

HEQCIS Qualification Template

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1. Overview of the HEQCIS Qualification Template

Before you can submit learner enrolment and achievement data to the HEQCIS, you need to submit a list of the qualifications that your institution offers. This list of qualifications is registered on the HEQCIS and when learner data is submitted, it will be checked against these registered qualifications.

The Qualifications Template is a spreadsheet called HEQCISQualificationTemplate.nnn.xls where nnn indicates the version number of the template. The Qualifications Template has two parts:

1.1 The “Qualification Data” worksheet

This is the area of the spreadsheet that you use to capture the specific details of your qualification. Every qualification is captured here together with its minimum

credits, the NQF level, domain or sub domain, start and end date of the accreditation and the SAQA qualification ID, if available.

1.2 The “Data Checks” worksheet

This is the area of spreadsheet that allows you to check the data that you have entered in the “Qualification Data” area of the spreadsheet. Any missing data will reflect an error in this section. The check will not pick up incorrect data.

2. How to use the HEQCIS Qualification Template

2.1 Completing the Qualifications Template

1. Do not change the overall format or content of the template.
2. Start by entering the details for your qualification/s in the “Qualification Data” worksheet.
3. Check that the data you have entered is complete by looking at the “Data Checks” worksheet on a regular basis. Omissions will show up in **Red** on the “Data Checks” worksheet.
4. Once you have entered all the details for your qualification/s in the “Qualification Data” worksheet check the “Data Checks” worksheet and make sure that there are no values in **Red** on the “Data Checks” worksheet.
5. NOTE: Do not edit any of the fields found in the “Data Checks” worksheet. The formulas contained in this section of the spreadsheet have been put in place to provide you with a tool with which to check the quality of the data that you are submitting to the HEQCIS.
6. E-mail the HEQCIS helpdesk at heqcis@che.ac.za or call 012 431 5036 if you require assistance or further clarification.

2.2 Submitting your Qualifications Template

1. Submit your Qualification Template to the HEQCIS as an attachment to an e-mail with the subject line “HEQCIS application to register qualification”.
2. Please make sure that the e-mail contains the name of your organisation, and the name, surname and telephone number for a contact person at your organisation.
3. Please do not submit any templates to the HEQCIS with values on the “Data check” worksheet that are displayed in Red.
4. Send it to the following e-mail address: heqcis@che.ac.za
5. You will receive confirmation of receipt of your e-mail from the HEQCIS helpdesk within two working days.
6. E-mail the HEQCIS helpdesk at heqcis@che.ac.za or call 012 431 5036 if you require assistance or further clarification.

3. More information about the specific data values required for the template

3.1 Qualification Code

Enter the code that your organisation uses to uniquely identify the qualification. For example a Bachelor of Arts may have a qualification code of “BA”.

3.2 Qualification Title

Provide the name of the qualification that your organisation uses for the qualification. For example “Bachelor of Arts”.

3.3 Qualification Type

Enter the type of the qualification by selecting a value from the drop-down list of qualification types.

3.4 NQF Level

Enter the NQF level of the qualification by selecting a value from the drop-down list of NQF levels.

3.5 Subdomain ID

Enter the Subdomain ID for the qualification by selecting a value from the drop-down list of Subdomain IDs. A list of the description for each Subdomain ID has been provided in the attached MS Excel spreadsheet “List of Subdomains.xls”

3.6 Start Date

Enter the first date on which your organization started to offer this qualification in the format yyyy/mm/dd. Please note that this date is indicated on your registration letter or certificate provided by the Department of Education.

3.7 End Date

For qualifications that have been registered with the DoE enter the end date of the DoE registration for this qualification in the format yyyy/mm/dd. For qualifications that have not been registered with the DoE enter the last date on which your organization expects to offer the qualification in the format yyyy/mm/dd.

3.8 Minimum Credits

Enter the minimum credits for the qualification as a whole number.

3.9 SAQA Qualification ID

Enter the SAQA qualification ID for the qualification if the qualification has already been registered on the NLRD. Leave this blank if it has not already been registered.