WCCN Student recruitment and Selection Policy

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Revision	

Author	Position	Signature	Date
Policy Task Team			2018/01/23

Approved by	Position	Signature	Date
College Senate	**Head of Academia**		**2018/05/25**

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.

Western Cape Government

FOR YOU

1. **ACRONYMS**
   APS   Admission Point Score

   CHE   Council on Higher Education

   NEI   Nursing Education Institution

   NSC   National Senior Certificate

   SANC   South African Nursing Council

   WCCN   Western Cape College of Nursing

2. **DEFINITIONS OF TERMS**

   Recruitment refers to the process of searching for prospective nursing students and encouraging them to apply for nursing programmes.

   Selection refers to a process whereby nursing students are selected for admission to nursing programmes by means of a set of criteria.

3. **PURPOSE**

3.1 This procedure establishes standardised recruitment and selection procedures for the Western Cape College of Nursing to ensure consistent and fair application of selection procedure to all applicants and prospective candidates.

3.2 This procedure relates to The National Policy on Nursing Education and Training (2019), Chapter 6: Policy Directives section 6.2 Entry and Admission and Selection Requirements and applies to Nursing Education Institutions and their selection committees and student applicants.

4. **RECRUITMENT AND SELECTION PRINCIPLES**

   Recruitment of prospective candidates are based on the Marketing and Communication Strategy as per Annexure 1. This annexure is updated annually

4.1 Effective partnerships and engagement with main community stakeholders, such as Clinical services, employees, students, schools, Higher Education Institutions, Clinical Services the Provincial Government Department of Health, Council for Higher Education, SANC and the public is essential to involve in the recruitment of candidates for the respective courses presented at eh WCCN.

4.2 The marketing and communication strategy revolves around increasing the awareness of the educational opportunities at the WCCN.

4.3 Annexure 1 elaborates on the different strategies followed by the WCCN.

4.4 Admission criteria adhere to current higher education and professional body

legislation and is communicated during the drives. The admission criteria are made available by means of pamphlets. Annexure 2 Highlights the admission criteria as utilised by the WCCN, in accordance with relevant legislation.

4.5   Select students, or a designated percentage of students, who reflect the demographics of the general population of the districts the institution serves, including race and ethnicity, socio-economic status, gender, rural or urban place of origin.

4.6   Involve other professional disciplines, local health systems, and community stakeholder groups in jointly selecting students based on the established selection criteria and health workforce planning needs of the districts the institution serves.

4.7   Annexure 6 of this policy describes the processes followed in the event of foreign applicants.

5.   RECRUITMENT AND SELECTION PROCESS

5.1   **The HOD Student matters of the WCCN will establish and chair a joint recruitment and selection committee in order to address applicants across all campuses of the WCCN:**
Annexure 4 of this document spells out the Selection and Admission Process followed at the WCCN.
See Annexure

6   RESPONSIBILITIES

6.1   Compliance, monitoring and review

- The Director of the WCCN ensures recruitment and selection decisions and actions align with relevant higher education legislation, professional body regulations, the institution's own policies on selection and admission, and the values and precepts of the values and precepts of the National Human Resources for Health Strategy and the National Policy on Nursing Education and Training.

- The Director of the WCCN ensures that due diligence and process is followed

- The Director of the WCCN ensures that the process flow is reviewed as part of the Quality assurance process of the WCCN.

6.2   Reporting

6.2.1   The Head of the NEI reports to the relevant section of the Office of the Chief Nursing Officer on the composition and convening of the selection committee, the number and location of recruitment drives, the number of applicants and the number selected.

6.3 **Records management**

6.3.1 Staff must maintain all records relevant to administering this policy and procedure as per the WCCN record keeping system that also aligns with the proposed application system.

7 **RELATED LEGISLATION AND DOCUMENTS**

- Higher Education Act (Act No 101 of 1997)
- Education and Training (SADC 1997)
- National Plan for Higher Education, (2001)
- Minimum admission requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes requiring a National Senior Certificate (Government Gazette Vol. 1114, No 32743
- South African Nursing Council (SANC): Guideline for Registration of Foreign nurses in orders to pursue studies of Basic Nursing Qualifications.
- The Higher Education Qualifications Framework. (October 2007)
- National Senior Certificate – A qualification at NQF level 4 on the National Qualifications Framework, Government Gazette Vol. 481, No 27819 of July 2005
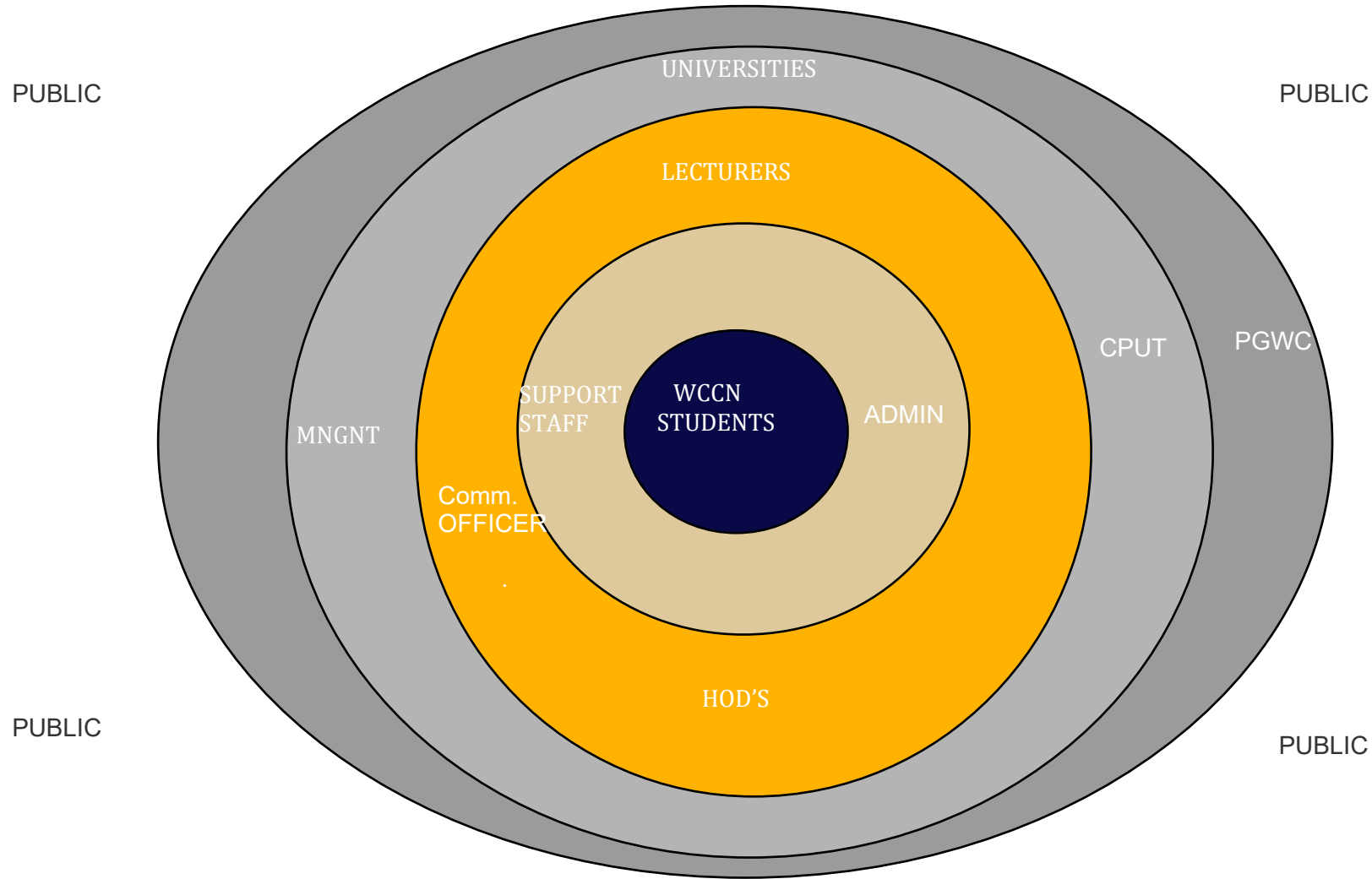- Requirements for a student study VISA

8   ANNEXURES

ANNEXURE 1 Marketing and Communication strategy of the WCCN

Marketing/Communications Strategy
Western Cape College of Nursing (WCCN)
2019-2020

LAYERS OF WCCN COMMUNICATION (MULTI CAMPUS)

PUBLIC

PUBLIC

UNIVERSITIES

LECTURERS

CPUT

PGWC

MNGNT

SUPPORT
STAFF

WCCN
STUDENTS

ADMIN

Comm.
OFFICER

.

HOD'S

PUBLIC

PUBLIC

WCCN Main Communication Stakeholders

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	Marketing/Communications Strategy 2019-2020			
	Western Cape College of Nursing			
Campaigns/Activities	**Objective(s)**	**Production Means**	**Outcomes**	**Time line**
1. Market internal communication strategies and events:	Effective communication. To enhance the internal capacity and corporate image and identity of the Western Cape College of Nursing by means of marketing and communication initiatives.	Newsletter: To be named (New name for newsletter – Involve the students and staff and publish the winner's details with photo in first edition of the newsletter.) Editorial committee Suggestions: What would you like to read about? What is of interest to you?	Enhancement of management, staff and student's capacity and will to perform. Evaluation: Quick survey, evaluating the effectiveness and relevance of story headlines.	April, August and December Issues 2019-2020 Relevant themes per quarter.
	Create and manage an atmosphere where management, staff and partners/stakeholders can help the organization succeed.	Create a learning environment for students and staff that will support the Mission & Vision of the Western Cape College of Nursing	Give a boost to the many different facets of the organization. Staff directory to policies and procedures. Done by College Marketing team and the Human Resource team. Evaluation: Effectiveness of day-to-day procedures.	Once-off: 2019-2020 Renewal thereof will be directed as needed.

	Building staff moral and ethics.	Internal Staff Recognition and Award programmes. Have a board where everyone can see these achievements. Mention in quarterly newsletter as well.	Recognizing the contribution and achievements of staff is a key part of ensuring a high morale in the workplace.	Periodical: 2019-2020
	To promote the utilization of knowledge, skill, experience and inventiveness of all employees, to improve the operational and commercial success of the organization.	Internal Pledge Booklet Campaign. Innovation Award: the staff member or student who provided the most innovation which contributed to the success of the organization.	Management and employee relationships based on mutual understanding and respect. Evaluation: Participation of employees and willingness to improve service delivery in all spheres at the College.	February 2020
	Improve research capacity of nursing lecturers/management and their students	Library (literature) Campaign and Inter Professional collaboration	Improve access to information and the use of library resources.	Yearly campaign 2019-2020
	To encourage and support student recreation committees, which is of benefit to College image, the students themselves and their role within the	College Social Bodies: Soccer, Rugby, Netball and/or Religious groups' e.g. extra-curricular activities. Notices on bulletin boards, stories of successes in	Improved involvement from students and various other campus bodies.	Develop sports and culture roster

	organization.	quarterly newsletter.		
	To show interest in the student's personal development and growth	Various external partnership presentations: or any other that may be of interest to the students.	Venture for sponsorship possibilities when needed from the organization.	Periodical
	Invite the media for coverage. Especially for students leaving the college for employment, thus, to highlight the nursing profession. Send articles to media.	Graduation Events Or any other special events. Radio campaign. Positive articles to media.	Gain more media coverage and exposure.	Annually Ad hoc
	Evaluation purposes	Internal Marketing Assessment Workshop(s) Marketing committee.	An internal workshop to be held twice a year for the revision of the previous year's marketing attempts and critical assessment of the College vision and mission. **DID WE MEET OUR OBJECTIVES?**	May 2019 & October 2019
	College Website	Internet/Web posting. Market the college. Provide vital info for recruitment online. Identify staff.	Benefits: Branding, Customer engagement, Reputation management, Access to the latest trends via the web, expand existing and new networks, Better marketing, Value added service. Recruitment purposes. Students and staff know who is working where and what.	To be confirmed.

	Effective communication.	Notice Boards/posters/flyers Newsflashes Special A4 News frames (e.g. blue or maroon)	Notification of special events and announcements. Short story headlines about the College, staff, and students.)	Ongoing Ad hoc
	Enhancement of corporate image and identity.	Business Cards Telephone and email etiquette. (standardized corporate signatures for everyone) Designated Corporate Reception Area – become more corporate e.g. place more chairs for people to sit on while they wait. Corporate branding at entrances as well as info desk. Notice board at entrance. Door signage standardized.	To form part of the organization's reputation management process in order to achieve a higher corporate identity and standard.	Once-off
2. Market external communication strategies and events:	Primarily to market the college Prospectus. Ensure community awareness and active involvement.	Partnership Campaigns (internal and external)	Greater insight into the college vision and mission statement for clients and potential students.	On-going
	Who do we want to attract to the nursing profession? Change the perception of the public and bring back an image of	Getting the message to the public, through events/campaigns in the communities.	WCCN seen as socially responsible. Is involved in the community and pre-empts their needs and creates opportunities of interaction and care.	On-going

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	professionalism. Enhance the reputation of the college as an institution that provides the public with professional nurses who are more than competent to take care of and assist with their medical needs.			
	Achieve high performance standards by encouraging community outreaches and school exhibitions, promoting the college as institution of choice, and what it has to offer. (Basic and Post Basic Courses)	Community Outreach Programmes & School Exhibitions	Create more exposure, a greater corporate view and a better reflection in the sense of community based programmes.	On-going
	Market College (Multi Campus) as training institution of choice.	College Open Day(s)	Create more exposure and depth to what we offer.	Annually 2019-2020
	Distribution of news flyers to selected community-based libraries and other public or municipal facilities.	Community News Flyers	Create more exposure and awareness for the college.	Monthly
	Draw attention to the college. As motorists drive past, they can see	Location: Large Notice board at corner of robot.	Create more exposure and draw attention to the college.	

	the notice board.		
3.*Potential Days for Engagement (Health Calendar)*		Sun Safe Awareness Month		February 2020
		Teen Suicide Prevention Week		February 2020
		TB Awareness Month		March 2020
		World Health Day		April 2019
		International Nurses Day		May 2019
		Blood Donor Month		June 2019
		National Youth Day		16 June 2019
		National Volunteers Week		June 2019
		National Women's Day		August 2019
		Health Promoting School Week		25 – 24 August 2019

		School AIDS Month		September 2019
		International Literacy Day (incorporated into the College Library Campaign)		8 September 2019
		World Health Day		30 September 2019
		World AIDS Day		1 December 2019

Updated August 2019

						WESTERN CAPE COLLEGE OF NURSING - ADMISSION REQUIREMENTS SUMMARY PER PROGRAMME						
DEPARTMENT	**PROGRAMME OFFERED**	**NQF LEVEL**	**SAQA CREDITS**	**SANC QUAL. CODE**	**DURATION**	**MINIMUM ADMISSION REQUIREMENTS**						
						APS score	**ENGLISH (HL or FAL)**	**Language require-ments**	**M**	**ML (as an alternative to M)**	**LS**	**PS**
NURSING SCIENCES	**Bachelor's Degree in Nursing**	5,6,7,8	480	R. 174	**4 years Full Time**	30+	4	4	3	4	4	
NURSING SCIENCES	**Diploma in Nursing**	5,6,7	360	R. 171	**3 years Full Time**	**24 (with M); 25 (with ML)**	**4 (if HL); 3 (if not HL)**	**HL 4; FAL 3**	3	4	4	
NURSING SCIENCES	**Higher Certificate in Auxiliary Nursing**	5	120	R. 169	**1 year Full Time**	25+	3	**HL 4; FAL 3**	2	3	3	

* = as alternative for LS

(Developed 15 January 2018)

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WESTERN CAPE COLLEGE OF NURSING ADMISSIONS REQUIREMENTS GUIDELINE FOR UNDERGRADUATE PROGRAMMES

Admission requirements and compliance with the legal endorsement for undergraduate programmes for study at the Western Cape College of Nursing are as follows:

(a) An NSC Higher Certificate endorsement is a legal requirement for admission into a higher certificate.

(b) An NSC Diploma endorsement is a legal requirement for admission into an undergraduate diploma.

(c) An NSC Bachelor's degree endorsement is a legal requirement for admission into an undergraduate bachelor's degree.

(d) Applicants who have completed their National Senior Certificate (NSC) in or after 2008 must also comply with the minimum Admission Points Score (APS) for the specific programme, as well as any requisite subjects and achievement levels required for the specific programme.

(e) All applicants must also comply with the language requirements, College and qualification requirements for admission into each programme, as laid down by the Senate

(f) Other additional admission requirements may be:
- admission and placement tests as approved by Senate;
- personal interviews;
- biographical information;
- portfolios of evidence;

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- SAQA or USA certification of equivalents;

- Language proficiency tests.

(g)   Prospective students currently in Grade 12 will be considered for admission to study at the C o l l e g e based on their Grade 11 results, as well as taking into consideration interim Grade 12 results. This is calculated in the same way as the APS. Any student who has been provisionally admitted on the Grade 11/interim Grade 12 results will have to satisfy the minimum admission requirements in Grade 12 for registration for the relevant qualification as laid down by the College.

(h)   The Admission Point Score (APS) is calculated as follows:

- The results of six (6) subjects are used to calculate the APS.
- The result of Life Orientation will not be used in the computation of the
- APS. However, the result will be captured and may be used as a recommendation in borderline cases and admission to certain programmes.
- The actual mark obtained (not the achievement rating) is used to determine the APS.
- The APS is expressed as a decimal number, i.e. the percentage obtained is divided by 10 to determine the points allocated to each subject.

(I)   How to calculate your Admission Point Score (APS)

- The APS system allocates point values to the actual results obtained for

    Your six (6) matric subjects, excluding Life Orientation

- Write down your relevant NSC subjects and the results obtained.
- Allocate points by dividing your result by 10 (i.e. write your percentage

    obtained as a decimal number).

- Add up the number of points you have – this will give you your APS.

Example:

To enroll for the Diploma in Nursing you need an Admission Point Score (APS) of at least 24, as well as a National Senior Certificate (NSC) pass in English (HL), Mathematics (3) or Mathematics Literacy(4)and Life Sciences (4)

NSC Subject	NSC %	Achievement Level	APS Points allocated
English HL	52 %	4	5.2
Xhosa FAL	60 %	5	6.0
Mathematics	41 %	3	4.1
Life Sciences	53 %	4	5.3
Agriculture	44 %	3	4.4
Accounting	43 %	3	4.3

Your APS score is **29.3**. You also meet the subject-specific minimum requirements, and therefore you qualify to apply for the Diploma in Nursing.

Please note that meeting the minimum requirements does NOT guarantee your acceptance onto the programme.

See ANNEXURE 2: Admission Requirements summary per programme

ANNEXURE 4

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Selection and Admission Process (WCCN Multi Campus)

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The Standard Operating Procedure is applicable to the Selection and Admission of the Western Cape College of Nursing undergraduate programmes.

Purpose of the standard operating procedure:
Standardisation of the Selection and Admission processes for the Western Cape College of Nursing (Multi Campus)

Process:

- Used Marketing strategy to market all programmes
- Advertise the offering of programme in Newspapers and web base
- Applications received per Campus
- Head of Campus or delegated authority checks and signs the form to acknowledge all applications
- Database compiled per Campus and selection status per applicant been verified
- Use guidelines on Minimum Academic Requirements to determine admission status
- Use admission status Categories to determine the status of applications in line with Application Cycle Dates for the Academic Year.
- Calculate per applicant the Admission Point Score (APS). See admission requirements for Undergraduate Programmes.
- Make use of "U Category" to indicate for further investigation. Final Selection of applicants is decided upon, and each applicant's status is amended once again from "U" category to accepted/provisionally accept / waiting list/ rejected.
- Each Head of Campus or delegated authority responsible to ensure that we manage the selection process within the application cycles for the Academic year.
- At the same time the Campuses send the updated database to the Nursing Department, HOD indicating the status of each application. (See Admission Status Categories)
- Only officials appointed by Head of College or delegated authority are allowed to sign off the admission status categories
- The Nursing Department verifies that all application forms in the batch are accounted for.
- Applicant can do inquiries on their selection status or wait for the posted letter from Campus to reach them.

- Once the formal acceptance/provisional acceptance letter is posted, then only may the academic department send out additional info to the applicant – please ensure that this letter clearly states that it is not an official acceptance letter from the institution, but merely an information letter from the Nursing department.

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WAITLISTED CANDIDATES OR CANDIDATES WAITING FURTHER EVALUATION:

- As soon as the Campuses had amended the status of these candidates, they need to send a spread sheet to the Nursing Department (clearly indicating the course and batch number of the applicants)

ADMISSION PROCESS
Western Cape College of Nursing undergraduate Programmes

ACTIVITY	Central Student Administration	DEPARTMENT/CAMPUS
Check academic results (APS and individual subject and level requirements)		X
RPL		X
Borderline cases: definition (CURRENT MATRICULANTS)		Must meet min. APS but can have one symbol lower for Maths OR LS
Target "Accepted" and "Provisionally accepted" number		Targets determined per Campus
Number on waiting list		Targets determined per Campus
Verify selection status of prospective students and send to Nursing Department, that will send it to Health and Wellness Science Faculty to update CPUT system		x
Updating of statuses of Accepted and Provisionally accepted (applicants after the Matric download is received)	X	

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The following reference documentation to be read in conjunction with this document:
- Admission Requirement summary
- Admissions Requirements guidelines
- Admission Status
- Admission Point Score Evaluation (APS) guideline
- List of Matric Equivalent per Country

ANNEXURE 5
  Admission Point Score (APS) Evaluation/Conversion tables   **(for qualifications other than the NSC)**

OTHER SOUTH AFRICAN CERTIFICATES
(Please note: only 6 subjects are used to determine the APS – if the applicant has attained results in more than 6 subjects, then the 6 subjects with the highest achievement levels will be taking into consideration when calculating the APS)

Senior Certificate (pre-2008) – Standard Grade and Higher Grade

APS	Senior Certificate – SG	Senior Certificate - HG
9		A
8	A	B
7	B	C
6	C	D
5	D	E
4	E	F
3	F	

Achievement scales:

A	80 -100%
B	70 – 79%
C	60 – 69%
D	50 – 59%
E	40 – 49%
F	0 – 39%

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National Vocational Certificate

APS	NCV (Fundamental)	NCV (Vocational)
8	7	5
7	6	4
6	5	3
5	4	
4	3	2
3	2	1

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National Certificate (Vocational) scale of achievement

Umalusi uses the scales of achievement identified in the *Policy for the National Certificate (Vocational) at Levels 2, 3 and 4 of the National Qualifications Framework* to record a candidate's performance in subjects.

The scales are as follows:

a. Fundamental learning subjects

Rating code	Rating	Fundamental (%)
7	Outstanding	80 – 100
6	Meritorious	70 – 79
5	Substantial	60 – 69
4	Adequate	50 – 59
3	Moderate	40 – 49
2	Elementary	30 – 39
1	Not achieved	0 – 29

b. Vocational learning subjects:

Rating code	Rating	Vocational (%)
5	Outstanding	80 -100
4	Highly competent	70 - 79
3	Competent	50 - 69
2	Not yet competent	40 - 49
1	Not achieved	0 - 39

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APS	N3	N4 – N6
8		A
7		B
6	A	C
5	B	D
4	C	E
3		F

Achievement scales:

A	80 -100%
B	70 – 79%
C	60 – 69%
D	50 – 59%
E	40 – 49%
F	0 – 39%

NON-SOUTH AFRICAN CERTIFICATES
(Please note: only 5 subjects are used to determine the APS – if the applicant has attained results in more than 5 subjects, then the 5 subjects with the highest achievement levels will be taking into consideration when calculating the APS)

Cambridge International Examinations (or similar) – Ordinary, Advanced Subsidiary, and Advanced Levels

APS	O-levels	AS-levels	A-levels
10			A*
9			A
8		A	B
7	A*	B	C

6	A	C	D
5	B	D	E
4	C	E	

International Baccalaureate –Standard Level and Higher Level

APS	IB – SL	IB - HL
10		7
9		6
8	7	5
7	6	4
6	5	3
5	4	2
4	3	1
3	2	

International General Certificate of Secondary Education and Higher International General Certificate of Secondary Education

APS	IGCSE	HIGCSE
8		1
7	A*	2
6	A	3
5	B	4
4	C	

Namibia Senior Secondary Certificate –Ordinary Level and Higher Level

APS	NSSC - OL	NSSC - HL
8		1
7	A*	2
6	A	3
5	B	4
4	C	

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ANNEXURE 6

GUIDELINE: FOREIGN PROSPECTIVE STUDENTS (WCCN)

HOW TO GET YOUR QUALIFICATION EVALUATED

All international undergraduate and postgraduate qualifications must be evaluated and verified by the South African Qualifications Authority (SAQA) before submission of application to WCCN.

Your Application will not be processed without

Your application for evaluations must include:

- All school and post-school qualification documents
- Completed and legible transcripts of academic records of all the qualifications that you have completed
- Certificates in foreign languages must be submitted together with translations into English by a sworn translator
- A cheque made out to SAQA
- The outcome of the SAQA evaluation (certificate) must be submitted together with your application to WCCN

Contact details for SAQA Address	**Postal**
Call Centre: +27 12 431 5070	Postnet Suite 248
Helpdesk: +27 86 010 3188	Private Bag X06
Website: www.saqa.org.za	Waterskloof 0145
	South Africa

Check the requirements of your country by consulting the Higher Education Enrolment Services Programme at

http://www.he-enrol.ac.za

WHEN YOU ARE ACCEPTED

- **Confirm your acceptance** to secure your place at the college

- **Pay a deposit within four weeks** after notifying WCCN of your acceptance

- **Return the acceptance form** together with your proof of payment to the address as indicated on the form

- **Apply for a valid study permit to study at WCCN**

- **Apply for medical cover** from a registered South African medical insurance provider, valid for the period of your enrolment (12 months)

- **Arrange the necessary funds** to cover your college tuition and living expenses

- **Make the necessary travel arrangements**

- **Make sure that you have a valid passport**

ANNEXURE 7

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.