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19 September 2011

Dear Head of Institution

INVITATION TO HEQF CATEGORY A WORKING GROUP

The Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE) is responsible for the accreditation of higher education learning programmes by virtue of the provisions of the Higher Education Act, 101 of 1997 (as amended) and the National Qualifications Framework Act, 67 of 2008.

As part of the process of aligning all higher education qualifications with the Higher Education Qualifications Framework, the HEQC will be engaging in a series of evaluation sessions to assess the compliance of submissions made by all institutions in the A Category, that is, those programmes that need minor changes. It is envisaged that these evaluation sessions will take place in late November 2011 and mid-February 2012, and will result in reports to be tabled before sittings of the HEQC in February and March 2012. The outcomes of these meetings will then be communicated to institutions.

To assist the HEQC in these peer evaluations, institutions are invited to nominate individuals to be selected for appointment to the HEQF Category A Working Group. The function of this group is to assess the submission of Category A programmes during the sessions in November 2011 and February 2012. While Working Group members will not be remunerated for their services, all travel and accommodation costs will be borne by the HEQC, and a small honorarium will be provided for each member. Individuals nominated to this Working Group should meet the following criteria:

1. Have a detailed and in-depth knowledge of the HEQF
2. Have a detailed and in-depth knowledge of the HEQC Criteria for Programme Accreditation
3. Have a working knowledge of the HEQC-Online application system
4. Be available for a one-day training session during the week of 31 October – 04 November 2011
5. Be available to commit a minimum of three days of evaluation during each of the periods 21 – 25 November 2011 and 13 – 17 February 2012 at the CHE offices

Suitable nominees for the HEQF Category A Working Group should complete the attached form and submit this with an abridged 4-page curriculum vitae electronically on or before **30 September 2011** to heqfonline@che.ac.za.

Should you have any queries in this regard, please contact Ms Tamara Bezuidenhout on 012 349 3934 or bezuidenhout.t@che.ac.za directly.

Yours sincerely

A handwritten signature in black ink, appearing to read 'D Webbstock', written in a cursive style.

Dr Denyse Webbstock
Director: Programme Accreditation

HEQF CATEGORY A WORKING GROUP NOMINATION –RETURN SLIP

INSTITUTION:			
NOMINEE			
Full Name and Surname			
Title (E.g Mr, Ms, Dr, Prof)			
Designation (Eg, Dean, Academic Director)			
Contact Number (Cell and / or Landline)			
E-Mail address			
<i>Please indicate the option that is most applicable:</i>			
Knowledge of HEQF	Excellent	Good	Satisfactory
Knowledge of Programme Accreditation Criteria	Excellent	Good	Satisfactory
Knowledge of HEQC-Online	Excellent	Good	Satisfactory
Available for Training: 31 October – 04 November 2011	Yes / No		
Available for Evaluation: 21 – 25 November 2011	Yes / No		
Available for Evaluation: 13 – 17 February 2012	Yes / No		
<p><i>Please ensure your reply and CV is sent to:</i></p> <p>E-mail: heqfonline@che.ac.za</p> <p>Due: 30 September 2011</p>			