UNIVERSITY OF CAPE TOWN SENATE POLICY ON CONTINUING EDUCATION COURSES

1.   Definition and Scope

There is a long tradition within higher education institutions throughout the world of provision of a wide range of 'outreach' courses, projects and programmes which fall outside of provision of formal qualifications. In line with international trends we use the term 'continuing education (CE)' in this policy. This policy covers all CE courses which are less than 1 200 notional hours. CE courses are not credit-bearing (in the sense that they do not lead to credit towards a formal degree, diploma or higher certificate qualification); CE courses are taken for personal enrichment and/or professional development. The University issues a certificate of attendance or completion for CE courses. CE courses may be *described* in terms of National Qualification Framework (NQF) levels and credits (1 credit is 10 notional hours), and these aspects of a CE course may be listed on such certificates.

This policy is intended to meet the following objectives[1]:

1.1. To enhance and protect the integrity of UCT's continuing education work.
1.2. To create an enabling environment for the provision of continuing education courses.
1.3. To ensure that the University maintains accurate records of courses offered, of course attendance and, where applicable, course completion.

2.   Academic Accountability

Academic accountability lies with the head of the academic department (HoD) in which the course is offered, and the Dean of the Faculty in which the department is established. Where an individual academic has experience to offer a course in a disciplinary field other than the discipline of the department in which he or she is appointed, then both the HoD of the department professing the discipline and the HoD of the department in which the academic is appointed must support a proposal to offer a CE course.

2.1. The Dean of a faculty is the final authority accountable for assuring the academic quality of all continuing education courses offered by departments in the faculty. For courses offered by the Graduate School of Business (GSB), the Director of the GSB is accountable. For courses offered by the Centre for Open Learning, the Dean of the Centre for Higher Education Development (CHED) is accountable.

2.2. The Dean or Director of the GSB is accountable for ensuring that academic staff who teach continuing education courses over and above their normal teaching duties fulfil their responsibilities that form part of their approved work load, or for determining whether teaching on such courses should be treated as part of the normal workload of the particular staff member.

2.3. Each faculty is expected to have faculty structures that are responsible for (a) reviewing CE course proposals (this may be an accreditation committee) and (b) administering or overseeing the administration of CE courses (this may be the faculty office or it by be a separate office set up for this purpose).

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[1]   Adult learners who wish to take a credit-bearing course must apply for admission as an occasional student. Such cases are not governed by this policy.

2.4. Regardless of the structure a faculty chooses for the administration of CE courses offered by the faculty the Faculty Manager is accountable for defined functions relating to CE courses offered by the faculty including but not limited to ensuring that the course is registered on the CE course catalogue, that CE participant records are maintained and that certification is done in terms of this policy.

2.5. Except for extra-mural studies (EMS) courses offered by CHED, course conveners must be UCT academic staff members. Where the UCT Convener of a continuing education course (including an EMS course) delegates primary content control or day-to-day management of student progress and assessment to a person not employed by UCT, that person should be appointed as a visiting lecturer.

2.6. Where a person who has completed a short course is later admitted to a qualification and seeks (a) recognition of the completed work for purposes of admission and/or (b) credit and/or exemption for courses prescribed for a final qualification on the basis of the short course, his or her application must be considered in the usual way (either as an admissions decision a form of RPL) or as an application for credit and/or exemption. Credit and/or exemption may be granted at the discretion of the convener of the qualification, the Head of Department and the Dean.

3. Short Course approval procedures

3.1. An application form (See Appendix A) must be submitted to the Dean (in the cases of courses run in the faculties or by CHED) or to the Director of the GSB (in the case of courses to be offered by the GSB). This form requires information on the rationale for the course, potential participants, and assessment of the quality of the lecturers, evidence of likely demand and outside support, timing, and break-even and target participant numbers, and proposed venue. Where an individual academic has experience to offer a course in a disciplinary field other than the discipline of the department in which he or she is appointed, then both the HoD of the department professing the discipline and the HoD of the Department in which the academic is appointed must sign the application form. The form also requires administrative information, which must be provided by the faculty-based office supporting continuing education in the faculty. The form must be signed by the Head of Department and the Dean or the Director of the GSB. The Dean or Director of the GSB may require that the proposal be considered by a faculty accreditation structure. No further approval is required. Approved continuing education courses should be reported in the Dean's Circular for information[2].

3.2. Once a short course is approved, the Student Records Office must set it up on the PeopleSoft course catalogue to enable scheduling, participant registration, and certification.

4. Collaboration with external parties

4.1. A faculty may offer a CE course jointly with a third party, or at the request of an external party. Such partnerships are regulated by contracts between the University and the third party or parties. Council has delegated to the Deans and Director of the GSB[3] the authority to contract with third-party short- course partners and/or service providers subject to any short-course to be offered under

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[2] GSB courses as all other Commerce courses will be put to the Commerce Academic Policy and Practice Committee and if supported to the Dean or in the case of GSB course, to Director of the GSB, for approval and will when approved, be reported in the Commerce Faculty Dean's Circular.

[3] This delegation is contained in the formal sets of delegation reviewed annually by Council.

the terms of the contract complying with Senate short course policy, in particular in regard to certification.[4]

4.2. Where the CE course is offered in collaboration with an external party, the proposal (Appendix A) submitted to the Dean or Director of the GSB must include in the case of a joint offering, a contract that details the roles and obligations of both parties or, in the case of a course offered at the request of a third party, a letter detailing the specific course requirements of the external party. The proposal should indicate whether this will be an open (public) course or an in-house company/organisation CE course.

4.3. Where a course has been approved as a joint offering, co-badging on the certificate will be possible, and the proposal should indicate if this is proposed.

4.4. The Continuing Professional Development points of a course which is recognised by a professional body may be included in the certification issued on condition that the decision on the CPD points was made by a duly authorised person or body.

5. Record Keeping and Registration

5.1. Records for all continuing education courses must be kept on the student system, PeopleSoft.

5.2. Participants who wish to enrol for a continuing education course must be registered on PeopleSoft and assigned a student number.

5.3. The continuing education transcript issued to participants will be distinct from the qualification transcript.

5.4. Once a year, each faculty unit must submit a list detailing its short course offerings and the dates on which these will be offered in the year ahead to the Centre for Extra-Mural Studies. These lists will be used to compile a prospectus, to be published on the hub, which will be maintained by the Centre for Extra-Mural Studies.

6. Assessment

6.1. It is not necessary to assess a continuing education course, but where assessment does take place the assessment regime must be described in the proposal for approval.

6.2. If assessed work shows evidence of plagiarism, the candidate will be invited to provide an explanation in response. Where a satisfactory response is not provided, the work will not be accepted and no result will be entered, nor will a certificate of any kind be issued.

7. Certification

7.1. The University is responsible for all certification. A faculty, department or unit may not certify.

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[4] **Note:** Any proposal to offer a formal qualification in partnership with a third party, or to use a third-party to support the University in offering a formal qualification, requires Senate, and may require Council, approval. No delegated authority applies in such cases.

Except with permission of the Senate, the logo of the faculty or department will not appear on the certificate.

7.2.   A continuing education transcript and certificate will be issued for all courses, except for the extra-mural studies courses offered by the Centre for Open Learning.

7.3.   Only participants who have fully met the requirements of the continuing education course may be issued with a certificate. Faculty-based continuing education offices are responsible for processing the certificates and transcripts for persons who have successfully completed the continuing education courses. Protocols for the issue and control of certificates are prescribed by the Student Records Office (SRO).

7.4.   The University may withhold certification where evidence of plagiarism was found and the candidate was unable to provide a satisfactory explanation (See 6.2 above).

7.5.   Certificates must follow a standardised format (see Appendix B) and must reflect attendance or completion, as advised by the Course Convener.[5]

7.6.   Where there is a joint agreement in place with a third party and the contract stipulates that certificates will be co-badged, the logo and name of the external party will appear on the certificate.

8.   Monitoring and evaluation

8.1.   The course convener must produce a brief written report at the conclusion of the event, summarising the evaluation forms and any direct feedback from the participants. This report should include recommended action points associated with the course or for colleagues who might be organising similar activities. The report should be submitted to the Dean or Director of the GSB.

8.2.   The Dean of the faculty should undertake a review of the faculty's short course activities annually. As a matter of course, participants in each short course or event must be asked to complete an evaluation form at the conclusion of each event. These evaluations should be kept for the Dean to refer to if requested. Notwithstanding the use of evaluation forms, participants should be encouraged to raise directly with tutors or lecturers any aspects of the course which they believe could be improved.

8.3.   Departments may find it valuable to conduct a follow-up review of any vocationally-orientated courses that are offered on a regular basis, to assess the impact of the courses. A similar follow-up review with participants' employers or the relevant SETA should also be considered, where the department provides a programme in collaboration with a company or SETA.

8.4.   The Dean of the faculty is responsible for monitoring policy implementation and impact. The Dean will submit an annual report to the IPD of continuing education courses offered in the year; the IPD will prepare a consolidated report for the Adult Learning Sub-Committee and Teaching and Learning Committee, which plays an oversight role. The TLC will conduct a review of the continuing education policy every five years and will submit a report to the QAC on the effectiveness if the quality management systems related to CE.

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[5]   A GSB logo may be included on certificates for courses offered by the GSB (see SEC 4 November 2013)

9. Staff Development

Each faculty should ensure that academic staff have access to training opportunities to develop the skills to design CE courses that are appropriate for continuing professional development. This includes the skills to offer online continuing education courses.

10. Access to University facilities

Participants will have access to the University network, including the wireless local area network. ICTS will enable this access. Participants registered for continuing education courses will not have access to the libraries, computer facilities or other facilities for the duration of their enrolment, unless such access is required and specially requested and granted. Access to other facilities would need to be negotiated on a case-by-case basis.

Approved: Senate, via PC01/2014

Amended: Senate, via PC03/2014
Senate, via PC10/2014
Senate, via PC08/2015
Senate, via PC02/2016

UNIVERSITY OF CAPE TOWN
APPROVAL FORM FOR CONTINUING EDUCATION COURSES (SHORT COURSES)

Note: This form is to be used only for short courses. All short courses are not credit-bearing.

SECTION A: COURSE INFORMATION

1. Full course title (max. 65 characters, including spaces)	
2. Short course title (max. 30 characters, including spaces)	
3. Target audience (Please describe the target audience and potential participants)	

3.1 Is this an 'open' course? (i.e. can anyone who meets entrance requirements be admitted into the course)	Yes ☐	No ☐
3.2 Is this a 'closed' course? (i.e. is it open only to specific groups who have specially requested the course)	Yes ☐	No ☐

3.3 List the entry requirements for the course		

3.4 Is this course offered in partnership with a third party?	Yes ☐	No ☐

3.5 If this course is offered in partnership with a third party, name the third party	

3.6 What is the mode of delivery?	Contact ☐	Online ☐

3.7 If online, name the party who will host the online learning platform (e.g. Vula, GetSmarter)	
4. Duration of the course (contact hours)	

5. Rationale (Justification for course. Include evidence of likely demand and/or outside support.)	

6. Does this course's content fall outside of the disciplinary field/s of the department in which the convener is appointed?	**Yes** ☐	**No** ☐

6.1 If yes, please indicate the discipline and department in which the course content falls?	
7. NQF level (If course is below NQF Level 5 provide motivation why UCT should be offering such a course)	

8. Will the course be formally assessed?	**Yes** ☐	**No** ☐

8.1 If yes, what form will this assessment take?	
8.2 If yes, how many NQF credits does this course carry? (Optional)	

8.3 Will the assessment regime be subject to moderation?	**Yes** ☐	**No** ☐

8.4 If yes, please describe the moderation process?	

8.5 How will the result for this course be recorded?	**PA** (pass according to assessment criteria)	**ATT** (attended 80% or more or failed assessment)	**PRT** (online or blended courses where there are no assessments or where individual failed assessment but participated)
	☐	☐	☐

8.6 If ATT or PART, indicate how the award of an ATT or PART result will be determined. (stipulate minimum attendance required to be recorded ATT or PART)	

9. Exit level learning outcomes	**Specific learning outcomes**

10. Budget and sustainability (In addition to the details below, please attach detailed budget)			
10.1 Proposed venue			
10.2 Fees to be charged			
10.3 Variable costs			
10.4 Fixed costs			
10.5 Estimated surplus and allocation of surplus			

11. Names of conveners or presenters who will exercise convener-delegated primary content control or management of student progress and assessment (Conveners who are not UCT academic staff must be appointed as visiting lecturers per HR guidelines)	**UCT academic staff member**	**Visiting lecturer**
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

12. Attachments	
If course is in partnership with an external party: attached contract stating roles and obligations of UCT and external party	☐
If course is offered at the request and according to the requirements of an external party: attached letter detailing the external party's requirements	☐

13. Recommendations/approval	**Comments**	**Signature**	**Date**
Head of department (in which Convener is appointed)			
Head of department (in which course subject area falls; only necessary if the course's content is the purview of a department other than the one in which the convener is appointed)			
Dean/Director of the GSB			

SECTION B: ADMINISTRATIVE INFORMATION

1. Faculty	
2. Department	
3. Subject area	

4. Career	**PDEV** ☐	**EMST** ☐

5. First year offered	

6. Year and session (Full Session for Summer School Only)	**Full session (SSC)** ☐	**Session 1 (SS1)** ☐	**Session 2 (SS2)** ☐	**Full year** ☐

7. Course code								**C**	**E**

8. PS course ID (to be entered by Student Records Office)						

9. Full course title (max. 65 characters, including spaces)	
10. Short course title (max. 30 characters, including spaces)	

11. NQF credits (optional)		**12. NQF level** (optional)	

13. Components required for course (select no more than 3)	**Lecture**	**Tutorial**	**Seminar**	**Online**	**Workshop**	**Module**	**Practical**
	☐	☐	☐	☐	☐	☐	☐
Other (please specify)							

14. Catalogue reason		**Required information**	
New course never offered before	☐	**None**	
Replacement of existing/ previously offered course	☐	**Original title+code**	
Change of title/catalogue no.	☐	**Original title+code**	

15. Course fee data							
15.1 Criteria for each fee (Examples: PEPFULL, PEPSTAFF etc.)	**Full(R)**		**Staff (R)**		**Reduced(R)**		**Year**	
	6-10(R)		**11-20(R)**		**SADC(R)**			
	Satellite(R)		**Location**					
15.2 Course revenue (Fund C/C RIO)	**Fund**		**Cost Centre**		**RIO**			
15.3 Course component for fees (e.g. lecture, field trip)								
15.4 Title for fee account								

16. Tracking	Comments	Signature	Date
Faculty-based office (send to SRO)			
SRO (Enter data in PS, approve for scheduling, Send to Fees Office & inform faculty and department)			
Finance department (Check/set up fee data in PS and SAP)			

UNIVERSITY OF CAPE TOWN
PROCEDURES FOR CONTINUING EDUCATION COURSES (SHORT COURSES)

This document deals with Senate procedures related to short courses (which are not credit-bearing) taken for personal enrichment and/or professional development, and for which a certificate of attendance or completion may be issued.[6]

KEY DEFINITIONS

In this document, a continuing education course or 'short course' refers to a course which is not credit-bearing but is taken for personal enrichment and/or professional development for which a certificate of attendance or completion may be issued. Such courses do not bear credit towards any existing qualifications but may be *described* in terms of National Qualification Framework (NQF) levels and credits derived from notional hours. A short course participant may be, but often is not, assessed: where the participant is assessed the result is determined by the Head of Department (HOD), and no Faculty/Senate approval is required.

1. **Approval process**

    The approval of a short course is the responsibility of:

    1.1 The Dean of the Centre for Higher Education Development (CHED) for a short course to run under its auspices (including EMS short courses administered by the Centre for Open Learning (COL)); or
    1.2 The Director of the GSB for short courses to be offered by the GSB; or

    1.3 Via the HOD to the Dean in the case of all short courses offered by departments. Where an individual academic has experience to offer a course in a disciplinary field other than the discipline of the department in which he or she is appointed, then the proposal must be routed to the Dean via HoD of the department professing the discipline and the HoD of the Department in which the academic is appointed.

2. **Proposal submission**

    The proposal must be submitted on the Continuing Education Courses Approval Form. Short courses that have been approved by the Dean may be published in the Dean's Circular for information. Inclusion in the Dean's Circular is not prescribed but is advisable.

3. **Budget and sustainability**

    Staff wishing to offer continuing education courses must supply the following information in the application to the Director of the COL, Director of the GSB or HOD as the case may be:

    - Purpose of short course
    - Proposed course fee

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[6] Adult learners who wish to take an occasional credit-bearing course must apply for admission as an occasional student. Such cases are not governed by this document.

- Itemised variable costs
- Fixed costs
- Cost-recovery contribution for indirect costs
- Estimated surplus
- Breakeven number of participant
- Proposed allocation of estimated surplus

4. Record of continuing education courses

All continuing education courses must be recorded on the PeopleSoft course catalogue.

5. Registration of participants

A continuing education course participant must be registered and assigned a UCT student number, unless one already exists. Once a course has begun, participants cannot be dropped from a course. Their registration can only be cancelled if they notify the Faculty-based office before a course has begun. Once courses have begun, and participants have started attending, they will remain registered even if they later stop attending. If a participant does not revoke their registration before a course has begun, they remain registered in the course. A course result must be entered for all registered participants.

6. Lifting blocks for international participants

Where a short course participant is an international student who was previously registered at UCT, there will be a negative service indicator against this participant's PeopleSoft record. This can be lifted by the International Academic Programmes Office (IAPO) in the event that the following information is provided by the office responsible for registration:

- An e-mail containing the information outlined below should be sent to the nominated IAPO officer:

    (a) The name and surname of the participant(s) for whom the block should be lifted;
    (b) The details of the course; and
    (c) A copy of the participant's passport, and visa page (in JPEG or PDF format)

The block will be lifted for the duration of the course, and it is the faculty-based office's responsibility to notify IAPO when a course has ended, and a transcript and certificate have been issued, so that this block can be put in place.

7. Assessment, monitoring and evaluation

A short course may optionally include in- and/or end-of-course assessment. Many continuing education courses will not include assessments.

Certificates must indicate the basis of their issue (i.e., attendance only, or completion). Certificates indicating completion should be issued only if participants are assessed, e.g. through the submission of portfolios or assignments or passing written tests.

Participants in each short course should be asked to complete an evaluation form at the conclusion of the course. The course convener will be expected to keep an attendance register especially where the basis of

certification is attendance.

The course convener may produce a brief written report at the conclusion of the event, summarising the evaluation forms and any direct feedback from the participants. The report should be submitted to the HOD and the Dean (or the COL Director, or GSB Director as the case may be).

Reviews of continuing education courses offered by any department may be included in the ambit of any formal academic review of the department. Course evaluation results may be submitted to support SASP reviews, probation reviews or *ad hominem* application.

8. Certification

All certification is by the University of Cape Town (not by a faculty, department or unit). A UCT certificate may be issued by the faculty (or the GSB) for candidates who attend or complete short courses, but only where the participant has met the requirements set for course.[7] Where a course-specific attendance requirement is set, it must be higher than 80%. Where no course-specific attendance requirement is set, the default requirement will be set at 80%. The certificate will contain the following information:

The UCT badge and "University of Cape Town/ Universiteit van Kaapstad/iYunivesithi yaseKapa" **(where there is a partnership in place, and there is a contract that stipulates that certificates must be co-badged, the logo and name of the external partner will appear on the certificate)**

- The faculty, and if applicable, department which offered the course, or the GSB
- Name of the course
- Name of participant
- Duration of course (in notional hours, NQF credits or other measure)
- An indication of whether the course was attended or completed
- Date issued
- Signature of Dean/GSB Director and course convener
- The logo of the department where Senate has given permission for this

The Continuing Professional Development points of a course which is recognised by a professional body will be held as a course attribute on the catalogue and included in the certification issued on condition that the decision on the CPD points was made by a duly authorised person or body.

The University may withhold certification where evidence of plagiarism was found and the candidate was unable to provide a satisfactory explanation to the course convener.

9. Record keeping

PeopleSoft will constitute the formal record of all short courses and all short course attendance.

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[7] Extra-mural studies (Summer School) short course participants will not be issued with certificates.