HELP DOCUMENT

**ACA032 - CREATING A CODE FOR A NEW PLAN(S),   
WITHIN AN EXISTING PROGRAMME/PLAN WITHIN A QUALIFICATION**

**COMPLETE THE FOLLOWING SECTIONS AS DESCRIBED:**

1. **INFORMATION ON QUALIFICATION TO WHICH PLAN IS TO BE LINKED**

* Provide the full title of the qualification.
* Provide the SAQA ID.
* Provide the required NQF credits for the qualification. (Example: 180; 360)
* Provide the duration of the qualification in years. (Minimum formal time).
* Provide the NQF level of qualification using the values in the table below:

**Pre-HEQSF Qual types**

|  |  |  |
| --- | --- | --- |
| **Group** | **NQF level** | **Meaning** |
| Pre-HEQSF Qual types | 01  11  02  03  33  04  05  06  07  08 | Undergraduate Diploma or Certificate (3 years)  Undergraduate Diploma or Certificate (1 or 2 years)  General Academic Bachelor’s Degree  Professional First Bachelor’s Degree (4 years or more)  Professional First Bachelor’s Degree (3 years)(from 2006)  Post-graduate Diploma or Certificate  Post-graduate Bachelor’s Degree  Honours Degree  Master’s Degree  Doctoral 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** | 41  42  43  44  45  46  47  48  49  50  ZZ | Higher Certificate  Advanced Certificate  Diploma  Advanced Diploma  Bachelor’s Degree (360)  Bachelor’s Degree (480 plus)  Postgraduate Diploma (HEQSF aligned)  Bachelor Honours Degree  Master’s Degree  Doctoral Degree  Programme 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. | 60  61  62  63  64  65  66  67  68  69  70  71  72  73  74  75  ZZ | Higher Certificate  Advanced Certificate  Diploma (240)  Diploma (360)  Advanced Diploma  Postgraduate Certificate in Education  Bachelor’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 Degree  Advanced Bachelor’s Degree  Master’s Degree  Master’s Degree (Professional)  Doctoral Degree  Doctoral Degree (Professional)  Programme undertaken by occasional students |

**2. PLAN/S INFORMATION**

* Enter the full title of the stream/specialisation/major. (Example: Economics)
* Enter the abbreviated title of the stream/specialisation/major. This is only necessary if the title is more than 30 characters in length (including spaces).
* Enter the subject area if this is a new stream/specialisation/major. (Example: ECO)
* Enter the proposed code (Example: CB001ECO01). Email [Sigi Rich](mailto:sigi.rich@uct.ac.za) or [Kirsten Pryce](mailto:kirsten.pryce@uct.ac.za) if you do not have access to the code table in order to identify the next available code.

**3. PLAN/S DATA**

* Indicate whether this stream has been through internal and external approval processes.
* Provide the DC/PC reference where this stream was approved.
* Enter the year in which this stream was (or will be) offered.

**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.