



## IMPLEMENTATION PLAN FOR THE DEVELOPMENT OF NEW PROGRAMMES SOP

This document is an Implementation Plan that compliments the Standard Operating Procedure (SOP) for the ease of qualification/programme design.

Together with this document, Programme Specific Project Plans will be developed between PACD and relevant Programme Coordinators to ensure there is progress in the completion of all relevant documentation pertaining to qualification approval.

The following process for a new programme application is aligned with CHE/SAQA IAP requirements and below the internal and external processes are explained.

IMPLEMENTATION PLAN OF THE SOP			
CHE/SAQA & IAP , HEQC-online application for a new academic programme/qualification		<u>Institutional Profile</u>	
		Institutional Administrator (Director: PACD)	
HEQC-online IAP-Section A: General Information		Institutional Information/data provided on the HEQC-online site (CHE) as required by CHE/SAQA IAP	Upload Institutional Policies with their SOPs which comply with IAP criteria.
General IAP requirements that the institution needs to comply with	Institutional Administrator		The different Institutional Portfolios will collect relevant/required institutional data as per IAP specifications.
HEQC-online IAP-Section B: Institutional Information			The Institutional Administrator and PACD online submissions officer will process the institutional data received from the portfolios.
Institution specific information and policies	Institutional Administrator		Institutional Administrator authorizes information/data update and maintenance.
HEQC-online IAP-Section C: Institutional Profile			PACD Addendum A Institutional Profile: A summary of the HEQC-online IAP Sections requirements
Ensure Site of delivery information is verified and correct	Institutional Administrator information verified		

Sequential Step system			
		<b>STEP 1</b>	<p><b>Faculty PQM Planning</b> 3-6 years Qualification must be on the VUT Enrolment plan facilitated by IPU (<i>PACD will verify if a proposed new programme is included in the Faculty PQM Planning &amp; Enrollment Plan</i>)</p> <p>New Programmes/qualifications identified by Departments which are then proposed to Faculty for development during the 3–6-year cycle.</p> <p>(Faculty approval, commitment and inclusion in the planning which needs to be submitted to the Institutional Planning Unit).</p>
		<b>STEP 2</b>	<p><i>For general qualifications the completed Situational Analysis, Business Plan Generator and DHET application form are tabled at the <b>Qualification Evaluation Committee (QEAC)</b> after the recommendations by a relevant Faculty Board and before the internal governance structures (QEAC; SEAPDC; SENEX and SENATE).</i></p> <p><b>NB:</b> For professional qualifications, the HEQC (IAP) application form must be submitted to the internal VUT governance structures before the DHET application form can be submitted, until Senate ratification. The endorsement application form proceeds after HEQC form ratification by Senate. DHET application form for Programme Qualification Mix clearance can be submitted.</p> <p>PACD will only submit to DHET upon receiving a professional body endorsement letter where after the HEQC application form (IAP) is submitted once there is there is DHET PQM Clearance letter as well as a professional body letter.</p>
		<b>STEP 3</b>	<p>Faculty/Department arranges with Centre for Academic Development (<b>CAD</b>) to facilitate <b>Curriculum Development</b> by providing training and support (i.e. Teaching and learning strategies, theories,</p>

			<p>approaches. Module structure, module outline and content decolonization. Assessment strategies, criteria, methods, rubrics, study guides, LMS</p> <p><i>Please note: The IAP Section F requires CAD to complete Template F4- Learning Management System/Platform</i></p>
		<p>Director: PACD will engage in discussions with relevant stakeholders regarding <b>CAD's License-to-teach initiative</b> and the envisioned roles to address the academic staff's lack of teaching qualifications and teaching/pedagogical knowledge which directly impacts Curriculum Development, Instructional Design (LMS_Vutela), programme Design and eventually Student Success.</p>	
		<b>STEP 4</b>	<p>Faculty/Department consults/ engages with <b>PACD</b> to log the <b>Project Management Plan</b> (establish timelines, populate programme tracking system (Excell), etc. for the new programme) to start the Programme Design and Accreditation Process (PDAP)</p>
HEQC-online IAP-Section C: Programme /Qualification Information		PACD Programme Design and Accreditation Process ( <b>PDAP</b> )	
		<p><b>PACD Programme Tracking System (Excell)</b> serves as a</p> <ul style="list-style-type: none"> <li>• Timeline tracking tool for internal and external processes</li> <li>• Tracks activities/action and serves as a reporting tool</li> <li>• Provides immediate access to information on the programmes status within the PDAP</li> <li>• Presented quarterly at the Deans' Forum by the Director: PACD</li> </ul>	
<b>Professional Body</b> information Approval/endorsement/validation	Upload evidence/supporting documentation		<b>Professional Body</b> information/letter (Only if applicable to the specific programme)
<b>Programme Specific information</b>	<ul style="list-style-type: none"> <li>• <b>HEQSF qualification type</b></li> <li>• <b>NQF level</b></li> <li>• <b>CESM codes</b></li> <li>• <b>Minimum Total Credits</b></li> <li>• <b>Duration for completion</b></li> </ul>	PACD facilitated consultations/ work sessions or workshops to construct detailed responses with appropriate explanations and motivations	<p><b>Populate the IAP-Section documentation (HEQC-online) with Programme specific information</b></p> <ul style="list-style-type: none"> <li>• Rationale,</li> <li>• Purpose,</li> <li>• HEQSF qualification type</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Research credits</b></li> </ul>	<ul style="list-style-type: none"> <li>• PACD Audit completed Section</li> </ul> <p><i>PACD Addendum B: Using Bloom's Taxonomy</i></p> <p><i>PACD Addendum C: Acronyms and Concept Clarification Guide</i></p> <p><b>Estimated Timeframe to complete this IAP Section: 2-4 weeks</b></p>	<ul style="list-style-type: none"> <li>• Consult SAQA level descriptors</li> <li>• NQF level</li> <li>• CESM codes</li> <li>• Minimum Total Credits</li> <li>• Duration for completion</li> <li>• Research credits (if applicable)</li> <li>• Proposed Programme design and module structure</li> <li>• ELOs and AACs (Utilizing Blooms Taxonomy)</li> <li>• Etc.</li> <li>• PACD Audit completed Section</li> </ul>
<b>SAQA organizing field and sub-field</b>	Provide information		Populate SAQA organizing field and sub-field
<b>Provide the underpinning programme's information to be uploaded online</b>	<ul style="list-style-type: none"> <li>• Programme name</li> <li>• SAQA Qualification ID</li> <li>• Staff Profile and workload model</li> <li>• Student Profile</li> <li>• (incl. Enrolment, graduation and dropout)</li> <li>• Resources and infrastructure</li> </ul>		<p>Department provides information as stipulated by the IAP for the underpinning qualification</p> <ul style="list-style-type: none"> <li>• PACD Audit completed Section</li> </ul>
<b>CHE will verify institutional capacity</b>			Reiterate during PACD workshops that CHE will verify institutional capacity
<b>HEQC-online IAP-Section D: Programme /Qualification Design</b>		<b>PACD Programme Design and Accreditation Process (PDAP)</b>	
Provide answers to the <b>SECTION D questions 1-14</b>	Upload answers with supporting evidence	<p>Provide answers to the SECTION D questions 1-14</p> <p><b>Estimated Timeframe to complete this IAP Section: 2-4 weeks</b></p>	<p>PACD facilitated consultations/ work sessions or workshops to construct detailed responses with appropriate explanations and motivations</p> <ul style="list-style-type: none"> <li>• PACD Audit completed Section</li> </ul>
	Upload Module	Proposed Module	Module specific

	Outlines	structure for the Programme	information Tables as per the module structure <ul style="list-style-type: none"> <li>PACD Audit completed Section</li> </ul>
<b>HEQC-online template provided for WIL</b>	Complete template and upload online along with the: <ul style="list-style-type: none"> <li>MoUs</li> <li>VUT Policy on Contract Agreement with business for WIL</li> <li>Assessment of WIL</li> <li>WIL integrated into Modules</li> </ul>	Indicate WIL in the Module structure  <b>Estimated Timeframe to complete this IAP Section: 2-4 weeks</b>	Populate the WIL Template with detailed responses supported by appropriate explanations and motivations <ul style="list-style-type: none"> <li>PACD Audit completed Section</li> </ul>
<b>HEQC-online IAP-Section E: Student recruitment, Admission and selection</b>		<b>PACD Programme Design and Accreditation Process (PDAP)</b>	
Provide answers to <b>SECTION E questions 1-6</b>	Upload answers with supporting evidence	Provide answers to SECTION E questions 1-6  <b>Estimated Timeframe to complete this IAP Section: 2-4 weeks</b>	PACD facilitated consultations/ work sessions or workshops to construct detailed responses with appropriate explanations and motivations <ul style="list-style-type: none"> <li>PACD Audit completed Section</li> </ul>
<b>Confirm ALL institutional policies relevant to this section are uploaded on the Institutional Profile</b>			Verify VUT policies
<b>HEQC-online IAP-Section F: Programme Provisioning</b>		<b>PACD Programme Design and Accreditation Process (PDAP)</b>	
SECTION F <b>Templates F1-F6</b> to be downloaded, completed and uploaded online	HEQC-online IAP- <b>Section F templates</b> <b>F1</b> -Teaching and learning <b>F2</b> -Assessment Strategy <b>F3</b> -Staffing <b>F4</b> -Learning Management Platform <b>F5</b> -Management Information System <b>F6</b> -Postgraduate Programme/ Qualification	Provide answers to SECTION F <b>Templates F1-F6</b>  <b>Estimated Timeframe to complete this IAP Section: 2-6 weeks</b>	PACD facilitated consultations/ work sessions or workshops to construct detailed responses with appropriate explanations and motivations <ul style="list-style-type: none"> <li>PACD Audit completed Section</li> </ul>
CHE will verify institutional capacity			Reiterate during PACD workshops that CHE will verify institutional capacity
<b>HEQC-online IAP-Section G: Infrastructure, staffing, and headcount enrolment</b>		<b>PACD Programme Design and Accreditation Process (PDAP)</b>	

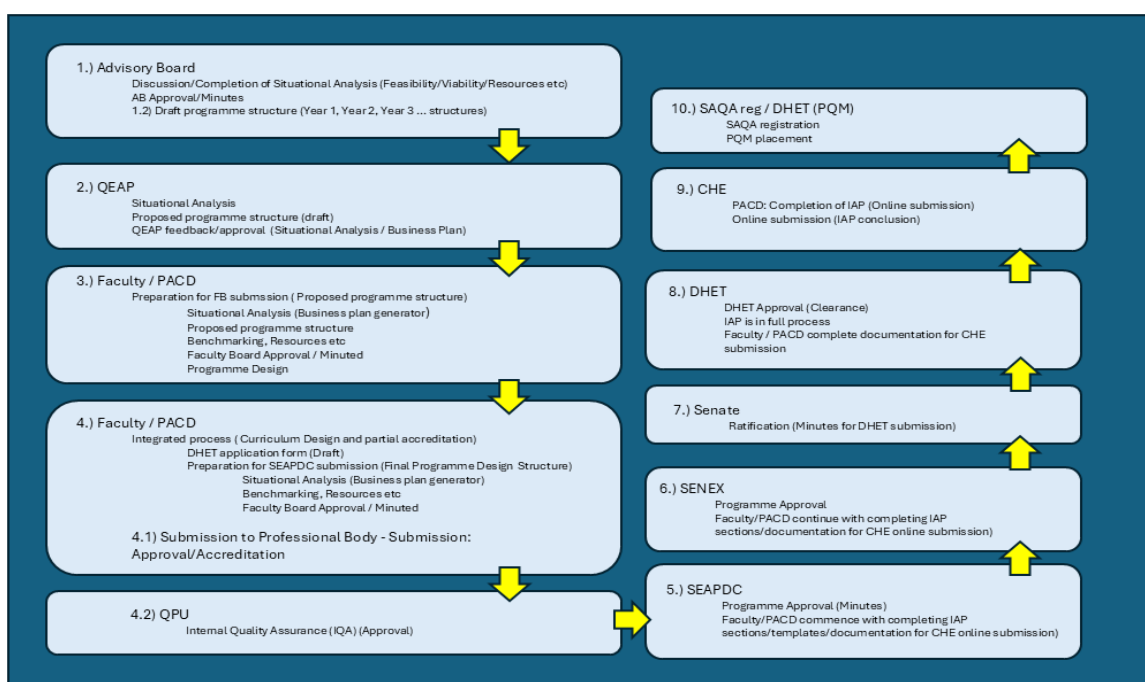
Provide answers to <b>SECTION G questions 1-6</b>	Upload answers with supporting evidence	Provide answers to SECTION G questions 1-6  <b>Estimated Timeframe to complete this IAP Section: 2-4 weeks</b>	PACD facilitated consultations/ work sessions or workshops to construct detailed responses with appropriate explanations and motivations <ul style="list-style-type: none"> <li>PACD Audit completed Section</li> </ul>
<b>HEQC-online IAP-Section H: Required Documents</b>		<b>PACD Programme Design and Accreditation Process (PDAP)</b>	
<p>Ensure all <b>documentation</b> relevant to this section is <b>uploaded</b> accordingly.</p> <p><b>H1-</b> WIL agreements or contracts / Service Level Agreements (SLA), Memorandum of Understanding (MoU), Memorandum of Agreement (MoA)</p> <p><b>H2-</b> Support Staff for this programme – CVs (including librarian/information specialist, LMS specialist, etc.)</p> <p><b>H3-</b> External Examiners' CVs</p> <p><b>H4-</b> Moderators' CVs</p> <p><b>H5-</b> Approved operational Budget for this programme</p> <p><b>H6-</b> Approved Budget for the development of learning materials for the programme</p> <p><b>H7-</b> Prescribed and recommended reading list for the programme in the correct field</p> <p><b>H8-</b> Study Guides and programme handbooks/textbooks per module according to the Module Structure provided in SECTION D</p> <p><b>H9-</b> Minutes of processes followed to approve application for accreditation:</p> <ul style="list-style-type: none"> <li>the Advisory Board,</li> <li>Faculty Board,</li> <li>Academic Planning and Development Committee (APDC),</li> <li>Senate and</li> <li>DHET letter.</li> </ul> <p><b>H10-</b> Library holdings and approved budget specific to this programme</p>	Upload All documentation relevant to this section	<p>PACD complete Document H1-H11 Checklist</p> <p><b>Estimated Timeframe to complete this IAP Section: 2-4 weeks</b></p>	PACD audit and verify documentation to be uploaded

<b>H11-</b> Ethical Clearance Process for postgraduate programme/qualification aligned with SECTION F- Template F6			
		PACD Programme Design and Accreditation Process (PDAP)	
		HEQC-online offline upload  Signoff by HOD, Programme Coordinator and/or Executive Dean	Pre-upload Audit utilizing a Checklist for IAP-sections including the supporting documentation.  <i>Please note a delayed Departmental response to pre-upload audit findings and amendments will have an impact on the process timeline directly.</i>
HEQC-online IAP-Section I: Internal Quality Assurance		PACD Programme Design and Accreditation Process (PDAP)	
SECTION I, <b>Templates I1</b> to be downloaded, completed and uploaded online	Upload All documentation relevant to this section	QPU completes Template I1 and submits it back to PACD  <b>Estimated Timeframe to complete this IAP Section: 5-14 workdays</b>	PACD coordinates this activity with QPU, which is aligned with the QAF requirements for IQA and EQA
HEQC-online IAP-Section I: Verification and Confirmation		PACD Programme Design and Accreditation Process (PDAP)	
SECTION I, <b>Templates I2</b> to be downloaded, completed and uploaded online	DVC: Teaching, Learning and Quality signs this declaration on behalf of the institution as the designated authority, confirming all information provided in the HEQC-online application is true.	DVC: T, L&Q completes Template I2 and submits it back to PACD  <b>Estimated Timeframe to complete this IAP Section: 5-14 workdays</b>	PACD coordinates this activity.
Institutional Administrator approves HEQC-online application submission to go live. Online-submissions officer submits application to CHE.  <b>Estimated Timeframe: Min 16 Months - Max: 24 months</b>			

Once a programme has been accredited by the CHE and registered by SAQA the following processes are required: *Pending DHET funding letter and programme placement on VUT's PQM*

<ul style="list-style-type: none"> <li>Submitting documentation to the registrar's office to load the programme on ITS.</li> </ul>	<p>Senior Registrar</p> <p>Ms Tsakane Maluleke</p>	<p><b>Estimated timeframe:</b> 30 workdays</p>
<ul style="list-style-type: none"> <li>Notify faculties (Dean and programme coordinator) that the programme/qualification has been DHET approved, CHE accredited and SAQA registered and that the programme/qualification may be offered in the following/upcoming VUT registration cycle once the last confirmation of funding is confirmed by DHET.</li> </ul>	<p>Notify programme coordinator/HOD that the programme/qualification will be loaded on the ITS system and may be offered in the following registration cycle</p> <ul style="list-style-type: none"> <li>Assignment of Programme/module codes (internal process)</li> </ul>	
<ul style="list-style-type: none"> <li>Faculties/Departments</li> </ul>	<p>Marketing, Advertisement, and recruitment</p>	

## IMPLEMENTATION PLAN OF THE SOP FLOWCHART



### Note: Step 4.1 – (Professional body)

A programme may only be submitted for internal institutional approval processes (QPU, SEAPDC, SENEX and Senate ratification after the qualification/programme being developed is aligned to a professional body requirements and standards and submitted to the professional body for either

- **Endorsement**
- **Approval**
- **Accreditation**

## **ACADEMIC PROGRAMME REVIEW: ROLES AND RESPONSIBILITIES**

Programme Review is a structured, transparent, and cyclical process for the evaluation of academic programmes currently offered on the Programme Qualification Mix (PQM) of the Vaal University of Technology (VUT). This review process ensures that programmes remain relevant, academically rigorous, and aligned with the institution's mission as a University of Technology (UoT), while also addressing the evolving needs of industry and society.

### **Purpose of Programme Reviews**

Programme reviews serve as strategic opportunities to:

- Future-proof academic offerings by ensuring continuous improvement and responsiveness to the changing landscape of higher education and the labour market.
- Evaluate academic relevance and quality, ensuring alignment with contemporary professional standards and national imperatives.
- Embed innovation by incorporating emerging technologies, entrepreneurial thinking, and the latest research developments in the field.
- Enhance graduate employability through the integration of work-integrated learning (WIL), industry feedback, and cutting-edge curriculum design.
- Inform strategic academic planning through comprehensive analysis of review findings and the identification of key trends.
- Ensuring relevance and responsiveness: Evaluate whether programmes continue to meet the demands of industry, professional bodies, graduates, and society.
- Promoting academic excellence and innovation: Integrate emerging technologies, current research, contemporary pedagogical approaches, and entrepreneurial thinking into programme design and delivery.
- Enhancing graduate employability: Align programme outcomes with labour market needs and professional standards to improve student employability and societal impact.
- Informing continuous improvement: Use review findings to identify trends, strengths, and areas for development, guiding evidence-based programme enhancement.
- Strengthening stakeholder engagement: Advisory Board consultations with external stakeholders, industry partners, alumni, and professional bodies provide critical insights into market expectations, technological shifts, and skill gaps.

### **Roles and Responsibilities**

The successful implementation of programme reviews relies on clear roles and responsibilities across academic and administrative units. These are summarised below in accordance with the Standard Operating Procedure (SOP) flowchart:

1. Faculty / PACD (Programme and Curriculum Development)
  - Initiate the review process, using PACD templates and structured evidence (e.g., advisory board minutes, benchmarking reports, student feedback).
  - Submit the proposed programme review to the Faculty Board for approval and minuting.
  - Coordinate the preparation of submission documents for SEAPDC consideration.
2. QPU (Quality Promotion Unit)
  - Facilitate internal quality assurance (IQA) processes.
  - Monitor and record the programme review cycle (typically every 3–5 years).
  - Support compliance with institutional and national quality assurance standards.
3. SEAPDC (Senate Executive Academic Planning and Development Committee)
  - Review and approve programme proposals submitted by faculties.
  - Ensure alignment with institutional priorities and academic standards.
4. SENEX (Senate Executive Committee)
  - Review and endorse the recommendations made by SEAPDC.
  - Evaluate academic and strategic alignment before Senate ratification.
5. Senate
  - Ratify programme reviews, confirming procedural and academic integrity.

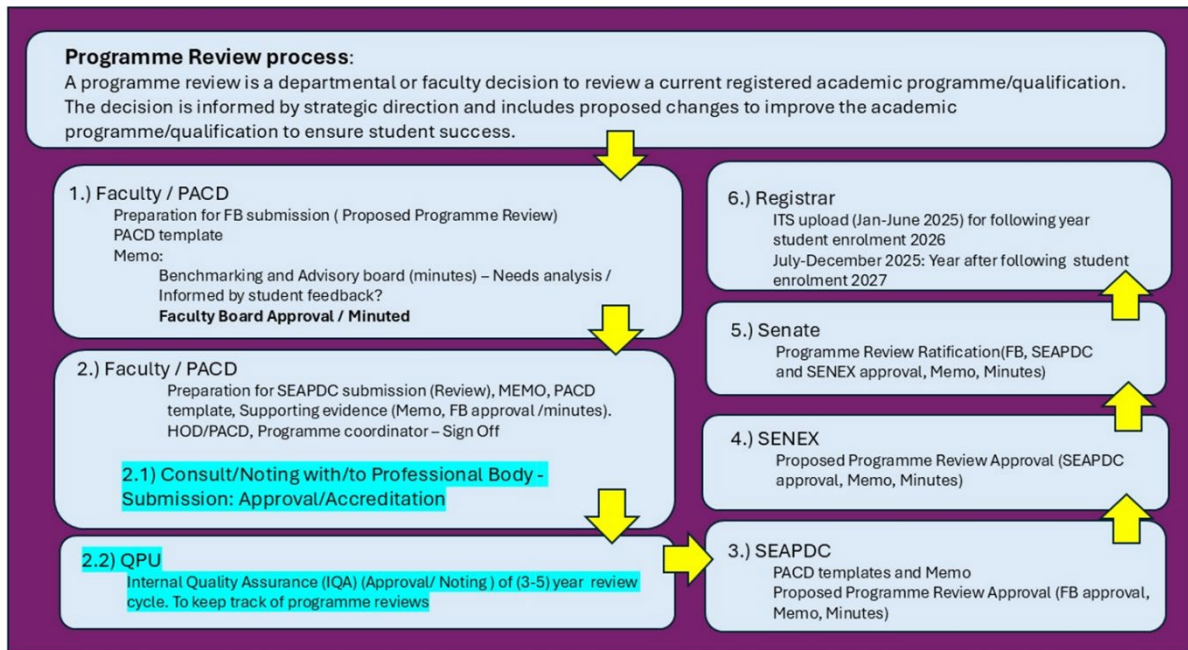
- Approve amendments to the PQM and ensure policy compliance.

#### 6. Registrar

- Update the student information system (ITS) with approved changes to support future enrolments.
- Ensure that reviewed programmes are reflected in institutional systems for implementation in subsequent academic years.

#### Professional Body Engagement (if applicable)

- Engage with relevant professional bodies for accreditation or approval where required.
- Incorporate professional feedback into programme development and review outcomes.



By institutionalising a collaborative, evidence-informed approach to academic programme review, VUT ensures that its offerings remain dynamic, future-oriented, and fit for purpose in an evolving global landscape

## MAIN REGULATORY AND GUIDING DOCUMENTS

- Guidelines for Applications for PQM Clearance of New or Changed Academic Qualifications

<http://www.dhet.gov.za/Universities/Guidelines%20for%20Applications%20%2009%2005%202016%20HvR.pdf>

- HEQSF October 2014

<http://www.che.ac.za/sites/default/files/publications/Government%20Gazette%2038116%2017%20October%202014%20HEQSF.pdf>

- SAQA Level Descriptors

[http://www.saqa.org.za/docs/misc/2012/level\\_descriptors.pdf](http://www.saqa.org.za/docs/misc/2012/level_descriptors.pdf)

- CHE Criteria for Programme Accreditation

[http://www.che.ac.za/media\\_and\\_publications/frameworks-criteria/criteria-programme-accreditation](http://www.che.ac.za/media_and_publications/frameworks-criteria/criteria-programme-accreditation)

- DHET: Designing and Implementing Assessment for the NQF

### FORMS

- HEQC-online application form and Guidelines
- SAQA application
- Module outline template (Appendix 2)