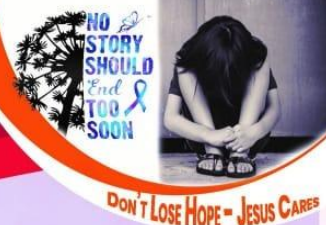




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CCMP ACADEMY ADMISSION POLICY

Purpose

The purpose of this admission policy is to outline the requirements and procedures for admission to CCMP Academy programs, as per the Quality Council for Trades and Occupations (QCTO) requirements.

Scope

This policy applies to all prospective learners seeking admission to CCMP Academy programs.

Admission Requirements

1. Age: Learners must be at least 16 years old to apply for admission.
2. Qualifications: Learners must meet the minimum qualification requirements as per QCTO for the specific program they are applying for. This may include:
 - ✚ A National Senior Certificate (NSC) or equivalent.
 - ✚ A Level 4 National Certificate (Vocational) or equivalent.
 - ✚ A recognized prior learning (RPL) assessment.
3. Language: Learners must be proficient in the language of instruction (English).
4. Medical Certificate: Learners may be required to provide a medical certificate, depending on the program requirements.

Admission Procedures

1. Application Form: Prospective learners must complete and submit an application form, along with the required supporting documents.
2. Documentation: Learners must provide certified copies of their qualifications, ID documents, and any other required documents.
3. Assessment: Learners may be required to undergo an assessment to determine their suitability for the program.
4. Interview: Learners may be required to participate in an interview with the training provider.

Selection Criteria

1. Academic Merit: Learners will be selected based on their academic merit, as determined by their qualifications and assessment results.
2. Availability: Learners will be selected based on the availability of space in the program.

Admission Decision

1. **Notification:** Learners will be notified of the admission decision in writing.
2. **Registration:** Successful learners must register for the program within the specified timeframe.

Appeals

1. **Appeal Process:** Learners who are not satisfied with the admission decision may appeal the decision in writing.
2. **Appeal Committee:** The appeal will be reviewed by an appeal committee, which will make a final decision.

QCTO Requirements

1. **Registration:** CCMP Academy is registered with the QCTO as a training provider.
2. **Program Approval:** All programs offered by [Name of Training Provider] are approved by the QCTO.
3. **Learner Records:** CCMP Academy maintains accurate and up-to-date learner records, as required by the QCTO.

QCTO Requirements

1. **Registration:** The training provider must be registered with the QCTO as a training provider.
2. **Program Approval:** All programs offered by the training provider must be approved by the QCTO.
3. **Learner Records:** The training provider must maintain accurate and up-to-date learner records, as required by the QCTO.

Additional Requirements

1. **Recognition of Prior Learning (RPL):** Learners may be required to undergo an RPL assessment to recognize their prior learning and experience.
2. **Medical Requirements:** Learners may be required to meet specific medical requirements, depending on the program.
3. **Criminal Record Check:** Learners may be required to undergo a criminal record check, depending on the program.

By following this admission policy, CCMP Academy ensures that all learners are treated fairly and consistently, and that the admission process is transparent and in line with QCTO requirements.

In line with the Protection of Personal Information (POPI) Act (No 4 of 2013), CCMP Academy declares that the institution is required to supply learner information to regulatory bodies (for example QCTO, DHET; and will not distribute learner data to any party other than that required by law or regulation



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