied that the student qualifies for RPL, they will forward all relevant documentation through to the Academic Committee for review and approval.

The Registrar will communicate the Academic Committees decision to the applicant in writing. The applicant can expect the process to take up to six weeks.

### 5.2. Credit Accumulation Transfer (CAT)

Inscape subscribes to the National Policy for the Implementation of Credit Accumulation Transfer developed by South African Qualifications Authority (SAQA) in co-operation with Policies on RPL, CAT and Assessment in Higher Education developed by the Council on Higher Education (CHE).

According to the CHE National Policy:

CAT seeks to **recognised previously achieved credits** through vertical, horizontal or diagonal **relocation of credits towards a qualification.**

### 5.3. Principles of RPL and CAT

The following sections are quoted from Policies on the Recognition of Prior Learning, Credit Accumulation and Transfer, and Assessment in Higher Education (pp. 10-12, 2016) in accordance with the SAQA specifications.

A qualification signifies the formal recognition and certification of learning achievement. The HEQSF sets out the range of qualification types in Higher Education and any qualification offered by a Higher Education Institution must conform to one of the qualifications types or its variants as described in the HEQSF. The HEQSF is about whole qualifications for Higher Education, understood to comprise of at least 120 credits. The HEQSF does not specify parameters for part qualifications.

Credits are used as a measure of the volume of learning required for a qualification and can be specified in terms of the total minimum numbers of credits required, and in terms of the minimum number of credits required at the specified exit level of the qualification type or its variant as described in the HEQSF. The credit-rating system estimates that 10 notional study hours are equivalent to one credit. Credits represent a measure of all the learning activities engaged in by the student and include, among others, contact time, self-study, WIL, assignments, projects and examinations.

Credit accumulation Transfer (CAT) is the totalling of credits towards the completion of a qualification. Credit transfer is the vertical, horizontal or diagonal relocation of credits towards a qualification.

The process of CAT brings together the diverse features of credit accumulation and credit transfer in order to facilitate lifelong learning. It allows a student's achievements to be recognised even if the student does not achieve a qualification. Any and all credits for an incomplete qualification may be recognised by the same or a different institution as meeting part of the requirements for a different qualification or may be recognised by a different institution as meeting part of the requirements for the same qualification.

The process of CAT ensures the mobility of an individual student between programmes and institutions within the constraining parameters set by the requirements of the specific curricula.

### **5.3.1. Guidelines**

The following sections are quoted from Policies on the Recognition of Prior Learning, Credit Accumulation and Transfer, and Assessment in Higher Education (pp. 10-12, 2016) in accordance with SAQA specifications.

Inscape meets the prescribed institutional CAT policies ensuring equity and inclusiveness and promotes access to learning opportunities actively.

Inscape CAT policies are based on the principles of access for success, retention, articulation by design, comparison based on credible methods and transparency.

Credit accumulation transfer can take place within Inscape programmes (total amount of credits within a specific institution/department) or between institutions (recognition of credits between two or more institutions).

Credit transfer means carrying over credits either horizontally at the same level of study or vertically from a lower to a higher level of study. Horizontal transfer refers to credits at the same level carried over between institutions where the outcome/curriculum statements (subject content) are identical or comparable. Vertical transfer is where credits of a preceding level of study at one institution are accepted for entry into the next level of study at another institution.

The recognition of credits for the purposes of transfer from one qualification to another is determined by the nature of the qualifications, the relationship between them, the nature, complexity, and extent of the curricula associated with the specific subjects to be recognised for exemption and/or inclusion, and the nature of the assessment used.

A maximum of 50% of the credits of a completed qualification may be transferred to another qualification. This policy prescript seeks to protect the integrity of qualifications by ensuring that the exception does not become the norm.

Credits for an incomplete qualification may be recognised by the same or a different institution as meeting part of the requirements for a different qualification or may be recognised by a different institution as meeting part of the requirements for the same qualification.

Credits obtained from studies that do not lead to a qualification (for example, modules or subjects that are part of a programme which normally leads to qualifications registered on the HEQSF) should count for the credit accumulation and transfer mechanism towards relevant qualifications in the same or different institutions.

Short courses offered outside the HEQSF are non-credit bearing and, thus, individuals who register for and attend such short courses are not awarded credits against any level on the National Qualification Framework (NQF). This means no credit will be accumulated and/or transferred from such short courses. However, the learning acquired counts for RPL.

### **5.3.2. CAT Procedure**

Students applying for CAT need to complete the Credit Accumulation Transfer (CAT) application form available from the Inscape Registrar. A fee is payable in full, in advance. Proof of payment must be submitted with the CAT application form before the CAT evaluation will be scheduled. The Registrar will be in communication with the applicant within two weeks of receiving the inquiry/payment and will ensure that all documentation is submitted to the Academic Committee. The Registrar will communicate the Committee's decision to the applicant within two weeks of the receipt of the Academic Committee meeting. The applicant can expect the process to take up to six weeks.

The applicant must acknowledge that:

- Inscape may not legally recognise more than 50% of credits from any previous completed qualification.
- Non-accredited short courses are not credit bearing and cannot be recognised for CAT.
- Credits for an incomplete qualification may be recognised by Inscape as meeting part of the requirements for a similarly suited qualification or for the same type of qualification.

In order to have competencies assessed, the student agrees to:

- Indicate, on a current copy of the syllabus document the subject name/s and credit/s the student wishes to be recognised for (the syllabus documents will be made available to the applicant on request).
- Provide the full syllabus document from any previous Institution attended, In the case of a completed or incomplete qualification to compare with the Inscape syllabus.
- Present a portfolio of evidence to the Academic Committee in order to verify competence in credits accumulated.
- Supply certified copies/transcripts of any training or learning completed clearly indicating the credits accumulated.

The student may be required, by request of the Registrar to:

- Produce any artefacts or written works that may substantiate the student's claim of credit accumulation to be taken on further recommendation.

Once the Registrar has reviewed the relevant documentation and is satisfied that the student qualifies for CAT, they will forward all relevant documentation to the Academic Committee for review. The Academic Committee will communicate their decision to the Registrar. The Registrar will notify the applicant in writing. The applicant can expect the process to take up to six weeks.

**Annexures / Links / Legal Framework:**

Annexures

Links

Legal Framework

|                                   |  |
|-----------------------------------|--|
| <b>Origin Date</b>                | November 2016  |
| <b>Review Date</b>                | Every second year in January   |
| <b>Implementation Date</b>        | 01 February 2021   |
| <b>Key</b>                        | Red Font = 2017 Changes to Policy<br>Blue Font = 2017 Additions to Policy                        |
| <b>Code explanation</b>           | e.g. V2017,R02, U03<br>Version – year<br>Revision – month<br>Update – number                     |
| <b>Review by</b>                  | Registrar  |
| <b>Drivers of Policy</b>          | CAO<br>Deans<br>Campus Director<br>FTL/AFL<br>Distance Campus Manager<br>All department managers |
| <b>Policy Stakeholders</b>        | Lecturers, students and applicants   |
| <b>Ownership &amp; Governance</b> | Executive Committee  |