



February 2024

Re: PORTFOLIO OF EVIDENCE (POE) MANAGEMENT PROCESS

The Portfolio of Evidence known in short as the **POE**, compulsorily must be completed by each student who is studying any SETA program listed below before they can issued with a completion certificate;

- Film and TV
- Policing
- Paralegal
- Supply Chain
- Radio Production
- Journalism and
- Information Technology

Below is the procedure for the POE management:

- Each student depending on what they study will be issued with a pack of POE and they required to complete it.
- The **POE** contains summative and formative assessments.
- There are timelines for completing and submitting the **POE**. Please contact the head of academic for the submission timelines.
- Each **POE** must be completed by the students individually. This is to ensure academic integrity.
- Copying or joint work is not allowed and will attract serious penalty where it is detected.
- Once the candidate is completely done with their **POE**, it is assessed and moderated for accuracy and completeness and a report is generated therefrom.
- Every student is expected to pay for the assessment and moderation of their **POE**. It is important to note that no **POE** will be assessed or moderated where the required **POE** fee has not been paid.
- The **POE** must be submitted along with a certified ID copy, certified Statement of Matric results and Curriculum Vitae (CV).
- No candidate will be issued with the certificate(s) if their **POE** is reported as "NOT YET COMPETENT". Where a **POES** is reported as not yet competent, the student will be required to correct areas which are identified from the report of the assessor and moderator. This is a long process as there are many parties involved who ensures that only competent students are certified. Hence, students are advised to be as diligent as possible when completing their **POE**.
- Only after the student's **POE** is certified as "COMPETENT" by the external assessor and moderator, then the student's certificate is issued.

If you need any information regarding the **POE** fees kindly contact accounts@hillcrosscollege.com

For more information on the **POE**, please contact the academic head on academics@hillcrosscollege.com

Regards,

Siphiwe Maseko
Head
Academics