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| **Q&APP CURRICULUM DEVELOPMENT PROJECT PLAN 2022** |
| **Proposed new qualification name** |  |
| **Curriculum team leader:** |  | **Curriculum team members:** |  |
| **Allocated SCS** |  | **School Director:** |  |
| **Date of the initial project plan** |  | **Date of the updated project plan** |  |
| **Scope of work** | **Work duration****(estimates)** | **Due date** | **Responsible team member** | **Contributing** **team members**  | **Notes** |
| 1. **GETTING STARTED**
 |  |
| 1.1.1 Access Tsela. 1.1.2 Attend Tsela training (curriculum team). | 2 Hours |  |  |   | Tsela: <https://tsela.octoplus.co.za/welcome> Tsela training: <https://forms.gle/azuLpsW8LAZYxr8V6>  |
| 1.2 Log curriculum request *(your SCS will advise if you need to log the curriculum request via the Google Form or Tsela).* | 5 mins |  |  |   | Link for faculty to log request: <https://forms.gle/tFVyVxc5e5bup94c6> Tsela: <https://tsela.octoplus.co.za/welcome>  |
| 1.3 Allocation of the SCS & initial communication of the request.* Your allocated SCS will contact you via email.
* Write a one-page summary of what you intend to do. Submit to your allocated SCS.
* Establish a curriculum team (minimum 4 members).
 | 10mins30mins1 hour |  |  |  |  |
| 1.4 Initial consultation meeting with Q&APP *(can be combined with step 5, your SCS will guide you on this matter).* | 1 hour |  |  |  | Step 4 can be combined with step 5, your SCS will guide you on this. |
| 1.5 Conceptualisation meeting -Curriculum team, Q&APP, CTL, and role-players. | 2 hours |  |  |  | The SCS will schedule the meeting with the curriculum team, CTL and role-players. |
| 1.6 Project plan development and submission to SCS.* Development of MST site.
* Upload the project plan to a folder.
 | 5 Hours |  |  |   | The SCS will create an MST site and upload the project plan template to the site.Submit the initial project plan to your SCS via MST.Develop a system to ensure the project plan is amended frequently and that the curriculum team does not fall behind schedule.No progress in 3 months implies that the application will be bumped to the back of the line and the following year’s queue. Build a folder on MST site to store all evidence of the qualification development as you proceed. Ensure that you download copies from Tsela and store them on the MST site. |
| 1. **THE SITUATION ANALYSIS**
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| **2.1 Situation analysis session(s):** Planning and development of the curriculum with SCS and curriculum team (overview of design, orientation, philosophy, architecture, etc) | 18 Hours |  |  |  |  |
| 2.2 Form 1 – Curriculum team complete the situation analysis on Tsela. | ±18 Hours |  |  |  | Please note: Surveys or discussions with industry can impact on time frame.  |
| 2.3 Submit Form 1 to SCS for inputs.* The SCS will provide feedback on form 1 on Tsela.
* After completion a meeting with SI will be arranged to determine the financial viability *(SCS to arrange a meeting).*
* Sign off from other stakeholders needed.
 | ±18-25 Hours1 Hour1 Week |  |  |  | SCS to negotiate the nature of feedback and submission expectations from the curriculum team.  |
| 2.4 Submit Form 1 to TLC and FB | 2 Hours |  |  |  |  |
| * 1. Submit Form 1 to SCAS
 | 1 Hour |  |  |  | **INSERT SCAS FORM 1 APPROVAL DATE AND FB MINUTES OF APPROVAL.** Upload a copy of the SCAS approved Form 1 to the MST site. Update the project plan. |
| **3. CURRICULUM DESIGN AND DEVELOPMENT** |
| **3.1 Macro and Meso curriculum planning session(s)**: Planning session core info (philosophy, purpose, rationale, outcomes, and architecture). | ±12-18 Hours |  |  |  | Update the project plan.The SCS will determine the pacing of the sessions on the macro, meso, and micro levels.  |
| **3.2 Micro curriculum session(s)**: * Planning session CTL module outcomes and assessment criteria.
* Module assessment mapping.
* Study guide development.
 | ±20-36 Hours |  |  |  | The curriculum team should attend Carpe Diem or ADDIE work sessions to complete this section. The faculty lead in CTL advises regarding scheduling.  |
| **4. PROFESSIONAL BODY CONSULTATION AND/OR APPROVAL:** \*Only applicable to faculties with professional regulatory bodies. |
| **4a. Faculties with regulatory bodies** |  |  |  |  | Update project plan.Insert proof of consultation/approval.Evidence should be uploaded to the MST site. \*Not linear section can be combined with other steps in form 1 phase. |
| **4b. Faculty of Education:**4.1b Prepare TEPEC\* document | 3-8 Hours |  |  |  | Update project plan\*Not linear section can be combined with other steps in form 1 phase. |
| 4.2b Submit TEPEC documents to SCS | 4-10 Hours |  |  |  |  |
| 4.3b Submit TEPEC documents to F-Edu TLC & F-Edu FB for noting. |  |  |  |  |
| 4.4b Submit TEPEC documents to SCAS for noting.  |  |  |  | **INSERT SCAS APPROVAL DATE AND FB MINUTES OF APPROVAL.**  |
| 4.5b Submit the TEPEC document to DHET for approval.  |  |  |  | **INSERT TEPEC APPROVAL LETTER AND DATE OF APPROVAL to MST site.**  |
| 4.6b Re-submission to TEPEC (if needed) |  |  |  |  |  |
| **5. HEQC DOCUMENTATION** |
| **5.1 Form 3 Training session(s):** **Orientation to form 3 documents on Tsela (HEQC online and addendums).**  | 2 Hours |  |  |  | Please note that all workshops on the macro, meso and micro levels need to be completed to proceed with form 3. Ensure that the project plan is updated.  |
| 5.2 Form 3 – Section C – Site of delivery & Programme / qualification information | 2 Hours |  |  |  |  |
| 5.3 Form 3 – Section D: Programme / qualification design | ±8-12 Hours |  |  |  |  |
| 5.4 Form 3 – Section E: Student recruitment, admission and selection | 2 Hours |  |  |  |  |
| 5.5 Form 3 – Section F: Programme provisioning | ±12-16 Hours |  |  |  | Please ensure that you check the list of documents needed to upload as addendums when you start with form 3 as some of the documents and information might take a while to collect. |
| 5.6 Section G: Infrastructure, staffing and headcount enrolments per site of delivery | 2 Hours |  |  |  |  |
| 5.7 Section H: Required documents | ±1-2 Weeks |  |  |  |  |
| 5.8 Section I: Internal quality assurance verification and confirmation | 2 Hours |  |  |  |  |
| 5.9 Review of form 3 by SCS | ±18-24 Hours |  |  |   |  |
| 5.10 Finalisation of form 3 (SCS round table and peer review) and addendums | ±1-2 Weeks |  |  |  |  |
| 5.11 Submit to TLC, FB and SCAS | 3 Hours |  |  |  | **INSERT SCAS FORM 3 APPROVAL DATE AND FB MINUTES OF APPROVAL.** |
| **6. PQM CLEARANCE** |
| SCS to complete form 2a for PQM approval and send out to curriculum team for inputs (2-4 months' timeframe for PQM clearance) | 2 Hours |  |  |  | **INSERT: PQM Expiry date here****Store letter on MST site.**  |
| **7. HEQC ONLINE SUBMISSION** |
| Once PQM approval has been received submit it online to HEQC (6-12 months waiting time for approval feedback) | 1-2 Weeks |  |  |  |  |
| **8. FINAL APPROVAL, ADD TO YEARBOOK** |
| Curriculum team to complete form 6 – Programme information from Tsela.* Serve at TLC, FB and SCAS.
 | 1-2 Weeks |  |  |  | ***Only upon receiving a SAQA number*** can form 6 serve at TLC, FB and SCAS for including the new qualification in the yearbook, enrolment can take place, and marketing of the qualification may proceed. |

*\*TEPEC – Only Education qualifications.*

Link to Q&APP forms: <http://services.nwu.ac.za/qualification-and-academic-programme-planning/qapp-internal-and-external-documentation>

Link to Q&APP process maps: <http://services.nwu.ac.za/qualification-and-academic-programme-planning/qapp-process-maps>

Link to Q&APP important internal and external policy documents: <https://services.nwu.ac.za/qualification-and-academic-programme-planning/important-policies-and-guiding-documents>