**The updates to the V4 application form are indicated below. Examples and matches to tables and fields have been added where possible.**

**The main changes are;**

1. **A section has been added to capture documents and grids per site of delivery.**
2. **Text changes**
3. **Additional form fields. The names have been specified where possible.**
4. **The order of pages may have changed**
5. **A new section H was added for the upload of documents required per programme**

**Note that there are changes to the institutional profile but I have not included them here. I will send these as a separate specification. Thus the changes to the header that includes fields captured in the Institutional Profile will need to be done later.**

**The changes to the Institutional Profile can be handed completely independently to this request.**

# **PAGE 1:** This will be the first page of the V4 Online Accreditation Application Form. It is triggered by the user clicking on New accreditation application in the Actions menu.

**APPLICATION FOR PROGRAMME** **ACCREDITATION AND QUALIFICATION REGISTRATION**

|  |
| --- |
| **SECTION A: GENERAL INFORMATION** |

**The following should be noted by the institution before completing the application form.**

* **Refer to the accompanying guidelines in each section for completion of this application form.** ****
* **The institution should take note of, and comply with, the requirements listed in numbers 2 – 10 below.**

1. The application form allows for a single application process that requires all the information necessary for the accreditation of a programme by the Council on Higher Education (CHE) and the registration of the qualification by the South African Qualifications Authority (SAQA) on the National Qualifications Framework (NQF).
2. Incomplete or plagiarised applications will be returned, and the applicable application fee will not be refunded. Plagiarised content includes information copied from the internet, SAQA website (copying a registered qualification), or another institution’s information. Policy documents must be on the institutional letterhead and aligned with the vision and mission of the institution.
3. The institution is not permitted to offer the accredited programme / registered qualification of another institution. The institution is not permitted to outsource delivery of its accredited programme / registered qualification. Note that institutions operating as separate legal entities under a holding company are regarded as separate institutions. The institution (i.e. “juristic person”; HE Act, 1997) assumes full responsibility for the programme / qualification. Submitting an application across different brands of a holding company / affiliated brands that presents high similarity in programme / qualification design will be regarded as plagiarism.
4. Information found to be misrepresented will result in the application being returned and the applicable fee will not be refunded.
5. The programme / qualification may not be marketed or offered prior to accreditation by the CHE, PQM approval or registration by the Department of Higher Education and Training, and registration by SAQA on the NQF. Institutions found to be advertising a programme / qualification on their websites prior to such registration will be liable to having the programme accreditation / qualification registration withdrawn.
6. The conceptualisation, design, delivery, and assessment of the programme / qualification (including the development of study / learning material) is the responsibility of, and must be undertaken by, the institution and the academics in its employ. The CHE recognises that relevant stakeholders, including academic peers from outside the institution, and employers and professional bodies where applicable, may be involved in the development of the programme / qualification. However, the aforementioned activities must not be outsourced to consultants or other third parties as the CHE will verify institutional capacity for curriculum development and programme delivery.
7. The institution must be acquainted with the relevant policy documents of the DHET, CHE, SAQA and relevant statutory professional body (if applicable) when applying for programme accreditation and registration of the qualification. The information provided must comply with the *Higher Education Qualifications Sub-Framework, Criteria for Programme Accreditation* and *Policy and Criteria for the Registration of Qualifications and Part-qualifications on the National Qualifications Framework.* In addition*,* there must be compliance with the *Level Descriptors for the South African National Qualifications Framework,* and relevant national legislation and policy.
8. Following approval by the relevant institutional structures, the application must be submitted by the Institutional Administrator or Academic Head / Deputy Vice-Chancellor (Academic / Teaching and Learning), or Chief Executive Officer (for private institutions) or any suitable, designated person, who is a permanent employee of the institution.
9. If the programme / qualification is not accredited, the institution will receive ONE opportunity for a representation in this regard (Note that the representation must be submitted within 21 working days. The application will be closed if the due date is not met). If the programme / qualification is not accredited following the representation, the application will be closed, and the institution will have to submit a new application. The decision of the Higher Education Quality Committee will be final. The institution may only submit a new application after one year of receipt of the Higher Education Quality Committee’s decision on the representation.
10. All institutional policies and procedures relating to this application must be up to date and aligned to the CHE and national higher education policies and guidelines and must be approved and signed by the authorised person(s) at the institution, dated, and uploaded on the institutional profile.

I confirm that, on behalf of the institution, I have read, understood, and will comply with the requirements indicated in points 2 to 10 above. (**NOT VALIDATED AS YET**)

The checkbox above must be validated and the user must only be allowed to proceed when it is checked. The value does not need to be saved in the database.

Validation Message: Something like ‘*Kindly indicate that you have read, understood, and will comply with the requirements indicated in points 2 to 10 by clicking the checkbox.’*

**Page 2:**

|  |
| --- |
| **SECTION B: INSTITUTIONAL INFORMATION** |

**Prior to completing an application for accreditation, the institution must update its institutional profile on HEQC-Online.**

* **All contact details in the institutional profile must be kept up to date as the CHE uses this information for correspondence purposes.**
* **All policies must be the latest policies used by the institution. Any document older than five (5) years, and/or not presented as a final document, will not be considered.**
* **The sites of delivery for the institution must be captured in the institutional profile prior to applying to offer a programme / qualification at that site of delivery.**

**The institutional profile is accessible from the menu option *Tools / Institutional Profile*.**

**Check whether any text above has changed.**

**Page 3:**

|  |
| --- |
| **SECTION C: PROGRAMME / QUALIFICATION TITLE AND SITE OF DELIVERY** |

**Page 3-1:**

* **Refer to the accompanying guidelines for completion of this form.** ****

|  |  |
| --- | --- |
| **Programme / qualification title (HEQSF-aligned format):**  Column: Institutions\_application: program\_name |  |
| **Programme / qualification title abbreviation (HEQSF-aligned format):**  Column: Institutions\_application: program\_abbr |  |

1. **Select** **the site/s of delivery for the programme / qualification:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Site of delivery** | **Year site established** | **Physical Address** | **Postal Address** | **Contact** | **Email** | **Telephone** |
|  | Site A | 1991 | Glenwood 12 DURBAN 4051 | P O Box 2369 DURBAN 2999 | Jack Black | jb@inst.co.za | 031 666 9999 |
|  | Site B | 1991 | 1 James Avenue, Durban 3630 | P O Box 2369 DURBAN 2999 | Xolani Mahlangu | xm@inst.co.za | 031 666 9998 |
|  | Site C | 2012 | 1 King Street | P O Box 2369 DURBAN 2999 | Masego Mabasa | mm@inst.co.za | 031 666 9997 |

*Page 4: Institutional administrators do not complete the whole application themselves but can pass the application on to other users within their institution to complete.*

*Thus page accFormCreateUsersDescriptive\_v2 must be incorporated for the Institutional administrator to select a colleague to pass the application to.*

**Page 5:**

Header of all the following pages: The header only needs to appear on pages after the fields in the header are captured.

|  |  |
| --- | --- |
| **CHE Reference No.:** | [***A reference number has not yet been generated for this application***](javascript:winPrintApplicationForm('Application%20Form','8078',%20'UFJFVl9XT1JLRkxPVz0zNiU3QzIxMyZEQklORl9IRUluc3RpdHV0aW9uX19fSEVJX2lkPTQwJkRCSU5GX2luc3RpdHV0aW9uYWxfcHJvZmlsZV9fX2luc3RpdHV0aW9uX3JlZj00MCZEQklORl9JbnN0aXR1dGlvbnNfYXBwbGljYXRpb25fX19hcHBsaWNhdGlvbl9pZD04MDc4',%20'');)*if no CHE\_reference\_code. Otherwise display CHE\_reference\_code* |
| **Institution name:** | HEInstitution: HEI\_name |
| **Provider type:** | Public / Private |
| If holding\_company has a value, display the following in the header:  **Holding company** | Institutional\_profile: holding\_company |
| If a private institution, display the following in the header:  **DHET File or Registration Number** | Institutional\_profile: dhet\_file\_no or dhet\_registration\_no |
| **Programme / Qualification title** |  |
| **Site(s) of delivery** |  |
| **Date of submission:** | Application has not been submitted (or submission\_date if it has a value) |

**Existing and new institutions must complete the following tables (per site of delivery) for the programme / qualification being applied for:**

**Example: In V4 form Question 3 requests information per site of delivery: 113 - accForm8\_1\_v2 and 113 - accForm8\_2\_v2. Table linked to form would be ia\_criteria\_per\_Site. Grid tables would then have ia\_criteria\_per\_site as parent.**

|  |  |  |
| --- | --- | --- |
|  | **Site of delivery name** | **Physical Address** |
| ***Edit facilities or venues required*** | Site A | Glenwood 12 DURBAN 4051 |
| ***Edit facilities or venues required*** | Site B | 1 James Avenue, Durban 3630 |
| ***Edit facilities or venues required*** | Site C | 1 King Street |

**------------------------------------------------------ form per site of delivery start------------------------------------------------**

This could maybe be a grid using a lookup table (examples in institutional profile). The descriptions in the left column of the table are populated from a lkp table (will need to see if it will work)

New lookup lkp\_site\_facilities (based on similar to lkp\_pol\_..... tables). Lkp\_site\_facilities would contain the list in the table below:

* No. of lecture theatres required (indicate max. capacity)
* No. of laboratories required (indicate max. capacity)
* No. of IT laboratories required (indicate max. capacity)
* No. of tutorial rooms required (indicate max. capacity)
* Venues for staff member use

New table to contain the data: ias\_facilities - Note please change as needed or required – Just a suggestion

CREATE TABLE `ias\_facilities` (

`ias\_ facilities\_id` int(11) NOT NULL AUTO\_INCREMENT,

`ia\_criteria\_per\_site\_ref` int(11) NOT NULL,

`lkp\_site\_facilities\_ref` int(11) NOT NULL,

`n\_required` int(11),

`n\_available` int(11),

`n\_maximum\_capacity` int(11),

PRIMARY KEY (`ias\_ facilities\_id `),

KEY `ix\_ia\_criteria\_per\_site` (`ia\_criteria\_per\_site\_ref`)

);

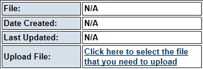
***Edit facilities or venues required* Form header:**

|  |  |
| --- | --- |
| **Programme /qualification name** | Institutions\_application: program\_name |
| **Information for (site of delivery):** | Site of delivery name and physical address |

1. Indicate the number of facilities or venues required, available and the maximum capacity of available venues

|  |  |  |  |
| --- | --- | --- | --- |
| Facilities / Venues required  Lkp\_site\_facilities: lkp\_site\_facilities\_desc | Number required  N\_required | Number available  N\_available | Maximum capacity of available  N\_maximum\_capacity |
| No. of lecture theatres required (indicate max. capacity) |  |  |  |
| No. of laboratories required (indicate max. capacity) |  |  |  |
| No. of IT laboratories required (indicate max. capacity) |  |  |  |
| No. of tutorial rooms required (indicate max. capacity) |  |  |  |
| Venues for staff member use |  |  |  |

New field: ia\_criteria\_per\_site: other\_facilities\_motivation\_doc

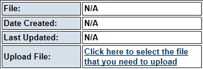
1. If any other facilities or venues are required specify and provide a motivation: 
2. Number of teaching staff members per site for this programme / qualification

New int(11) columns in ia\_criteria\_per\_site table:

|  |  |  |
| --- | --- | --- |
| Full-time | Current | n\_ft\_teach\_staff\_current |
| Planned | n\_ft\_teach\_staff\_planned |
| Part-time | Current | n\_pt\_teach\_staff\_current |
| Planned | n\_pt\_teach\_staff\_planned |

1. Name of Programme Coordinator per site for this programme / qualification

Use existing ia\_criteria\_per\_site: 3\_3\_1\_progcoordname\_char

1. Upload Programme Coordinator CV 

Use existing ia\_criteria\_per\_site: 3\_3\_3\_progcoordcv\_doc

1. Complete the planned headcount enrolments for this programme / qualification per site

New int(11) columns in ia\_criteria\_per\_site table:

|  |  |
| --- | --- |
| Planned Headcount enrolment for the first enrolment | n\_headcount\_enrol\_year1\_planned |
| Planned Headcount enrolment for Year 2 | n\_headcount\_enrol\_year2\_planned |
| Planned Headcount enrolment for Year 3 | n\_headcount\_enrol\_year3\_planned |
| Planned Headcount enrolment for Year 4 | n\_headcount\_enrol\_year4\_planned |

**The following documentation to be uploaded as it pertains to this programme and site of delivery**

|  |  |
| --- | --- |
| ACADEMIC STAFF MEMBERS for this programme / qualification - CVs (**per site of delivery**)  New column ia\_criteria\_per\_site: 4\_academicstaffcvs\_doc |  |
| Workload allocation model (**per site of delivery**)  New column ia\_criteria\_per\_site: 4\_workloadallocationmodel\_doc |  |
| Staff Recruitment Plan (**per site of delivery**)  Use existing ia\_criteria\_per\_site: 4\_staffrecruitmentpolicy\_doc |  |

**------------------------------------------------------ form per site of delivery end------------------------------------------------**

Display values captured per site of delivery for the user in this format when returning to calling form (parent)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Site of delivery** | **Number of teaching staff members per site for this programme / qualification** | | | | **Name of Programme Coordinator per site for this programme / qualification** |
| **Full-time** | | **Part-time** | |
| **Current** | **Planned** | **Current** | **Planned** |
| Site A | n\_ft\_teach\_staff\_current | n\_ft\_teach\_staff\_planned | n\_pt\_teach\_staff\_current | n\_pt\_teach\_staff\_planned | 3\_3\_1\_progcoordname\_char |
| Site B | n\_ft\_teach\_staff\_current | n\_ft\_teach\_staff\_planned | n\_pt\_teach\_staff\_current | n\_pt\_teach\_staff\_planned | 3\_3\_1\_progcoordname\_char |
| Site C | n\_ft\_teach\_staff\_current | n\_ft\_teach\_staff\_planned | n\_pt\_teach\_staff\_current | n\_pt\_teach\_staff\_planned | 3\_3\_1\_progcoordname\_char |

Display values captured per site of delivery for the user in this format when returning to calling form (parent)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Site of delivery** | **Planned Headcount enrolment for the first enrolment** | **Planned Headcount enrolment for Year 2** | **Planned Headcount enrolment for Year 3** | **Planned Headcount enrolment for Year 4** |
| Site A | n\_headcount\_enrol\_year1\_planned | n\_headcount\_enrol\_year2\_planned | n\_headcount\_enrol\_year3\_planned | n\_headcount\_enrol\_year4\_planned |
| Site B | n\_headcount\_enrol\_year1\_planned | n\_headcount\_enrol\_year2\_planned | n\_headcount\_enrol\_year3\_planned | n\_headcount\_enrol\_year4\_planned |
| Site C | n\_headcount\_enrol\_year1\_planned | n\_headcount\_enrol\_year2\_planned | n\_headcount\_enrol\_year3\_planned | n\_headcount\_enrol\_year4\_planned |

****

**Page 6:**

|  |
| --- |
| **SECTION D: STUDENT RECRUITMENT, ADMISSION AND SELECTION** |

**PROVIDE CONCISE RESPONSES TO THE FOLLOWING QUESTIONS.**

1. State the admission requirements for this programme / qualification.

|  |
| --- |
| Column: Institutions\_application 2\_2\_comment |

1. Specify the selection criteria for this programme / qualification.

|  |
| --- |
| Column: Institutions\_application 2\_3\_comment |

1. Describe how the objective of widening access to higher education will be promoted.

|  |
| --- |
| Column: Institutions\_application 2\_5\_comment |

1. Provide details of how recognition of prior learning (RPL) will be applied for this programme / qualification, including the assessment process.

|  |
| --- |
| Column: Institutions\_application 2\_6\_comment |

1. If RPL is not envisaged for this programme / qualification, please indicate the reason/s for this.

|  |
| --- |
| Column: Institutions\_application 6\_policies\_rpl\_whyNot OR 2\_learningpolicy\_whyNot |

1. Provide details of how Credit Accumulation and Transfer (CAT) will be applied in this programme / qualification.

|  |
| --- |
| New field |

* **Refer to the accompanying guidelines for completion of this form.** ****

**Page 7**

|  |
| --- |
| **SECTION E: PROGRAMME / QUALIFICATION INFORMATION** |

This section is VERY similar to the V4 specification. In most cases the text just needs to be updated. I added the field from V4 spec (even if it was a newly added field for V4)

|  |  |
| --- | --- |
| **Is approval / endorsement/ validation by a statutory professional body a requirement for this programme / qualification? – Update text**  **Institutions\_application: 1\_9\_yn** | **Yes / No** |
| **If yes:**   1. **Provide the name of the relevant statutory professional body as recognised by SAQA**   **Institutions\_application: prof\_body\_name**   1. **Upload the approval / endorsement / validation letter issued by the statutory professional body (in no.1 above) to the institution to confirm that it will support the licensing and registration of students graduating with this qualification – Update text**   **Institutions\_application: 1\_9\_prof\_approval\_doc** | Select the relevant professional body from the drop-down menu |

|  |  |
| --- | --- |
| **For a public institution:**  ***Use HEInstitution: priv\_publ to check if public or private***  **Upload the Programme and Qualification Mix (PQM) clearance notification from the DHET**  **Institutions\_application: doe\_pqm\_doc**  **For an existing private institution:**  ***Use HEInstitution: priv\_publ to check if public or private***   1. **Upload the ‘report of good standing’ provided by the DHET**   **Use same Institutions\_application: doe\_pqm\_doc field**   1. **Upload the confirmation letter from HEQCIS to verify institutional bi-annual uploads**   New field: heqcis\_confirm\_doc int(11) | Upload ‘report of good standing’ |

Same as V4 except for some text changes

|  |  |
| --- | --- |
| **Is this an education programme / qualification?** | Yes / No |
| **If yes:**  **Upload the approval from the DHET, e.g. MRTEQ** |  |

|  |  |  |
| --- | --- | --- |
| **HEQSF Qualification Type:** |  | |
| 1. **NQF level of the programme / qualification** |  | |
| 1. **Number of credits linked to the qualification type as prescribed in the HEQSF** |  | |
| 1. **Number of total minimum credits as per professional body requirements (may exceed the total minimum credits on the HEQSF)** |  | |
| 1. **Total number of credits for this programme / qualification** |  | |
| 1. **If the total number of credits exceeds the minimum total credits as prescribed in the HEQSF, provide a motivation (Note: the total number of credits for the programme / qualification may not be exceeded by more than 10%) – Update text** | Upload motivation | |
| **Minimum duration (years) for completion – Full-time:** |  | |
| **Minimum duration (years) for completion – Part-time:** |  | |
| **If this is a postgraduate programme / qualification:**   1. **Indicate the number of research credits** 2. **Indicate the accredited**   **underpinning qualification(s) of the institution:** |  | |
|  | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Institution name** | **CHE\_reference\_code** | **SAQA ID** | **Programme/qualification name** |  | |  |  |  |  | [**Del**](javascript:changeCMD(%22del|appTable_1_prog_structure|appTable_1_prog_structure_id|347702%22);moveto(%22stay%22)) | | | |
| [**Add**](javascript:changeCMD(%22new|appTable_1_prog_structure|application_ref|5294%22);moveto(%22stay%22)) | | |
| **Indicate the National Qualifications Framework Organising Field:** | |  |
| Field: | |  |
| Sub-Field: | |  |
| **Indicate the Classification of Education Subject Matter (CESM):** | |  |
| CESM Classification (e.g. Education): | |  |
| First Qualifier (e.g. 0703 - Education Management and Leadership): | |  |
| Second Qualifier (e.g. 070305 Higher Education): | |  |

Page 8

**Use or create new field where indicated.**

**PROVIDE CONCISE RESPONSES TO THE FOLLOWING QUESTIONS.**

1. How does the programme / qualification fit in with the vision and mission of the institution?

|  |
| --- |
| Column: Institutions\_application 1\_1\_comment |

1. Provide the rationale for the programme / qualification, considering the envisaged student intake and stakeholder needs.

|  |
| --- |
| Column: Institutions\_application 1\_2\_comment |

1. Provide the purpose of the programme / qualification.

|  |
| --- |
| Column: Institutions\_application 1\_4\_comment\_v2 |

1. Indicate how the proposed curriculum and exit level outcomes contribute to the achievement of the purpose.

|  |
| --- |
| New field: 1\_4\_achieve\_purpose text |

1. Complete Table A and Table B in terms of the module structure of the programme / qualification.

See **Programme Design** section on current V3 application:

|  |  |
| --- | --- |
| 1.4 | Provide the names of the modules/courses which constitute the programme - and for each course, specify: |

Use the same table and columns but split tables: One for compulsory, 1 for elective (optional) – There is a column for this. If not possible keep it in one grid. Change ‘Total number of credits title to No of credits per module. Add a column for semester if one is not available in the table.

NOTE: You will need to display the total number of compulsory credits. This could be separate reporting but the user must see it on the page.

**Table A: Compulsory modules (core and fundamental)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Module name | NQF Level of module | No. of credits per module | Year of study | Semester |
|  |  |  |  |  |
|  |  |  |  |  |
| Total no. of credits for the compulsory modules |  | X |  | |

**Table B: Elective modules (if applicable)**

**If different streams: Upload document outlining electives per stream**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Module name | NQF Level of module | No. of credits per module | Year of study | Semester |
|  |  |  |  |  |
|  |  |  |  |  |
| Number of electives required |  | X |  | |
| Total no. of credits for the required number of electives |  | XXX |  | |

1. Specify the rules of combination for the constituent modules to indicate coherence.

|  |
| --- |
| Column: Institutions\_application 1\_7\_comment |

1. Indicate the rules of progression (semester / year) if applicable.

|  |
| --- |
| New field: 1\_7\_progression\_rules text |

1. Exit level outcomes: List and number all the ELOs.

|  |
| --- |
| New field: exit\_level\_outcomes text |

1. Associated Assessment Criteria: List the AAC per ELO or as integrated across all ELOs.

|  |
| --- |
| New field: associated\_assessment\_criteria text  Associated Assessment Criteria for Exit Level Outcome 1:  Associated Assessment Outcome for Exit Level Outcome 2: |

1. Explain how the competences that will be developed in the programme are aligned to the NQF level of the qualification.

|  |
| --- |
| Column: Institutions\_application 1\_6\_comment |

1. Explain how the programme design – in terms of the proportion of theoretical, practical and experiential learning (if applicable) – meets the requirements of the qualification *level* and *type*.

|  |
| --- |
| New field: 1\_how\_design\_meet\_qual\_req text |

1. International comparability: Indicate how this programme / qualification compares with or relates to professional standards, or to (at least two) comparable accredited programmes / qualifications offered in other parts of the world.

|  |
| --- |
| New field: 1\_international\_comparability text |

1. If no comparable programmes / qualifications are indicated, provide substantive reasons why this qualification is not internationally comparable.

|  |
| --- |
| New field: 1\_no\_international\_comparability\_reason text |

1. Describe the horizontal, vertical, and diagonal articulation possibilities of this qualification in relation to other registered qualifications (institutional/internal or external). If there are no articulation possibilities, provide substantive reasons why the programme / qualification should nonetheless be considered viable.

|  |
| --- |
| Column: Institutions\_application 1\_3\_comment |

This section is the same as V4 except that 1. Programme/Qualification Design information template must be removed because its been replaced by the form fields above.

|  |  |  |
| --- | --- | --- |
| **SECTION E: PROGRAMME / QUALIFICATION INFORMATION DOCUMENTS**  **Upload the relevant document.** | | |
|  | **Template** | **Upload** |
| **MODULE OUTLINES** | Institution’s own module outline document |  |
| **TYPES AND IMPLEMENTATION OF WORK-INTEGRATED LEARNING** |  |  |

|  |
| --- |
| **SECTION F: PROGRAMME PROVISIONING** |

1. **LEARNING AND TEACHING**

**Update text on V4. Seems that % only applies to blended hybrid and must be validated to add up to 100%. Structure remains the same as specified in V4. Multiple modes can be selected (1 to many)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Select the modes of provisioning for this programme.**  *Note that only 1 application for accreditation must be completed irrespective of mode of provisioning.* | |  |  |  | | --- | --- | --- | | CONTACT (Campus-based face-to-face engagement) | DISTANCE  (Distance education provisioning can have different formats – from fully online to print-based material only.) | BLENDED / HYBRID  (A blended programme will have components of both online and face-to-face teaching and the context will determine the proportion of the blend. This can also be done synchronously and asynchronously. A LMS is often the technological cornerstone of a blended environment.) | |
| IF BLENDED / HYBRID is selected: |  |
| Indicate % contact provisioning |  |
| Indicate % online provisioning |  |

VALIDATION 100%

**New section**

1. **ASSESSMENT**

Discuss the assessment strategy for the programme / qualification. Provide the types and forms of assessment undertaken to determine students’ conceptual understanding and applied competencies and successful completion of learning. Refer to integrated assessment (formative and summative assessment, including percentage weighting of tasks; WIL).

|  |
| --- |
| Column: Institutions\_application 6\_1\_comment |

This section is almost identical to V4. Update text and ensure templates are replaced by latest templates embedded in this document.

|  |  |  |
| --- | --- | --- |
| **SECTION F: PROGRAMME DELIVERY DOCUMENTS**  **Complete the template and upload the template alongside.** | | |
|  | **Template** | **Upload** |
| 1. **LEARNING AND TEACHING** |  |  |
| 1. **ASSESSMENT STRATEGY** |  |  |
| 1. **STAFFING: staff members relevant to this programme / qualification**  * **Update text** |  |  |
| 1. **LEARNING MANAGEMENT SYSTEM** |  |  |
| 1. **MANAGEMENT INFORMATION SYSTEM** |  |  |
| 1. **POSTGRADUATE PROGRAMME / QUALIFICATION INFORMATION** |  |  |

This section is almost identical to V4. Update text and ensure templates are replaced by latest templates embedded in this document.

|  |  |  |
| --- | --- | --- |
| **SECTION G: INTERNAL QUALITY ASSURANCE** | | |
| **INTERNAL QUALITY ASSURANCE** |  |  |

New section H: Please check if there is not a similar field where I have indicated add a new field. I have indicated where have found one. However for this section I could not connect to VPN so could only check online application form and not table columns:

|  |  |
| --- | --- |
| **SECTION H: REQUIRED DOCUMENTS** | |
| Workplace-based learning agreements or contracts / Service Level Agreements  Use same field used by: **Examples of contract arrangements with workplaces for student placements** in V3 form |  |
| SUPPORT STAFF MEMBERS for this programme / qualification – CVs (incl. librarian / information specialist)  Add new column: Institutions\_application: 1\_support\_staff\_cv\_doc int(11) |  |
| External examiners’ CVs  Add new column: Institutions\_application: 1\_external\_examiners\_cv\_doc int(11) |  |
| External moderators’ CVs  Add new column: Institutions\_application: 1\_external\_moderators\_cv\_doc int(11) |  |
| Approved budget for the programme / qualification  Add new column: Institutions\_application: 1\_approved\_budget\_doc int(11) |  |
| Budget for the development of learning materials for the programme  Use same field used by: **Budget for the support and development of teaching technologies** in V3 form |  |
| Library holdings/budget specific to programme  Use same field used by: **Proposed or actual library holdings/budget specific to programme** in V3 form |  |
| Prescribed and recommended reading list for the programme / qualification  Use same field used by: **List of prescribed and recommended readings** in V3 form |  |
| Study guides & programme handbooks  Add new column: Institutions\_application: 1\_study\_guide\_doc int(11) |  |
| For postgraduate programme / qualification: ethical clearance process  Use same field used by: **Code of Ethics** in V3 form |  |
| In the case of an existing institution, upload the minutes from meeting(s) of Senate / Academic Board / governance and management structure indicating approval of this programme / qualification.  If this is a new institution, upload evidence of processes that were followed to approve the application for accreditation.  Add new column: Institutions\_application: 1\_approval\_meeting\_minutes\_doc int(11) |  |

This section is almost identical to V4. Update text and ensure templates are replaced by latest templates embedded in this document.

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| **DECLARATION: VERIFICATION AND CONFIRMATION** | | |
| **VERIFICATION AND CONFIRMATION BY THE DEPUTY VICE-CHANCELLOR (ACADEMIC / TEACHING & LEARNING) / ACADEMIC HEAD / CEO** |  |  |

**Page 4:**

VALIDATION Page: All fields and documents must be validated on the validation page

Page 5:

SUBMISSION page:

Require institution to print or download a copy of the application for their records.

Submit to the CHE.