



Ministry of Youth and Sports

POLICY ON ACADEMIC MATTERS

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1.0 POLICY OBJECTIVE

- 1.1 This policy is aims to provide guidelines for trainees to help them navigate more common academic tasks such as enrolment, withdrawals, etc and to understand clearly activities related to teaching and learning across all MYS Youth Training Centres.

2.0 POLICY

- 2.1 The Ministry of Youth and Sports shall ensure that Trainees understand their rights and responsibilities within the areas of teaching and learning all MYS YTCs.
- 2.2 Integrity of the MYS Training Centre qualifications are protected with fair and transparent guidelines provided.
- 2.3 All MYS trainees and trainers are expected to familiarise themselves with the Academic policy.

3.0 BACKGROUND

- 3.1 The Ministry of Youth and Sports runs 5 YTCs across the Nation and is responsible for ensuring holistic youth and sports development.
- 3.2 Through this process the MYS focus is towards accreditation of its courses to ensure graduates are trained with skills beneficial for employment and improvement of livelihood.
- 3.3 This policy is important to meet the criteria needed to ensure MYS programs meet the National Qualification Standards set by the FHEC.

4.0 DEFINITIONS

- 4.1 **Trainees:** refers to the young people undertaking training with the MYS at training centres or in communities
- 4.2 **Accreditation:** process of officially recognizing someone as having a particular status or being qualified to perform a particular activity.

5.0 RELEVANT LAWS AND AUTHORITIES

5.1 Fiji Higher Education Qualification Regulation 2010

5.2 Fiji Higher Education Act 2008

6.0 PROCEDURES

6.1 Criteria for Admission, Enrolment, Withdrawal and Payment of fees

The admission of young people to enter the YTCs shall be guided by the recruitment procedures set out by the Ministry of Youth and Sports (MYS).

The procedure shall include the following processes:

- i. The available places for courses offered in the training centers shall be widely advertised through the newspaper and also through messages in the radio stations, website, twitter and facebook.
- ii. Advertisements (in the newspaper) shall include requirements and a closing date of the applications
- iii. The applications received in the office shall be recorded and acknowledged.
- iv. The PS appoints the interview panel (3 members) and panel shall meet to discuss and conduct short listing of applicants.
- v. The interview panel must be gender inclusive (2 males and 1 female OR 2 females and 1 male) shall formulate interview questions and interview schedules.
- vi. The chair of the interview panels (Administration) shall confirm the dates and time of interview with the shortlisted candidates.
- vii. After conducting the whole interview process, the panel shall analyze the results of the interviews and recommend the list of the successful candidates.
- ix. The Administration Section shall inform the successful candidate accordingly and confirm the commencement date of the training in the Centre.
- xi. During trainee's enrolment, the Youth Officer for the YTC shall outline clearly the rules and regulations of the Centre.
- xii. The Youth Officer for the YTC shall ensure that individual trainees to sign the code of conduct and agreement binding the trainees and the Centre.
- xiii. Any fees or levy from trainees shall be paid fully during the enrolment day.
- xiv. Trainees shall be responsible for transport to and from the Centre for the training.

- xv. The recruitment process must encourage applications from young women including the disabled.

6.2 Requirements for the successful completion of each unit/course/components.

- i. The assessment for trainees should be thoroughly undertaken to ensure they meet all the necessary requirements before graduating.

6.3 Requirements for progression from a term/block/semester to another within the Programme

- i. Trainers must ensure trainees meet the minimum requirements or prerequisites for every module or program before they progress to the next level.

6.4. Requirements for successful completion of the programme:

Programs:

Carpentry: Level 3
Level 2

Agriculture: Organic
Basic

Music: Certificate 4

6.5. Actions to be taken in cases of plagiarism and dishonest practices.

- i. Cheating during examination will result in disqualification or result of the unit/subject being cancelled, giving them the result of zero for the unit or subject. This means that the individual must re-do the examinations.

6.6. Conduct of students with disabilities.

- i. The MYS will ensure all training facilities are disability friendly and this will also include the examination process.

6.7. Award of compassionate, aegrotat and restricted passes

AEGROTAT PASS/ COMPASSIONATE PASS

- i. A trainee who has been prevented by illness or injury from presenting himself or herself at any examination, or who considers that his or her performance in any examination has been seriously impaired by illness or injury may, on application, and with the approval of

the PSYS, be granted to sit for the exam at a later date subject to the following conditions:

- (a) that prior to the examination, the trainee furnishes to the Head of YTC a certificate from a registered medical practitioner, stating:
 - i. that he/she examined the trainee on a certain date;
 - ii. that in his/her opinion, the trainee was unable through illness or injury, to present himself or herself for the examination, that in his/her opinion the trainee's performance in the examination was likely to have been seriously impaired by illness or injury; and;
 - iii. the nature of the illness or injury in sufficient detail to make clear that the trainee was not responsible for his/her disability, and in a form suitable for submission in cases of doubt to a medical referee;

7.0 MONITORING

7.1 The MYS on an annual basis will monitor and review the implementation of this policy

8.0 EFFECTIVE DATE

9.0 REVIEW DATE

10.0 KEY SEARCH WORDS

Disability, Standards

11.0 RECOMMENDED BY THE PERMANENT SECRETARY FOR YOUTH AND SPORTS

Mr. A. Bonelli
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SIGNATURE

4/10/2017
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DATE

12.0 ENDORSED BY THE MINISTER FOR YOUTH AND SPORTS HON. LAISENIA TUITUBOU

Laisenia Tuitubou
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SIGNATURE

24/10/2017
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DATE



