



EDUCATION AND TRAINING DIVISION

GUIDELINES FOR APPLICATION FOR NEW PROGRAMME APPROVAL BY HEIs.

(PROGRAMME ALIGNED TO A PROFESSIONAL QUALIFICATION)

1. The HEIs shall submit the application for new programme approval to the HPCSA prior submitting at the CHE.
2. The HEI shall duly complete the attached tool, (Form 01/2021) and attach supporting evidence required.
3. **The design of the Programme submitted should adhere to the following:**
 - a. Consistent with the institution's mission and goals and be approved by the HEI's authority structures.
 - b. Detail learning outcomes, teaching and learning methods, modes of delivery, learning materials and expected completion time considering the learning needs of the HEI's target student intake. Competences expected of students who successfully complete the programme must be detailed.
 - c. Appropriate balance of theoretical, practical and experiential knowledge and skills.
 - d. Students learning and career pathways with opportunities for articulation with other programmes within and across institutions.
 - e. Modules and/or courses in the programme are coherently planned with regard to content, level, credits, purpose, outcomes, and delivery.
 - f. Development and evaluation of learning materials and ensuring their alignment with the programme goals.
 - g. Programme outcomes meet national and/or regional labour market, knowledge or other socio-cultural needs.
 - h. The characteristics and needs of professional education are catered for in the design of the programme.
 - i. The programme promotes the students' understanding of the specific occupation for which they are being trained
 - j. Students master techniques and skills required for a specific profession or occupation
 - k. Work-based learning and placement in a work-based environment form an integral part of the programme.
4. If the HPCSA is satisfied that the HEI comply with the HPCSA requirements, HPCSA could provide a letter indicating that the HPCSA approve the programme.



**APPLICATION FOR APPROVAL OF A NEW PROGRAMME
(PROFESSIONAL QUALIFICATION)**

APPLYING HIGHER EDUCATION INSTITUTION INFORMATION			
NAME OF INSTITUTION			
PHYSICAL ADDRESS			
POSTAL ADDRESS			
TEL NUMBER			
EMAIL ADDRESS			
CONTACT PERSON DETAILS			
NAME AND SURNAME			
POSITION/DESIGNATION			
CONTACT DETAILS	TELEPHONE		
	CELLPHONE		
	EMAIL		
TYPE OF INSTITUTION (<i>Tick the relevant Box</i>)	Public HEIs	<input type="checkbox"/>	Private Institutions, NGOs, etc. <input type="checkbox"/>
DATE OF SUBMISSION			

CRITERIA FOR A NEW PROGRAMME APPROVAL

1. CONSISTENCY OF THE PROGRAMME WITH THE INSTITUTION'S MISSION AND GOALS.		
Detail the explain that the programme is consistent with the institution's mission and goals.		
1.1.	The Learning Programme was approved by the HEIs structures, including Senate equivalent structure. (<i>Explain and/or provide evidence</i>)	
1.2	Learning Programme has been provided for in the HEI's planning and resource allocation processes. (<i>Explain and/or provide evidence</i>)	
1.3	NEEDS ANALYSIS	
1.3.1	Detail the value add to the practitioner	

	<i>(Provision of status, recognition, credentials and licensing; enhancement of marketability and employability; and opening-up of access routes to additional education and training)</i>	
1.3.2.	Benefits to society and the economy	
2. THE PROGRAMME MEETS THE NATIONAL REQUIREMENTS WITHIN THE CONTEXT OF THE NQF.		
2.1	The Programme Title	
2.2.	<i>(Anticipated)</i> Credits	
2.3.	<i>(Anticipated)</i> NQF Level	
2.4.	Time allocation	Theoretical modules
		Practical modules
		Clinical/Experiential
2.5.	Expected programme completion time/Programme duration	
3. INTELLECTUAL CREDIBILITY		
3.1	Learning outcomes	
3.2	Teaching and learning methodology	
3.3	Modes of delivery	
3.3.1.	Can the programme be achieved in whole or in part through the recognition of prior learning (RPL).	
3.4	Learning materials	
3.5	Exit Level Outcomes, (Competences expected of students who successfully complete the programme)	
CURRICULUM DESIGN AND COHERENCE: <i>(Theoretical, Practical and Experiential Knowledge and Skills)</i>		
4.1	THEORETICAL KNOWLEDGE	
MODULE 1		
<ol style="list-style-type: none"> 1. Content 2. Level. 3. Credits 4. Purpose 5. Learning Outcomes 		

<ol style="list-style-type: none"> 6. Rules of combination 7. Relative weight 8. Module Delivery. 9. Assessment
MODULE 2
<ol style="list-style-type: none"> 1. Content 2. Level. 3. Credits 4. Purpose 5. Learning Outcomes 6. Rules of combination 7. Relative weight 8. Module Delivery. 9. Assessment
4.2. PRACTICAL KNOWLEDGE AND SKILLS.
MODULE 1
<ol style="list-style-type: none"> 1. Content 2. Level. 3. Credits 4. Purpose 5. Learning Outcomes 6. Rules of combination 7. Relative weight 8. Module Delivery. 9. Assessment
MODULE 2.
<ol style="list-style-type: none"> 1. Content 2. Level. 3. Credits 4. Purpose 5. Learning Outcomes 6. Rules of combination 7. Relative weight 8. Module Delivery. 9. Assessment
4.2. CLINICAL/EXPERIENTIAL SKILLS.
MODULE 1
<ol style="list-style-type: none"> 1. Content 2. Level. 3. Credits 4. Purpose 5. Learning Outcomes 6. Rules of combination 7. Relative weigh 8. Module Delivery. <p>Assessment</p>
MODULE 2
<ol style="list-style-type: none"> 1. Content 2. Level. 3. Credits

4. Purpose 5. Learning Outcomes 6. Rules of combination 7. Relative weigh 8. Module Delivery. 9. Assessment		
5. LEARNING AND CAREER PATHWAYS AND ARTICULATION WITH OTHER PROGRAMMES		
5.1	Learning and career pathway	
5.2	Articulation and progression	
6. LEARNING MATERIALS DEVELOPMENT AND EVALUATION		
6.1.	Confirm availability of Policy and/or procedures for developing and evaluating learning materials and ensuring their alignment with the programme goals and underpinning philosophy. (<i>Attach evidence</i>)	
6.2.	Confirm if members of the academic staff are trained to develop learning materials	
7. DETAIL THE NATIONAL AND/OR REGIONAL LABOUR MARKET, KNOWLEDGE OR SOCIO-CULTURAL NEEDS THAT WILL BE MET BY THE LEARNING PROGRAMME.		
7.1	National and/or regional labour market	
7.2	Socio-cultural needs.	
8. INDICATE RELEVANT STAKEHOLDERS, INVOLVED IN THE DEVELOPMENT OF THE PROGRAMME		
8.1	Academic peers from outside the institution	
8.2	Employers	
8.3	Professional bodies	
9. DETAIL THE CHARACTERISTICS AND PROFESSIONAL NEEDS CATERED FOR IN THE DESIGN OF THE PROGRAMME, (<i>where applicable</i>).		
9.1	The programme promotes the students' understanding of the specific occupation for which they are being trained	

9.2	Students master techniques and skills required for a specific profession or occupation	
9.3	Clinical Skills/Work-based learning and placement in a work-based environment form an integral part of the curriculum, where possible	

SIGNATURES

DESIGNATION	NAME AND SURNAME	SIGNATURE	DATE
Academic Head of Subspecialty/Discipline			
Dean: Faculty of Medicine/Health Sciences			
Medical Superintendent/Head of Institution			
Institution stamp			