****<http://www.nwu.ac.za/qualifications-and-academic-programme-planning>

**FORM 5R: CE *RENEWAL* APPLICATION**

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| SCAS *RE-NEWAL* APPLICATION FOR AN EXISTING CONTINUING EDUCATION COURSE | | | | |
| *If the application is exactly the same as the original approved one, capture the particulars in black. If there are changes to original approved application, indicate the changes in red.* | | | | |
| *Complete the questions below as part of the Quality report of the CE Course:* | | | | |
| How many events of this CE Course was presented? |  | | | |
| How many participants were involved per course? |  | | | |
| How was this course assessed? Where are the assessment records? |  | | | |
| Mention any positive/negative feedback or general advice received from participants/clients re this Course. |  | | | |
|  |  | | | |
| Proposed course title /Same course title |  | | | |
| CE representative |  |  | |  |
| Course leader |  |  | |  |
| Academic oversight |  | |  | |
| Organisational unit |  | | | |
|  | | |  |
| Prepared by |  | | |  |
| Campus instruction |  | | |  |
|  | | |  |
| Date submitted to SCAS office |  | SCAS meeting date | |  |

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| Programme information (first two items below will assist with naming the programme) | | | |
| Type of offering |  | | |
| Field, discipline or topic |  | | |
| Course title (3 lines)  Exactly as it will appear on the Certificate, please use Upper-lower case |  | | |
| Professional body responsible for this field |  | | |
| Will CPD approval be sought? | | |
| NB: Provide proof to SCAS Administrator of CPD approval immediately when available! (If not available by the time certificates are requested for issue – CPD reference/points will not be allowed) | | |
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| Mode of delivery |  | | |
| Duration of the Course |  | | |
| Language of tuition |  | | |
| Rationale |  | | |
| Purpose of the course |  | | |
| Formal module |  | | |
| Proposed NQF level (For internal quality purposes) |  | | |
| Number of proposed credits (Not for certification purposes) |  | | |

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| Target group |  |
| Admission requirements |  |
| Learning assumed to be in place |  |

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| --- | --- |
| Required qualifications and experience of presenters | |
| Course outcomes and the associated assessment criteria   |  |  |  | | --- | --- | --- | |  |  | | |  |  | | |  |  | | |  | | | |
| Assessment (*State clearly if only an attendance certificate*) |  |
| Method of assessment |  |
| Guideline budget (attached) |  |

External agreements may be concluded:

* at the programme level (applies to all offerings of the programme, e.g. the programme will always be offered in cooperation with a specific external partner company)
* at the event level (only for a single instance of the offering, e.g. a tender to offer an existing programme for a specific client or as part of a tender)

If the Agreement is at the programme level, the Agreement is considered at the time of the approval of the programme, and then the Agreement has to be finalised and approved before the programme is registered on the database.

If the Agreement is at the event level, the agreement is considered by the same mechanism at the event stage and the Dean must be informed as indicated on the event level permission form.

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| **FACULTY PROCESS**: Event specific information/derivatives (to be completed per instance of the offering/derivative at faculty level) | | |
| Programme name as approved by SCAS |  | |
| SCA Programme number |  | |
| Derivative |  | |
| Presenter(s)   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Name of presenter per event (and institution affiliation if applicable) | Occupation | Highest applicable qualification | Professional registration (if applicable) | Years of applicable experience | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | | |
| Course title on certificate only if not exactly the same as for programme information |  | |
| Expected number of participants |  | |
| Planned venue |  | |
|  | | |
|  | | |
| Signature of the Dean  *Signifying*   * *permission to offer this specific instance of the event, and* * *that all first stream income obligations have been met to the satisfaction of the Dean (i.e. research output and teaching responsibilities).* | |  |

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| Other documentation (only where an external party/company is involved)  This may be concluded at the event level (only for a single instance of the offering, e.g. a tender to offer an existing programme for a specific client or as part of a tender) or at the programme level (applies to all offerings of the programme, e.g. the programme will always be offered in cooperation with a specific external partner company) | |
| Contract and/or tender documentation (including MOUs and all other forms of agreements with external parties OR where a company of any nature that is not wholly owned by the NWU is involved ) |  |
| Joint certification |  |