## A black background with arrows  Description automatically generatedA black background with a black square  Description automatically generated with medium confidence<http://services.nwu.ac.za/qualification-and-academic-programme-planning>

**FORM 1: SITUATION ANALYSIS**

This form must be completed for a new qualification application or a new mode of provision. The following template must be completed by the Curriculum team and submitted to the Faculty Teaching and Learning Committee, followed by the Faculty Board (or its Faculty Board Executive Committee) for approval. The faculty board-approved form for new qualification applications must then be submitted to the Q&APP SCS & SCAS administrator for SCAS consideration and recommendation.

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| **Key for the template**  |
| Red | Provides guidelines |
| *Kindly apply principles of academic writing, and the NWU writing style and have your submission language edited.* |

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| **SECTION A: PROPOSED NEW QUALIFICATION INFORMATION** |
| Name of Faculty: | Choose an item. |
| School: |  | Subject group: |  |
| Curriculum team:*(Please include the name of your allocated SCS here as well)* |  |
| Curriculum team leader: |  |

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| **1. NEW QUALIFICATION INFORMATION** |
| 1.1 | Proposed new qualification name (HEQSF-aligned format) |  |
| 1.2 | HEQSF Qualification type | Choose an item. |
| 1.3 | NQF exit level of the proposed new qualification |  |
| 1.4 | Mode(s) of provision (delivery) of the proposed new qualification:*Contact (campus-based face-to-face engagement. Face-to-face contact must be a minimum of 30%)**Blended/Hybrid (contact with supporting educational technologies). A blended/hybrid programme will have components of both online and face-to-face teaching and the context will determine the proportion of the blend. This can also be done synchronously and asynchronously. An LMS is often the technological cornerstone of a blended environment.**Distance (remote teaching and learning only OR with synchronous/asynchronous activity via supporting educational technologies). More than 30% of online contact.* | Choose an item. |
| 1.5 | List similar programmes/qualifications on the NWU PQM and explain how this new programme will be different |  |
| 1.6 | Is this qualification a scarce skill or a strategic faculty priority? Provide evidence\*Scarce skills list: <https://www.dhet.gov.za/SiteAssets/Latest%20News/November%202020/A%20Technical%20Report%20for%20the%202020%20Critical%20Skills%20List.pdf>  |  |
| 1.7 | Is approval/endorsement/validation by a statutory professional body a requirement for this qualification? If yes, provide the name of the relevant Professional Body as recognised by SAQA |  |
| 1.8 | Select the campuses where the proposed new qualification will be offered\**Also include Addendum A – Proof of consultation with ALL campuses* | Contact | Campus: Choose an item.Campus: Choose an item.Campus: Choose an item. |
| Distance and blended hybrid | Campus: Choose an item.Campus: Choose an item.Campus: Choose an item.Campus: Choose an item. |
| 1.9 | Names of Programme Coordinators per site for new qualification | Mahikeng |  |
| Potchefstroom |  |
| Vanderbijlpark |  |
| UDL |  |
| 1.10 | Provide a campus phase-in/roll-out plan for the qualification (dates) | Mahikeng |  |
| Potchefstroom |  |
| Vanderbijlpark |  |
| UDL |  |
| 1.11 | Is this envisaged qualification part of your Faculty Integrated Teaching and Learning Plan (FITLP) curriculum planning? (Attach evidence or extract from FITLP) |  |
| 1.12  | How does this application support the PQM review's purpose to reduce the number of offerings, optimise resources and contribute to the Faculty's PQM of the future? |  |
| **2. QUALIFICATION DESIGN** |
| 2.1 | Qualification name (HEQSF-aligned format) |  |
| 2.2 | NQF exit level | Choose an item. |
| 2.3 | Total credits link to the qualification type as prescribed by HEQSF |  |
| 2.4 | Number of total minimum credits as per Professional Body requirements (may exceed the total minimum credits on the HEQSF) |  |
| 2.5 | If this is a postgraduate qualification, indicate the accredited underpinning qualification/s of the institution | Name |  |
| NWU Qualification code |  |
| SAQA no |  |
| 2.6 | CESM codes of new qualification in the 2nd order |  |
| 2.7 | How does the proposed new qualification link with the [NWU T&L Strategy 2015-2025](https://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/i-governance-management/documents/T%26L-Strategy-2021-2025.pdf) strategic drivers and goals?  |  |
| 2.8 | How would you ensure that your proposed new qualification adheres to responsiveness? *(Economic and policy, social, disciplinary, and institutional/cultural responsiveness)* |  |
| 2.9 | How will you approach the following in the design of the curriculum?  |
| 2.9.1 | Access with success |  |
| 2.9.2 | The student voice (input) |  |
| 2.9.3 | Social justice, decolonisation, Africanisation, curriculum transformation |  |
| 2.9.4 | Innovative teaching and learning strategies, self-directed learning |  |
| 2.9.5 | Blended learning and multimodal education |  |
| 2.9.6 | How will you increase the employability and work readiness of the graduates? |  |
| 2.10 | How will the proposed qualification link with the [NWU Graduate attributes](https://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/i-governance-management/documents/T%26L-Strategy-2021-2025.pdf)? |  |
| **3. PROOF OF MARKET APPETITE AND SUSTAINABILITY AND FINANCIAL VIABILITY** |
| 3.1 | Motivate the need (rationale) for the envisaged qualificationi Details of the reasoning that led to identifying the need for the qualification.ii How the qualification meets specific needs in the sector for which it is developed iii Details of consultation with a recognised professional body or an industry body iv Range of typical students and indicate the occupations, jobs or areas of activity in which the qualifying students will operatev How the qualification will provide benefits to the society, economy, and discipline to articulate its responsiveness vi The way the curriculum is shaped by students’ needs. Reflect on how to prepare students for local and/or global context; how students are inducted into the literacy of specific disciplines or fields; how multilingualism is recognised as a resource to enhance teaching and language; relevance to students’ everyday lives; how the learning needs of the underprepared students will be met |  |
| 3.2 | Why was the specific qualification type selected? |  |
| 3.3 | What will be the value of the new addition – (justification, drive, or push) of the new qualification/academic programme (purpose)? |  |
| 3.4 | Target market and enrolment targets (projection over three years) and explain the basis for the projection |  |
| 3.5 | How does the qualification compare against national and international trends and qualifications? Ensure that you make use of 3 national and 2 international qualifications and include the URL for the webpage of the institution. Clearly outline by stating the names of the identified countries, the names of the institutions and the titles of the identified international qualifications, and the level, purpose and focus |  |
| 3.6 | If no comparable programmes/qualifications are indicated, provide substantive reasons why this qualification is not internationally comparable |  |
| 3.7 | Provide tangible proof of market appetite for the new development – liaise with the NWU Corporate Relations and Marketing department and the Career Centre for assistance (e.g., industry demand/trends, job market sites, student demand, societal needs, etc.) |  |
| 3.8 | Describe the horizontal, vertical, and diagonal articulation possibilities of this programme |  |
| 3.9 | Career opportunities for graduates of the qualification/academic programme |  |
| 3.10 | Use of integration of ICT within the modules of the academic programme and qualification |  |
| 3.11.1 | Clarify existing staff capacity (academic and administrative) within faculty on the campus(es) of delivery for the proposed new qualification and/or academic programmeWill additional academic staff be required and how do you propose funding this? |  |
| 3.11.2 | Discuss the staff Recruitment Plan (per site of delivery) |  |
| 3.12 | Are there any other financial implications not stated in Addendum D (financial viability report) e.g., study guide development, e-learning platforms etc.? |  |
| 3.13.1 | Describe any specialised facilities and equipment required for learning and teaching in the programme, excluding lecture rooms |  |
| 3.13.2 | Clarify the need for infrastructure for implementation of the proposed new qualification and/or programme• Library use• ICT• Lecture rooms• Laboratories• Academic professional development needs• Student support |  |
| 3.13.3 | Indicate the number of facilities or venues required, available and the maximum capacity of available venues (consult with Facilities Management and timetabling) |  |

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| **CHECKLIST FOR REQUIRED ADDENDA***(Please copy all addenda into this document if possible and number accordingly)* | **INCLUDED** | **NOT INCLUDED** |
| A | Proof of consultation with all campuses, irrespective of the campus(es) where the qualification will be offered |[ ] [ ]
| B | Proof of consultation with other faculties should the curriculum’s modules reside in more than one faculty |[ ] [ ]
| C | Proposed qualification outcomes and major subjects |[ ] [ ]
| D | Proof of financial viability |[ ] [ ]
| E | Project planning template |[ ] [ ]
| F | Approvals and signoffs |

**ADDENDUM A – PROOF OF CONSULTATION WITH ALL CAMPUSES, IRRESPECTIVE OF THE CAMPUS(ES) WHERE THE QUALIFICATION WILL BE OFFERED**

(Insert proof of consultation: Email and other correspondence here)

**ADDENDUM B – PROOF OF CONSULTATION WITH OTHER FACULTIES SHOULD THE CURRICULUM’S MODULES RESIDE IN MORE THAN ONE FACULTY**

(Insert proof of consultation: Email and other correspondence here)

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|  **ADDENDUM C – PROPOSED QUALIFICATION OUTCOMES AND MAJOR SUBJECTS** |
| On completion of the qualification the student should be able to demonstrate:Proposed major subjects: |

**ADDENDUM D – FINANCIAL VIABILITY**

(Please insert the financial viability report from Strategic Intelligence here.)

**ADDENDUM E – PROJECT PLANNING TEMPLATE**

(Please insert the latest version of your [project planning template](https://services.nwu.ac.za/sites/services.nwu.ac.za/files/files/Q%26APP/Documents/20220610%20New%20qualification%20project%20plan%20template_F.docx) here or include it as an addendum to this application.)

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| **SECTION F: APPROVALS & SIGN-OFFS** Please consult the Q&APP process maps for guidance regarding the approval process: <http://services.nwu.ac.za/qualification-and-academic-programme-planning/qapp-process-maps> **All role-players must sign off the application(s) before the application can proceed to the faculty approval structures.**

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| **School Director title, name & surname** |  |
| **Signature School Director** |  |
| **Date approved by School Director** | Click or tap to enter a date. |
| **Signature Q&APP SCS** |  |
| **Date of final sign-off by Q&APP SCS** | Click or tap to enter a date. |
| **Date approved by Faculty TLC** | Click or tap to enter a date. |
| **Date approved by Faculty Board** | Click or tap to enter a date. |

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| **FOR NEW QUALIFICATIONS**

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| **F1: Sign-off by Strategic Intelligence (Enrolment Planning)**  |
| Is the envisioned qualification included in the faculty’s enrolment planning?  |  |
| Planned Headcount enrolment for the first enrolment, and the following 3 years  |  |
| **Name and surname** | **Mr Jan-Hendrik Viljoen or Mrs Sanrie Joubert** |
| **Date** | Click or tap to enter a date. |
| **Sign** |  |
| **Comment** |  |

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| **F2: Sign-off by Facilities and Management** |
| **Name and surname** | **Mrs Liesel Van Wyk**  |
| **Date** | Click or tap to enter a date. |
| **Sign** |  |
| **Comment** |  |

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| **F3: Sign-off by Library Information Services** |
| **Name and surname** | **Dr Sabelo Chizwina** |
| **Date** | Click or tap to enter a date. |
| **Sign** |  |
| **Comment** |  |

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| **F4: Sign-off by timetabling** |
| **Name and surname** | **Mrs Lelanie Van Zyl** |
| **Date** | Click or tap to enter a date. |
| **Sign** |  |
| **Comment** |  |

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| **F5: Sign-off by Distance Learning** |
| **Name and surname** | **Dr Joany Fransman** |
| **Date** | Click or tap to enter a date. |
| **Sign** |  |
| **Comment** |  |

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| **F6: Sign-off by Marketing**  |
| **Name and surname** | **Mr Jean Steadworthy** |
| **Date** | Click or tap to enter a date. |
| **Sign** |  |
| **Comment** |  |

***Remember*** *to send the application back to your SCS after all role players have signed off the document.*

**PROOF OF FACULTY BOARD OR EXCO OF FACULTY BOARD APPROVAL**

(Please attach proof of Faculty Board/Exco of Faculty Board approval here).