

# **SUBJECT SELECTION & CURRICULUM PLAN RULES**

**[FOR THE PURPOSES OF SACAI, THIS POLICY IS REFERRED TO AS  
'DATA MANAGEMENT -  
PROCESSES AND SUPPORT']**



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## 1. POLICY

### 1.1. System support for information management

All learner information is securely stored in our CRM (Salesforce). Our CRM system captures all learner information including personal details, family information, barriers to learning, their academic grade, their subject choice and grades. Through access control, and in accordance with our Privacy Policy, only certain staff members are able to access detailed information about our learners and their family on Salesforce.

### 1.2. Subject selection

#### 1.2.1. SUBJECT SELECTION: SENIOR PHASE

Ten subjects are offered for Grades 8 - 9 with the option of isiXhosa and/or Afrikaans as a second language. Learners are required to take a minimum of 9 subjects.

1. English (Home Language)
2. Afrikaans (First Additional Language) **and/or** isiXhosa (First Additional Language)
3. Mathematics
4. Life Orientation
5. Natural Sciences
6. Technology
7. Economic Management Sciences
8. Social Sciences
9. Creative Arts



### 1.2.2. SUBJECT SELECTION: FET PHASE

Fourteen subjects are offered for Grades 10 - 12 with the option of isiXhosa and/or Afrikaans as a second language and the option of Mathematics or Mathematical Literacy. Learners need to take a minimum of 7 subjects

#### **Compulsory subjects**

1. English (Home Language)
2. Afrikaans (First Additional Language) **and/or** isiXhosa (First Additional Language)
3. Mathematics **or** Mathematical Literacy
4. Life Orientation

#### **Choice of 3 or more subjects:**

1. Accounting [Maths or Maths Literacy is a prerequisite]
2. Business Studies
3. Computer Applications Technology (CAT)
4. Economics
5. Geography
6. History
7. Physical Sciences [Maths is a prerequisite]
8. Life Sciences

The subject selection process will be guided in three ways:

1. **Learning Compass programme:** During the learning compass sessions in grade 9, support coaches will facilitate learners in making subject choices, according to their strengths, career interests and personalities. It is the responsibility of the learner to ensure that their subject selection allows for application to tertiary institutions in their chosen field of study. Learners may request further subject choice assistance and office hour sessions with their support coach.
2. **Information sessions:** Subject information, subject choice and career guidance webinars will be held to guide learners in choosing their subjects



3. **1:1 sessions** : Learners are also encouraged to book ask me anything sessions with their teachers, to discuss their subject, career opportunities and curriculum content in the FET phase.

#### 1.2.2.1. Learners entering Grade 10

Information sessions will be held to support students joining UCT Online High School with their subject selection. These sessions will occur prior to subject selection in pre-orientation. Learners also have the opportunity to engage with their Support Coach and the Career Services Manager.

#### 1.2.2.2. Learners entering Grade 11

Learners entering Grade 11 should select the same subjects they have completed in Grade 10. **If the learner has never taken the subject before they are not permitted to take this subject for the first time in grade 11.**

If some of their subjects are not available at UCT Online High School they can:

1. Request to change the subject, as per the subject change guidelines
2. Take the subject outside UCT Online High School, as long as it is with an accredited IEB, SACAI or DBE provider.

#### 1.2.2.3. Learners entering Grade 12

Learners entering Grade 12 should select the same subjects they have completed in Grade 10 and 11. If some of their subjects are not available at UCT Online High School they can:

1. Take the subject outside UCT Online High School, as long as it is with an accredited IEB, SACAI or DBE provider.
2. Request to change subjects (only under extraneous circumstances)

### 1.2.3. Moving from different curriculum to CAPS when entering grade 11 or 12

Learners moving from curriculums that are very different to CAPS will be flagged for Academic Review. These applicants will be required to complete a literacy test and/or a mathematics test in order to gauge what the learner already knows. The Admissions Team may also consult with key UCT Online High School staff members if the learner is choosing to select more challenging subjects. It may be necessary for parents to obtain a certificate of equivalency from SAQA.

If a learner has been following the CAPS-aligned curriculum to date their entire learning portfolio; including all their SBA, orals and practicals. It is vital that no gaps or breaks are present in their learning. These portfolios must be reviewed by the teachers and where there are gaps then a catch up plan must be put in place.

### 1.3. Additional subjects with outside providers

Learners are required to take 7 subjects at FET Phase. A UCT Online High School student needs to take a minimum of 5 subjects with UCT Online High School. If the learner would like to do subject/s that aren't offered at UCT they are able to do this. In order to do this, the learner will need to:

1. Complete 5 UCT Online High School subjects, namely English (Home Language), Afrikaans or isiXhosa (First Additional Language), Mathematics or Maths Lit, Life Orientation and one elective subject. If the learner is taking FAL externally, they will need to take two elective subjects at UCT Online High School.
2. The providers need to be accredited with SACAI, IEB or DBE.

3. The learner will need to obtain a portfolio of evidence from the external provider.

## 1.4. Subject changes

### 1.4.1. Subject change timelines

UCT Online High School will follow the subject change conditions as per The National Policy Pertaining to the Programme and Promotion Requirements (2016). As such,

- **Grade 10:** two subjects changes are allowed, provided they are done before the 30 June of the Grade 10 year;
- **Grade 11:** two subjects changes are allowed, provided they are done before the 31 March of the Grade 11 year;
  - In exceptional cases, a learner may change one subject in Grade 11 for Grade 12, provided this is done before 15 December of the Grade 11 year. Approval for the subject change must be obtained by the Head of the Assessment Body. The following documents are needed-
    - (a) a letter of motivation from the learner's parent or guardian;
    - (b) a letter from the Principal, either supporting or providing reasons for not supporting the change; and
    - (c) a letter from the subject teacher, outlining the programme to be followed to assist the learner in covering those aspects of the Curriculum and Assessment Policy Statement of the new subject for the previous grades that were not completed.
- **Grade 12:** no subject changes are permitted

### 1.4.2. Subject change process

1. **Guardian approval:** conversation with the guardian to discuss the learner's subject change request.

2. **Matric exemption check:** the Student Experience Lead and School Counsellor will confirm if there are any risks of matric exemption if the learner changes subject.
3. **Teacher consultation:** depending on when in their academic journey the learner wants to change their subject, a discussion is had with the new subject teacher. The teacher will conclude if the learner would be able to catch up.
4. **Submission of form to SACAI:** The Office of the Registrar must ensure that the subject change request form is submitted to SACAI for consideration.
5. **Fee impact:** the finance team will confirm if the subject change impacts the learners billing.
  - a. If yes, the finance team will contact the guardian for approval
6. **System changes:** the Support Coach will submit a request to change the subject on our CRM and Learning Management System.
  - a. Our technical team facilitate the changes on our CRM and Learning Management System
7. **Confirm subject change:** the Support Coach will confirm the subject change with the learner and guardian and inform them of any catch up work required.

## 1.5. Termination

There are three main reasons why we would terminate a learner's participation in UCT Online High School:

1. Request to withdraw;
2. Non-payment; and
3. Breach of UCT Online High School's codes of conduct and terms and conditions.

The following termination process is followed for each scenario:





### **1. Request to withdraw**

- a. Reason for withdrawal: The Support Coach arranges a call with the family to discuss the reason for withdrawal
- b. Confirmation of withdrawal: The Support Coach confirms the date of withdrawal with the parent
- c. Update billing: The Support Coach informs the Finance Team to remove the family from billing
- d. Update system: The Support Coach or Student Success Administrator actions the withdrawal on our CRM (Salesforce) on the date of withdrawal

### **2. Non-payment**

- a. Confirmation of withdrawal: As per the Fees Handbook "If the fee payer fails to make payment within the given additional time, then UCT Online High School will be entitled to cancel the learner's enrolment and remove them from the Programme, and they will not be entitled to any refund"
- b. Update billing: The Finance Team will remove the family from billing
- c. Update system: The Support Coach or Student Success Administrator actions the withdrawal on our CRM (Salesforce) on the date of withdrawal

### **3. Breach of UCT Online High School's codes of conduct and terms and conditions**

- a. Confirmation of withdrawal: The Support Coach confirms the date of withdrawal
- b. Update billing: The Support Coach informs the Finance Team to remove the family from billing
- c. Update system: The Support Coach or Student Success Administrator actions the withdrawal on our CRM (Salesforce) on the date of withdrawal

These terms are outlined in our [Terms and Conditions](#) and [Fees Handbook](#).

## 1.6. Capturing of marks

All marks are captured on our Learning Management system gradebook. The Teachers and graders are responsible for ensuring that they accurately capture



learners' grades in the gradebook. The LMS gradebook syncs with our CRM system so that learners' grades are also captured on our CRM.