

## OFFICE OF THE DEPUTY DIRECTOR-GENERAL: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

Private Bag X174, PRETORIA, 0001, 123 Francis Baard Street PRETORIA 0002 South Africa

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**TVET NUMBERED CIRCULAR 0051** 

Date: 03 June 2019

**RE: DATA POLICY DIRECTIVE 4 OF 2019** 

**TO:** TVET College Acting/Principals

[Distribution of circular by Office of DDG: T]

**TVET College Data Managers** 

[Distribution of circular by CD: Systems Planning and Institutional Support]

**Service Providers of TVET Business Management Systems** 

[Distribution of circular by CD: Systems Planning and Institutional Support]

**CC:** Regional Managers

[Distribution of circular by Office of DDG: T]

**Acting TVET Directors** [Distribution of circular by Regional Manager]

**Branch P Officials** [Dr H Narsee, Ms N Tema and Mr B Kanhanga] [Distribution of circular by CD: Systems Planning and Institutional Support]

Dear Principals, TVET College Data Managers and Service Providers

The purpose of this circular is to provide further explanation regarding the enrolment into the Prevocational Learning Programme (PLP) and very importantly, to clarify the reporting on PLP enrolments and progression. The latter has already been identified to be problematic, which results in inaccurate reporting by the Department on this indicator. The Branch wishes to correct this anomaly quite urgently.

#### Purpose of the PLP

The purpose of the PLP is to prepare students for access into a specific vocational or occupational learning pathway at TVET colleges. It aims to provide foundational learning essential to address learning gaps and to improve students' chances of academic success in the qualifications and programmes they progress into after completing the PLP.

The PLP does not replace any existing foundational programme. It is intended as a programme in its own right that prepares a student for entry into the National Certificate (Vocational) (NC(V)) Level 2, NATED Report 191 (N1) and occupational (NQF levels 2-4) qualifications and programmes. Although the PLP has no assigned credits, indications in discussions with the Quality Council for Trades and Occupations (QCTO) are that they will recognise the PLP for entry into certain occupational qualifications, following the matching of curricula. This will have to be done by specialists at the QCTO.

### How is it funded?

The programme has been added to the Ministerial approved programme register and funding for student enrolment will therefore be distributed in terms of the National Norms and Standards for Funding of TVET Colleges. The college will receive the state funded portion for this enrolment as part of its subsidy payment, while these students also qualify as NSFAS bursary recipients for the 20% portion. However, the award of such bursaries is dependent on the students meeting the qualifying criteria for such award.

#### **Academic Matters**

The PLP consists of four subjects – i.e. Foundational English, Foundational Mathematics (not Mathematical Literacy), Foundational Science and Foundational Life Skills & Technology. Colleges received materials for all four subjects by the end of November 2018. The materials for each subject consist of student guides, workbooks with exercises, a curriculum, as well as a facilitator guide.

Test and exam papers were prepared for the pilot implementation in 2018 but going forward the onus will be on lecturers to prepare exam papers and assessments, as per the assessment schedule contained in the curriculum. The 2018 tests will be included in the packs as a guideline. All materials will be available on the LSS.

### **PLP Assessment**

There is no national exam for the PLP and the programme follows a continuous assessment process. Each subject has a curriculum that reflects the weighting for the prescribed tests, practical assignments and mid-year and final exams. This means that all marks count towards the final result and students do not accumulate a year mark to qualify for the final exam. The results are endorsed by the Academic Board of the college.

### **Lecturer allocation and support**

By the very nature of the PLP, the lecturer needs to have an understanding of the type of student that is enrolled and adapt the style of teaching and assessing accordingly. Colleges may decide to use existing academic staff or contract additional staff.

To ensure that lecturers are appropriately prepared to make the adjustment, the Lecturer Support System (LSS), hosted by the Department, has developed a comprehensive teaching support package for PLP lecturers, which they can access anytime and at will.

### Admission into the PLP

The recruitment and selection of students is without doubt the most critical factor to the success or failure of this programme, and must be meticulously planned for. The PLP programme must be included in the enrolment plans of each college to qualify for the subsidies given to colleges. It is imperative that students who will not be able to cope with formal studies are placed in the PLP first for a year to prepare them for further studies.

The entry level requirements of the PLP calls for a student who has passed grade nine, but did not pass the standardised\_placement test, which would be indicative that the student is not ready for formal study. The student will also not have met the entry requirements for a specific course, but is a good candidate to do so should the student be provided with appropriate foundational knowledge and skills during the PLP. These criteria for the selection and admission of the students into the PLP must be clearly described in the admission policy of the college. The same applies for entry into any college programme offering – selection and admission criteria need to be specified in the admission policy.

For example, English is the language of teaching and learning at TVET colleges. For this reason, it is ideal for a student to be proficient in English, as their level of proficiency in English will impact on their performance in all other subjects. If a student was not able to obtain at least 40% in English Second Language in Grade 9, it would be a strong indicator that they will struggle to cope with the learning in NC (V) level 2 programmes and placement in the PLP is recommended. The PLP content/curriculum has been designed to assist the struggling student.

#### **Progression into TVET qualifications and programmes**

Merely completing the PLP does not provide students with automatic access to further study. These are determined by the respective curriculum policies, for example the minimum entrance requirement for NC (V) L2 programmes is Grade 9. Colleges have the prerogative to set additional requirements other than the minimum requirements as indicated by curriculum policy.

The same applies to Report 191 Engineering programmes. A student is required to obtain at least 40% for Mathematics to pass Grade 9 and failing to do so, means the student is a candidate for PLP. The recommendation is further that the pass marks for Science and Mathematics in the PLP are aligned with the pass requirements for Grade 9.

The intention is that a student who completed the PLP and one who applies to the college with a Grade 9 pass, both have equal chance to access programmes at the college that require a Grade 9 pass. A student who was referred to the PLP would not have met the minimum entrance criteria set by the college for the programme he/she applied for.

The following table provides colleges with guidelines to set standard criteria for entry NC(V) L2, occupational L2-4 and N1 Engineering programmes. It is emphasised that these criteria should be adopted in the admission policy of the college and that a student completing the PLP and one entering from Grade 9 are treated equally.

	Average 45%	Average 45%	Average 55%	Average 55%
Life Skills	50%	50%	50%	50%
Science	40%	40%	60%	60%
Mathematics	40%	40%	60%	60%
English	50%	50%	50%	50%
PLP Subjects	Minimum Pass Requirements	PLP (Pre-Vocational Learning Prog NC(V) L2 & NQF L2 occupational programmes (high level of competency in Mathematics & Science not required)	ramme) minimum pass requirement  NC(V) L2 ITC &  NC(V) L2 Engineering  programmes	Report 191 N1 Engineering programmes

Note: It is reasonable to expect a student who has done the PLP to obtain at least 50% for Life Skills. These are the building blocks towards good citizenship and work readiness.

#### **Data reporting to TVETMIS**

This programme has been added to the ministerial approved register of programmes (funded from the Fiscus) and is to be reported as a separate programme type. The programme code is PLP000. This programme enrolment must reflect in Report 60 as headcount enrolment in PLP and not as "Other". Attached as **Annexures A** is the Government Gazette with the register (and related codes) to assist you. An example of how the records should be reported and mapped is included as **Annexure B**.

### Monitoring and evaluation of PLP implementation and success indicators

The success of PLP students will be measured by the following indicators:

- o The number of enrolled students who successfully complete the PLP [retention rate];
- The number of students who progressed into the college qualification or programme that was chosen by the student at the time of enrolment, after the one year spent in the PLP [progression rate]; and
- o The time taken by the PLP student to complete the college qualification, against the minimum time for completion of that qualification, for example, 3 years for NC(V) [throughput rate].

The Academic Board of the college will be responsible for tracking the reporting on these indicators. These indicators are also reported on quarterly in the performance monitoring conducted by the Department.

I trust you will continue to ensure that the students are aptly enrolled into the PLP and enable the successful implementation of the PLP and reporting thereon.

Yours sincerely

Acting Deputy Director-General: Technical and Vocational Education and Training

Date:

## **ANNEXURE A**



### **MEMORANDUM**

To: Coilege Principals

College Councils

Members of the College Academic Boards

Student Representative Councils

Regional Heads

# REGISTER OF NATIONALLY APPROVED TVET COLLEGE PROGRAMMES FOR THE 2019 ACADEMIC YEAR.

The national funding base rate and funding weighting for the various approved TVET college programmes are set out in the National Norms and Standards for funding Technical Vocational Education and Training Colleges (NSF-TVET Colleges), Government Gazette, No. 38796 of 15 May 2015, for the NC (V) and NATED Report 191. This forms the basis of funding to TVET colleges by National Treasury consisting of compensation of employee allocations as well as direct subsidy transfers.

Due to the variable nature of the programme funding weight components in the policy documents, the annual adjustments are herewith communicated to the relevant stakeholders in the TVET college sector as a register of nationally approved TVET college programmes for the 2019 academic year: Schedule 1, Schedule 2, Schedule 3 and Schedule 4.

The purpose of reviewing The Register of nationally approved TVET college programmes is two-fold:

- i. The nationally approved programmes are funded by government; and
- ii. The programme and subject coding system used by registered examination centres must correspond electronically with that of the DHET examination system for resulting purposes.

The register of nationally approved TVET college programmes comprises four policy documents and a concept paper for the Foundational Learning Programme(FLP):

- (Vocational) (NC(V)) Programmes at Levels 2 to 4 on the National Qualifications Framework (NQF), approved as policy and signed by the Director-General in November 2011, contains the programme, promotion and certification requirements as well as the general provisions pertaining to the funding of the various NC(V) programmes offered in public TVET Colleges. A register of nationally approved NC (V) programmes for TVET Colleges for the 2019 academic year is contained in Schedule 1 of this notice.
- 2) National Policy on the Conduct, Administration and Management of the Assessment of the National Certificate (Vocational), Government Gazette No. 30287, dated 12 September 2007, contains support and assistance in developing, organising, structuring and implementing an assessment framework as well as rules and conditions relating to the conduct, management and administration for both Internal Continuous Assessment (ICASS) and external examinations for the National Certificate (Vocational).
  - Formal Technical College Instructional Programmes in the RSA, Report 191

    (2001/08) Part 1 (N1-N3) and Part 2 (N4-N6 and National N-Diplomas)

    contains the programme requirements for current technical college education in

    the Republic of South Africa. The Report serves as a manual and lists all N1-N3

    and N4-N6 instructional programmes as well as National N-Diplomas.

A register of nationally approved Report 191 programmes for TVET Colleges for the 2019 academic year is contained in <u>Schedule 2</u> of this memorandum.

- 4) Norms and standards for instructional programmes and the examination and certification thereof in technical college education, Report 190 (2000/03) contains broad, general provisions with regard to norms and standards for instructional programmes, examinations and certification of Report 191 programmes.
- Concept paper for the establishment of the Foundational Learning Programme (FLP). A register of nationally approved FLP programme for TVET Colleges for the 2019 academic year is contained in <u>schedule 3</u> of this memorandum.
- A 'dual' system pilot project is being undertaken by the Department of Higher Education and Training. The Minister approved and signed a strategy on a standardised approach to the implementation of SAQA registered occupational programmes in 2016 with four (4) colleges receiving approval for offering the electrical qualification, using the dual system model. A list of SAQA registered Occupational qualifications and colleges offering the DSPP programmes are reflected in Schedule 4 (A) of Annexure A.
- 7) Furthermore, the introduction of the SAQA registered occupational programmes at TVET colleges are expanded through the creation of Centres of Specialisation (CoS) Schedule 4(B) of Annexure A.

The abovementioned mentioned documents are obtainable at:

The Chief Director: TVET Colleges Programmes and Qualifications
Department of Higher Education and Training
123 Francis Baard Street
Private Bag X174
PRETORIA
0001

# REGISTER OF NATIONALLY APPROVED TVET COLLEGE PROGRAMMES FOR THE 2019 ACADEMIC YEAR.

Tel: (012) 312 5149

Fax: (012) 323 4134

E-mail: Singh.A@dhct.gov.za

The documents are also available on the Department of Higher Education and Training website: <a href="http://www.dhet.gov.za">http://www.dhet.gov.za</a>

Mrs GNM Pandor, MP

Minister of Higher Education and Training

Date: 26 -9-2018

### SCHEDULE 1

## REGISTER OF NATIONALLY APPROVED NC (V) PROGRAMMES FOR TVET COLLEGES FOR THE 2019 ACADEMIC YEAR.

In terms of the National Policy on the Conduct, Administration and Management of the Assessment of the National Certificate (Vocational), published in Government Gazette No. 30287 dated 12 September 2007, the following is approved as policy and signed by the Director-General in November 2012 as the Formal Further Education and Training College National Certificate (Vocational) (NC(V)) Programmes at Levels 2 to 4 on the National Qualifications Framework (NQF).

PROGRAMME		PROGRAMME CODE		
	PROGRAMME	NC(V) L2	NC(V) L3	NC(V) L4
1.	Civil Engineering and Building Construction	522120311	523120311	524120311
2.	Drawing Office Practice	522120531	523120531	524120531
3.	Education and Development	502050501	503050301	504050301
4.	Electrical Infrastructure Construction	502120401	503120401	504120401
5.	Engineering and Related Design	502060101	503060101	504060101
6.	Finance, Economics and Accounting	502030301	503030301	504030301
7.	Hospitality	502111111	503111111	504111111
8.	Information Technology and Computer Science	502100401	503100401	504100401
9.	Management	502030201	503030201	504030201
10.	Marketing	502030401	503030401	504030401
11.	Mechatronics	502060401	503060401	504060401
12.	Office Administration	502030601	503030601	504030601
13.	Primary Agriculture	502010101	503010101	504010101
14.	Primary Health	522090211	523090211	524090211
15.	Process Instrumentation	522060641	523060641	524060641
16.	Process Plant Operations	522060531	523060531	524060531
17.	Safety in Society	502080101	503080101	504080101
18.	Tourism	502111101	503111101	504111101
19.	Transport and Logistics	522110231	523110231	524110231

### SCHEDULE 2

REGISTER OF NATIONALLY APPROVED REPORT 191 PROGRAMMES FOR TVET COLLEGES FOR THE 2019 ACADEMIC YEAR.

AS PER THE POLICY FORMAL TECHNICAL COLLEGE INSTRUCTIONAL PROGRAMMES IN THE RSA, REPORT 191 (2001/08): PART 1 (N1-N3)

NUMBER	PROGRAMME
50111000	National Certificate: N1: Engineering Studies
50211003	National Certificate: N2: Engineering Studies
50311003	National Certificate: N3: Engineering Studies

NUMBER	PROGRAMME
51108847	Non-National Certificate: Engineering Certificate of Competency
51108848	Non-National Certificate: Installation Rules
51108849	Non-National Certificate: Specialised Electrical Installation Codes
	National Certificate: Multi-Disciplinary Drawing Office Practice
50508338	National Cettificate. Multi-Disciplinary Districts

AS PER THE POLICY FORMAL TECHNICAL COLLEGE INSTRUCTIONAL PROGRAMMES IN THE RSA, REPORT 191 (2001/08): PART 2 (INTRODUCTORY, N4-N6 AND NATIONAL N-DIPLOMAS)

NUMBER	PROGRAMME	
50403001	National Introductory Certificate: N4: Art and Design	
50404009	National Introductory Certificate: N4: Business Studies	
50410009	National Introductory Certificate: N4: Clothing Production	
50410005	National Introductory Certificate: N4: Educare	
50410006	National Introductory Certificate: N4: Food Services	

NUMBER	PROGRAMME
50403001	National Certificate: N4: Art and Design
50404013	National Certificate: N4: Business Management
50410010	National Certificate: N4: Clothing Production
50410002	National Certificate: N4: Educare
50408078	National Certificate: N4: Engineering Studies
50401000	National Certificate: N4: Farming Management
50411001	National Certificate: N4: Fertilizer Manufacturing
50404016	National Certificate: N4: Financial Management
50411269	National Certificate: N4: Hair Care National Certificate: N4: Hospitality and Catering Services
50410008	National Certificate: 144. Hospitality and Catering Services

50404015	National Certificate: N4: Human Resource Management
50410000	National Certificate: N4: Interior Decorating
50404021	National Certificate: N4: Legal Secretary
50404018	National Certificate: N4: Management Assistant
50404014	National Certificate: N4: Marketing Management
50404019	National Certificate: N4: Medical Secretary
50403016	National Certificate: N4: Popular Music: Composition
50403010	National Certificate: N4: Popular Music: Performance
50403013	National Certificate: N4: Popular Music: Studio Work
50404017	National Certificate: N4: Public Management
50404020	National Certificate: N4: Public Relations
50411000	National Certificate: N4: Textiles
50422001	National Certificate: N4: Tourism

NUMBER	PROGRAMME
50503000	National Certificate: N5: Art and Design
50504011	National Certificate: N5: Business Management
50510007	National Certificate: N5: Clothing Production
50510002	National Certificate: N5: Educare
50508079	National Certificate: N5: Engineering Studies
50501000	National Certificate: N5: Farming Management
50511001	National Certificate: N5: Fertilizer Manufacturing
50504014	National Certificate: N5: Financial Management
50511270	National Certificate: N5: Hair Care
50510006	National Certificate: N5: Hospitality and Catering Services
50504013	National Certificate: N5: Human Resource Management
50510000	National Certificate: N5: Interior Decorating
50504019	National Certificate: N5: Legal Secretary
50504016	National Certificate: N5: Management Assistant
50504012	National Certificate: N5: Marketing Management
50504017	National Certificate: N5: Medical Secretary
50503017	National Certificate: N5: Popular Music: Composition
50503011	National Certificate: N5: Popular Music: Performance
50503014	National Certificate: N5: Popular Music: Studio Work
50504015	National Certificate: N5: Public Management
50504018	National Certificate: N5: Public Relations
50511000	National Certificate: N5: Textiles
50522001	National Certificate: N5: Tourism

NUMBER	PROGRAMME
50603000	National Certificate: N6: Art and Design
50604014	National Certificate: N6: Business Management
50610005	National Certificate: N6: Clothing Production
50610001	National Certificate: N6: Educare
50608080	National Certificate: N6: Engineering Studies
50601000	National Certificate: N6: Farming Management
50611001	National Certificate: N6: Fertilizer Manufacturing
50604017	National Certificate: N6: Financial Management
1 20004017	National Certification 2.11.

	216 11-1-0
50611271	National Certificate: N6: Hair Care
50610004	National Certificate: N6: Hospitality and Catering Services
50604016	National Certificate: N6: Human Resource Management
50610000	National Certificate: N6: Interior Decorating
50604022	National Certificate: N6: Legal Secretary
50604019	National Certificate: N6: Management Assistant
50604015	National Certificate: N6: Marketing Management
50604020	National Certificate: No: Medical Secretary
50603018	National Certificate: No. Popular Music: Composition
50603012	National Certificate: No: Popular Music: Performance
50603015	National Certificate: N6: Popular Music: Studio Work
50604018	National Certificate: N6: Public Management
50604021	National Certificate: N6: Public Relations
50611000	National Certificate: N6: Textiles
50622000	National Certificate: N6: Tourism

	PROGRAMME
NUMBER	National N Diploma: Art and Design
50903403	National N Diploma: Business Management
50904415	National N Diploma: Business Wallagement
50910405	National N Diploma: Clothing Production
50904407	National N Diploma: Commercial Promotion
50921408	National N Diploma: Educare
50908401	National N Diploma: Engineering Studies
50901421	National N Diploma: Farming Management
50904418	National N Diploma: Financial Management
50911402	National N Diploma: Hair Care
50910406	National N Diploma: Hospitality and Catering Services
50904417	National N Diploma: Human Resource Management
50910404	National N Diploma: Interior Decorating
50904414	National N Diploma: Legal Secretary
50904410	National N Diploma: Management Assistant
50904416	National N Diploma: Marketing Management
50904413	National N Dinjoma: Medical Secretary
50903424	National N Diploma: Popular Music: Composition
50903422	Netional N Dinloma: Popular Music: Performance
50903423	National N Diploma: Popular Music: Studio Work
50904419	National N Diploma: Public Management
50905412	National N Diploma: Public Relations
50903412	National N Diploma: Textiles
50922411	National N Diploma: Tourism
30322411	Littleman 14 2 Propries

## **SCHEDULE 3**

REGISTER OF NATIONALLY APPROVED FOUNDATIONAL LEARNING PROGRAMME (FLP) FOR THE 2019 ACADEMIC YEAR.

	PROGRAMME AND SUBJECTS
NUMBER/ CODES	PRE-VOCATIONAL LEARNING PROGRAMME (PLP)
PLP0001	Foundational Mathematics
PLP0002	Foundational Science
PLP0003	Foundational English
PLP0004	Life Skills and Technology

# SCHEDULE 4 (A)

A. REGISTER OF OCCUPATIONAL QUALIFICATIONS ON THE NATIONAL QUALIFICATIONS FRAMEWORK (NQF). THESE QUALIFICATIONS ARE UTILISED IN THE DUAL SYSTEM PILOT PROJECT (DSPP)
PROGRAMMES AS IMPLEMENTED BY PARTICIPATING COLLEGES
FOR THE 2019 ACADEMIC YEAR.

SAQA ID	NUMBER	NQF Sub Framework	QUALIFICATION	PARTICPATING COLLEGES	
91761	60420002	OQSF	Occupational Certificate: Electrician	Port Elizabeth TVET College East Cape Midlands TVET College Ekurhuleni East TVET College Ekurhuleni West TVET College	
91782	60420007	OQSF	Occupational Certificate: Plumber		

# SCHEDULE 4 (B)

SAQA ID	NUMBER	QUALIFICATION	NQF SUB FRAMEWORK	PARTICIPATING COLLEGES
3627	60420001	Occupational Certificate: Bricklayer	OQSF	Vuselela TVET College
				South Cape TVET College
01761 60420002		Occupational	OQSF	Flavius Mareka TVET College
		Certificate: Electrician		Orbit TVET College
97585	60420003	Occupational Certificate: Millwright	OQSF	Umfolozi TVET College
				Gert Sibande TVET College
93626	60420004	Occupational Certificate: Boilermaker	OQSF	Majuba TVET College
				Ekurhuleni East TVET College
SAQA	60420005	Occupational	OQSF	Umfolozi TVET College
NQF registration		Certificate: Rigger		False Bay TVET College
Process	60420006 Occupational Certificate: Pipe	Occupational	OQSF	West Coast TVET College
99255				Mopani South East TVET College
91782	782 60420007 O	Occupational Certificate: Plumber	OQSF	Flavius Mareka TVET College
31102				College of Cape Town
97592	60420008	Occupational	OQSF	Orbit TVET College
71372	0042000	Certificate: Diesel Mechanic		Mopani South East TVET College
94100	60420009	Occupational Certificate: Welder	OQSF	Boland TVET College
94100				East Cape Midlands TVET College
94021	60420010	Occupational Certificate: Mechanical Fitter	OQSF	Tshwane South TVET College
	00,000			False Bay TVET College
97990	60420011	Occupational Certificate: Automotive Motor Mechanic	OQSF	College of Cape Town
				Port Elizabeth College
96236	60420012	Occupational	OQSF	Sekhukhune TVET College
70230		Certificate: Carpenter and		Northern Cape Urban TVET Colle

		Joiner		
94020	60420013	Occupational Certificate: Fitter and Turner	OQSF	Northlink TVET College Tshwane South TVET College

B. REGISTER OF OCCUPATIONAL QUALIFICATIONS ON THE NATIONAL QUALIFICATIONS FRAMEWORK (NQF) OFFERED THROUGH CENTERS OF SPECIALISATION (CoS) AND THE PARTICIPATING COLLEGES FOR THE 2019 ACADEMIC YEAR.

**ANNEXURE B** 

Coastal TVET College Central Office	COLLEGE_NAME
Coastal TVET College - Durban Campus	CAMPUS_NAME
Must be annual	доіяза_тяочзя
Must be empty	NOITADIRIDAU.Q
PLP0000	PROGRAMME_C
Pre-vocational	PROGRAMME TITLE
NQF Level	REPORT_LEVEL
PLP	PROGRAMMETYPE
Must be undefined	SUBFIELD
0	DNISUOH_T2NI
0EZ0S06ITZ	ON_TN∃QUT2
Must be 13 digit number	ON_YTTTV_NO
Ensure corresponds with identity document or passport	ЭМАИ_Т2ЯI∃
rresponds Jentity Jent or port	BMAN_T2AJ
Enrolled	SUTATZ_JOAN3
16	39A
Male	еЕИDE8
None	VTIJI8A2IQ
Coloured	ทดเTAJU909 ๆบดภอ_