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POLICY ON ADMISSION, READMISSION, SELECTION, RPL and CAT & NON-DISCRIMINATION

Document Number	01/VER001/23
Responsible Department	Training Department
Responsible Person	Head of Training
Approved by	Board of International Agricultural Academy for Africa (Pty) Ltd
Date of Approval	25 April 2023
Implementation Date	10 July 2023
Review Date	January 2024

Background

The International Agricultural Academy for Africa (i3A) was established on 21 July 2015 and accreditation was awarded by the Agricultural Sector Education Training Authority: Education Training Quality Assurance (AgriSETA ETQA) which falls under the South African Qualifications Authority (SAQA).

The role of AgriSETA facilitates the implementation of learning through Learnerships, Skills Programmes, Adult Education and Training, and tertiary studies or in-service training. To ensure the quality provision of education and training, AgriSETA is also responsible for accrediting sector-specific training providers and for monitoring the standards of training presented.

SAQA registers qualifications and part-qualifications on the National Qualifications Framework (NQF) upon recommendation from the Quality Councils (QCs). The role of SAQA, as stipulated in the NQF Act, is to advance the objectives of the NQF, oversee the further development and implementation of the NQF, and coordinate the SubFrameworks. SAQA's functions are set out in section 13 of the NQF Act. SAQA acknowledges the work of all NQF partners and stakeholders in implementing the Credit Accumulation and Transfer (CAT) Policy and Criteria and further developing the CAT system in South Africa. This system is for the benefit of all lifelong learners and towards the implementation of an integrated, articulated, quality-assured NQF.

Purpose

This policy aims to prescribe:

- the requirements for admission to The International Agricultural Academy for Africa.
- the requirements for readmission to The International Agricultural Academy for Africa.
- the Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT).
- the requirements for registration to The International Agricultural Academy for Africa.
- that The International Agricultural Academy for Africa does not discriminate.

Scope

This policy applies to all e-learn and campus (academies) students at The International Agricultural Academy for Africa which is registered on the online platform, Agri-Pedia.

Policy/Procedure

Objectives

Guidelines according to which The International Agricultural Academy for Africa could exercise its decision-making powers to admit students to its accredited and registered qualifications. To ensure that all applicants meet the minimum requirements for i3A's accredited qualifications. i3A retains the right to set specific admission requirements for particular qualifications and skills courses. To ensure that all applicants meet the minimum requirements to register at i3A.

Applications

Any person is allowed to apply to study at The International Agricultural Academy for Africa. To successfully apply the applicant must complete the i3A Application Form, provide a copy of their Identification Document, latest school results, highest qualification obtained and a short resume/cv.

Minimum Requirements

Applicants are conditionally admitted based on their latest school term results or equivalent results subject to meeting all minimum requirements as presented below with their final results as the deciding factor for final admission.

Table 1: NQF Level for each school grade

NQF Level	Qualification/Grade
1	Grade 9
2	Grade 10
3	Grade 11
4	Grade 12

The National Qualifications Framework (NQF) stipulates the minimum requirements for admission to a qualification.

Table 2: Minimum Requirements

Qualification	NQF Level	Minimum Requirements
National Certificate: Agricultural Extension (SAQA ID 59550)	NQF 6	The student must have a qualification on NQF Level 5 in a related technical sub-field
National Diploma: Plant Production (SAQA ID 49010)	NQF 5	The student must have the following subjects on NQF Level 4: Mathematics or Mathematics Literacy English Home Language or First Additional Language
National Diploma: Animal Production (SAQA ID 49011)	NQF 5	The student must have the following subjects on NQF Level 4: Mathematics or Mathematics Literacy English Home Language or First Additional Language
National Certificate: Plant Production (SAQA ID 49009)	NQF 4	The student must have the following subjects on NQF Level 2: Mathematics or Mathematics Literacy English Home Language or First Additional Language
National Certificate: Animal Production (SAQA ID 48979)	NQF 4	The student must have the following subjects on NQF Level 2: Mathematics or Mathematics Literacy English Home Language or First Additional Language
National Certificate: Agric Sales & Services (SAQA 14854)	NQF 4	The student must have a qualification on NQF Level 2
National Certificate: Plant Production (SAQA ID 49052)	NQF 3	The student must have the following subjects on NQF Level 2: Mathematics or Mathematics Literacy English Home Language or First Additional Language
National Certificate: Animal Production (SAQA ID 49048)	NQF 3	The student must have the following subjects on NQF Level 2: Mathematics or Mathematics Literacy English Home Language or First Additional Language
National Certificate: Plant Production (SAQA ID 48975)	NQF 2	The student must have the following subjects on NQF Level 1: Mathematics or Mathematics Literacy English Home Language or First Additional Language
National Certificate: Animal Production (SAQA ID 48976)	NQF 2	The student must have the following subjects on NQF Level 1: Mathematics or Mathematics Literacy English Home Language or First Additional Language
National Certificate: Mixed Farming Systems (SAQA 48977)	NQF 2	The student must have the following subjects on NQF Level 1: Mathematics or Mathematics Literacy English Home Language or First Additional Language

The closing date for applications may be extended to achieve the required number of admissions and forecasted number of registrations. The closing dates for selection programmes vary. All closing dates for applications are available on the i3A website and social media.

Students from SADEC countries will be treated as home students for purposes of admission and selection.

Recognition of Prior Learning (RPL)

The International Agricultural Academy for Africa recognises prior learning as an alternative pathway to a formal qualification. The Recognition of Prior Learning (RPL) officials compares previous knowledge, skills, learning and experience of a prospective student against the learning outcomes required for a specific qualification (SAQA Regulation 452, No. 18787, March 1998) to provide alternative access and admission. RPL may be used to grant access to a qualification programme, or advanced standing/exemption from modules or courses constitutive of a particular qualification. Exemption from modules or courses does not translate to credits being awarded for those modules or courses. No credits should therefore be awarded for the modules or courses that a student is exempted from doing on the basis of RPL. A student who is granted exemption from doing specific modules or courses in a qualification programme on the basis of RPL will complete the qualification with a total number of credits that are less than the normally required number of credits for the qualification in question. RPL creates such an exception, and the student concerned should not be compelled to do more modules or courses to make up for the difference in the total number of credits. Full qualifications cannot be awarded solely based on RPL. Similarly, an exemption based on RPL should be limited to not more than 50% of the modules or courses of the qualification programme in question. This means that no student should be exempted from more than 50% of the modules or courses required for any particular qualification. The admission of RPL students will take place after the application closing date.

Credit Accumulation and Transfer (CAT)

Credit Accumulation and Transfer (CAT) is a term that is used to refer to the mechanism for promoting articulation between qualifications within a sub-framework of the NQF. The purpose of CAT is to provide for the mobility of students and enhance their chances of successfully completing their qualifications. Credit accumulation can take place within institutions or between institutions. The recognition of credits for the purposes of transfer from one qualification to another is determined by the nature of the qualifications, the relationship between the complexity and extent of the curricula associated with the specific modules to be recognised for exemption and/or inclusion, and the nature of the assessment used. As regards an incomplete qualification, all the applicable credits may be granted for the new qualification, except in respect of a student from another institution, in which case no more than 50% of the credits required to obtain the qualification may be recognised from those modules completed at the other institution. A maximum of 50% of the credits of a completed qualification may be transferred to another qualification. This practice seeks to protect the integrity of qualifications by ensuring that the exception does not become the norm. The admission of RPL students will take place after the application closing date.

Registration/Enrollment

After an applicant was selected to study at The International Agricultural Academy for Africa registration needs to take place. In order to successfully register the applicant must submit all the registration and financial documents and pay the Registration Fee as set out in the Financial Policy. The successful submission of the above-mentioned will lead to the applicant becoming a student at i3A where the student will then be registered on the platform and enrolled in the qualification that was applied for. The student will then receive Proof of Registration.

Readmission

If a student has officially terminated their studies or had a break in their studies they must apply for re-admission. If the student withdrew from the qualification they studied they may be considered for immediate readmission to the same qualification from which they withdrew or a similar qualification which contained modules that they have already taken and completed successfully.

Readmission is subject to the student being able to demonstrate that the circumstances which required them to withdraw from their original course have now changed and that they are now in a position to resume their studies.

Depending on how far the student completed their studies, a Proof of Registration with a time frame and outstanding modules for the qualification will be issued to the student. Only modules that were fully completed and passed will count towards the readmission of the qualification.

Non-Discrimination

- Discrimination is any act or omission that directly or indirectly disadvantages another person based on one or more prohibited grounds or based on the perceived membership of the complainant of a group(s) identified by one or more prohibited grounds. As part of The International Agricultural Academy for Africa's commitment to achieving substantive equality, all students and staff with disclosed disabilities, any gender, any religion and any race will be allowed to meaningfully participate in all processes outlined in i3A's policies.
- Hate speech is any communication (consisting of, for example, words, images, chants, songs, flags, symbols, slogans or pictures) that could reasonably be construed to demonstrate a clear intention to:
 - Hurt, insult or degrade (where a reasonable person, informed by the values of the Constitution, would also have been hurt or felt insulted or degraded in the same circumstances).
 - Harm or incite harm against.
 - Promote or propagate hatred against any person or group of persons belonging to or assumed to belong to a group identified by one or more prohibited grounds.
- Harassment and sexual harassment include written or graphic material that is placed on walls or notice boards or elsewhere on-premises or circulated in the workplace or educational setting including by email, text messaging, social media and voicemail. Harassment and sexual harassment may vary in degree of severity or complexity.

Short Courses

The same applies to skills courses held where the training provider is The International Agricultural Academy for Africa except for:

- Assessments: they are submitted in hard copy and not on the Agri-Pedia platform.
- Attendance Registers: there are registers that need to be completed and signed at the training.
- Lecturers: the training is physically presented by a facilitator.
- Bookings: the participant needs to place a booking at shortcourses@i3a.co.za.
- Finance: the participant needs to request an invoice (finance@i3a.co.za) and pay on or before the training takes place.



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POLICY ON LANGUAGE, TEACHING AND LEARNING & ACADEMIC PROGRAMMES

Document Number	02/VER001/23
Responsible Department	Training Department
Responsible Person	Head of Training
Approved by	Board of International Agricultural Academy for Africa (Pty) Ltd
Date of Approval	24 April 2023
Implementation Date	1 May 2023
Review Date	January 2024

Background

The International Agricultural Academy for Africa (i3A) was established on 21 July 2015 and accreditation was awarded by the Agricultural Sector Education Training Authority: Education Training Quality Assurance (AgriSETA ETQA) which falls under the South African Qualifications Authority (SAQA).

Since the establishment of The International Agricultural Academy for Africa, it has been an English Online Academy.

Purpose

This policy aims to prescribe:

- that English is the primary medium of instruction at The International Agricultural Academy for Africa.
- how the institution is striving for excellence with online learning and teaching.
- that The International Agricultural Academy for Africa follows specific Programmes per Academic Year (2 per year).

Scope

This policy applies to all e-learn and campus (academies) students at The International Agricultural Academy for Africa which is registered on the online platform, Agri-Pedia.

Policy/Procedure

Objectives

Ensures that the primary language used at The International Agricultural Academy is English. Ensures that all work submitted by students is submitted according to the Academic Programmes.

Language

The primary formal language of The International Agricultural Academy for Africa will be English with sufficient flexibility for the practice of multilingualism for communication and better understanding with regard to queries. Lectures, study materials, assessments and related material will be in English and submissions must be in English. All certificates, diplomas, academic records and administration will be kept in English.

Teaching and Learning – e-learning

The International Agricultural Academy for Africa makes use of e-learning for teaching and learning. E-learning provides students with greater flexibility in terms of when and where they can study and allows for personalised learning experiences.

At The International Agricultural Academy for Africa, the online platform used is Agri-Pedia. The platform is used to give students access to pre-recorded lectures, study materials and assessments. The assessments are only online which provides students with flexibility. There is no specific time allocation for assessments with no time limit.

Academic Programmes

At The International Agricultural Academy for Africa, each year has two separate intakes. A first-semester intake and a second-semester intake. Each intake has its own Academic Programme for each qualification. The Academic Programmes consist of a list of modules that should be completed for each semester. Each semester has a start and end date. Failing to complete a module before the semester's end date will result in the student having to redo the module.

To redo a module, the student has to re-register for the module, the student will then be able to redo the module with the next intake of students.

- If this falls inside the duration of the student's studies there will be no financial implication.
- If the student completes the outstanding module(s) within six months outside of the duration of studies, the financial implication will only be the registration fee.
- If the student completes the outstanding module(s) after the six-month grace period of the duration of studies, the financial implication will be the registration fee and the additional study fee.

For the above financial implications, please refer to the Financial Policy.



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POLICY ON PLAGIARISM, ASSESSMENTS & CERTIFICATION

Document Number	03/VER001/23
Responsible Department	Training Department
Responsible Person	Head of Training
Approved by	Board of International Agricultural Academy for Africa (Pty) Ltd
Date of Approval	24 April 2023
Implementation Date	1 May 2023
Review Date	January 2024

Background

The International Agricultural Academy for Africa (i3A) was established on 21 July 2015 and accreditation was awarded by the Agricultural Sector Education Training Authority: Education Training Quality Assurance (AgriSETA ETQA) which falls under the South African Qualifications Authority (SAQA).

The role of AgriSETA facilitates the implementation of learning through Learnerships, Skills Programmes, Adult Education and Training, and tertiary studies or in-service training. To ensure the quality provision of education and training, AgriSETA is also responsible for accrediting sector-specific training providers and for monitoring the standards of training presented. Each qualification registered with the South African Qualifications Authority (SAQA) has Qualification Rules which outline the minimum credits necessary to complete a qualification. The credits are awarded by successful completion of the Unit Standards for each qualification given by SAQA. Each Unit Standard has a set of Specific Outcomes and Assessment Criteria. The Specific Outcomes and Assessment Criteria are used to compile the Learning Material (Content and Assessments), this ensures that after successful completion of all the assessments in a particular qualification, a student will be found competent for the qualification.

Purpose

This policy aims to prescribe:

- that plagiarism is not allowed at The International Agricultural Academy for Africa.
- the guidelines and rules for assessments.
- the certification of qualifications.

Scope

This policy applies to all e-learn and campus (academies) students at The International Agricultural Academy for Africa which is registered on the online platform, Agri-Pedia.

Policy/Procedure

Objectives

Ensures that all work submitted by students is their own. Gives guidelines on the successful completion of assessments. Gives guidelines according to which The International Agricultural Academy for Africa exercises its rights to issue a certificate or diploma to a student.

Plagiarism

Introduction

Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. In order to protect the intellectual rights of authors as well as the integrity of our institution, every student must be aware of the occurrence of plagiarism, what it is, as well as how to avoid it. There are basic guidelines for students on avoiding plagiarism in the submission of assessments and practical reports in the Induction module.

Plagiarism Policy

According to the International Agricultural Academy for Africa's Plagiarism Policy every student:

- must refrain from dishonest conduct in any examination, test or in respect of completion and/or submission of any other form of academic assessment. Dishonest conduct includes but is not limited to plagiarism.
- may not submit the work of any other person in any examination, test or in respect of the completion and/or submission of any other form of academic assessment without full and proper acknowledgement of the source.
- dishonesty, including plagiarism or the submission by a student of other people's work.

Consequences of Plagiarism

- By committing plagiarism, you will get a zero for the plagiarised work and may fail the assessment/report. You will be obliged to take a scheduled arranged course at your own cost on plagiarism. In addition, the matter must be referred to the i3A Board for possible disciplinary action.
- In a second case of plagiarism, you will get a zero for the plagiarised work and be expelled from the module. In addition, the matter must be referred to the Board for possible disciplinary action.
- In a third case of plagiarism, you will be expelled from the programme and the institution. In addition, the matter must be referred to the Board for possible disciplinary action.

Assessments

Introduction

The International Agricultural Academy for Africa makes use of different types of assessments namely: Formative Assessments, Summative Assessments, Practical Logbooks and Practical Reports and any other task that need to be submitted.

Grade to Pass

At The International Agricultural Academy for Africa the grade to pass or to be found competent for a specific assessment is 80% and/or above. The International Agricultural Academy for Africa exercises the right to amend where necessary. To pass a module the student must pass all assessments on their own. The highest grade will count towards the student's Academic Report.

Attempts

At The International Agricultural Academy for Africa, a student gets three attempts to pass an assessment. More than three attempts can be granted by the Head of the Training Department if a student improved their grade from each previous attempt to the next. The average marks of increase will be calculated and added to the last attempt, if this is more than 80% the student will be granted a fourth attempt. Under specific circumstances where the student failed the fourth attempt, the Head of the Training Department will decide if the student can be granted a five attempt. Failing to pass an assessment will result in the student having to re-register for the failed module.

Appeals

A student can appeal against a grade received for an assessment if the student feels they have failed unfairly. An appeal form must be completed and the Head of the Training Department will discuss the problem with the involved department and/or board where necessary and give the student feedback.

Submissions

All assessments must be submitted on the Agri-Pedia Platform. No email or any other way of sending an assessment will be seen as a submission. It stays the responsibility of the student to submit on time according to the Academic Programme, failing to do so will result in the student to re-register for the module that was not completed.

Certification of Qualifications

On successful completion of a qualification or skills course, a certificate will be awarded to the student. The certificate must contain the following:

- Full Names and Surnames of the student
- Identification Number of the student
- Certificate Category with relevant details
- Issue Date of certificate

- Registered Unit Standards/Qualification achieved by the student
- Certificate Reference Number

The certification process can take up to 21 days.



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POLICY ON WORKPLACE INTEGRATED LEARNING – PRACTICAL WORK

Document Number	04/VER001/23
Responsible Department	Training Department
Responsible Person	Head of Training
Approved by	Board of International Agricultural Academy for Africa (Pty) Ltd
Date of Approval	24 April 2023
Implementation Date	1 May 2023
Review Date	January 2024

Background

Since the establishment of The International Agricultural Academy for Africa, the teaching and learning approach is mainly e-learning. To support theoretical work, practical work experience is needed. Work Integrated Learning, provides students with the ability to faster transition between studies and work after completing their studies. WIL falls under the umbrella of Co-operative Education but is distinct as it alternates a university term with a work term in a structured manner, involves a partnership between the academic institution and the employer and intends to advance the education of the student. This policy framework is introduced against the background of economic and social expectations of growth and employment where Workplace Based Learning (WBL) is seen to be the vehicle for enhanced learning in order to prepare students for the real world of work. The combination of these elements builds the student's technical competence, innovation and renewal, facilitate learning about the world of work, and assist student ability to fit in as new entrants to the workplace. WIL is a prerequisite and essential for standardised quality assessment and implementation of WIL across the sector. WIL provides a mechanism to approach and forge strategic partnerships with commerce, industry and the public sector.

Purpose

This policy aims to prescribe:

- the workplace integrated learning – practical work, that a student must do.

Scope

This policy applies to all e-learn and campus (academies) students at The International Agricultural Academy for Africa which is registered on the online platform, Agri-Pedia.

Policy/Procedure

Objectives

Ensures that the theoretical work a student learns is practically applied.

Workplace Integrated Learning (WIL)

Introduction

To successfully complete a qualification at The International Agricultural Academy for Africa a student must also complete and pass the Practical Logbook and Report. Workplace Integrated Learning can take place on a commercial farm or small farming unit, the farm doesn't need to be a registered farm/business. You do not have to live or work on a farm full-time.

Practical Logbook

- The Practical Logbook specific to your studies contains different tasks needed to complete the Logbook.
- Each task must be signed off by an Evidence Collector to indicate if the student is competent or not in doing the task.
- The date & the student were found competent/not yet competent and the duration the student spend on the task.

Practical Report

- This is a report where all the evidence collected is compiled in a document.
- The weight of marks is divided in two: 50% Evidence Collected plus 50% report, layout and writing.
- 50% of the tasks completed in the Practical Logbook must be supported with evidence in the Practical Report.

Practical Competency

- To be found competent in the Practical Module a student must get 80% or above for both the Practical Logbook and Practical Report.
 - Practical Logbook: 80% of the tasks must be completed.
 - Practical Report: 40% Evidence Collected plus 40% report, layout and writing.



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POLICY ON STUDENT SUPPORT & COMPLAINTS

Document Number	05/VER001/23
Responsible Department	Training Department
Responsible Person	Head of Training
Approved by	Board of International Agricultural Academy for Africa (Pty) Ltd
Date of Approval	24 April 2023
Implementation Date	1 May 2023
Review Date	January 2024

Background

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Purpose

This policy aims at providing guidelines to students regarding academic and non-academic support and complaints so that problems, whether of an academic nature or otherwise, can be addressed effectively.

Scope

This policy applies to all e-learn and campus (academies) students at The International Agricultural Academy for Africa which is registered on the online platform, Agri-Pedia.

Policy/Procedure

Objectives

The International Agricultural Academy for Africa aims to provide effective communication channels or routes for resolving student problems, whether of an academic or non-academic nature. The basic principle is that a problem should be solved at the lowest level possible.

Student Support/Complaints

- The student must start at the lowest level possible with communication at The International Agricultural Academy for Africa.
- The primary mode of communication at i3A is email.
- The student must include the following information: ○ First Line: Student Number ○ Second Line: Type of support needed ○ Paragraph: Discussion of Query/Problem
- Student queries/complaints will be handled within 48 working hours.
- Guidelines on basic respect and professionalism between students and i3A: ○ Make use of appropriate titles.
 - Be concise – Keep your message clear and to the point. ○ Use proper grammar and spelling. ○ Be professional - Avoid using emoticons or excessive exclamation points. Keep the tone of your message formal and respectful. ○ Respect-Time: Be considerate when scheduling meetings or asking for help, and be patient if we do not respond immediately.

STUDENT SUPPORT

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