HEQCIS Qualification Template

1. Overview of the HEQCIS Qualification Template

Before you can submit learner enrolment and achievement data to the HEQCIS, you need to submit a list of the qualifications that your institution offers. This list of qualifications is captured onto the HEQCIS and when learner data is submitted, it will be checked against these qualifications.

You also need to provide address and GPS details for the site of delivery for these qualifications. Every site of delivery must have its own qualification template (i.e. each copy of the template applies only to one site of delivery). If the location of the site of delivery is different from what is on record, this will be taken up with the CHE and the DHET.

The Qualification Template is a spreadsheet called HEQCISQualificationTemplate.nnn.xls where nnn indicates the version number of the template. The Qualification Template has four parts:

1.1   The "Qualification Data" worksheet

This is the area of the spreadsheet that you use to capture the specific details of your qualification. Every qualification is captured here together with its minimum credits, the Pre-2009 NQF Level, the NQF Level, subdomain, start and end date of the accreditation and the SAQA qualification ID, if available.

1.2   The "Qualification Data Checks" worksheet

This is the area of the spreadsheet that allows you to check the data that you have entered in the "Qualification Data" area of the spreadsheet. Any underline missing data will reflect an error in this section. The check will not pick up incorrect data.

1.3   The "Site Data" worksheet

This is the area of the spreadsheet that you use to capture the specific details of your site of delivery. The details for only one site can be captured per qualification template. These include the provider code and provider (or site) name, postal and physical address, web address and GPS co-ordinates: latitude

degree, latitude minutes, latitude seconds, longitude degree, longitude minutes and longitude seconds.

1.4 The "Site Data Checks" worksheet

This is the area of the spreadsheet that allows you to check the data that you have entered in the "Site Data" area of the spreadsheet. Any <u>missing</u> data will reflect an error in this section. The check will not pick up incorrect data.

2. How to use the HEQCIS Qualification Template

2.1 Completing the Qualification Template

1. Do not change the overall format or content of the template.

2. Start by entering the details for your qualification/s in the "Qualification Data" worksheet.

3. Check that the data you have entered is complete by looking at the "Qualification Data Checks" worksheet on a regular basis. Omissions will show up in Red on the "Qualification Data Checks" worksheet.

4. Once you have entered all the details for your qualification/s in the "Qualification Data" worksheet check the "Qualification Data Checks" worksheet and make sure that there are no values in Red on the "Data Checks" worksheet.

5. NOTE: Do not edit any of the fields in the "Qualification Data Checks" worksheet. The formulas contained in this section of the spreadsheet have been put in place to provide you with a tool with which to check the quality of the data that you are submitting to the HEQCIS.

6. Enter the details for your site of instruction in the "Site Data" worksheet.

7. Check that the data you have entered is complete by looking at the "Site Data Checks" worksheet on a regular basis. Omissions will show up in Red on the "Site Data Checks" worksheet.

8. Once you have entered all the details for your site of instruction in the "Site Data" worksheet, check the "Site Data Checks" worksheet and make sure that there are no values in Red on the "Data Checks" worksheet.

9. NOTE: Do not edit any of the fields in the "Site Data Checks" worksheet. The formulas contained in this section of the spreadsheet have been put in place to provide you with a tool with which to check the quality of the data that you are submitting to the HEQCIS.

10. If you require assistance or further clarification, e-mail the HEQCIS helpdesk at heqcis@che.ac.za or call 012 431 5036.

2.2 Submitting your Qualification Template

1. Submit your Qualification Template to the HEQCIS as an attachment to an e-mail message with the subject line "Qualification Submission to HEQCIS".

2. Please make sure that the e-mail contains the name of your organisation, and the name, surname and telephone number for a contact person at your organisation.

3. Please do not submit any templates to the HEQCIS with values on the "Data check" worksheet that are displayed in Red.

4. Send it to the following e-mail address: heqcis@che.ac.za

5. You will receive confirmation of receipt of your e-mail from the HEQCIS helpdesk within two working days.

6. If you require assistance or further clarification, e-mail the HEQCIS helpdesk at heqcis@che.ac.za or call 012 431 5036.

3. More information about the specific data values required for the qualification data sheet

3.1 Qualification Code

Enter the code that your organisation uses to uniquely identify the qualification. For example a Bachelor of Arts may have a qualification code of "BA".

3.2 Qualification Title

Provide the name of the qualification that your organisation uses for the qualification. For example "Bachelor of Arts".

3.3 Qualification Type

Enter the type of the qualification by selecting a value from the drop-down list of qualification types.

3.4 Pre-2009 NQF Level

Enter the Pre-2009 NQF Level of the qualification by selecting a value from the drop-down list of Pre-2009 NQF Levels.

3.5 NQF Level

Enter the NQF Level of the qualification by selecting a value from the drop-down list of NQF Levels.

3.6 Subdomain ID

Enter the Subdomain ID for the qualification by selecting a value from the drop-down list of Subdomain IDs. A list of the description for each Subdomain ID has been provided in the attached MS Excel spreadsheet "List of Subdomains.xls"

3.7 Start Date

Enter the first date on which your organisation started to offer this qualification in the format yyyy/mm/dd. Please note that this date is indicated on your registration letter or certificate provided by the Department of Higher Education and Training (DHET).

3.8 End Date

For qualifications for which your organisation has been registered with the DHET, enter the end date as stated on the DHET registration letter or certificate in the format yyyy/mm/dd. For qualifications for which your organisation has not been registered with the DHET, enter the last date on which your organisation expects to offer the qualification in the format yyyy/mm/dd.

3.9 Minimum Credits

Enter the minimum credits for the qualification as a whole number.

3.10 SAQA Qualification ID

Enter the SAQA qualification ID for the qualification if the qualification has already been registered on the NQF. Leave this blank if it has not already been registered.

4. More information about the specific data values required for the site data sheet

4.1 Provider Code

Enter the provider code that the HEQCIS has assigned to uniquely identify the site of instruction for your organisation. For example your site may have a provider code of "CHED-ABC".

4.2 Provider Name

Provide the name of the site of instruction. For example "ABC (Pty) Ltd - Garsfontein".

4.3 Provider Postal Address 1 - 3

Enter each line of the postal address separately, Provider Postal Address 3 can be left blank if not required.

4.4 Postal Address Postal Code

Enter the postal code for the postal address.

4.5 Provider Physical Address 1 - 3

Enter each line of the physical address separately, Provider Physical Address 3 can be left blank if not required.

4.6 Physical Address Postal Code

Enter the postal code for the physical address.

4.7   Provider Web Address

Enter the web site address for your organisation.

4.8   Latitude Degree

Enter the degree units of the GPS latitude. The value should have a length of 3 characters and the first character must be a minus symbol. The value should be between -35 and -22.

4.9   Latitude Minutes

Enter the minutes of the GPS latitude. The value should have a length of 2 digits and must be a value between 00 and 59.

4.10 Latitude Minutes

Enter the seconds value of the GPS latitude. The value should have a length of 6 digits be in the format nn.nnn. The value must be between 00.000 and 59.999

4.11 Longitude Degree

Enter the degree units of the GPS longitude. The value should have a length of 2 digits and the value should be between 16 and 33.

4.12 Longitude Minutes

Enter the minutes of the GPS longitude. The value should have a length of 2 digits and must be a value between 00 and 59.

4.13 Longitude Minutes

Enter the seconds value of the GPS longitude. The value should have a length of 6 digits be in the format nn.nnn. The value must be between 00.000 and 59.999