



Points to remember
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The two contact people are Lerato and Nontutu - they can both answer the same questions, and can forward them where necessary (to SAQA or CHE or Praxis).

Reminder of the steps:

1. Application
2. Qualifications (always fetch the latest template from the website)
3. Load

Cycles per year:

Cycle 1: 16 December to 15 June

Cycle 2: 16 June to 15 December

Minimum Standard:

1. The minimum standard is one load per cycle. We send mid-term reminders during March and September. But you can load as often as you like, per cycle. Please don't wait until the last day of a cycle to do your first load of the cycle. Every time you load, you receive an email from the system, to all the email addresses that you stated in your submission.

2. You have to load all of your data every time. The **HEQCIS** interprets what it has seen before, and updates whichever records contain information that is new to the **HEQCIS**. The system loads all records that are completely new to it.

Qualifications:

If you need to submit changes or additions to your qualifications (such as a Higher Certificate where the qualification has previously been a Certificate): please submit your qualification template by at least one month before the end of the cycle (i.e. by 15 May and 15 November respectively).

NLRD Loads:

The **HEQCIS** data is loaded onto the **NLRD** in January-February and July-August each year. This means that data loaded onto the **HEQCIS** will not appear on the **NLRD** the next day. However, the **SAQA** verifiers are able to access data on the **HEQCIS** immediately, for verifying that the learners have the qualifications that they claim.

Changes to the System and to Edu.Dex

The system changes from time to time, for example the Health and Functioning Codes (2015).

When this happens, and there is a new version of Edu.Dex:

1. Uninstall the version that you have on your computer.
2. Install the new version.

3. Install the latest Edu.Dex updates. There are three of these (which also arrive every time your qualifications have been updated) and ***you are able to check the information contained in the csv files:***

- a) Csv file containing your portfolio of qualifications, with their qualification codes
- b) Csv file containing the qualification dates – these are in blocks of three years – the first start date and last end date are the overall start and end dates
- c) Dat file – you don't need to look at this one

Keep your activation key: it is unique to your institution and always applies.