



SOMA SENSE ACADEMY (Pty) Ltd

Reg. 2010 /018995 / 07

STUDENT INTERVIEW: LEARNER ENTRY, GUIDANCE & SUPPORT

PURPOSE

The purpose of this Policy is to conduct the learning needs analysis, prior to enrolment. At the Soma Sense Academy, learner guidance is a form learner support, which is available at three points in the learning process:

- a. Learners have access to reliable advice and information before they enrol in a particular programme
- b. During the period they are engaged in the learning programme, where they are given the opportunity to participate actively in their own learning
- c. When they complete and exit the programme [Exit Interview]
[Further learning opportunities / job placement, etc.]

PROCEDURES

The Soma Sense Academy uses the following methods to determine the actual needs of the prospective learner:

- ✚ **1st General information session**
 - With the aid of literature which accurately provide the necessary information in terms of the academic calendar, admission policies, completion requirements, degree of complexity and structure of the various learning programmes and academic standards.
 - To identify possible barriers to access and admission into various learning programs

- ✚ **2nd Diagnostic interview** *[Principal and at least one parent present]*
 - Support systems that are flexible and learner-centred
 - Sampling of prospective learner's information and contact details
[Application form: New learner Registration]

 - Sampling of evidence of learner's previous academic achievements **[R P L]**
 - Possible learning / career-pathways *[Articulation options]*
 - Learner guidance *[course materials, assignments, assessments]*
 - Financial support *[bursaries]*
 - Special needs – to discuss reasonable accommodation
 - Give prospective learner / parent opportunity to seek clarification on any topics discussed during this meeting *[questions and answers]*

- ✚ **3rd Interview**

Enrolment and registration of learner into agreed upon learning programme, which suits the learner's individual needs.

Approval of the relevant paperwork [Agreement]