THE IIE INSTITUTIONAL PROSPECTUS[1]
2020

,

(Higher Education Programmes)

Contents

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A. REGISTERED NAME OF THE INSTITUTION

The Independent Institute of Education (Pty) Ltd (The IIE), company registration no. 1987/0047454/07 is registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997 Registration Certificate no. 2007/HE07/002). IIEMSA, Rosebank College, Varsity College and Vega are educational brands of The IIE.

B. DETAILS FOR MAIN OFFICE AND SITES OF DELIVERY

1. *Main Office*

The main office of The IIE, The IIE CAT, is located at ADvTECH House, Building 3, Block 7, Inanda Greens, 54 Wierda Road West, Wierda Valley; SANDTON, 2196.

The role of CAT in The IIE can be summarised as being ultimately responsible for the functions defined in the Higher Education Act and ensuring that these are carried out through the brands as necessary. The IIE is thus responsible for the development, accreditation and registration of the qualifications, for the curriculum and assessments, for graduation and record keeping, for regulatory compliance and for the systems that are used to make all of this happen. In this regard, The IIE is dependent on the brands for the provision of academic and other resources and processes to make this happen. The brands are focused on teaching and learning and customer service.

The main office of The IIE is also known as the Central Academic Team and is referred to as The IIE CAT. This team at the main office of The IIE is part of The IIE (Pty) Ltd just as the brands are part of The IIE (Pty) Ltd. The IIE CAT is responsible for the higher education programmes and although the brands manage many of the short learning programmes themselves, The IIE CAT retains responsibility for governance and quality assurance. The IIE CAT has governance and 'academic responsibility', i.e. is responsible for the curriculum, syllabi, material, assessments, delivery and certification of all IIE programmes and for their statutory status (accreditation and registration). The brands carry out the delivery and provide the student experience (teaching and learning and support and the student life component). The IIE CAT works with the brands to carry out its mandate as the lecturers are The IIE's subject matter experts and the brands know what students are experiencing and what their needs are.

Put differently The IIE CAT role is to:

- carry out the functions of the provider and/ or ensure and assure that these functions are carried out on sites and by brands;

- accredit and register programmes;

- develop and renew curricula and learning material;

- set assessments;

- provide academic systems to ensure that the following happens:

  o Innovation and leading in all the above;
  o Regulatory compliance; and
  o Certification.

2.   Sites of Delivery

IIEMSA, Rosebank College (RC), Varsity College (VC) and Vega are brands of The IIE and IIE programmes are offered through these sites of delivery (IIE campuses). The main office is also a site of delivery and is responsible for all IIE distance programmes.

2.1   The IIE – MSA: http://www.iiemsa.co.za

   Roodepoort: 144 Peter Road, Ruimsig, Roodepoort

2.2   The IIE - Rosebank College: http://www.rosebankcollege.co.za

   Pretoria: MidCity Square, Cnr Jorissen and Johnston Streets, Sunnyside, PRETORIA, 0002.

   Braamfontein (Mega Campus): 23 Jorissen Street, BRAAMFONTEIN, 2001

   Polokwane: 54 Church (Kerk) Street, POLOKWANE, 0699

   Durban: 221 Dr Pixley Ka Seme Street, DURBAN, 4001

   Pietermaritzburg; 110-118 Chief Albert Luthuli Street, PIETERMARTIZBURG, 3201

   Pretoria: 239 Pretorius Street, PRETORIA, 0001.

   Bloemfontein: 97 St Andrews Street, BLOEMFONTEIN, 9301

   Cape Town: 13 Buitengracht Street, City Centre, CAPE TOWN 8000

   Port Elizabeth: 3 Rink Street, Central, PORT ELIZABETH, 6001

2.3   The IIE – Sandton – Main Site: www.iie.ac.za https://www.iie.ac.za/Pages/Faculties/Distance-Education.aspx

   The IIE Sandton, ADvTECH House, Building 3, Block 7, Inanda Greens, 54 Wierda Road West, Wierda Valley; SANDTON, 2196.

2.4   The IIE - Varsity College: https://www.varsitycollege.co.za

   Durban-North: Corner Glenwood Old Boys Club, 12 Radar Drive, Durban-North, 4051.

   Durban-Westville: 1 Link Road, Corner Link and St. James Avenue, Westville, 3630.

   Port Elizabeth: 1PstP Floor, Mercantile Bank Plaza, Ring Road, Greenacres, Port Elizabeth, 6045.

   Pietermaritzburg: St Charles' College, Harwin Road, Scottsville, Pietermaritzburg, 3201.

   Cape Town: Varsity Place, Belmont Office Park, Belmont Road, Rondebosch, 7700.

   Pretoria: 116 Clearwater Road, Cnr Clearwater and Glenwood Roads, Lynnwood Glen, Pretoria, 0081.

   Sandton: Waterstone Drive, off Benmore Road, Benmore Gardens, Sandton, 2196.

Waterfall: 11 Janadel Avenue, Riverview Business Park, Waterfall, MIDRAND, 1682.

2.5 **The IIE - Vega School of Design, Brand and Business (Vega)**: http://www.vegaschool.com

Randburg: 1 Renaissance Place, 444 Jan Smuts Avenue, Bordeaux, Randburg, BORDEAUX, 2194.

Durban. The Glades Office Park, La Lucia Ridge, off Armstrong Avenue, Durban-North, 4000.

Pretoria, 34 Ingersol Road; ERF 796, Lynnwood Glen Township, Tshwane, 0081.

Cape Town: 130 Strand Street, De Waterkant, Cape Town, 8000.

C. REGISTRATION STATUS OF THE IIE

The Independent Institute of Education (Pty) Ltd (The IIE) is registered with the Department of Higher Education and Training as a private higher education and training institution under the Higher Education Act, 1997 (Registration Certificate No.2007/HE07/002), with the resultant de-registration of College Campus, Rosebank College, Varsity College and Vega the Brand Communications School as separate providers.

In 2008, The IIE acquired the National College of Photography (NCOP) which was incorporated into the Vega brand and in 2009, The IIE acquired Forbes Lever Baker which was run as a tuition centre under the Varsity College brand but has since been phased out. In 2010 The IIE acquired the Design School Southern Africa (Pty) Ltd, a separately registered provider, certificate number 2000/HE07/021 which became a brand of The IIE in 2012 and has since been incorporated into Vega. In 2013, College Campus was incorporated into Rosebank College.

In 2018, The IIE acquired Monash South Africa which was rebranded IIE MSA in April 2019.

D. THE IIE VISION AND MISSION

The Independent Institute of Education (The IIE) aims to be South Africa's leading private higher education provider graduating work- ready citizens through differentiated brands.

An education from The Independent Institute of Education is characterised by:

• a focus on **building student careers;**

• **curricula that are relevant to the modern world of work** and we build **strong industry, academic and professional body partnerships** that ensure this relevance;

• a **commitment to student success** including a focus on **quality teaching and student support and development;** and

• the production of **citizens** - graduates who can and will contribute to the economy and society.

E. LEGAL STATUS

The Independent Institute of Education (Pty) Ltd (The IIE) is registered as a private company in terms of Section 54(1) of The Companies Act, 1973 (Act 61 of 1973) as amended. Registration No.: 1987/004754/07.

F.   DIRECTOR(S), CHIEF EXECUTIVE AND SENIOR MANAGEMENT OF THE IIE

The IIE (Pty) Ltd is the tertiary division and wholly owned subsidiary of ADvTECH Limited which is listed on the Johannesburg Stock Exchange (JSE) - its directors are listed below.

1. Directors

Surname and initials	Title	Designation
Douglas, RJ	Mr	Director (CEO - ADvTECH)
Oesch, JDR	Mr	Director (non-executive)
Aitken, MD	Mr	Director (non-executive)
Coughlan, FJ	Dr	Director (non-executive)

2. Chief Executive and Academic Director

The Chief Executive (Mr Roy Douglas) is the CEO of ADvTECH. The Group Academic Director (Dr Felicity Coughlan) is responsible for the functions of the provider, The Independent Institute of Education, and each of The IIE brands has a Managing Director.

3. Senior Management of the Central Academic Team of The Independent Institute of Education

Surname and initials	Title	Designation
		Teaching and Learning Manager
Cloete, R	Mr	IIE Learn Manager
Coughlan, F	Dr	Director
		Dean: Postgraduate Studies
Du Rand, M	Ms	Systems Innovations Manager
Duma, N	Mr	Head of Faculty: Education
Engelbrecht, W	Dr	Deputy Head of Faculty: Commerce
Ferndale, S	Ms	Registrar
Geldenhuys, H	Ms	Senior Instructional Designer
Grigg, D	Mr	Operations Manager
Kriel, P	Mr	General Manager Acting Head of Faculty: Social Sciences
Kruger-Pretorius, E	Ms	Head of Faculty: Commerce
Mooney, GA	Dr	Dean: Academic Support and Development
Pascoe, G	Mr	Head of Faculty: Humanities
Payne, N	Ms	Head of Faculty: Information and Communications Technology
Van Rensburg, G	Mr	Human Resources Manager
Van Wyk, B	Dr	Head: Library and Information Services
Williams, S	Ms	Senior Research and Development Specialist

G. NAMES AND QUALIFICATIONS OF FULL-TIME AND PART-TIME ACADEMIC STAFF EMPLOYED BY THE INSTITUTION

1. Academic Staff –The IIE Central Academic Team

The names and highest qualification of The IIE Central Academic Team members are detailed at the end of this document. See Annexure A – The IIE CAT Academic team:

2. Academic Staff on Sites

The names and highest qualification of academic staff (full-time and independent contractors) are detailed at the end of this document. See Annexure B – The Academic staff on sites.

H. ADMISSION REQUIREMENTS AND PROCEDURES (INCLUDING RECOGNITION OF PRIOR LEARNING)

These admission requirements are also detailed in The IIE Admissions Policy (IIE002) – Annexure B and C. The IIE010 Credit Accumulation and Transfer, Recognition of Prior Learning and Qualification Completion Policy (IIE010) also applies.

1. Admission Requirements - Overview

Candidates must apply for admission to the relevant IIE campus by completing the on-line application form for the selected campus, and ensure they adhere to the campus- specific processes and due dates.

Applicants must meet the statutory minimum admission requirements and any additional and/ or any specific programme requirements for admission to the programme applied for at the specific IIE campus – See Annexures B and C of The IIE Admissions Policy (IIE002).

Undergraduate applicants must be in possession of either of the following
- National Senior Certificate (NSC) endorsed for Higher Certificate, Diploma or Bachelor studies; or
- National Certificate (Vocational) (NC(V)) endorsed for Higher Certificate, Diploma or Bachelor studies; or
- Senior Certificate (SC) with or without endorsement (obtained before 2008) or
- Senior Certificate Amended (SC(a)) endorsed for Higher Certificate, Diploma or Bachelor studies, etc.

or equivalent which is confirmed by a:
- SAQA Certificate of Equivalence (for Higher Certificate and Diploma studies) or
- USAf Certificate of Exemption (for Degree studies)

Postgraduate applicants must be in possession of
- a suitable qualification at one level below that for which is being applied. A SAQA Evaluation Certificate at the correct level is required for international students.

Admission to The IIE programmes can also be obtained based on Senate's discretion and may include:
- Recognition of prior learning (RPL); and

- Mature Age

I. LANGUAGE POLICY

English is the language of instruction and the language of learning and teaching.

All students applying for admission to The IIE shall submit, prior to registration, proof of their proficiency in English at first language or first additional language level at the level required for a particular programme. If no level is required, then the level of proficiency is determined by the statutory minimum admission requirements for the type of qualification concerned.

Students who are not sufficiently proficient in English are required to make suitable arrangements to develop proficiency to cope with the demands of the curriculum. Each campus will maintain a database of community resources able to support the development of such proficiency and will make referrals as required.

In the event of Recognition of Prior Learning (RPL), The IIE may require a student to undergo a written or oral test to confirm proficiency.

The IIE may accept a student who does not meet the above pre-requisites based on a written undertaking by a student to attain the required proficiency in English (at own expense) before the commencement of the programme.

For acceptance in all professional degrees, all requirements of regulatory bodies must be followed, specifically, the language requirements for teaching qualifications in South Africa. These requirements are made explicit in Annexure B and C of the Admissions Policy (IIE002) and in the curricula.

The IIE is committed to the accessibility of the English used in all communication, customised learning material and assessments and in all lecturing or online instruction.

Curriculum developers and lecturers and tutors are required to make use of glossaries for jargon (academic language related to the discipline being studied).

Lecturers are required to allow and encourage code-switching (speaking in different languages) in lectures where this will assist those with lower levels of proficiency in English to grasp or explain a concept. Code-switching needs to be managed so as not to exclude members of the group.

Assessment instruments are moderated to ensure language is accessible.

Grammar and spelling are only penalised as is appropriate for the discipline or outcomes concerned. It should be noted that proficiency in English, as well as the ability to construct technically correct arguments in English is a desired educational outcome, and thus while unnecessary penalties will not be levied, students are expected to use the normal conventions of formal communication for academic writing.

English proficiency is promoted for the purposes of learning in a manner that is respectful of other languages.

J. MODE OF INSTRUCTION

The Independent Institute of Education has programmes registered and accredited for delivery in both the distance and contact mode.

K. DETAIL OF EACH REGISTERED PROGRAMME

A separate annexure, Annexure C – List of qualifications lists all the qualifications on offer in 2020, the purpose or rationale, the SAQA ID and NQF level of each the qualifications as well as the modules.

L. ACCREDITATION STATUS OF EACH REGISTERED PROGRAMME

The qualifications listed in Annexure C – Certificate summary, show those qualifications accredited by the Council on Higher Education (CHE) to The Independent Institute of Education and the sites to which they have been accredited, the SAQA ID, NQF level and number of credits. Please see the website for detail of which programmes are available on which sites, and which are available in the distance mode. The programmes registered against Site L are available in the distance mode.

M. RULES RELATING TO ASSESSMENT, ACADEMIC CREDIT ACCUMULATION, PROGRESSION AND QUALIFICATION

The following academic policies will be uploaded on the Student Portal each year as well as in the electronic library which will be available to students once they are registered https://www.iie.ac.za/IIE%20Library/E-Shelf/Pages/default.aspx: in addition, electronic copies of all relevant documents cited in this prospectus have been uploaded on the Institutional Prospectus tab on The IIE website – www.iie.ac.za

Policy number and name
IIE001 Quality Assurance and Enhancement Policy
IIE002 Admissions Policy
IIE005 Programme Development and Review Policy
IIE006 Work-Integrated Learning Policy
IIE007 Research and Postgraduate Studies Policy
IIE008 Library Policy
IIE009 Assessment Strategy and Policy
Appendix 1: Defining the Roles in Special Need Concessions Applications
Appendix 2: Managing Special Need Concessions
IIE010 Credit Accumulation and Transfer RPL and Qualifications Completion Policy
IIE011 Student Records Policy
IIE012 Certification Policy
IIE013 Language Policy
IIE015 Student Code of Conduct Dispute Grievance and Disciplinary Policy
IIE016 Student Participation Policy
IIE018 Academic Conditions of Service
IIE019 Community Engagement and Citizenship Policy
IIE020 Official Documentation, Marketing and Advertising Policy
IIE021 Safe Campus Policy
IIE022 Teaching and Learning Strategy
IIE023 Intellectual Property Policy
IIE026 Student Rights and Services Policy
IIE027 Student Services Academic Development and Lecturer Resource Allocation Policy.
IIE028 Intellectual Property Policy

N. FEES AND CHARGES INCLUDING REFUND(S) IN THE CASE OF CANCELLATION OR WITHDRAWAL

Separate schedules of fees and charges are produced annually and are available on all learning sites. The fees are specified in the enrolment contract; various payment options are available.

Refunding of fees in case of cancellation/ withdrawal is stipulated in the enrolment contract.

Charges: "**Contract amount"** means the fees and other charges you must pay for the relevant academic year, including tuition fees, and any relevant application fee or deposit. It excludes the separate charges for notes, textbooks, stationery or other items when relevant.

O. STUDENT FINANCIAL AID

Two (2) categories of bursaries are available – standard and discretionary bursaries, details of which are available on the different learning sites.

Standard bursaries can be awarded for:

- Academic performance during the final year at school and for the preceding year at The IIE.

- National, provincial and school colours in sport as well as for having been captain of a school sports team.

- Leadership positions held in learner bodies during the final school year.

- Members of the same immediate family unit studying simultaneously.

Students can also be assisted in obtaining bursaries from bursary partners. Discretionary bursaries can be awarded in instances not covered by standard bursaries.

P. STUDENT SUPPORT SERVICES

The legacy of South Africa's unique history will be felt for generations. This is echoed in the White Paper 3 - A Programme for Transformation of Higher Education (1997): "Ensuring that there is attention to access, redress and equity in education is one of the most powerful means for ensuring and securing transformation". Almost twenty years after democracy, achieving equity and social justice is still an imperative for all as expressed in the White Paper for Post-School Education and Training (2014).

Students still do not have equal schooling experiences in South Africa and there is thus still no equity of input in the South African higher education system. Achieving equity of output then means being sensitive and responsive to the diverse learning and support needs of students.

The Student Rights and Services Policy (IIE026), outlines the ways in which The IIE continues to address these concerns in its educational provision. The IIE does not have separate policies on (dis)ability, access, redress and transformation as we hold the position that these are all issues of student rights and support and thus these matters are dealt with in this policy.

Q. THE IIE STUDENT CODE OF CONDUCT

The Student Code of Conduct, Dispute, Grievance and Disciplinary Policy (IIE015) stipulates the code of conduct we expect our students to adhere to as well as how dispute and grievances and disciplinary matters must be dealt with,

R. LIST OF ALL PARTNERSHIPS

The following table lists all partnerships and nature thereof.

Partner	Nature
British Accreditation Council (BAC)	Accreditation and certification
GALILEO (industry recognised)	Certification (within qualification)
Open University (OU)	Articulation/Credit Recognition
Oxbridge Academy	Partnership agreement

S. STUDENT ENROLMENT CONTRACT

Students can apply on-line and the terms and conditions of registration can be found on the Institutional Prospectus tab on The IIE website.

T. POLICY AND PROCEDURES FOR HANDLING STUDENT COMPLAINTS

The IIE has a detailed procedure document for the handling of complaints which includes complaints by students, parents, alumni and the general public, as well as those received from regulatory bodies. Complaints can be logged by students on the Student Hub or sent to the Director or Registrar of The IIE. There is also an Ethics Hotline for anonymous complaints. A copy of the protocol for dealing with student complaints is available on the Institutional Prospectus tab on The IIE website.

U. POLICY ON HEALTH AND WELLNESS

Aspects of Health and Wellness are included in the Safe Campus Policy (IIE021), but the topic is covered in more depth in the Student Rights and Services Policy (IIE026) and the Student Services, Academic Development, and Lecturer Resource Allocation Policy (IIE0270. The IIE is part of the ADvTECH Group and as such as subscribes to the ADvTECH health and wellness programme which promotes a wellness culture that recognises the importance of access to professional health care services. The standard applies to all ADvTECH Group sites.

V. POLICY ON DISABILITY (IIE026)

The Student Rights and Services Policy (IIE026), outlines the ways in which The IIE continues to give attention to "access, redress and equity in its educational provision. The IIE does not have a separate policy on (dis)ability as it holds the position that this is an issue of student rights and support and thus these matters are dealt with in the IIE026 Policy.

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