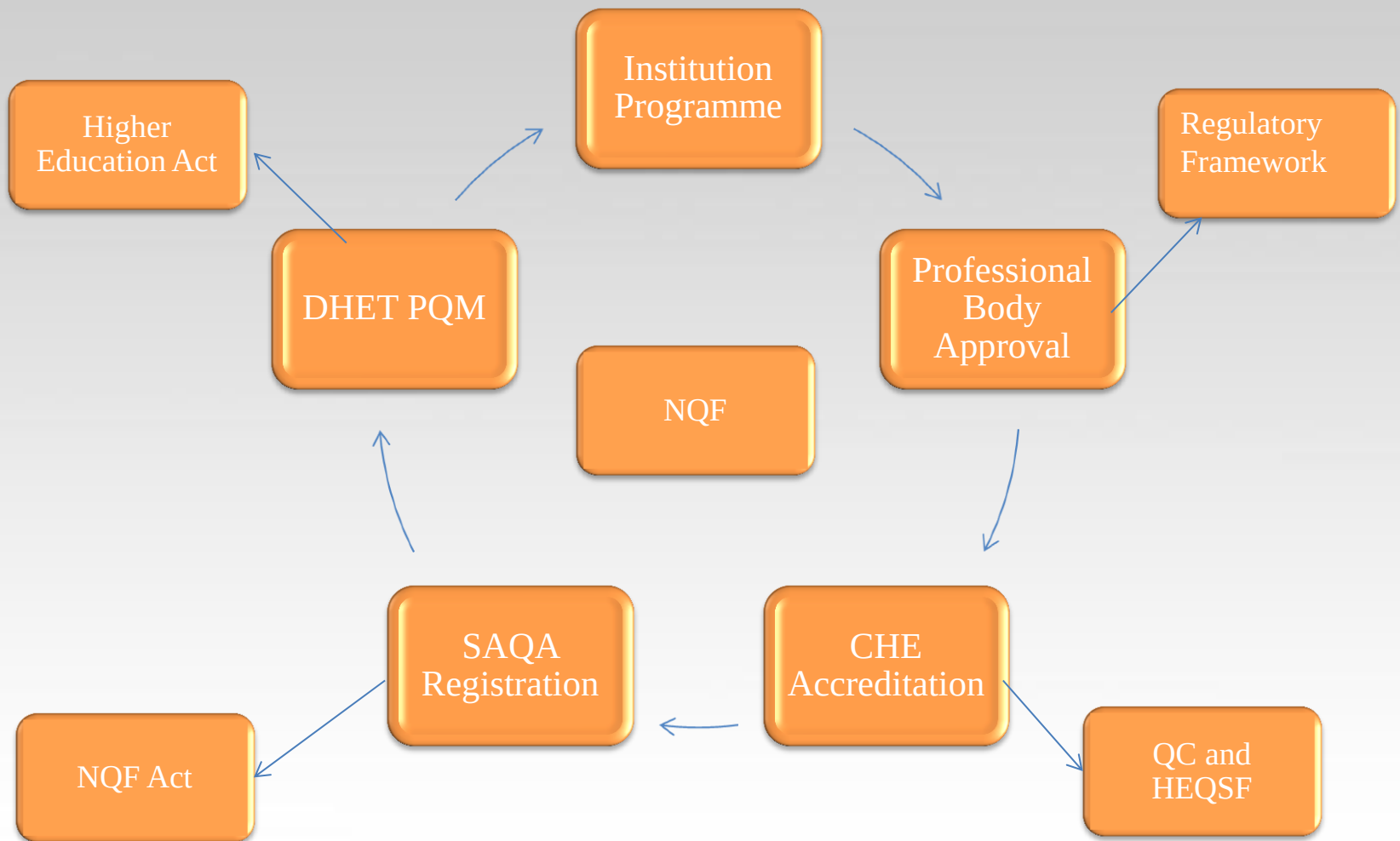


COUNCIL ON HIGHER EDUCATION

The Programme Approval Cycle

18 September 2013



The Programme Approval Cycle

COUNCIL ON HIGHER EDUCATION

Programme and site Evaluations: *HEQC-online*

18 September 2013

Step 1: Login to heqc-online.che.ac.za

The screenshot shows a Firefox browser window with the address bar displaying `heqc-support.che.ac.za/?`. The page title is "CHE Login Page". The browser's toolbar includes "Most Visited", "Getting Started", "Suggested Sites", and "Web Slice Gallery". The page header features the "HEQC-online" logo and the text "Accreditation System - Higher Education Quality Committee (HEQC)". Below the header, the page is titled "Welcome Page (1 - welcome)".

Welcome to the Higher Education Quality Committee Accreditation System

This screen will give you basic information on the HEQC accreditation process and help you to start your application.

Institutions may submit applications for accreditation of programmes throughout the year, taking into account that the Accreditation Committee makes decisions five times a year.

Accreditation

Accreditation is the recognition status given for a stipulated period of time by the HEQC to a programme after an evaluation indicates that it meets or exceeds a minimum threshold of educational quality.

To learn more about the accreditation process itself, [click here](#)

What does it cost?

Login

Username (email address):

Password:

Login

New user? Forgot your password? Click [here](#).

Who can apply?

If you are an institutional administrator and wish to apply for a login name [click here](#)

Please note that this system requires Internet Explorer 6 or higher in order to achieve full functionality

Please [click here](#) in order to check your browser settings against the recommended settings.

The Windows taskbar at the bottom shows various application icons, including Internet Explorer, Firefox, and several Microsoft Office applications. The system clock in the bottom right corner displays "08:13 PM 2013/09/17".

Step 2: Your personal portal

The screenshot shows a Firefox browser window with the address bar displaying `heqc-support.che.ac.za/?`. The page title is "CHE Accreditation". The browser's toolbar includes "Most Visited", "Getting Started", "Suggested Sites", and "Web Slice Gallery". The page header features the "HEQC-online" logo and the text "Accreditation System - Higher Education Quality Committee (HEQC)". Navigation links include "Home", "Tools", "Help", and "Log out". The main content area displays a welcome message: "Welcome Marie-Heleen. You have the following active processes...". Below this, a paragraph states: "Application forms/processes that are not fully completed are listed below. To continue with them, click on the corresponding links below. If you just finished completing an application/process you may log out." A table with three columns is shown: "Process", "Reference", and "Last Updated". The table body contains the text "There are currently no active processes". On the right side, an "Actions" sidebar lists: "Update evaluator profile", "Accreditation Information", "Change Password", and "Help Getting Started". The Windows taskbar at the bottom shows various application icons and the system clock indicating 08:16 PM on 2013/09/17.

Firefox CHE Accreditation

heqc-support.che.ac.za/?

Most Visited Getting Started Suggested Sites Web Slice Gallery

HEQC-online Accreditation System - Higher Education Quality Committee (HEQC)

Home Tools Help Log out

Home (2 - workForm)

Welcome Marie-Heleen. You have the following active processes...

Application forms/processes that are not fully completed are listed below. To continue with them, click on the corresponding links below. If you just finished completing an application/process you may log out.

Process	Reference	Last Updated
There are currently no active processes		

Actions

- Update evaluator profile
- Accreditation Information
- Change Password
- Help Getting Started

08:16 PM 2013/09/17

Step 3: Changing your personal online profile

Firefox | CHE Accreditation | heqc-support.che.ac.za/?

Most Visited | Getting Started | Suggested Sites | Web Slice Gallery

HEQC-online | CHE | Accreditation System - Higher Education Quality Committee (HEQC)

Home | Tools | Help | Log out

Update evaluator profile (174 - evaluatorForm2)

Please complete the following Personal Information fields

Title:	Prof. ▾
Firstname:	Marie-Heleen
Surname:	Coetzee
Initials:	M
Date of birth:	0000-00-00 13
ID number:	
Tax number:	
Race:	White ▾
Gender:	Female ▾
Disability:	No ▾

Please complete the following fields depending on whether application is for an evaluator or auditor?

Are you available for selection?	No ▾
Date Entered:	2013-09-17 20:19:43
Application to assist as:	☐ Auditor ☒ Evaluator ☐ National Review Evaluator ☐ Institutional Reviewer

If an evaluator:
Level of qualification prepared to evaluate? Any Qualification ▾

If an auditor:

08:21 PM 2013/09/17

Step 4: Programmes / sites for evaluation

The screenshot shows a web browser window with the address bar displaying `heqc-support.che.ac.za/?`. The page header includes the **HEQC-online** logo and the text **Accreditation System - Higher Education Quality Committee (HEQC)**. A navigation menu at the top contains links for **Home**, **Tools**, **Help**, and **Log out**. The **Tools** dropdown menu is open, showing options: **Application Evaluations**, **Re-accreditation Evaluations**, **Site Evaluations**, and **List institutions for evaluation**. The main content area displays a welcome message: **Welcome Marie-Heleen. You have the following active processes...**. Below this, a text block states: **Application forms/processes that are not fully completed are listed below. To continue with them, click on the corresponding links below. If you just finished completing an application/process you may log out.**

<u>Process</u>	<u>Reference</u>	<u>Last Updated</u>
There are currently no active processes		

On the right side, an **Actions** sidebar lists the following options: **Update evaluator profile**, **Accreditation Information**, **Change Password**, and **Help Getting Started**.

The bottom of the image shows a Windows taskbar with various application icons and a system clock indicating 08:16 PM on 2013/09/17.

Step 5: Review Institutional Profile and application forms

Firefox CHE Accreditation

heqc-support.che.ac.za/?

Most Visited Getting Started Suggested Sites Web Slice Gallery

HEQC-online - Accreditation System -
Higher Education Quality Committee (HEQC)

Home Tools Help Log out

Application Evaluations (107 - evalReports_HEI)

Displays applications ready for evaluation. Under each application, you will see the following:

- The date this application was assigned to you (as evaluator)
- The last day you will be able to view this application
- Application submission (if clicked, you can see all the documentation attached by the institution to the application)
- Institution's profile
- Deferral or representation information received from the institution

Note that you will only be able to view these applications until the 'Access ends on' date, as set by the HEQC

Access ends on	Institution and Programme information	Evaluations								
2013-09-18	Damelin (Pty) Ltd H/PR119/E043CAN : Bachelor of Commerce Information Management	<table><thead><tr><th>Proceeding type</th><th>Date assigned</th><th>Date completed</th><th>Evaluation report</th></tr></thead><tbody><tr><td>Application for programme accreditation</td><td>2013-09-09</td><td>-</td><td> Upload/ Click on the Upload/replace image to upload your replace report</td></tr></tbody></table>	Proceeding type	Date assigned	Date completed	Evaluation report	Application for programme accreditation	2013-09-09	-	Upload/ Click on the Upload/replace image to upload your replace report
Proceeding type	Date assigned	Date completed	Evaluation report							
Application for programme accreditation	2013-09-09	-	Upload/ Click on the Upload/replace image to upload your replace report							

08:23 PM
2013/09/17

Step 6: Upload complete evaluator's report

The screenshot shows a web browser window with the URL `heqc-support.che.ac.za/?`. The page header includes the **HEQC-online** logo and the text **Accreditation System - Higher Education Quality Committee (HEQC)**. Navigation links for **Home**, **Tools**, **Help**, and **Log out** are present. Below the header, the page title is **Application Evaluations (107 - evalUploadReport)**.

The main content area is titled **Please upload the evaluator report:** and contains a table with the following data:

File:	PRE_ACC_Dates_2014-2015_20130827.docx
First Uploaded:	2013-09-17 20:25:46
Last Uploaded:	2013-09-17 20:25:46
Replace Uploaded File:	Click here to replace the uploaded file with another file.
Delete File:	Click here to delete the uploaded file.

Below the table, a note states: "Please note that once you click 'Confirm upload', the evaluator report will be flagged as ready to be viewed by the HEQC."

On the right side, an **Actions** panel contains two buttons: **Cancel** and **Confirm upload**.

The Windows taskbar at the bottom shows various application icons and the system clock indicating 08:25 PM on 2013/09/17.

Step 7: Check and confirm upload

Firefox CHE Accreditation

heqc-support.che.ac.za/?

Most Visited Getting Started Suggested Sites Web Slice Gallery

HEQC-online - Accreditation System -
Higher Education Quality Committee (HEQC)

Home Tools Help Log out

Application Evaluations (107 - evalReports_HEI)

Displays applications ready for evaluation. Under each application, you will see the following:

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Access ends on	Institution and Programme information	Evaluations								
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Proceeding type	Date assigned	Date completed	Evaluation report							
Application for programme accreditation	2013-09-09	2013-09-17	Upload/replace PRE_ACC_Dates_2014-2015_20130827.docx							

08:26 PM
2013/09/17

HELP?

1. HEQC-online Evaluators' User Manual
2. Contact CHE for support:

E-mail: accreditation@che.ac.za

- ✓ Ziyanda Ngxabazi – process and timeframes
- ✓ Masego Mabaso – user support
- ✓ Matemane Lekganyane – report content

Questions or concerns...?

Thank you

COUNCIL ON HIGHER EDUCATION

Summary and way forward

18 September 2013

Standard of institutional applications

- Minimum technical requirements – spelling, grammar, completion, errors, cut and paste, credits and alignment etc, standards required determined by the Prof Bodies – evaluator provide
- Claims made by institutions – not substantiated by data or evidence, statistics
- Declaration – use of consultant, qualifications, sign that this is original work
- Declaration of completeness

Guidelines for institutions

- Checklist for the institutions
- Repeated policies in applications or not uploaded by the institutions – training of institutions for upload and completion of the applications
- Criteria for portfolios, logbooks, WIL – minimum criteria – clarify tasks, institutional criteria
- Certified copies of qualification certificates attached to CV
- Modes of delivery - criteria

Guidelines for evaluators

- Process approval (legislation and procedural)
- Accreditation process and possible outcomes
- Difference between public HEI and private HEI
- Report types
- Evaluator reports – evidence-based - how much detail, provide evidence to support argument, what makes a quality report?
- Making judgements and setting conditions
- Modes of delivery
- Sites of delivery and tuition centres
- Site visits
- Access and RPL
- WIL

Communication and feedback

- Feedback from the CHE re the application outcome – concerns and commendations
- Broad-scale feedback?

Proposals for guidelines for the evaluator

- Definitions, assumptions, inconsistencies, standards, uploads for all institutions
- What can / can't the evaluators recommend eg site visit, professional standards, distance requirements, consultants
- Criteria for Facilities – online evaluation and realities on the ground

Way forward

1. Complete CPD Workshop evaluation
2. Review draft documentation and templates provided and make suggestions to CHE for amendment
3. Update personal profile on the HEQC-online
4. Send any additional comments/ suggestions to CHE for inclusion into Guidelines for Evaluators
5. Next evaluation: review guidelines for evaluators and requirements for quality reports...