



PROGRAMME DEVELOPMENT PROCESS

PREAMBLE

CAPQP offers regular training and support to the academics and programme design teams in all areas related to understanding the regulatory requirements when developing new programmes. A programme can be a full qualification registered on the HEQSF or a short learning programme.

Other support units that could be consulted by the programme design team include the Centre for Academic Staff Development (CASD) (for support in developing teaching skills), and the Centre for Academic Technologies (CAT). Engaging all the identified Centres at the early stages of the design process is very important as they will assist in the conceptualisation of new programmes and can assist with any pedagogical and / or mode of delivery considerations.

Step 1: Involves formal and informal programme development and curriculum design within the Faculty/ College / School / Department. Internal programme developments processes are to be completed prior to submission to Faculty / College / School. For example:

- In principle, departmental approval (for example, joint programmes, multi-disciplinary collaborations, etc.)
- Faculty / College / School Teaching and Learning Committee/s and or Dean's Committee, as relevant
- Programme development team identified (the process will require subject matter expertise which can come only from academics / programme development team)
- Tasks allocated - such as the development of the rationale, purpose, outcomes, curriculum, module outcomes and outlines, etc.

Note:

- It is **essential** to involve the **CAPQP team** in these processes from the outset, as they will be able to assist with the technical considerations relevant to programme design and accreditation.
- The above generally takes place in workshops, discussion sessions, shared drafts and edits etc. **It is not necessary at this point to use the APTS**. Once these aspects have been refined, then go to step 2.

Each Faculty / College / School / Department is to adjust the steps above to suit their processes as determined.

Step 2: Login to APTS on HEDA using your login password details. Create the programme by loading the relevant information in each section step by step. This information will be used to populate the external regulatory templates (DHET and CHE, which now incorporates the SAQA information). If you have challenges logging in, please contact capqp@uj.ac.za or sojin@uj.ac.za

The APTS manual can be accessed [here](#).

Step 3: Once all the required fields have been completed, **generate the external regulatory templates** from the APTS.

- See the **APTS User Manual** for the steps to follow to generate the DHET and CHE templates.
- Generate each template separately to make the process quicker.
- You will have TWO templates: one DHET and one CHE template. They will be pre-populated with the information supplied in APTS.
- You will not be able to fill in the free entry sections if you have not generated the templates from the APTS.
- You will not have complete templates if you have not correctly completed the fields in APTS.

- NB: The templates will automatically go to your DOWNLOADS folder, unless you direct them to save into another folder.

Step 4: Once generated, there are two steps:

Complete the remaining “Free Entry” sections in the generated Word templates.

- Note that all edits, corrections, collaborations and approvals as decided by the programme team may be made at this stage.
- There are additional documents that require completion as part of the CHE template. These will have to be uploaded as part of the HEQC-online process.

Ensure that you have completed the following templates:

- Module Outlines
- Work-integrated Learning (where applicable)
- Learning and Teaching
- Assessment Strategy
- Staffing
- Budget
- *Learning Management System¹*
- *Management Information System**
- Postgraduate Programme Qualifications (where applicable)

SECTION H – documents as required

- *Internal Quality Assurance**
- *Declaration Verification and Confirmation**

Step 6: Submit completed documents to the relevant Faculty / College / School / Departmental structures as required for approval

¹ *The documents in italics will be loaded by CAPQP. Academics do not need to supply these.

Step 7: Once the Faculty / College / School Board has approved the application, **upload** the corrected and approved templates on the APTS in the **site of delivery tab** in **Programme Working Group** using the **upload** button. Also email capqp@uj.ac.za / portiam@uj.ac.za to place the programme on the PWG agenda.

Step 8: PWG reviews and makes recommendations on the programme.

Step 9: Once recommended by PWG for submission to SENEX, the Faculty / College / School submits the programme to **SENEX** for approval.

Step 10: After SENEX approval, the application is submitted to **Senate** for ratification.

- *Only when the Senate minutes have been shared with CAPQP is PQM clearance requested from DHET.*
- *While awaiting PQM clearance, CAPQP and the academic programme team make final adjustments to the application.*
- *Once PQM clearance is received from the DHET, the application is submitted to the HEQC.*
- Once the programme has been approved by Senate, APTS will be closed to the respective user/s.

NOTE: Possible outcomes from CHE applications

Accreditation outcomes	What it means
Accredited	The programme is fully accredited and awaits SAQA registration and PQM confirmation.
Accredited with short-term condition/s	The programme is accredited, but the institution must respond to the conditions in 3 to 6 months of the programme commencing.
Accreditation with prior to commencement condition/s	The programme is accredited, but the institution must meet the specific condition/s before it can be offered.

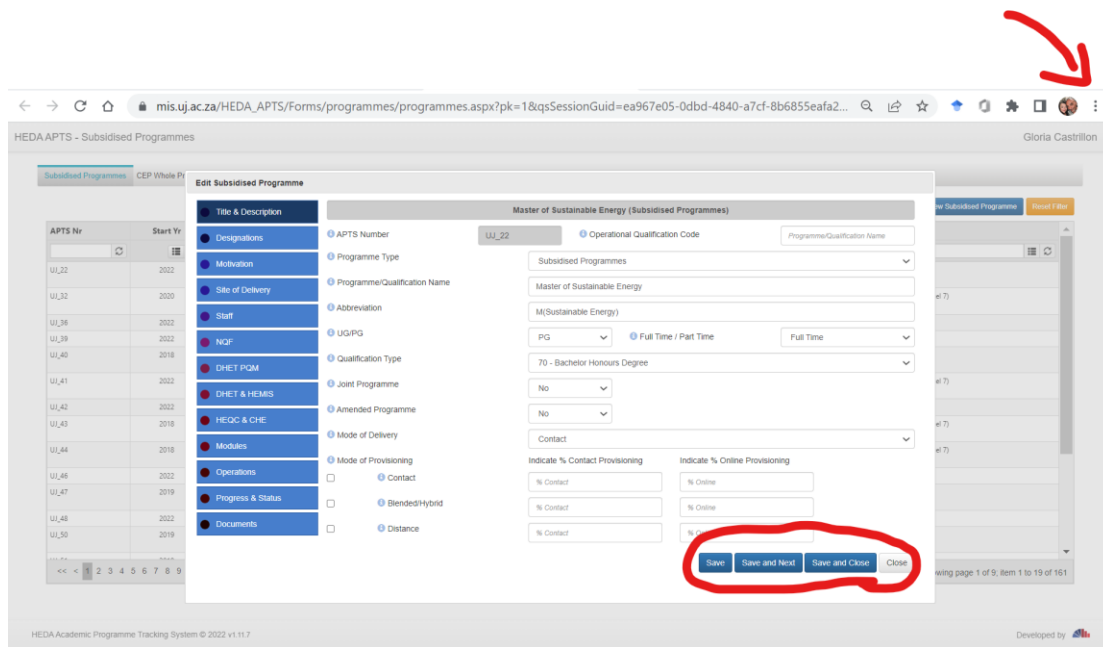
Not accredited	The programme has not been accredited. The institution has 21 days to make a representation to the reasons given for non-accreditation
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Accessing the APTS

The **APTS User Manual** is accessible [here](#). If you have any difficulties accessing APTS, contact the CAPQP team for assistance (capqp@uj.ac.za / sojin@uj.ac.za).

In brief, the steps are as follows:

- 1: If you are on campus, make sure you have reliable internet access, and go to UJ's intranet. If you are working off-site you will **first** need to connect to the UJ intranet via the VPN.
- 2: Please ensure you are working in **Google Chrome**.
- 3: After you have logged in, look for **QUICKLINKS** tab on the rights hand side of the page. Select the **HEDA tab** from this list.
- 4: You will be required to sign in to HEDA, using the **same log-in details** that you use on your laptop. The sign-in link is on the top right hand side of the screen.
- 5: Click on **HEDA Explorer** on the top left of the page.
- 6: Select **Academic Planning Tracking Monitoring**, and then select **Academic Planning Tracking Monitor**.
- 7: Select **APTS**.
- 8: Select **subsidised** or **CEP**.
- 9: Create your qualification/ programme following the STEPS set out in the document, above.
- 10: NB in order to navigate through the APTS, adjust the display so that you can see the blue navigation buttons on the bottom right of the APTS screen. To adjust the display, click on the three little buttons at the top right of your screen:



To change the size of the display adjust the ZOOM percentage as highlighted in yellow below:

