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<http://services.nwu.ac.za/qualification-and-academic-programme-planning>

**FORM 5/5R: APPLICATION FOR A CONTINUING EDUCATION OFFERING (CED)**

The following template must be completed by the programme leader concerned and submitted to the relevant **FACULTY BOARD** (or its Faculty Executive Committee) **FOR APPROVAL**. The faculty board-approved form for CED Offering must then be submitted to the SCAS administrator.

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| **Key for the template** | |
| Red | Provides guidelines |
| Blue | Standard responses |
| *Kindly apply principles of academic writing and have your submission language-edited.* | |

* **Before completing this application, did you consult with Q&APP?** Choose an item.
* **Did you familiarise yourself with the Q&APP process map?** Choose an item.

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| **1. FACULTY ROLES AND RESPONSIBILITIES** | | | |
| Name of Faculty: | Choose an item. | Application prepared by: |  |
| School: |  | OU Code: |  |
| Faculty CED representative: |  | Subject group responsible for new CED Offering: |  |
| UCE Faculty representative: |  | CED Offering leader: |  |
| Academic oversight: |  | Application prepared by: |  |

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| **2. CED OFFERING DESIGN** | | |
| 2.1 | CED offering name |  |
| 2.2.1 | Type of offering | Choose an item. |
| 2.2.2 | If ‘other’ was selected at 2.2.1, please explain type |  |
| 2.3 | Title of the CED Offering  Exactly as it will appear on the Letter/Certificate. Use upper-lower case |  |
| 2.4 | Field, discipline or topic |  |
| 2.5.1 | CESM codes of the CED offering |  |
| 2.5.2 | Approved NWU CESMs? | Choose an item. |
| 2.6 | Professional body responsible for this field |  |
| 2.7 | 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) | Choose an item. |
| 2.8 | Mode of delivery | Choose an item. |
| 2.9 | Duration of the CED Offering (Days/hours/sessions) |  |
| 2.10 | Notional Hours  **(Only for internal purposes – may not be used for marketing!)** | Hours |
| 2.11 | Proposed NQF level  **(Only for internal purposes – may not be used for marketing!)**  The minimum level at which the NWU is mandated to offer CED Offerings is at NQF level 5.  Level descriptors are determined by the [SAQA level descriptors](http://www.saqa.org.za/docs/brochures/2015/updated%20nqf%20levevl%20descriptors.pdf). | Choose an item. |
| 2.12 | Language of tuition |  |
| 2.13 | Rationale for the course  Describe the reason for presenting the CED Offering, highlight the gap in the market in language that can be used for marketing. |  |
| 2.14 | Purpose of the course  List the benefits for potential CED Offering participants as regards why they should consider doing the CED Offering. What knowledge, values or skills will they gain when completing this CED Offering from the NWU? What is unique? Link to the LO & AC. |  |
| 2.15 | CED Offering content is based on a formal module | Choose an item. |
| 2.16 | Target group |  |
| 2.17 | Admission requirements |  |
| 2.18 | Learning assumed to be in place | Example – English language proficiency and basic computer literacies. |

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| **3. CONTENT, OUTCOMES AND ASSESSMENT** | | |
| 3.1 | Brief description of the teaching and learning strategy employed in the CED Offering. |  |
| 3.2 | Brief description of the assessment used in this CED Offering.  Indicate how you will make use of informal, formal, formative and summative assessment. |  |
| 3.3 | Complete Addendums A and B and answer the following question:  I included and completed the information for **Addendums A & B**. | Choose an item. |
| 3.4 | Provide an assessment plan for the CED Offering. |  |
| 3.5 | Indicate if participants will… | Choose an item. |
| 3.6 | Indicate how CED Offering will be recognised | Choose an item. |

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| **4. UCE PROCESS** (Event-specific information [to be completed per instance of the offering]). | | |
| 4.1 | CED Offering title as approved by SCAS |  |
| 4.2 | SCA Offering number |  |
| 4.3 | Derivative (as approved) |  |
| 4.4 | CED Offering title on certificate |  |
| 4.5 | Planned date |  |
| 4.6 | Expected number of participants |  |
| 4.7 | Planned venue |  |
| 4.8 | Required qualifications and experience of presenters |  |

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| **4.9 PRESENTER INFORMATION** | | | | |
| **Name of presenter per event (and institution affiliation, if applicable)** | **Occupation** | **Highest applicable qualification** | **Professional registration (if applicable)** | **Years of applicable experience** |
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| **EVENT DOCUMENTS AND APPROVAL** | | |
| 4.10 | Contract and/or tender documentation (refer to 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) |  |
| 4.11 | Joint certification  (Only when an agreement exists that specifies this) |  |
| 4.12 | 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). |  |
| 4.13 | Approval date by the Dean | Click or tap to enter a date. |

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| **5. RENEWALS OF CED OFFERINGS** (Not to be completed by new applications) | | |
| 5.1 | SCA Offering number |  |
| 5.2 | Expiry date of course |  |
| 5.3 | How many events of this CED Offering were presented? |  |
| 5.4 | How many participants were involved per course? |  |
| 5.5.1 | How was this course assessed? |  |
| 5.5.2 | Where are the assessment records? |  |
| 5.6 | Mention any positive/negative feedback or general advice received from participants/clients regarding this CED Offering. |  |

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| **6. CONSULTATIONS AND APPROVALS** | | | |
| **Consultative meetings** | **Q&APP** | Duplication and title check | Choose an item. |
| **UCE** | Viability | Choose an item. |
| **School Director** | In principal approval before faculty approval | Choose an item. |
| **Date of final sign-off by Q&APP SCS** | Click or tap to enter a date. | | |
| **Signature Q&APP SCS** |  | | |
| **Date approved by School Director** | Click or tap to enter a date. | | |
| **School Director name** |  | | |
| **Signature School Director** |  | | |
| **Date approved by Faculty TLC** | Click or tap to enter a date. | | |
| **Date approved by Faculty Board** | Click or tap to enter a date. | | |

**ADDENDUMS**

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| **CHECKLIST FOR REQUIRED ADDENDUMS**  *(Please copy all addendums into this document if possible and number accordingly)* | | **INCLUDED** | **NOT INCLUDED** |
| A | CED Offering outcomes and assessment criteria |  |  |
| B | CED Offering structure (for longer courses) |  |  |
| C | Guideline budget (if required) |  |  |
| D | Faculty Board approval documents |  |  |
| E | Any other documents that might be relevant |  |  |

**ADDENDUM A – CED OFFERING OUTCOMES AND ASSESSMENT CRITERIA**

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| **OUTCOMES** | **ASSESSMENT CRITERIA** |
| On completion of the CED offering, the student should be able to demonstrate: | The student will reach the CED Offering outcomes if he/she is able to: |
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(Use the [NWU Outcomes builder](http://nwu-ob.octoplus.co.za/) for assistance or call your Faculty Academic Developer from CTL).

**ADDENDUM B – CED OFFERING STRUCTURE**

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| **Module name / Units name** | **Time allocated** | **NQF Level** | **CESM code** | **Assessment** |
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**ADDENDUM C – BUDGET**

**ADDENDUM D – PROOF OF FACULTY APPROVAL**