




WCCN SOP for PGDIP programmes Selection

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Revision	

Author	Position	Signature	Date

Approved by	Position	Signature	Date
College Senate	Head of Academia		

All Change requests should be submitted to WCCN

REVISION	TITLE OR BRIEF DESCRIPTION	ENTERED BY
2021/12/21	Rebranding	Dr T M Bock
2024/01/15	Re-branding	Dr T M Bock

SENATE PREAMBLE

This policy is to be applied from adoption hereof. This policy is by no means to be retrospectively applied and will only deal with the exam cycle, immediately prior to ratification of this policy.



All sentiments of references mentioned in the reference list was applied during compilation of this document and no actual quotations were included.

1. STANDARD OPERATING PROCEDURE FOR STUDENT RECRUITMENT, SELECTION AND ADMISSION

These operating procedures must be read in conjunction with the following documents

- No 45 WCCN Recruitment and Selection Policy
- NDOH National guidelines for recruitment and selection

2. GENERAL PROCEDURES

The student recruitment, selection and admission process commence with the marketing strategy and the enrolment plan of the WCCN align with the NDOH National guidelines for recruitment and selection.

The Head of Department: PGDip is the chairperson of the recruitment and selection committee as per Policy No 45, section 5.1 and will ensure the following:

- a) Appoint a WCCN PGDIP Selection committee
- b) Ensure that all members of the selection committee are duly appointed with a formal letter of appointment
- c) The HOD PGDIP programmes will be the chairperson of this meeting and the relevant Year Clerk the secretary.
- d) The chairperson of the selection committee will ensure that a representative from the clinical services shall be invited to the selection process as per the National Department of Health National guidelines for recruitment and selection
- e) The Chairperson and secretary at Metro West campus level selection committee will ensure meeting schedules are set up and that agendas minutes be set up and recorded at each meeting
- f) The PGDIP selection committee will consider applications from within the Western Cape Department of Health and Wellness, the private sector and nationally.
- g) The Sub-Directorate education and training will inform WCCN's selection, recruitment and admission committee of the candidates who were awarded study-leave and opted to study at the WCCN
- h) The Head of department student matters will ensure that all recruitment and selection actions align with WCCN Policies and Procedures.
- i) The PGDIP selection committee will ensure diligent documentation of all processes
- j) Feedback on selection processes will be submitted to the Registrar of Academia and Research
- k) The Director of the WCCN is responsible to ensure that all recruitment and selection actions aligns with all relevant legislation.
- l) The Selection committee will provide feedback to the Director who in turn will table this at Senate for ratification.
- m) Feedback will be in the form of an excel spreadsheet with all criteria met by the candidate reflected on it.
- n) Ratified decisions of Senate with regards to the selection of candidates will be signed off by the Chair of the WCCN College Council.

3. SELECTION PRINCIPLES AND PROCEDURE

- a) Applications are received online.
- b) Only electronic applications will be considered.
- c) All applications will be added to a spreadsheet.
- d) A selection based on candidates meeting the criteria will be made.
- e) All candidates will receive communication of the outcome of the selection committee via personalised letter to the email address they provided in their application. Indicating unsuccessful or acceptance.
- f) The accepted list will be submitted to the Senate for ratification and thereafter submitted to College Council for approval.

Signed: _____ **Date:** _____

Director WCCN