HELP DOCUMENT

**ACA033 - CREATING A CODE FOR A NEW QUALIFICATION
WITH ITS ATTENDANT PROGRAMME/PLAN CODE(S)**

**COMPLETE THE FOLLOWING SECTIONS AS DESCRIBED:**

1. **QUALIFICATION TITLE INFORMATION**
* Provide the full title of the qualification. The qualification title will be entered in the Qualification field. Provide the full title for each programme. The Programme field is 23 characters in length which means that it may be necessary for the SRO to abbreviate it.
* Provide the official approved abbreviation of the qualification (e.g. MMed (Clinical Pathology).
* Provide the CESM (Classification of Educational Subject Matter) for the plan.

**2. QUALIFICATION DATA**

* Indicate whether this qualification has been through internal and external approval processes.
* Provide the DC/PC reference where this qualification was included.
* Provide the year in which this qualification will first be offered.
* Provided the SAQA ID if known (or to be provided by IPD at a later stage).
* Provide the NQF credits for the qualification (e.g.180; 360).
* Provide the duration of the qualification in years (minimum formal time).
* Provide the NQF level of the qualification using the values in the table below:

 **Pre-HEQSF Qual types**

|  |  |  |
| --- | --- | --- |
| **Group** | **NQF level** | **Meaning** |
| Pre-HEQSF Qual types | 01110203330405060708 | Undergraduate Diploma or Certificate (3 years)Undergraduate Diploma or Certificate (1 or 2 years)General Academic Bachelor’s DegreeProfessional First Bachelor’s Degree (4 years or more)Professional First Bachelor’s Degree (3 years)(from 2006)Post-graduate Diploma or CertificatePost-graduate Bachelor’s DegreeHonours DegreeMaster’s DegreeDoctoral Degree |

**Qualification types for qualifications aligned to the HEQSF**

**Note:** To be used until the end of 2014 only

|  |  |  |
| --- | --- | --- |
| **Group** | **NQF level** | **Meaning** |
| Qualification types for qualifications aligned to the HEQSF**To be used until the end of 2014 only** | 41424344454647484950ZZ | Higher CertificateAdvanced CertificateDiplomaAdvanced DiplomaBachelor’s Degree (360)Bachelor’s Degree (480 plus)Postgraduate Diploma (HEQSF aligned)Bachelor Honours DegreeMaster’s DegreeDoctoral DegreeProgramme undertaken by occasional students |

**Qualification types for qualifications aligned to the HEQSF (from 2015)**

**Note:** These have not been set up in HEMIS so continue to use the codes in the row above.

|  |  |  |
| --- | --- | --- |
| **Group** | **NQF level** | **Meaning** |
| Qualification types for qualifications aligned to the HEQSF**(From 2015)****Note:** These have not been set up in HEMIS so continue to use the codes in the row above | 60616263646566676869707172737475ZZ | Higher CertificateAdvanced CertificateDiploma (240)Diploma (360)Advanced DiplomaPostgraduate Certificate in EducationBachelor’s Degree (360: NQF level 7)Bachelor’s Degree (480: NQF level 7)Bachelor’s Degree (480: NQF level 8)Postgraduate Diploma (HEQDF aligned)Bachelor Honours DegreeAdvanced Bachelor’s DegreeMaster’s DegreeMaster’s Degree (Professional)Doctoral DegreeDoctoral Degree (Professional)Programme undertaken by occasional students |

**3. PLAN/SPECIALISATION INFORMATION**

* Provide all the streams/specialisations/majors linked to the qualification.
* Provide the abbreviations of the streams if they are more than 30 characters in length.
* Provide the subject area (e.g. ECO)

**4. OTHER INFORMATION (RELEVANT TO PEOPLESOFT SET-UP FOR ONLINE OR PAPER APPLICATION)**

Indicate whether any additional documentation is required from the applicant for admission. This includes the following:

* Referees required
* Supervisors required
* Portfolio required
* 100 word motivation
* 100 word research outline
* 2 – 3 page statement of interest
* 200 word research interest
* 300 word essay 1
* 300 word essay 2
* 300 word essay 3
* 500 word motivation
* CV
* English Proficiency
* GSB essay 1
* GSB essay 2
* GSB essay 3
* Letter of motivation
* Secondary school records
* Summary of MSc research

**5. TRACKING**

Staff indicated must sign and date the form on completion of the tasks listed.

**6. ADDITIONAL INFORMATION**

1. Every qualification will have a **code** of the form **XYnn**, where:
**X** denotes the Faculty
**Y** denotes the qualification type

**nn** is a number between 01 and 99
Example: **CB01** is the Bachelor of Commerce Qual code

1. A proposal to change the form of the **QUAl** code to **QXnnn**.
All codes would start with **Q** and the second character would denote the Faculty.
Example: **QC001** would be the Bachelor of Commerce Code.
2. Every qualification must have at least **one programme** but may have **many associated programmes**, each with a distinctive **programme code** of the form **XYnn**
Example: **LB01** Bachelor of Laws; **LB02** Bachelor of Laws AD
3. Every **programme code** must have an associated **plan code** of the form **AAAnn** where **AAA** is the departmental org code.