

# NJA College of Education, WA



## ADMISSION POLICY

### 1.1 Purpose/Objective

NJA College of Education (NUJACED), Wa is committed to admitting high-quality students by identifying merit and ensuring that the admission process is unbiased, fair, and transparent.

The admissions policy and procedures support the goals, vision, and aims of the College as laid out in our strategic plan. In the case of admission to NUJACED, these policies and procedures are also guided by the principles outlined by the College, NCTE and NAB.

The NCTE, NAB requirement for Colleges of Education states that;

- i. WASSCE Holders: Credits (A1 – C6) in five subjects. Three core subjects including English language and Core Mathematics, with a minimum of C6 in any two (2) electives subjects relevant to the programme of choice.
- ii. SSSCE Holders: Passes (A – D) in five
- iii. subjects including English language and Core Mathematics. Three (3) of the subjects must be relevant to the programme of choice.
- iv. NVTI Holders: Must have three (3) credits or better in the core subjects (English Language, Core Mathematics, Integrated Science and Social Studies) and three (3) passes or better in the elective subjects.
- v. Requirements for Visually impaired students: Must have English Language and Social Studies (A1-C6) and credits (A1-C6) in any two (2) Electives.

### 1.2 Scope

This policy shall apply to all applicants who have SSSCE, WASSCE, and NVTI certificate.

### **1.3 Policy Statement**

NUJACED is committed to operating an admission process that is demonstrably unbiased, fair, transparent, professional, and reinforced by suitable and robust institutional structures. Admissions of students into the College are strictly based on academic potential, fairness and merit irrespective of one's background, race, age, colour religion and tribe.

In support of fair admission, NUJACED strives to:

- i. Ensure that applicants' achievements and potentials are thoroughly verified before admission decisions are made.
- ii. Encourage admission processes that enable the unbiased, fair, and equitable treatment of every applicant without discrimination.
- iii. Give full consideration to qualified applicants who meet the deadline for submission.
- iv. Ensure that our method of selection is consistently reviewed to suit the requirement of NAB and NCTE.
- v. Make sure that applicants are selected based on their preferred programmes.
- vi. Ensure that admission processes are effectively functional.
- vii. Ensure that all stages of the admission processes are carried out with honesty and truthfulness.
- viii. Safeguard the consistency of the admission processes/decisions.
- ix. Make the criteria by which admission decisions are taken very clear and unambiguous.
- x. Clearly, document admission records.

### **1.4 Supporting Procedures**

Candidates awaiting their May/June WASSCE Results for the current year **MAY** be given the opportunity to apply and will only be admitted if they are successful.

For all DBE courses, applications including all supporting materials must arrive at the office of the College Secretary by the closing date for admission in September of the same year. Successful applicants will be notified of their admission via SMS and on the college's website.

Where necessary, interviews may be conducted to select successful applicants.

### **1.5 Gender-responsive/Inclusion statement(s)**

Establish transformative processes and practices that will engage and benefit all by systematically focusing attention issues of gender and mainstreaming in all aspects of admission. NUJACED will,

therefore, ensure that there is equity in admission intakes both males and females be they able or physically challenged. There are dedicated spaces/admissions for students of both genders. Admission for Female and Male percentage is currently 40 and 60 respectively. There are plans towards a 50:50 admission ratio in the near future.

### **1.6 Responsibility for Implementation**

The Principal, Vice-Principal, and the College Secretary with the help of the Assessment Officer have the responsibility to implement the admission policy.

### **1.7 Responsibility for monitoring, implementation and compliance**

The Principal Gender-responsive with the help of the Vice-Principal and the Academic Board shall see to the monitoring, implementation and compliance of the admission policy.

### **1.8 Status**

- Review and Implementation of the Admission Policy Guidelines into a working Policy document.

### **1.9 Key Stakeholders**

- Applicants
- Principal
- Staff

### **1.10 Approved body**

- Governing Council

### **1.11 Initiating body**

- Principal
- College Secretary
- Academic Board

### **1.12 Definition of Terms**

- i. **Admission:** the process through which applicants enter tertiary education at the Colleges and Universities.
- ii. **Successful Applicants:** any student who has completed the college application process for admission.

- iii. **SSSCE:** Senior Secondary School Certificate Examination
- iv. **WASSCE:** West African Secondary School Certificate Examination
- v. **NVTI:** National Vocational Training Institute
- vi. **N.C.T.E.:** National Council for Tertiary Education
- vii. **N.A.B.:** National Accreditation Board

#### **1.13. Related legislation**

- Harmonised Status for College of Education
- NCTE admission policy

#### **1.14 Related Policy and Other Documents (Exhibits)**

- NCTE admission policy
- NAB
- NUJACED Strategic Plan
- Royal Veterinary College, University of London, Admission policy and procedures, May 2015
- Learning institutional strengthening

#### **1.15 Effective date**

September 17, 2020

#### **1.16 Review date**

November 2022

#### **1.17 Keywords**

- Admission
- Applicants
- SSSCE
- WASSCE
- NVTI

**1.18 Owner/Sponsor**

Principal

Vice Principal

Secretary

**1.19 Authors**

Governing Council

**1.20 Further Information:**

**Nusrat Jahan Ahmadiyya College of Education,**

**P. O. Box 71, Wa**

**Upper West Region.**