

Policy	Credit Accumulation & Transfer Policy (CAT)
Applicable to	Learners
Person Responsible	Managing Director
Document No.	POL 25

CREDIT ACCUMULATION AND TRANSFER POLICY (CAT)

The aim of the credit transfer policy is to enhance the recognition of learning achievements and the progress of learners in the system, a national credit accumulation and transfer (CAT) system will accord credit value to registered unit standards and other components of qualifications for access purposes or towards the award of a qualification. Such a system will build on the present provisions for SAQA credits, but will be more responsive and more easily understood by different role players in the education, training and skills development system. The policy will only take effect once Excelgrow Group Holdings offers full qualifications.

1. PROCEDURE

1.1 Purpose

To facilitate the transfer of credits for learners between providers and ensure record of these credits onto the NLRD.

1.2 Scope

The scope includes confirmation that the requirements of the assessment, moderation and reporting processes have been complied with.

1.3 Definition

- a) A Credit Accumulation and Transfer System is an arrangement wherein the diverse features of both credit accumulation and credit transfer are combined to enable lifelong learning. Credit accumulation is the totalling of (general) credits required to complete a qualification or a part of a qualification that is usually limited to specific programmes, often within a particular institution.
- b) Credit transfer is the vertical or horizontal relocation of (specific) credits towards a qualification or part qualification on the same or higher level that usually takes

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place between programmes, often between different institutions.

1.4 Procedure

The Credit Transfer Policy will include the following:

- a) Fundamentals Credit Accumulation Transfer (CAT) for learners wishing to complete full qualifications are reflected in the table provided by SAQA below and providers will apply these rules where indicated in the transfer of credits for literacy and numeracy.

The table below depicts the level against which CAT can be awarded.

NATIONAL QUALIFICATION	LITERACY/ (COMMUNICATIONS)				NUMERACY / (MATHEMATICS)				2nd LANGUAGE
	L1	L2	L3	L4	L1	L2	L3	L4	
Gr 12 with Mathematics	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Gr 12 without Mathematics	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes
Grade 11 with Mathematics	Yes	Yes	Yes	No	Yes	Yes	Yes	No	Yes, at the appropriate level
Grade 11 without Mathematics	Yes	Yes	No	No	Yes	No	No	No	Yes, at the appropriate level
Grade 10 with Mathematics	Yes	Yes	No	No	Yes	Yes	No	No	Yes, at the appropriate level
Grade 10 without Mathematics	Yes	Yes	No	No	Yes	No	No	No	Yes, at the appropriate level
Grade 9	Yes	No	No	No	Yes	No	No	No	Yes, at the appropriate level

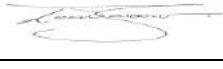
- b) Recognition of prior learning (RPL) refers to a process of assessing to give credit to what learners already know and can do regardless of whether this learning was achieved formally, informally or non-formally. As part of policies and procedures for assessment Excelgrow Group Holdings has a policy for recognising and crediting learning that could be acquired through:

- Formal education and training programmes

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- Formal and informal on-the-job education and training
 - Self-study for personal growth or improvement of qualifications
 - Informal experience gained in the workplace or community
 - Non-formal in-house education and training
- c) Credit transfer from one provider to the Excelgrow Group Holdings is taken into consideration where providers are offering skills programmes and part qualifications. Excelgrow Group Holdings will ensure that they meet the requirements of the Reporting Policy thus enabling learners to receive a Statement of Results for their credits earned at the end of the process and for learners' results to be recorded on the NLRD. This will promulgate the record of results and provider learners with proof of previous credits earned for skills programmes between the various providers where they are completing programmes.

QUALITY ASSURANCE POLICY				
RECORD OF REVIEW			SIGN OFF	NOTES
Compiled Date	September 2015	000		Compiled
Review Date	September 2016	001		Reviewed with no changes
Review Date	January 2017	002		Revised – addition of second language policy
Review Date	January 2018	003		Reviewed with no changes
Review Date	May 2019	004		Policy separated from Manual Correction of punctuation and format
Review Date	December 2019	005		Reviewed with no changes
Review Date	December 2020	006		Reviewed with no changes
Review Date	August 2021	007		New logo
Review Date	January 2022	008		Reviewed with no changes

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