

HEQC Reference: **H/PR041/K010CAN**
 H/PR041/K004CAN
 H/PR041/K012CAN
 H/PR041/K007CAN
 H/PR041/E002CAN
 H/PR041/K002CAN
 H/PR041/K001CAN
 H/PR041/K006CAN
 H/PR041/K013CAN
 H/PR041/K003CAN
 H/PR041/K009CAN
 H/PR041/E004CAN
 H/PR041/K005CAN
 H/PR041/K008CAN
 H/PR041/K011CAN
 H/PR041/E017CAN
 H/PR041/E018CAN
 H/PR041/E021CAN
 H/PR041/E020CAN
 H/PR041/E016CAN
 H/PR041/E019CAN

24 April 2018

Prof Henriette Hay-Swemmer
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4067

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The CHE is an independent statutory body established by the Higher Education Act, no. 101 of 1997. As the Quality Council for Higher Education it advises the Minister of Higher Education and Training on all higher education issues and is responsible for quality assurance and promotion through the Higher Education Quality Committee.

Council Members: Prof N. Themba Mosia (Chairperson), Mr Luzuko Buku, Prof Chris de Beer, Prof André Keet, Mr Cassie Kruger, Dr Bandile Masuku, Dr Siphokazi Moeng, Prof Shireen Motala, Ms Nombulelo Nxesi, Dr Kimberley Porteus, Prof Selby Ripinga, Prof Beverley Thaver, Dr Mvuyo Tom, Prof Mala Singh, Prof Sophie Mogotlane, Prof John Mubangizi, Dr Thomas Auf Der Heyde, Dr Sagren Govender, Mr Suren Govender, Mr Vijayen Naidoo, Dr Diane Parker, Dr Mafu Rakometsi, Mr Joe Samuels, Dr Molapo Qhobela and Prof Narend Baijnath (CEO).

Dear Prof Hay-Swemmer,

APPLICATION FOR PROGRAMME RE-ACCREDITATION 2014

The Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE) is responsible for the accreditation of higher education programmes by virtue of the provisions of the Higher Education Act, 101 of 1997 (as amended), and the National Qualifications Framework Act, 67 of 2008.

The Institution's applications submitted to the HEQC with regard to the re-accreditation of the following programme(s) refer:

NAME OF PROGRAMME	SITES OF DELIVERY
SER Programmes <ol style="list-style-type: none">1. Higher Certificate in Credit Management (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/K010CAN)2. Higher Certificate in Small Business Management (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/K004CAN)3. Higher Certificate in Financial Management (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/K012CAN)4. Higher Certificate in General Management (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/K007CAN)5. Higher Certificate in Law Enforcement in Supervision; (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/E002CAN)6. Higher Certificate in Office Management (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/K002CAN)7. Higher Certificate in Project Management (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/K001CAN)8. Higher Certificate in Total Quality Management (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/K006CAN)9. Higher Certificate in Fleet Management (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/K013CAN)10. Higher Certificate in Marketing and Sales Management (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/K003CAN)11. Higher Certificate in Public Relations (HEQSF Aligned, NQF level 5, 120 credits, Distance mode, H/PR041/K009CAN)12. Higher Certificate in Law Enforcement in Media Relations (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/E004CAN)	Success House, 02 Melle Street, Braamfontein, 2017

<p>13. Higher Certificate in Operations Management (HEQSF aligned, NQF level 5, 120 credits, distance mode, H/PR041/K005CAN)</p> <p>14. Higher Certificate in Human Resource Management (HEQSF aligned, NQF level 5, 120 credits, distance mode, H/PR041/K008CAN)</p> <p>15. Higher Certificate in Supply Chain Management (HEQSF aligned, NQF level 5, 120 credits, distance mode, H/PR041/K011CAN)</p> <p>16. The non-HEQSF aligned title for this programme was Certificate in Purchasing and Stores Management</p> <p>Individual programmes</p> <p>1. Advanced Diploma in Traffic and Metropolitan Policing (HEQSF Aligned, NQF level 7, 120 credits, distance mode, H/PR041/E017CAN)</p> <p>2. Diploma in Criminal Justice (HEQSF Aligned, NQF level 6, 360 credits, distance mode, H/PR041/E018CAN)</p> <p>3. Diploma in Fleet Management (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/E021CAN)</p> <p>4. Advanced Certificate in Project Management (HEQSF Aligned, NQF level 6, 120 credits, distance mode, H/PR041/E020CAN)</p> <p>5. Diploma in Public Administration (HEQSF Aligned, NQF level 6, 360 credits, distance mode, H/PR041/E016CAN)</p> <p>6. Bachelor of Business Management (HEQSF Aligned, NQF level 7, 360 credits, distance mode, H/PR041/E019CAN)</p>	
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The following process was applied with respect to the Institution's application:

- The application was screened for completeness.
- The application was peer reviewed and evaluated.

The Institution's application and the findings of the peer evaluation were considered by the Accreditation Committee of the HEQC at a meeting held on **24 and 25 January 2018**. The Accreditation Committee consists of senior academics from both public and private higher education institutions, HEQC members and representatives of the Department of Higher Education and Training.

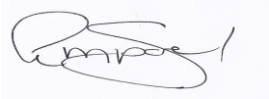
In terms of the HEQC procedure, the recommendation of the Accreditation Committee was considered by the HEQC at its meeting of **29 March 2018**.

The Institution is requested to take note of any **provisos** and **due dates** included in the reports. Should you have any enquiries with regard to the attached report, you are welcome to submit them in writing, for the attention of the Senior Manager: Accreditation, to Ms Rinda Bothma at reaccreditation@che.ac.za.

The Institution is reminded that, in order for it to enrol students as a private provider of higher education, the following three conditions must at all times be fulfilled:

- Registration of all qualifications with the South African Qualification Authority (SAQA) on the NQF;
- Accreditation of all higher education programmes by the HEQC;
- Registration as a private higher education institution and registration of all programmes by the Department of Higher Education and Training (DHET).

Sincerely,



Dr Louie Swanepoel
Senior Manager: Accreditation

Cc.: The Registrar Private Higher Education Institutions
Department of Higher Education and Training
registrarpei@dhet.gov.za
Essack.s@dhet.gov.za



HIGHER EDUCATION QUALITY COMMITTEE
MEETING HELD ON 29 MARCH 2018
ACCREDITATION COMMITTEE
MEETING HELD ON 24-25 JANUARY 2018

Record of proceedings relating to:

Application for re-accreditation deferral	
CHE Reference number	<p>SER Programmes</p> <ol style="list-style-type: none"> 1. H/PR041/K010CAN 2. H/PR041/K004CAN 3. H/PR041/K012CAN 4. H/PR041/K007CAN 5. H/PR041/E002CAN 6. H/PR041/K002CAN 7. H/PR041/K001CAN 8. H/PR041/K006CAN 9. H/PR041/K013CAN 10. H/PR041/K003CAN 11. H/PR041/K009CAN 12. H/PR041/E004CAN 13. H/PR041/K005CAN 14. H/PR041/K008CAN 15. H/PR041/K011CAN <p>Individual programmes</p> <ol style="list-style-type: none"> 1. H/PR041/E017CAN 2. H/PR041/E018CAN 3. H/PR041/E021CAN 4. H/PR041/E020CAN 5. H/PR041/E016CAN 6. H/PR041/E019CAN
Public or private Institution	Private
Institution name	Lyceum College (Pty) Ltd
Programme specific information	<p>SER Programmes</p> <ol style="list-style-type: none"> 1. Higher Certificate in Credit Management (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/K010CAN)

	<ol style="list-style-type: none"> 2. Higher Certificate in Small Business Management (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/K004CAN) 3. Higher Certificate in Financial Management (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/K012CAN); 4. Higher Certificate in General Management (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/K007CAN) 5. Higher Certificate in Law Enforcement in Supervision; (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/E002CAN) 6. Higher Certificate in Office Management (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/K002CAN) 7. Higher Certificate in Project Management (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/K001CAN) 8. Higher Certificate in Total Quality Management (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/K006CAN) 9. Higher Certificate in Fleet Management (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/K013CAN) 10. Higher Certificate in Marketing and Sales Management (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/K003CAN) 11. Higher Certificate in Public Relations (HEQSF Aligned, NQF level 5, 120 credits, Distance mode, H/PR041/K009CAN) 12. Higher Certificate in Law Enforcement in Media Relations (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/E004CAN) 13. Higher Certificate in Operations Management (HEQSF aligned, NQF level 5, 120 credits, distance mode, H/PR041/K005CAN) 14. Higher Certificate in Human Resource Management (HEQSF aligned, NQF level 5, 120 credits, distance mode, H/PR041/K008CAN) 15. Higher Certificate in Supply Chain Management (HEQSF aligned, NQF level
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	<p>5, 120 credits, distance mode, H/PR041/K011CAN)</p> <p>Individual programmes</p> <ol style="list-style-type: none"> 1. Advanced Diploma in Traffic and Metropolitan Policing (HEQSF Aligned, NQF level 7, 120 credits, distance mode, H/PR041/E017CAN) 2. Diploma in Criminal Justice (HEQSF Aligned, NQF level 6, 360 credits, distance mode, H/PR041/E018CAN) 3. Diploma in Fleet Management (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/E021CAN) 4. Advanced Certificate in Project Management (HEQSF Aligned, NQF level 6, 120 credits, distance mode, H/PR041/E020CAN) 5. Diploma in Public Administration (HEQSF Aligned, NQF level 6, 360 credits, distance mode, H/PR041/E016CAN) 6. Bachelor of Business Management (HEQSF Aligned, NQF level 7, 360 credits, distance mode, H/PR041/E019CAN)
Site(s) of delivery	Success House, 02 Melle Street, Braamfontein, 2017

The HEQC approved the recommendation of the Accreditation Committee and decided that the following programmes:

1. Higher Certificate in Credit Management (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/K010CAN)
2. Higher Certificate in Small Business Management (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/K004CAN)
3. Higher Certificate in Financial Management (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/K012CAN);
4. Higher Certificate in General Management (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/K007CAN)
5. Higher Certificate in Law Enforcement in Supervision; (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/E002CAN)
6. Higher Certificate in Office Management (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/K002CAN)
7. Higher Certificate in Project Management (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/K001CAN)
8. Higher Certificate in Total Quality Management (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/K006CAN)
9. Higher Certificate in Fleet Management (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/K013CAN)

10. Higher Certificate in Marketing and Sales Management (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/K003CAN)
11. Higher Certificate in Public Relations (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/K009CAN)
12. c (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/E004CAN)
13. Higher Certificate in Operations Management (HEQSF aligned, NQF level 5, 120 credits, distance mode, H/PR041/K005CAN)
14. Higher Certificate in Human Resource Management (HEQSF aligned, NQF level 5, 120 credits, distance mode, H/PR041/K008CAN)
15. Higher Certificate in Supply Chain Management (HEQSF aligned, NQF level 5, 120 credits, distance mode, H/PR041/K011CAN)
16. Advanced Diploma in Traffic and Metropolitan Policing (HEQSF Aligned, NQF level 7, 120 credits, Distance mode, H/PR041/E017CAN)
17. Diploma in Criminal Justice (HEQSF Aligned, NQF level 6, 360 credits, distance mode, H/PR041/E018CAN)
18. Diploma in Fleet Management (HEQSF Aligned, NQF level 5, 120 credits, distance mode, H/PR041/E021CAN)
19. Advanced Certificate in Project Management (HEQSF Aligned, NQF level 6, 120 credits, distance mode, H/PR041/E020CAN)
20. Diploma in Public Administration (HEQSF Aligned, NQF level 6, 360 credits, distance mode, H/PR041/E016CAN)
21. Bachelor of Business Management (HEQSF Aligned, NQF level 7, 360 credits, distance mode, H/PR041/E019CAN)

offered at:

1. Success House, 02 Melle Street, Braamfontein, 2017

be put on notice to not re-accredit.

The Institution is required to submit an approved improvement plan to the CHE within one month of receipt of the HEQC's outcome letter. The improvement plan should indicate how the Institution will address all the reasons for notice to not re-accredit within six months of receipt of the outcome letter.

Prior to the site visit the Institution should submit concise progress reports each month after the submission of the improvement plan indicating what reasons it has addressed and which reasons are still to be addressed. The Institution should contact the CHE within two weeks of receipt of the outcome letter to confirm dates for the verification site visit.

The site visits should occur within six months of receipt of the outcome letter issued to the Institution. Three weeks prior to the site visit the Institution should submit a detailed progress report with evidence indicating how it has addressed all the reasons indicated in the HEQC's outcome letter.

REASONS TO BE PUT ON NOTICE TO NOT RE-ACCREDIT	Criterion
Institutional reasons apply to all programmes.	
1. The academic staff does not function as a team of academics, able to act on a defined teaching and learning strategy such that adequate and appropriate delivery of the distance education programmes is affected.	3, 4, 5, 10
2. The academic team is not provided with opportunities for development to allow them to improve their pedagogical, academic and research skills.	4, 12, 19
3. Work-integrated learning is inadequately managed and is not assessed, even when central to the programme purpose.	5, 6
4. Institutional provision for student support is insufficient and does not permit for the effective delivery of the programmes.	5, 11, 12
5. Assessment practices are not acceptable. There is a lack of timely formative assessment feedback to students. Assessment does not align to the module outcomes and programme purposes.	6, 13, 11
6. External moderation practices do not meet the requirements for Higher Education.	6, 13
7. Library infrastructure is lacking and is especially inadequate for distance learning students not located in proximity to the site of delivery. The resources in the library do not meet the needs of the programmes, especially those at NQF level 7.	7
8. Student success and throughput rates are not adequately managed or addressed.	17
9. There is no programme review process in place as a result of which the programmes are lacking in contemporary disciplinary relevance and focus, curricula are ill-defined, and comprehensive programme information is absent.	1, 18, 19

REASONS TO BE PUT ON NOTICE TO NOT RE-ACCREDIT	Criterion
<ul style="list-style-type: none"> Diploma in Criminal Justice (HEQSF Aligned, NQF level 6, 360 credits, Distance mode, H/PR041/E018CAN) 	
1. The programme has not been adequately reviewed, and the materials have been the same since 2009 which is deeply problematic for a programme in this area.	17, 1

REASONS TO BE PUT ON NOTICE TO NOT RE-ACCREDIT	Criterion
<ul style="list-style-type: none"> Diploma in Fleet Management (HEQSF Aligned, NQF level 5, 120 credits, Distance mode, H/PR041/E021CAN) 	
1. The design of the programme does not cohere with its purpose, outcomes and level.	1
2. There is very low throughput, and no indications of how this will be addressed were provided.	17

REASONS TO BE PUT ON NOTICE TO NOT RE-ACCREDIT	Criterion
<ul style="list-style-type: none"> Diploma in Public Administration (HEQSF Aligned, NQF level 6, 360 credits, Distance mode, H/PR041/E016CAN) 	
1. The academic staff is not suitably qualified, with only one staff member qualified in the discipline.	3

REASONS TO BE PUT ON NOTICE TO NOT RE-ACCREDIT <ul style="list-style-type: none"> Bachelor of Business Management (HEQSF Aligned, NQF level 7, 360 credits, Distance mode, H/PR041/E019CAN) 	Criterion
1. The programme design is problematic, and module and programme outcomes are inconsistent.	1
2. Admission requirements do not comply with the legislation.	1
3. The process for study guide development is inadequate.	1, 5

Site Visits

Kindly contact Ms Naledi Phahlamohlaka at reaccreditation@che.ac.za **no later than 28 May 2018** to make arrangements for the site visit(s).

Improvement Plan and Progress Reports

The improvement plan and progress reports should be submitted to reaccreditation@che.ac.za for the attention of the Senior Manager: Projects on the following dates:

- Improvement plan due by 24 May 2018
- Progress report 1 due by 25 June 2018
- Progress report 2 due by 25 July 2018
- Progress report 3 due by 27 August 2018
- Progress report 4 due by 27 September 2018
- Final progress report due by 10 October 2018
- Site visit(s) to be conducted by 31 October 2018