



**HIGHER EDUCATION QUALITY
COMMITTEE**

NATIONAL REVIEW 2006

ACE, PGCE AND B ED

SITE VISIT REQUIREMENTS

INTRODUCTION

This document provides detailed guidelines for institutions regarding the HEQC expectations and requirements for the National Review site visit. Institutions are advised to make proper arrangements and make available necessary facilities and documents for the panels during the site visit as reflected in these guidelines.

1. PRE-SITE VISIT MEETING

Every institution has one HEQC person assigned to it for purposes of finalizing the site visit arrangements in connection with the National Review of ACE, PGCE and B ED programmes. The names of the HEQC representatives assigned to individual institutions shall be communicated to institutions at the beginning of May 2006.

Institutions are advised to direct all questions to the HEQC liaison person in connection with changes, adjustments and confirmations regarding programmes chosen for evaluation and other logistical arrangements pertaining to the HEQC visit. Institutions are also advised to ensure that the HEQC contact person visits the institution at least two weeks before the HEQC panel visit. The visit by the HEQC liaison person will be used to finalise all logistical arrangements in preparation for the HEQC panel visit.

2. REQUIREMENTS FOR THE HEQC PANEL VISIT

2.1 Site visit coordinator

All institutions are requested to appoint a site visit coordinator who will serve as a liaison person before and during the site visit. This person should be readily available throughout the site visit period to address all the needs of the panel in relation to the evaluation of programmes. This person should ensure that:

- the HEQC receives the road map for the route between the institution and the hotel where the panel will be staying at least three weeks before the panel visit
- All arrangements for interviews are finalised at the time of the pre-site visit meeting
- All names of interviewees are reflected on the customised site visit schedule and provided to the HEQC electronically
- Documentation/evidence maps in appropriate format to be provided to the HEQC electronically
- Interviewees are directed to appropriate venues for sessions as marked in the site visit schedule
- Arrangements are made for the senior management of the institution (DCV, etc) to meet the panel at plenary room of the panel at the designated time as reflected in the site visit schedule
- The post site visit evaluation form is completed and returned to the institution immediately after the HEQC panel visit

2.2 Documentary evidence

It is important that all institutions prepare detailed documentary evidence for panels to read on the first day of the visit. This documentary evidence should include the following:

- All documents institutions promised to make available on site when portfolios were submitted
- All additional information and documents requested by the HEQC during the preliminary analysis
- Additional information and documents deemed essential by the institution to inform the evaluation of programmes by the HEQC panel
- Additional documents required by the chairperson of the panel during the site visit
- Electronic copy to be made available of evidence map

2.3 Plenary room and break-away rooms

One main plenary room and two breakaway rooms (depending on the number of programmes evaluated) with movable tables and chairs should be made available for panel use during the site visit. It is requested that the rooms made available for the panel be comfortable. The layout of each room should include the following:

- tables and chairs for the panel and interviewees
- extension cables and plug points for panel members' laptops
- arrangements for tea and coffee in the plenary room
- bottled water readily available for panel members at any given time
- documentary display tables appropriately categorised evidence information (programme specific displays to be made per programme specific breakaway room)
- flipcharts and marker pens per room
- a printer and a computer in the plenary room

2.4 Catering Arrangements

Institutions are requested to provide catering for two tea breaks per day and lunch for the duration of the panel visit. Dietary requirements of particular panel members with special diet will be communicated to institutions immediately after the panel has been appointed by the HEQC. Institutions are expected to observe the following requirements when making catering arrangements:

- lunch should be served in the plenary room or in a venue that is not far from the plenary room
- tea should be served in the plenary room
- only soft drinks can be served at any given time (no alcoholic beverages may be served to panel members during the site visit)
- sufficient supply of bottled water should be made available in all rooms

2.5 General Requirements

Other requirements include the following:

- Photocopying facilities
- Clearly marked reserved parking for panel members

- Sufficient signs to guide panel members to the parking bay and the meeting room upon arrival at the institution
- Name tags for all interviewees and desk name signs with names of panel members on tables used by panel members
- Two standard size boxes for storing documents to be sent back to the HEQC secretariat at the end of the site visit
- Pens, exam-pads and a stapler for use by panel members

3. POST SITE VISIT REQUIREMENTS

The liaison person should ensure that:

- The post-site visit evaluation form is completed and returned to the HEQC immediately after the HEQC panel visit
- The boxes with documents that have to be sent to the HEQC secretariat are couriered to the HEQC office at the end of the site visit.

NB: Please note that the boxes with documents to be sent to the HEQC secretariat should be sent by courier on the last day of the site visit to the attention of:

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