

STELLENBOSCH UNIVERSITY  
FACULTY OF EDUCATION  
**POST GRADUATE CERTIFICATE IN EDUCATION IN FURTHER EDUCATION  
AND TRAINING (PGCE)**

<b>GUIDELINES AND PROCEDURES FOR SELECTION</b>
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**1. AIM AND RATIONALE**

1. To align the intake of students in accordance with the enrolment target established by the faculty and submitted to the Department of Higher Education and Training for subsidy purposes.
2. Since not all subjects are offered each year and this number may differ from year to year:
  - a. Selection will have to consider the minimum number of registered applicants' students for the module, staff capacity and resources of the faculty. This number may differ from year to year.
  - b. Where the number of applicants for a module must be taken into consideration, and there is a possibility that the number of applicants received are deemed too few to meet the above-mentioned requirements, students have to be informed by December of the year before registration whether the module will be offered or not.

**2. PERIOD OF PROGRAMME**

The PGCE is a one-year fulltime contact programme.

**3. AIM OF THE PGCE**

The main aim of the PGCE programme is to provide training of initial teachers for the Further Education and Training (FET) phase (grades 10 – 12).

**4. ADMISSION REQUIREMENTS**

- 4.1 Admission to the PGCE FET phase programme is subject to selection and alignment to the Official Enrolment Targets (ERTs). Academic considerations apply in the selection process and compliance with the minimum admission requirements does not guarantee selection.
- 4.2 Applicants must have at least a bachelor's degree (NQF level 7) from a recognised university, which meets certain conditions. However, meeting these requirements does not guarantee selection.
- 4.3 During the selection process preference will be given to applicants who qualify to offer two school subjects (according to the prerequisite requirements listed in the Education Calendar).
- 4.4 One teaching specialisation will only be considered should places be available, and subject to a minimum number of students being registered for the specialisation as determined by the faculty and giving preference to specific subject needs identified by the Department of Basic Education. Applicants who are selected to enrol for only one teaching specialisation will be required to complete the Advanced Studies module which will be equivalent in credits to a second teaching specialisation. Since the Advanced Studies module is a research project, no Deans Concession examination will apply for this module.

- 4.4 The Faculty follows a language policy that aims at promoting multilingualism where Afrikaans, English and isiXhosa are the dominant languages. For professional teacher training it is essential that students are specifically prepared for this context. Provision has therefore been made in the programme structure for Afrikaans, English as the Languages of Learning and Teaching, and isiXhosa as Conversational Language (5 credits each). Further information is provided in the Education Calendar.

## **5. APPLICATION AND SELECTION PROCESS**

- 5.1 Potential candidates must apply for admission to the PGCE programme from **1 July to 30 September** of the previous year.
- 5.2 The first round of selection takes place as soon as possible thereafter.
- 5.3 After completion of the selection process, applicants are informed of the selection results in writing before the end of December and requested to respond in writing within three (3) weeks to indicate whether they accept the offer or not. A closing date is laid down for these responses.
- 5.4 The academic documents of successful applications are verified, and the faculty reserves the right to request further documentation where there is uncertainty about the credit value of modules or if credit values are omitted in the official documents. Credit values and NQF levels attached to prerequisite modules are required to determine if successful applicants qualify for the PGCE programme. We also reserve the right, especially with regard to private higher education institutions (but not exclusively) to request SAQA registration or verification of academic results.
- 5.5 The provisional places of candidates who did not respond to the offer by the closing date are cancelled.

## **6. GENERAL**

- 6.1 The PGCE programme is a selection programme and in view of the Official Enrolment Targets (ERTs) only a limited number of places are available for the programme.
- 6.2 Only academic criteria as presented in the Education Calendar will apply in the selection process. Non-academic factors such as leadership, community service, sport achievements and indications of particular interest in education are not taken into consideration.
- 6.3 Since not all selected candidates accept the selection offer, more candidates are selected to compensate and to reach the ERT of 250 (subject to point 1.1) in total for the PGCE programme in the faculty. An overbooking rate is determined annually, inter alia with reference to registration trends since the inception of the new PGCE programme in 2018.
- 6.4 Only those applicants who indicated PGCE programme as their first choice will be considered during selection**
- 6.5 Compliance with the minimum admission requirements does not guarantee successful selection.

## **7. SELECTION COMMITTEE**

- 7.1 The first screening of applicants is completed by Faculty Administrator(s) from the Division of Academic Administration. The selection committee for the PGCE programme will be compiled as follows:
- 7.2.1 PGCE programme coordinator
- 7.2.2 Faculty Administrator (or proxy) as representative of the Division for Academic Administration
- 7.2.3 The Vice-Dean (Teaching and Learning) as representative of the Dean of the Faculty of Education or his/her proxy.
- 7.2.4 Academic representatives (lecturers) of the respective subject specialisations or at least four members of the PGCE programme committee, excluding the programme coordinator
- 7.3 The Selection Committee may co-opt any person who is able to provide appropriate input to the Selection Committee.

**PROF MADIBA**  
**Dean: Faculty of Education**

**PROF ML LE CORDEUR**  
**Vice-Dean: (Teaching and Learning)**

05 February 2022