

STANDARD SECTIONS AND DATA ELEMENTS ON REGISTRATION FORM FOR TVET COLLEGES

NOTE:

1. These are the standard sections and data elements to be reflected in a college registration form for reporting enrolment to TVETMIS. Please refer to the TVETMIS specifications and Data Dictionary for accurate understanding and reporting on these aspects.
2. The sequence and formatting of these sections are not prescribed.
3. These are minimum requirements and more could be added.
4. During data verification, the compliance of the college registration form will be verified.

1. Demographical Profile and Student Particulars

- (i) Personal details [Title, Name & Surname, Date of Birth, ID or Passport number]
- (ii) Gender
- (iii) Age
- (iv) Marital status
- (v) Nationality
- (vi) Citizen Resident Status
- (vii) Race/ Population group
- (viii) Home language/s
- (ix) Disability status – refer the suggested disability table in Annexure B.
- (x) Previous activity before entry into college (E.g. matriculant, employed)
- (xi) Highest qualification obtained/ grade passed
- (xii) Economic status

Refer the TVETMIS specifications – major types are:

- Economic_Status_Id 1 Employed
- Economic_Status_Id 2 Unemployed
- Economic_Status_Id 3 Employed only for the purpose of the qualification
- Economic_Status_Id 4 Unknown

- (xiii) Physical/ residential and postal addresses [home and at college]
- (xiv) Province of origin
- (xv) Student contact details and alternative contact details
- (xvi) Parents/ Guardian and next of kin and contact details

2. Financial and funding section**2.1 Funding (80%) of the enrolment**

- (i) State subsidy [for programmes on the ministerial approved register]

- (ii) NSF
- (iii) SETA (Specify)
- (iv) Grants from sources other than State/ Fiscus
- (v) Student fees (Self-paying) – including person responsible for payment of fees with relevant contact and billing information
- (vi) Sponsorships
- (vii) Other (Specify)

2.2 Bursary and other support (20% funding)

- (i) NSFAS
- (ii) SETA
- (iii) NSF
- (iv) Other - provide explanation

3. Programme Enrolment Details

3.1 Student and Campus/ Site of Learning Details

- (i) Campus, site of learning or centre of specialisation
- (ii) Indicate NEW or RETURNING student
- (iii) Student number
- (iv) Housing/ Student accommodation: Name of residence/ location and period of occupation – year, semester, trimester, other

3.2 Enrolment Type

Refer the TVETMIS specifications – major types are:

- Enrolment_Type_Id 3 Distance Learning
- Enrolment_Type_Id 49 Distance Learning at more than one Provider
- Enrolment_Type_Id 7 Mixed Mode
- Enrolment_Type_Id 6 Other
- Enrolment_Type_Id 48 Residential (Contact) at more than one Provider
- Enrolment_Type_Id 4 Residential (Contact) Learning
- Enrolment_Type_Id 8 Self-study
- Enrolment_Type_Id 5 Workplace Learning

3.3 Programme Enrolment¹

- (i) Programme type - these are defined in policy directive 5 of 2020
- (ii) NQF and other levels of programmes and subjects
- (iii) Subjects enrolled
- (iv) Period of programme enrolment – year, semester, trimester, other
- (v) Examinations enrolment – also indicate supplementary examination enrolment [if applicable]
- (vi) Partnerships for this enrolment

Refer the TVETMIS specifications – major types are:

- Partnership_Id 1 None
- Partnership_Id 2 Higher Education
- Partnership_Id 3 SETA
- Partnership_Id 4 Private

- (vii) Part of [enrolment]

Refer the TVETMIS specifications – major types are:

- Part_Of_Id 3 (Part of a) Learnership
- Part_Of_Id 5 (Part of a) Non-NQF Intervention
- Part_Of_Id 2 (Part of a) Qualification/ Programme
- Part_Of_Id 4 (Part of an) Apprenticeship
- Part_Of_Id 1 Miscellaneous “stand-alone”
- Part_Of_Id 6 (Part of) COS

NOTE:

Make provision for indicating a Centre of Specialisation (COS) trade enrolment²

- Trade enrolment particulars
- Period of enrolment – year

3.4 Entrance category

Refer the TVETMIS specifications – major types are:

- Entering student
- First-time entering student
- Transfer student
- Non-entering student

¹ Refers to accredited qualifications, programmes and courses into which students are enrolled and receive certificates upon completion.

² Refers to the 13 priority trades classified as centres of specialisation (COS) trade programmes.

Entrance Category – Definition as per Data Dictionary	
Entering student	This person has been effectively registered at some time in the past at the college for some qualification/ programme, but is now registered for a qualification/ programme which he/she has not followed at any time in the past at the college. Note: This type of student has registered for a qualification/ programme in the past and is now returning but registering for a different qualification/ programme.
First-time entering student	A person registered at a TVET college and has not been effectively registered for any qualification/ programme at this college or any other TVET college in the past.
Transfer student	A person who is effectively registered at a TVET college for a qualification/ programme and has in the past registered at another TVET college.
Non-entering student	A person who is effectively registered at a TVET college for a qualification/ programme and has been previously registered for the same qualification/ programme at the same college. Note: These are returning students who are continuing with a qualification/ programme they have registered for in the past.

3.5 Enrolment Mode

Refer the TVETMIS specifications – major types are:

- Enrolment_Mode_Id 1 Full-time
- Enrolment_Mode_Id 2 Part-time
- Enrolment_Mode_Id 3 Extramural
- Enrolment_Mode_Id 4 Unknown

4. Legal Compliance and Declarations

- (i) This form must be completed in full.
- (ii) This form must be signed by the applicant/ registering student and the legal guardian (if applicant is younger than 18 years).
- (iii) Declaration regarding criminal record/s.
- (iv) Declaration to adhere to student code of conduct and rules of the college.

NOTE:

In future, once consulted and advised by Legal Services, a declaration will have to be included on the form in relation to the Protection of Personal Information Act, no 4 of 2013 (POPIA). Below is a draft statement to this effect.

POPIA Consent

I, the applicant (duly assisted by a competent person where I am under the age of 18), hereby agree to the processing of my personal information for purposes of considering my application for admission to (name of TVET college).

The college will process and retain personal information concerning you as an applicant, and appropriate security measures will be taken to prevent unauthorised disclosure in accordance with the Protection of Personal Information Act, no 4 of 2013. The college has an obligation to ensure that personal information of students is kept safe and secure

The college will also submit your personal information to the Department of Higher Education and Training in accordance with Continuing Education and Training Act, no 16 of 2006 (as amended) and the Post-School Education and Training Information Policy, 2019. Your personal information will also be used for the purposes of research and/or to inform policy development.