

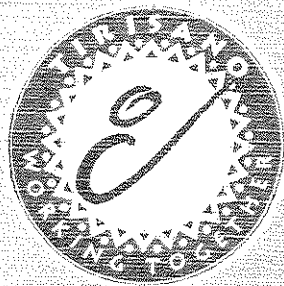
## MINISTRY OF EDUCATION POLICY

MINISTRY OF EDUCATION POLICY  
TOWARDS DISTRIBUTIONAL  
EQUITY THROUGH PROMOTION AND  
PROTECTION THROUGH TECHNICAL  
REGULATION

REGISTRATION

REGISTRATION

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MINISTRY OF EDUCATION

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## PREFACE

### 1. INTRODUCTION

*Section 3(4)(l) of the National Education Policy Act, 1996 (No. 27 of 1996) makes provision for the determination of national education policy regarding curriculum frameworks, core syllabuses and education programmes, learning standards, examinations and the certification of qualifications, subject to the provisions of any law establishing a national qualifications framework or a certifying or accrediting body.*

Report 190 (2000/03) contains broad, general provisions in respect of technical college education pertaining to norms and standards for instructional programmes, examinations and certification. More particulars of the various instructional programmes offered by technical colleges, are given in the policy document, *Formal technical college instructional programmes in the RSA*, Report 191 (2001/08),

This report replaces all the previous NATED 02-190, NATED 02-191 and 190 and 191 Reports.

## DEFINITIONS

### 1. AN IMMIGRANT CANDIDATE

**An immigrant candidate is, for the purposes of these measures:**

(1) *A child, or a dependent of a diplomatic representative of a foreign government accredited in South Africa; or*

(2) *any person who:*

*first entered a South African school in Grade 7 or a more senior grade;*

*or*

*having begun his/her schooling at a South African school, has attended school outside South Africa for two or more consecutive years after Grade 6, or its equivalent.*

### 2. LANGUAGES

#### 2.1 An Approved Language

An Approved Language, with regard to the language requirements (Group A) instructional offering, as listed in the policy document, *A resumé of instructional programmes in schools, Report 550 (2001/08)*, is a language with a valid syllabus at First, or Second Language level, as approved by the Minister of Education as national policy.

#### 2.2 A Language of Learning and Teaching

A Language of Learning and Teaching in public schools must be an official language.

### **2.3 Language levels**

Each of the languages listed in Report 550 (2001/08) falls into one of the following categories:

- (a) A language qualified as a First (main) Language, for example Business English, Sake Afrikaans, English, Sepedi; or
- (b) a language qualified as a Second (additional) Language, at the moment all eleven official languages and Business English and Sake Afrikaans.

### **3. EDUCATION DEPARTMENT**

In this document an education department is a national, or provincial education department.

## CONCESSIONS

- (1) The following concessions regarding the languages may be applied to aurally handicapped, aphasic and dyslectic candidates:
  - (a) In cases where two languages are required, only one language, at First Language level, need be offered, provided that an additional instructional offering is offered in lieu of the second language.
  - (b) In cases of aurally handicapped candidates whose language of instruction is not their mother tongue, the language referred to in (1)(a) above may be offered on Second Language level.
- (2) The following concession regarding the languages may be applied to immigrant candidates as defined above:

In the case of the National Intermediate Certificate and the National Senior Certificate where two languages are required, a candidate who has been granted immigrant status and who satisfies the requirements for the National Intermediate Certificate and the National Senior Certificate, need only to present and pass one of the required First or Second Languages, in which case another instructional offering must be offered in lieu of the second language.

## **CURRICULUM DOCUMENTS**

- (1) The synopses for each instructional offering are available on request from the:

**DIRECTORATE: CURRICULUM AND QUALIFICATIONS (FET)**  
**DEPARTMENT OF EDUCATION**  
**PRIVATE BAG X895**  
**PRETORIA**  
**0001.**

- (2) The syllabi/programmes are available on request from the:

**DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT**  
**DEPARTMENT OF EDUCATION**  
**PRIVATE BAG X110**  
**PRETORIA**  
**0001**



## **1. DIFFERENT TYPES OF NATIONAL INSTRUCTIONAL PROGRAMMES**

### **1.1 Categories of instructional programmes**

The following instructional programme categories are offered by technical colleges:

- National N Certificates: NC(OR), N1-N6;
- National Integrated Certificates;
- National Intermediate Certificate;
- National Senior Certificate;
- National N Diplomas; and
- Non-National Certificates.

## **2. ADMISSION REQUIREMENTS FOR THE NATIONAL INSTRUCTIONAL PROGRAMMES**

The minimum admission requirements for full-time and part-time students to the national instructional programmes are as follows:

### **2.1 National Integrated Certificate: I**

A Grade 8 to Grade 10 Certificate or an approved introductory programme, according to the instructional programme concerned.

### **2.2 National Certificate Orientation**

A Grade 8 Certificate or an equivalent qualification.

**2.3 National Certificate: N1**

An appropriate Grade 9 Certificate or an approved introductory programme, according to the instructional programme concerned.

**2.4 National Certificate: N2 and National Intermediate Certificate**

An appropriate National Certificate: N1 or an appropriate Grade 10 Certificate, or an equivalent qualification with appropriate instructional offerings.

**2.5 National Certificate: N3 and National Senior Certificate**

An appropriate National Intermediate Certificate, an appropriate Grade 11 Certificate, an appropriate N2 Certificate, or an equal qualification with appropriate instructional offerings according to the applicable instructional programme.

**2.6 National Certificate: N4**

An appropriate National Certificate: N3 or equivalent qualification with appropriate instructional offerings.

**2.7 National Certificate: N5**

An appropriate National Certificate: N4 or equivalent qualification with appropriate instructional offerings.

**2.8 National Certificate: N6**

An appropriate National Certificate: N5 or equivalent qualification with appropriate instructional offerings.

## **2.9 National N Diploma**

An appropriate National Certificate: N3 or equivalent qualification with appropriate instructional offerings.

## **2.10 Individual instructional offerings**

A *Bona fide* part-time candidate may be permitted to enroll for individual instructional offerings at successive levels, regardless of the fact that not all the prescribed instructional offerings of the instructional programmes on the preceding level have been taken or passed. The minimum requirements for admission to individual instructional offerings are as for full-time students as set out in paragraphs 2.1-2.8.

For N1, N2, N4, N5 and N6 levels, the Directorate: National Examinations and Assessment will issue a statement of results, while the South African Certification Council (SAFCERT) will be responsible for N3.

Candidates with at least two years applicable experience in practice, or who have already sat for a National Senior Certificate or N3 examination, will be permitted to take the relevant N1-N3/National Intermediate Certificate (NIC) or National Senior Certificate (NSC) instructional offerings, for which the evaluation is prescribed as a year over a semester and to write the necessary examination.

### **3. TYPES AND LEVELS OF INSTRUCTIONAL OFFERINGS IN NATIONAL INSTRUCTIONAL PROGRAMMES**

#### **3.1 General**

Every national instructional programme consists of a number of different instructional offerings. A specific instructional offering is presented at approved institutions and normally lasts for a minimum of three months or six months or one year of full-time study, depending on the type of instructional programme. Instructional offerings can also be presented on a part-time basis or through correspondence.

#### **3.2 Types of instructional offerings**

The following three types of instructional offerings are distinguished:

##### **3.2.1 Theoretical instructional offerings**

The aim with theoretical instructional offerings is to teach the required theoretical knowledge which underlies the future occupation for which the student is being prepared. To be able to also master the necessary skills, provision is also made for practical applications, laboratory work, simulation models, role play and case studies.

##### **3.2.2 Practical instructional offerings**

In some of the instructional offerings the emphasis is primarily on practical or manual skills. Practical instructional offerings provide for this need.

### 3.2.3 Integrated instructional offerings (I)

In this case no separate provision is made for subjects such as Mathematics, Science and Drawing, but such supportive contents are integrated with the applicable subject theory.

## 3.3 **Level of instructional offerings**

Apart from the types of instructional offerings referred to in paragraph 3.2, instructional offerings are classified according to six levels for the purpose of submitting information as required by the SANEP information system. The levels are as follows:

### 3.3.1 First level

All instructional offerings at a level of comprehension usually associated with Grade 10 or N1 or a lower level.

### 3.3.2 Second level

All instructional offerings at a level of comprehension usually associated with Grade 11 or N2.

### 3.3.3 Third level

All instructional offerings at a level of comprehension usually associated with Grade 12 or N3.

### 3.3.4 Fourth level

All instructional offerings at a level of comprehension usually associated with the first year after Grade 12 or N4.

### 3.3.5 Fifth level

All instructional offerings at a level of comprehension usually associated with the second year after Grade 12 or N5.

### 3.3.6 Sixth level

All instructional offerings at a level of comprehension usually associated with the third year after Grade 12 or N6.

## 4. **THE DURATION OF NATIONAL INSTRUCTIONAL PROGRAMMES**

The duration of national instructional programmes in the case of full-time study is as follows:

### 4.1 **National Integrated Certificates**

At least two trimesters.

### 4.2 **National N Certificates: NC(OR), N1-N6**

One trimester, semester, or one year full-time as prescribed in the relevant national instructional programmes.

### 4.3 **National Intermediate Certificate**

One year full-time.

### 4.4 **National Senior Certificate**

One year full-time.

#### **4.5 National N Diplomas**

A minimum of three years, including experiential training where required, after the candidate had entered the tertiary level. However, exemption or recognition of applicable experience or of prior learning, could be approved by the Department of Education (hereafter referred to as the Department), to comply with the required three years duration.

The duration of instructional programmes in the case of part-time study or distance education, may be longer than that prescribed above.

### **5. PROGRAMME REQUIREMENTS FOR NATIONAL INSTRUCTIONAL PROGRAMMES**

#### **5.1 Promotion requirements**

Unless otherwise indicated in the instructional programme concerned, a candidate must obtain at least 40 per cent in the combination of the term mark and the examination mark in a ratio of 40:60, unless indicated otherwise, in order to pass an instructional offering.

Special requirements with regard to the passing of, for example, the practicals of specific instructional offerings, are not affected, or where specific requirements are set by industry.

Should the examination for a particular instructional offering require more than one examination paper, the aggregate in the prescribed ratio, for all the examination papers must be combined with the term mark in a ratio of 40:60, and this combined mark must be at least 40 per cent, unless the relevant instructional programme states otherwise.

## **5.2 Distinction**

A candidate who obtains 80 per cent or more as his/her final mark for an instructional offering, passes the instructional offering with distinction.

## **5.3 Minimum number of instructional offerings required to qualify for certification**

### **5.3.1 National Integrated Certificates**

A pass in the integrated instructional offering concerned is required, or as specified in the particular national instructional programme.

### **5.3.2 National N Certificates: Engineering field of study**

Passes in a minimum of THREE instructional offerings or as specified for the particular national instructional programme. Registered apprentices must offer a fourth instructional offering.

The candidate has the option to apply for a National Certificate with three instructional offerings, alternatively a National Certificate with four instructional offerings will be issued to qualifying candidates.

### **5.3.3 Business and General Studies**

Four instructional offerings as prescribed in the applicable instructional programme.

On the N2 and N3 levels, certificates are issued to candidates for the broad vocational fields Arts, Utility Industries and Social Services who have passed four instructional offerings from a specific prescribed instructional programme, excluding Sake Afrikaans, First or Second Language level, and Business



English, First, or Second Language level. In the case of the broad vocational field N2 and N3 Business Studies, Sake Afrikaans, First or Second Language level, or Business English, First or Second Language level, must be one of the four instructional offerings. However, in programmes with a compulsory language requirement, one of the required languages must be at First Language level, and the other one on either First or Second Language level.

#### 5.3.4 National Intermediate and National Senior Certificates

National Intermediate and National Senior Certificates shall be issued to candidates who offered and wrote examinations in not fewer than six instructional offerings, provided that the required two languages are offered. Five instructional offerings as prescribed in the applicable instructional programme, including the two required languages must be passed.

National Intermediate and National Senior Certificates are issued to candidates who have passed three instructional offerings from a determined prescribed instructional programme, as well as Sake Afrikaans, First or Second Language level and Business English, First, or Second Language level, provided that one of the two languages is offered on the First Language level, and the other one on either First or Second Language level.

#### 5.3.5 National N Diplomas

A pass in a minimum of TWELVE instructional offerings at N4-N6 levels and a minimum period of applicable experience as required for the specific National Diploma. Proof of such experience must be submitted. A more detailed description is given in the various national instructional programmes.

#### **5.4 Recognition of other languages instead of Sake Afrikaans and Business English**

The Language of Learning and Teaching, or an Approved Language First Language, passed with 40 per cent on Standard Grade level, may be recognised for the issuing of a National Intermediate Certificate, or National Senior Certificate, instead of one Business Language First or Second Language. The Business Language taken by a candidate may not be the same language, as the Language of Learning and Teaching, or the Approved Language for which he/she obtains recognition.

#### **5.5 Condonation of marks in instructional offerings**

##### **5.5.1 National N Certificates N1-N6, and National Intermediate and National Senior Certificates**

###### Condonation for certification

Condonation of marks obtained by a candidate in not more than ONE instructional offering may be offered, provided that the instructional programme does not stipulate otherwise. The marks obtained by a candidate in such an instructional offering may not be more than 2 per cent below the pass mark required for the particular instructional offering.

###### Condonation for distinction

A candidate's result for an instructional offering at N1-N6 level, may be condoned by a maximum of 2 per cent if he/she would thereby obtain 80 per cent (an A symbol) in that instructional offering, or the required aggregate, provided that it is done for one instructional offering only, and that no other instructional offerings have been condoned.

### 5.5.2 National N Diplomas

Condonation can only be granted at National Certificate level, but not at National Diploma level.

The marks for a maximum of two condoned instructional offerings, a maximum of one per level, may be transferred from the number of instructional offerings taken at the N4-N6 levels. The marks obtained by a candidate in such an instructional offering may not be more than 2 per cent below the required pass mark/distinction for the particular instructional offering.

### 5.6 Credits

Candidates retain credits for instructional offerings already passed.

## 6. EXAMINATION

### 6.1 The examining body

National Certificate N3 and National Senior Certificate examinations are conducted in terms of *Section 9 of the South African Certification Council Act, 1986 (Act No. 85 of 1986)* ) as amended by the *South African Certification Council Amendment Act 89 of 1992*, the *General Law Third Amendment Act 129 of 1993* and the *Education Laws Amendment Act 48 of 1999* by the Directorate: National Examinations and Assessment of the Department, which is also responsible for the N4-N6 examination.

## **6.2 Dates for national examinations**

### **6.2.1 Trimester examinations**

Examinations for national qualifications are conducted during April, August and November for candidates following trimester programmes.

### **6.2.2 Semester and year examinations**

Examinations for national qualifications are conducted in June and November for candidates following semester or year programmes.

## **7. OFFERING OF A RESTRUCTURED NATIONAL INSTRUCTIONAL PROGRAMME TO AN IMMIGRANT**

Subject to the provisions of *Section 9(1) of the South African Certification Council Act, 1986 (Act No. 85 of 1986)* as amended by the *South African Certification Council Amendment Act 89 of 1992*, the *General Law Third Amendment Act 129 of 1993* and the *Education Laws Amendment Act 48 of 1999*, a National Senior Certificate will be issued to immigrant candidates who satisfy the requirements for the national instructional programme contemplated in paragraph 5. They need only to present and pass one of the required Business Languages, First or Second Language.

Should an immigrant candidate prefer to offer two languages, they may offer their mother tongue in (a) the A-Level of the General Certificate of Education (GCE), or (b) Higher School Certificate (HSC) of the United Kingdom or (c) an examination recognised by the Department as equivalent to A-Level (at present only Serbian First Language), would be accepted as a pass in a Higher Grade instructional offering. The marks, as supplied by the concerned examining body, would be taken into account in the aggregate, or if the actual marks are not

available, the results be converted in accordance with the table below, with the proviso that the candidate may not offer two similarly named languages.

A-LEVEL		NATIONAL POLICY		
SYMBOL	PERCENTAGE	SYMBOL	PERCENTAGE	MARKS
A	70-100	B	70	280
B	60-69	C	60	240
C	55-59	D	55	220
D	50-54	D	50	200
E	40-49	E	40	160
F	30-39**	F	35	140

\*\* May be converted to a pass with an E-symbol on the O-Level.

## 8. EXEMPTION, ACKNOWLEDGEMENT AND AWARDING OF STATUS TO INSTRUCTIONAL OFFERINGS

Exemption from and acknowledgement of instructional offerings for certification purposes and the granting of the required status for admission to another instructional programme may be issued by the Department under the following circumstance:

### 8.1 Exemption from individual instructional offerings

Should a candidate wish to obtain another certificate at the same or different level for the same or a different programme, or another diploma, for the same or different programme, exemption from instructional offerings will be considered by the Department, on the basis of examination successes attained by the candidate in the department's own examination in respect of:

- All the applicable instructional offerings required for the qualification which were not included on a previous certificate or diploma; and/or

- a maximum of 50 per cent of the instructional offerings required for the issuing of a certificate or diploma, based on the instructional offerings the candidate has already obtained for the issuing of a previous certificate or diploma, provided that, in the opinion of the Department, the content of the instructional offering in respect of which exemption from the writing of an examination is desired, corresponds sufficiently with the content of the instructional offering that the candidate has passed. This concession applies only if not stipulated otherwise in the specific programme.

## **8.2 Acknowledgement of individual instructional offerings**

An instructional offering passed by a candidate with an examining body other than the Directorate: National Examinations and Assessment, can at the request of the candidate be recognised by the Department for the purpose of obtaining a certificate or diploma, provided that, in the opinion of the Department, the content of the instructional offering in respect of which acknowledgement from the writing of an examination is desired, corresponds sufficiently with the content of the instructional offering that the candidate has passed, and that this pass also satisfies the requirements stipulated in the applicable instructional programme as contained in this document, provided also that the candidate must be examined in, and pass at least 50 per cent of the instructional offerings for the qualification he/she wishes to obtain.

## **8.3 Granting of status**

At the request of a candidate the Department can grant status to instructional offerings that the candidate has passed and/or qualifications that he/she has already obtained and which are required for admission to an instructional programme on a higher level, provided that, in the opinion of the Department, the content of the instructional offering corresponds sufficiently with the content of the instructional offering that the candidate has passed, and that this pass also satisfies the requirements stipulated in the applicable national instructional

programmes as contained in this document, and with the proviso that no certificate will be issued for a qualification for which status has been granted.

#### 8.4 Concessions/Restrictions

- Only 50 per cent of the instructional offerings for the issuing of a National Certificate or Diploma, may consist of exemptions/acknowledgements, but all the NC(OR), or N1-N4 instructional offerings, may be exempted by granting of status without issuing of a National N Certificate.

### 9. THE ISSUING OF A SENIOR CERTIFICATE TO A CANDIDATE WHO POSSESSES NATIONAL CERTIFICATE: N3 INSTRUCTIONAL OFFERING SUCCESSES

The pass requirements of National Certificate: N3 instructional offerings are as contemplated in paragraph 5 of this document.

For purposes of comparison the level of the National Certificate: N3 instructional offerings, contemplated in paragraph 3.3 of this document, is equated to the Standard Grade level, and for grouping purposes they are regarded as Group F instructional offerings, contemplated in the school policy document, *A résumé of instructional programmes in schools, Report 550 (2001/08)*. Subject to the provisions of *Section 9(1) of the South African Certification Council Act, 1986 (Act No. 85 of 1986)* ) as amended by the *South African Certification Council Amendment Act 89 of 1992, the General Law Third Amendment Act 129 of 1993 and the Education Laws Amendment Act 48 of 1999*, and subject to paragraph 11 in Report 550 (2001/08), a Senior Certificate shall be issued to a candidate who:

- 9.1 Has presented at least six instructional offerings and has complied with the language requirements, contemplated in paragraph 2.1.1 of Report 550 (2001/08), provided

that in the case of an immigrant, the language requirements are those contemplated in paragraph 7 of this document, or paragraph 9 of Report 550 (2001/08); and

- 9.2 has complied with the language requirements contemplated in paragraph 2.2 of Report 550 (2001/08); provided that in the case of an immigrant the language requirements are those contemplated in paragraphs 5.2 and 5.3, of this document, or paragraph 9 of, Report 550 (2001/08); and
- 9.3 has passed in a combination consisting of at least three additional instructional offerings chosen from the Senior Certificate instructional offerings, contemplated in paragraph 2.1 of Report 550 (2001/08), and the National Certificate: N3 instructional offerings, contemplated in paragraph 5 of this document, provided that such a combination shall include at least one National Certificate: N3 instructional offering, or at least one Senior Certificate instructional offering as listed in Report 550 (2001/08), provided further that a candidate:
- (a) of whom the marks of the languages, contemplated in paragraph 9.2, and any other Senior Certificate instructional offerings, contemplated in paragraph 9.3 of this document, have not been condoned in terms of paragraph 8 of Report 550 (2001/08); and
  - (b) who would thereby comply with the requirements for the issuing of a Senior Certificate by the South African Certification Council, may have either the marks of one National Certificate: N3 instructional offering condoned, as described in paragraph 5.5 of this document, or the aggregate mark, contemplated in paragraph 9.4 of this document, condoned by a maximum of 10 marks to obtain the required minimum aggregate of 720 marks.



- 9.4 has obtained a minimum aggregate of 240 percentage points, provided that only the original percentage points obtained in the instructional offerings are included in this aggregate.

#### **10. PHASING IN AND PHASING OUT OF INSTRUCTIONAL OFFERINGS**

Technical college instructional programmes and instructional offerings are periodically revised and phased into the examinations on predetermined dates. A period for then phasing out of pre-revised instructional programmes is determined when necessary. Particulars regarding phasing in or out are stipulated in the various national instructional programmes as contained in this document.

#### **11. STIPULATION TO PROVIDE FOR RESEARCH FOR AN EXPERIMENTAL PERIOD**

In cases where, in the process of developing policy, it may be necessary to deviate from existing national policy for research purposes, the Minister of Education will consider substantiated requests to this effect from a provincial education department, via the Heads of Education Department Committee (HEDCOM) with due observance of the normal advice and consultation processes. Each request must be accompanied by a:

- Motivation;
- a draft research design; and
- a breakdown of the implications of the research, with regard to curriculum frameworks, core syllabuses and education programmes, learning standards, examinations and the certification of qualifications.

In terms of the above the Minister of Education will approve temporary national policy by taking the following into consideration:

- An exact specification of the nature and scope of the experimental policy;
- a specification of the exact duration of the experimental period;
- conditions in terms of the scope of and involvement in the experiment;
- conditions for implementation;
- conditions for examination and certification;
- conditions for the evaluation of the experimental policy; and
- a specification of the nature of the monitoring by HEDCOM.

## **12. EXISTING EXPERIMENTAL PROJECTS AS APPROVED BY THE MINISTER OF EDUCATION**

### **12.1 The piloting of the N2/National Intermediate Certificate (NIC) and N3/National Senior Certificate (NSC) programme for Health and Community Care**

The N2/NIC and N3/NSC technical college programme for Health and Community Care may only be piloted by technical colleges which have been jointly nominated by the national Department of Education, and their respective provincial departments of education. The project will be piloted for an experimental period from January 1999 until February/March 2001. The experimental status of the Health and Community Care programme will be extended for a further three years or until such time that similar programmes for Level 4 in the Further Education and Training Band (FET) have been developed. However, it should be noted that January 2002 would be the last date for the registration of National Intermediate Certificate (NIC) learners for the pilot programme: Health and Community Care.

## **12.2 The piloting of the N2/National Intermediate Certificate (NIC) and N3/National Senior Certificate (NSC) programme for Hospitality Studies in schools and technical colleges**

Schools and technical colleges that have been nominated by their respective provincial departments of education may only pilot the N2/NIC and N3/NSC technical college programme for Hospitality Studies. The project will be piloted for an experimental period of three years, from January 1999 until February/March 2001. The experimental status of the Hospitality Studies programme will be extended for a further three years or until such time that similar programmes for Level 4 in the Further Education and Training Band (FET) have been developed. However, it should be noted that January 2002 would be the last date for the registration of Grade 10 and National Intermediate Certificate (NIC) learners for the pilot programme: Hospitality Studies.