

ETQA QUALITY PROMOTIONS UNIT	Doc Nr	QPU-PR 005
PROCEDURES FOR FET COLLEGE PROGRAMME APPROVAL	Rev Status	1 st Issue
	Issue Date	07 Aug '06
	Next Review Date	04 Jul '08
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Process	Responsible Parties
Identifies programme through strategic planning and needs analysis	College
Analyses, approves and recommended programmes to College Council	Academic Board
Approves programme	College Council
Forwards letter of application to Provincial DOE Contents of the letter to include: <ul style="list-style-type: none"> • Proof of needs analysis • Benefit of programme to learners and college • Level and credit value • Resource requirements-staffing, facilities, curriculum resources • Proposed funding model-identify sources 	College
Approval/non approval based on: <ul style="list-style-type: none"> • Relevance of programme to needs of industry and society • Niche area of college as identifies strategic plan and Provincial DOE landscape plan • Level of qualification • Identified and available resources- includes educator capacity and learning material 	Provincial DOE
If the programme is approved, a letter to request programme approval and quality assurance of the learning programme to the relevant SETA ETQA is forwarded. Contents of the letter should include: <ul style="list-style-type: none"> • Name of Qualification (as registered with SAQA) • Learning field and sub-field • Level and credit value of qualification • Full contact details of college contact person 	College
<ul style="list-style-type: none"> • Establish contact with college and send documentation for evaluation of learning programme • Notify college of receipt of programme evaluation documentation 	Relevant SETA ETQA

Approved by: QA Manager	Signature:	Date:
Approved by: QPU Manager	Signature:	Date:

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<ul style="list-style-type: none"> • Follow their procedures with regard to programme evaluation and Quality Assurance results • Finalise arrangements for certification of learners between college, SETA ETQA and SAQA 	
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Process Flow Diagram

STEP 1

<p>College identifies programmes through strategic planning and needs analysis Academic Board analyses, approves and recommends programme to College Council College Council approves programme</p>



STEP 2

<p>College forwards letter of application to provincial DoE Contents of letter to include:</p> <ol style="list-style-type: none"> 1. Proof of needs analysis 2. Benefit of programme to learners and college 3. Level and credit value 4. Resource requirements – staffing, facilities, curriculum resources 5. Proposed funding model – identify sources



STEP 3

<p>Provincial DoE approval/non-approval based on:</p> <ol style="list-style-type: none"> 1. Relevance of programme to needs of industry and society 2. Niche area of college as identified strategic plan and Provincial DoE landscape plan 3. Level of qualification 4. Identified and available resources – includes educator capacity and learning material
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Provincial DOE will respond in writing within 21 days after receiving application



STEP 4

<p>If the programme is approved, the college forwards a letter to request programme evaluation and quality assurance of the learning programme to the relevant SETA ETQA. Contents of the letter should include:</p> <ol style="list-style-type: none"> 1. Name of Qualification (as registered with SAQA) 2. Learning field and sub-field 3. Level and credit value of qualification 4. Full contact details of college contact person

Attach copy of approval letter from Provincial DOE



Approved by: QA Manager	Signature:	Date:
Approved by: QPU Manager	Signature:	Date:

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STEP 5

<p>Relevant SETA ETQA to:</p> <ol style="list-style-type: none"> 1. Establish contact with college and send documentation for evaluation of learning programme 2. Notify college of receipt of programme evaluation documentation 3. Follow their procedures with regard to programme evaluation and approval 4. Notify college and provincial DOE of results of programme evaluation and Quality Assurance results 5. Finalise arrangements for certification of learners between college and SETA ETQA and SAQA

NB:

- Step 4 and 5 are temporary arrangements according to the letter of clarification on Umalusi's role written by Dr Lolwana on 30 June 2003
- Step 5 means direct contact between colleges and SETA ETQA's to speed up the process of requesting programme approval

Approved by: QA Manager	Signature:	Date:
Approved by: QPU Manager	Signature:	Date: