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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). | 10mins  30mins  1 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** | | | | | | | | | | |
| **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 Hours  1 Hour  1 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>