# Specification for data capture interface for Accreditation Status Record

## Background

The current status of accreditation for a programme is determined by its HEQSF alignment status on HEQSF-online, accreditation and re-accreditation status on HEQC-online, outcomes of site visits, title change requests, applications for extensions or relocations to sites, data changes e.g. nqf level caused by conditions being met and national reviews of programmes.

Accreditation is awarded for a programme in a mode of delivery for a site of delivery for a defined period of time.

Initial applications to HEQSF-online or HEQC-online should not be updated because the record of the data at the time of the application should be preserved. Some processes are handled offline such as extensions and relocations of sites or reviews of programmes. Any change in accreditation status should be recorded centrally in order to maintain an up to date record of accreditation status for Higher Education Institution programmes that is accessible to CHE.

Institutions may only offer programmes when they are accredited with the CHE and registered by DHET, SAQA and the professional body if applicable. Thus the information that links a CHE programme to SAQA qualifications or the DHET register is required.

Thus an interface is required to store the current record of accreditation that can be updated over time.

Data required in the Central Register of Accreditation is:

* Institution name
* Programme name
* NQF level
* Credits
* Mode of delivery
* CESM
* Qualification type
* CHE reference number
* HEQSF reference number
* DHET register number
* SAQA id
* Sites of delivery where accredited to offer
* Outcome date (HEQC or AC date)
* Expiry date ( Date until when accreditation is valid )
* Comment / notes
* Letters/documents as evidence of status (e.g. letter indicating outcome, letter of approval for extension of programme to a new site)

## Request

Create a data capture facility in HEQC-Online to manage the Accreditation Status Record. Create security groups for maintaining the Accreditation record and Viewing the Accreditation record (The security group functionality already exists). Users (assigned to the maintain record security group) must be able to maintain the register (Add/edit/delete records). Users (assigned to the View accreditation record security group) must be able to search, view and download records.

The data must be stored as an independent entity (i.e. separate to the applications for Accreditation and re-accreditation).

Add functions:

***Maintain accreditation record***

1. Search criteria: Institution / Programme name / CHE reference number / HEQSF reference number / DHET register number / SAQA id / End date
2. Display programme list (all fields) on search (display all if no criteria selected)
   * One row for each program with links to all documents and displaying all sites where offered.
3. Functions:
   * Add a new record
     1. Capture programme information
     2. Select institution
     3. Select sites where offered with an option to add a new site if its not in the list.
     4. Upload multiple documents / letters.
   * Delete a record. Display record and confirm deletion.
   * Edit an existing record.

***View accreditation record***

Search and display results as above with no options to modify or add any data.

An idea of the data required is as follows (some lookup tables already exist and institutions and institution sites tables must be used)

|  |  |  |
| --- | --- | --- |
| Accreditation record |  |  |
| Institution name | institution\_id | foreign key to HEInstitution |
| Programme name | programme\_name | varchar |
| NQF level | nqf\_level | integer |
| Credits | credits | integer |
| Mode of delivery | mode | "contact" or "distance" (mode of delivery lookup table) |
| CESM | Will clarify – may be multiple | Foreign key to CESM table |
| Qualification type | Qualification\_type\_id | Foreign key to lkp\_qualifications table |
| CHE reference number | CHE\_reference | varchar |
| HEQSF reference number | HEQSF\_reference | varchar |
| DHET register number | DHET\_register | varchar |
| SAQA id | SAQA\_id | integer |
| Outcome | lkp\_decision\_id | foreign key to lkp\_desicion |
| Outcome date | outcome\_date | date |
| Expiry date (Date until when accreditation is valid) | Expiry\_date | date |
| Accreditation/ re-accreditation or site visit documents | Multiple letters or documents can be uploaded per accreditation record | |
| Document title | document\_title | varchar |
| Letters as evidence of status (e.g. letter indicating outcome, letter of approval for extension of programme to a new site) | link to documents table if used to upload |  |
| Accreditation record sites | Multiple sites of delivery where offered per accreditation record | |
| Site where programme is offered. Select multiple from a list of sites for the institution. | institutional\_profile\_sites\_id | foreign key to Institutional\_profile\_sites table |

## Expected result

Once I have assigned users to the group that has access to the search and view accreditation record function they are able to login and search on specific criteria and view the accreditation record results. They should be able to view all fields, documents and sites for the records.

Once I have assigned users to the group that has access to the maintain accreditation record function they are able to login and search on specific criteria, view, edit or delete the accreditation record results or add new accreditation records. They should be able to edit all fields, documents and sites for the record.