

HEQCIS Qualification Template

1.	Overview of the HEQCIS Qualification Template	1
1.1.	The “Qualification data” worksheet	1
1.1.1.	Qualifications	1
1.1.2.	Courses/Unit Standards.....	1
1.2.	The “Data Checks” worksheet.....	1
2.	How to use the HEQCIS Qualification Template	1
3.	More information about the specific data values required for the template.....	2
3.1.	Qualification details area.....	2
3.2.	Courses/Unit Standards details area	3

1. Overview of the HEQCIS Qualification Template

The attached template (HEQCISQualificationTemplate.nnn.xls where nnn indicates the version number of the template) has two discrete functionalities:

1.1. The “Qualification data” worksheet

This is the area of the spreadsheet that you use to capture the specific details of your qualification, and where applicable the courses/unit standards that form part of the qualification. This worksheet is divided into two sections:

1.1.1. Qualifications

This area allows you to capture the specific details that describe your qualification.

1.1.2. Courses/Unit Standards

This area allows you to capture the specific details that describe courses/unit standards that belong to your qualification when applicable.

1.2. The “Data Checks” worksheet

This is the area of spreadsheet that allows you to see whether the data that you have entered in the “Qualification data” area of the spreadsheet conforms to the expected rules for the template.

This template has been developed in order to allow CHE-accredited providers to apply to register qualifications and their associated courses/unit standards on the HEQCIS. The registering of qualifications and courses on the HEQCIS is required in order to submit learner enrolments and/or achievements on a qualification and course/unit standard to the HEQCIS.

2. How to use the HEQCIS Qualification Template

1. Do not edit any of the fields found in the “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.
2. Do not change the overall format or content of the template. Each template may only contain information that pertains to one qualification. If you wish to apply to register more than one qualification on the HEQCIS then make copies of the template (give each copy a unique name) and enter the information for each qualification in a separate template.
3. Start by entering the details for your qualification in the “Qualification data” worksheet. Check the quality of the data that you are entering by viewing the results of the quality checks in the “Data checks” worksheet on a regular basis.
4. Once you have entered all the details for the qualification in the “Qualification data” worksheet check the “Data checks” worksheet and make sure that there are no values in **Red** on the “Data checks” worksheet.

To submit your qualification/s to the HEQCIS please send the template/s as an attachment to the following e-mail address:

heqcis@che.ac.za

Please make the subject of your e-mail "HEQCIS application to register qualification" and 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.

You will receive confirmation of receipt of your e-mail from the HEQCIS helpdesk within 2 working days.

5. Please do not submit any templates to the HEQCIS with values on the "Data check" worksheet that are displayed in **Red**. E-mail the HEQCIS helpdesk at heqcis@che.ac.za or call 012 431 5036 if you require assistance or further clarification.

3. More information about the specific data values required for the template

3.1. Qualification details area

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".
2. Qualification Title
Provide the name of the qualification that your organisation uses for the qualification. For example "Bachelor of Arts".
3. Qualification Type
Enter the type of the qualification by selecting a value from the drop-down list of qualification types.
4. NQF Level
Enter the NQF level of the qualification by selecting a value from the drop-down list of NQF levels.
5. 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"
6. Qualification Class
Enter the qualification class of the qualification by selecting a value from the drop-down list of qualification classes.

Please note that specific rules apply to the two different qualification classes:

- a. Course/US based qualification:
This type of qualification will require that you supply the following additional information with regard to the qualification:
Credits – Core
Credits – Fundamental
Credits – Elective
A list of the associated courses/unit standards that make up the qualification.
- b. Not Course/US based qualification:
This type of qualification will require that you *do not* supply any information with regard to:
Credits – Core
Credits – Fundamental
Credits – Elective
A list of the associated courses/unit standards that make up the qualification.

Not Course/US based qualifications are neither unit standards-based nor course based. They consist of Exit Level Outcomes and Assessment Criteria (ELOAC) and on the SAQA website their Qualification Class is known as "Regular-ELOAC". In such instances, it is not necessary to note the courses that make up the

qualifications. However, if there are specific courses that make up your qualifications, you are welcome to list these and therefore to state that your qualifications are course-based.

7. Start Date

Enter the first date on which your organization 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 Education.

8. End Date

For qualifications that have been registered with the DoE enter the end date of the DoE registration for this qualification in the format yyyy/mm/dd. For qualifications that have not been registered with the DoE enter the last date on which your organization expects to offer the qualification in the format yyyy/mm/dd.

9. Credits – Minimum

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

Please note that if the qualification class provided is *Course/US based qualification* the sum of the values provided in the Credits – Core, Credits – Fundamental and Credits – Elective must be the same as the Credits – Minimum value provided.

10. Total Credits – Core

Enter the total of the core credits for the qualification as a whole number.

Please note that this value is required if the qualification class provided is *Course/US based qualification*. Leave this value blank if the qualification class provided is *Not Course/US based qualification*.

11. Total Credits – Fundamental

Enter the total of the fundamental credits for the qualification as a whole number.

Please note that this value is required if the qualification class provided is *Course/US based qualification*. Leave this value blank if the qualification class provided is *Not Course/US based qualification*.

12. Minimum Credits – Elective

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

Please note that this value is required if the qualification class provided is *Course/US based qualification*. Leave this value blank if the qualification class provided is *Not Course/US based qualification*.

13. SAQA Qualification ID

Enter the SAQA qualification ID for the qualification if the qualification has already been registered on the NLRD.

Leave blank if it has not already been registered.

3.2. Courses/Unit Standards details area

a. *Please note* that this area of the template must only be completed if the qualification class provided is *Course/US based qualification*.

b. *Please note* that the sum of all of all of the credits provided for the courses/unit standards must be greater than or equal to the *Credits – Minimum* value for the qualification.

c. *Please note* that the sum of all of all of the credits provided for core courses/unit standards must be equal to the *Credits – Core* value for the qualification.

d. *Please note* that the sum of all of all of the credits provided for fundamental courses/unit standards must be equal to the *Credits – Fundamental* value for the qualification.

e. *Please note* that the sum of all of all of the credits provided for the elective courses/unit standards must be greater than or equal to the *Credits – Elective* value for the qualification.

1. Link Type

Enter the link type (Core, Fundamental or Elective) of the course/unit standard by selecting a value from the drop-down list of link types.

2. **Course/US Code**
Enter the code that your organisation uses to uniquely identify the course or unit standard. For example a socio-linguistics course may have a course/unit standard code of "SOC-LING".
3. **Course/US Title**
Provide the name of the course/unit standard that your organisation uses for the course/unit standard. For example "Socio-linguistics".
4. **Course/US Type**
Enter the course/unit standard type of the course/unit standard by selecting a value from the drop-down list of course/unit standard types.
5. **NQF Level**
Enter the NQF level of the course/unit standard by selecting a value from the drop-down list of NQF levels.
6. **Subdomain ID**
Enter the Subdomain ID for the course/unit standard 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".
7. **SAQA Course/US Unit Standard ID**
Enter the SAQA Course/US Unit Standard ID for the course/unit standard if the course/unit standard has already been registered on the NLRD.
Leave blank if it has not already been registered.
8. **Credits**
Enter the credits for the course/unit standard as a whole number.