

QUALITY MANAGEMENT SYSTEM

A.8

TITLE: POLICY: ADMINISTRATIVE (Recordkeeping, Document Control, Reporting)

COMPILED / REVIEWED BY	AUTHORISED BY
DR AF DU TOIT	PROF CJP NIEMANDT

Title: CHAIRPERSON: ACADEMIC COMMITTEE	Title: RECTOR
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Signatures	

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1. PURPOSE

The purpose of this policy is to describe the Administrative procedures of Hugenote Kollege with regard to recordkeeping, document control and reporting. It will take into consideration the needs of students, staff and stakeholders.

The policy will implement a system for maintaining and updating detailed information on all students passing through the college. The system will serve the needs of all Hugenote Kollege's students and be compatible with reporting requirements of the relevant ETQA and therefore ultimately contribute to the maintenance of the SAQA Learner Record Database (NLRD).

Hugenote Kollege will ensure that student information are kept strictly confidential, except for reporting to authorized bodies such as the ETQA or SAQA, or where students may wish information to be divulged to external parties such as potential employers, sponsors or other training institutions.

Statistical information from the system will be used to improve the design, delivery and assessment of learning programmes. Hugenote Kollege will ensure that all reporting and storage practices protect the constitutional rights of students to privacy.

2. SCOPE

Information will include updates on key performance indicators required by SAQA and the relevant ETQA, at the required intervals, as well as on Hugenote Kollege performance indicators for its objectives. Procedures will include the use of statistical techniques to analyse and review the information, particularly for its accuracy. There will be adequate controls to protect the security of information, and to ensure efficient access information.

This policy is applicable to all staff employed at Hugenote Kollege as permanent, contract and/or temporary.

3. REFERENCES

- 3.1 SAQA Regulation No RI 127 of 1998
- 3.2 Further Education and Training Act (Act 98 of 1998)
- 3.3 National Education Policy Act (Act 27 of 1996)
- 3.4 ISO 10013: 1995 – Guidelines for developing Quality Manuals
- 3.5 The toolkit of the HWSETA

4. DEFINITIONS/ABBREVIATIONS

None

5. RESPONSIBILITIES & AUTHORITY

5.1 LEVELS OF RESPONSIBILITY

The responsibility for implementing the requirements of this procedure rests with the management of the College and all staff members will adhere to the procedure.