



**WELWITCHIA HEALTH TRAINING CENTRE**  
**LEARNER RECRUITMENT AND SELECTION POLICY**

Policy Name	Learner Recruitment and Selection Policy
Version	2 of 2020
Responsibility	Registrar
Sub-Committee	Learner Recruitment and Selection Committee
Approval Authority	Governing Board
Date Approved	20 January 2019
Date of Last Review	20 January 2020
Date Review Approved	17 December 2020
Review Frequency	Three Years
Next Review	17 December 2022
Implementation	All WHTC Staff at all levels and Students

**Ethos & Aims**

- The Service recognizes that learner recruitment and selection procedures should be as welcoming and uncomplicated as possible. As such, they must be sensitive to the varied backgrounds and needs of our learners.
- Learner recruitment and selection procedures and practices reflect our Mission Statement, Values and Strategic Goals.
- All staff involved in initial assessment will be properly qualified and skilled and have the relevant up-to-date knowledge.
- WHTC is committed to providing equality of opportunity for all, irrespective of:
  - Age
  - Disability
  - ethnicity (including race, colour and nationality)
  - gender
  - religion, belief

### **Responsibility and scope**

The policy covers all applicants, all academic staff, enrolment staff, and any other staff who provide course information.

### **Recruitment and selection**

All WHTC marketing material will be accurate, kept up to date and be available at the correct point in the recruitment cycle. The purpose of this material is to assist enquirers and applicants in their decision-making process. All applicants will be given the opportunity to:

- Visit the campus where they will be taught
- Be informed about pastoral and academic support services

- Know the cost of their chosen programme or qualification and sources of financial support (if any)

Selection policies and procedures will be clear to enquirers/applicants and followed fairly, courteously, consistently and expeditiously. For some qualifications and programmes there will be specific entry requirements (for example, learners may be required to demonstrate a specified level of written and spoken English) which potential applicants will be made aware of at enquiry stage.

### **Equality and Diversity**

WHTC is committed to providing an environment free from discrimination, bullying, harassment or victimisation, where all members of its community, including those that seek to apply to the institution, are treated with respect and dignity. We aim to create a culture of diversity within our community, providing a dynamic working and learning environment, where all members are valued for their contribution and individuality.

We are committed to providing equality of opportunity for all, irrespective of:

- age
- disability
- ethnicity (including race, colour and nationality)
- gender (including gender reassignment, marital status, pregnancy or maternity)
- religion, belief

## **Student Recruitment**

### **Provision of Information**

WHTC is committed to the provision of timely, accurate and appropriate pre-entry information and support to prospective students. Our recruitment and admissions activities are informed by a commitment to the provision of impartial advice and guidance and support for applicants to enable them to make informed decisions about WHTC as a study destination.

Information provision is guided by the following principles:

- 1. Accuracy:** WHTC is committed to providing accurate and detailed information on the nature of our courses, their structure, duration, modes of assessment, associated fees or additional costs. This information is maintained by recruitment and admissions staff to ensure that information remains current and is accurate at point of enrolment.
- 2. Transparency:** Information about our courses and the student experience more broadly is communicated through multiple channels including: WHTC website, prospectuses, course brochures, digital communications, open days, post-application visits days and through correspondence with front-line recruitment and admission staff. To ensure transparency and consistency, the University maintains individual course information profiles accessible in multiple locations on the website. The information includes: entry requirements, course specific selection and assessment criteria and processes, course structure, teaching and learning, coursework and assessment, fees, funding, attendance requirements and professional accreditation.
- 3. Timeliness:** WHTC seeks to provide appropriate information at each stage of the applicant journey, from early interactions to targeted communication with offer holders.

## **Selection Criteria**

Applications will be assessed against academic specific to the course of study for which an application has been made. Applicants are advised to check information on course specific entry requirements which are published on the website.

The institution receives many excellent applications every year. Many of our courses receive several applications for every available place, so regrettably we cannot offer places to all applicants who have the minimum entry qualifications that we require.

All applicants for a course are assessed against the same entry criteria. Where places are limited, we offer places to those eligible applicants who best meet our selection criteria, and whom admissions staff judge to have most potential to benefit from their chosen course.

Methods of assessing applications vary between courses but may include: prior and predicted academic achievement, references, personal or supporting statements, interview, aptitude tests, and research proposals.

## **Information for Applicants**

Applicants will be expected to know the obligations placed on them if they accept an offer of a place at a WHTC. WHTC reserves the right to remove an offer of a place if:

- information provided by an applicant proves to be false;
- an applicant is shown to have been involved in activity that is not compatible with being a learner on the programme for which the applicant has applied. Significant changes to advertised programmes or qualifications (between an offer being made and registration) must be conveyed to applicants as a matter of priority.

## **Complaints and Appeals**

Applicants will have the right to complain about the way their application has been processed. There will be a process that allows applicants to appeal against the decisions taken by WHTC.

## **Entry Qualifications**

The admissions staff for each course are responsible for determining the qualifications and/or subjects that are appropriate for admission.

The general minimum institutional entry requirements:

- i. Grade 12 or equivalent qualification(s), provided that the candidate has passed five subjects (including English minimum D symbol and Mathematics minimum D symbol) normally in not more than three examination sittings with a minimum of 25 points on the Welwitchia University prior learning evaluation scale.
- ii. A recognised qualification at NQF level 6 or equivalent
- iii. Mature age entry, provided that they:
  - a. Are 25 years old or over in the year in which admission to the programme is sought
  - b. Have at least 3 years' experience in a bookkeeping or finance role
  - c. Have at least a pass of 20 points at grade 10
  - d. Provide a suitable reference from a recognised public official.

Meeting of these requirements will not automatically guarantee an acceptance into the programme. This can only be achieved after successful interview and/or aptitude placement tests.

iv. As determined by the Welwitchia senate

### **Applicants with non-Namibian qualification**

All qualifications from outside Namibia have to be evaluated by the NQA.

### **Applicants who are returning to education**


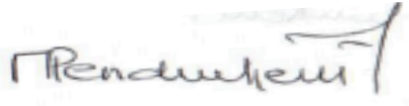
The University considers applications from applicants returning to education after employment or other experience. These applications will be assessed against the standard entry criteria of the course to which an application was made. However, we recognise that standard selection measures and procedures may not enable all applicants to demonstrate fully their suitability for the chosen course. Where appropriate, School's admissions staff will seek and consider alternative evidence in order to give all applicants equivalent consideration. Where this alternative evidence is deemed to meet entry criteria fully, an applicant may not be required to meet the standard academic entry requirements.

Applicants who fail to be admitted can reapply, the same criteria/ entry requirements will be considered in the selection process.

### **APPROVAL AND EFFECTIVE**

The Policy effective after approval by the Governing Board at the Recombination of the Quality Assurance Committee.

Thus Done, Signed and Certified as an Approved Policy of Welwitchia Health Training Centre (WHTC) at Windhoek on this 17<sup>th</sup> Day of December 2020.

	
Prof. Scholastika Ndatinda Iiping	Mrs. Monika Pendukeni
Rector & Chief Executive Officer	Deputy Rector & Executive Director

