



PROCEDURE: Programme Management

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Procedure Owner	Dean: Teaching & Learning		
Review Register		Date	Signature
Approved by QMS Sub-committee	QMS Chairperson	01/07/2018	Name: Louise Fuller Signature:
Approved by MANCO	MANCO Chairperson	01/07/2018	Name: Benjamin Anderson Signature:
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Related documents	
<p>Da Vinci internal (e.g. Policies, Regulations, Guidelines, Contracts)</p> <ul style="list-style-type: none"> Policy: Programme Management 	<p>Other/External (e.g. Legislation, DHET and CHE directives and guidelines)</p> <ul style="list-style-type: none"> Constitution of the Republic of South Africa: 1996 Higher Education Act (Act 101 of 1997) CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004 Labour Relations Act (Act 66 of 1995) as amended CHE: Distance Higher Education Programmes in a Digital Era: Good Practice Guide, 2014 SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa, 2017
Website address of this document:	www.davinci.ac.za

Procedure Description

This procedure document outlines the programme management process to be followed.

Step	Description	Notes
1	Interdepartmentally a start date is agreed for the initiation of a programme and electives streams to be offered against programme framework and a draft programme schedule is prepared	
2	Programme Co-ordinator will receive an electronic copy of the signed Service Level Agreement (SLA)	
3	Design Office confirms material availability	
4	Programme Convener receives final screening sheet from Admissions Office – minimum 2 weeks before start of group	Minimum class size as agreed
5	Programme Convener prepares an Academic Report, schedule and loads group on the Electronic Learning Management System	
6	Programme Co-ordinator receives and approves Academic Report and schedule from Programme Convener	Programme schedule includes elective tuition workshops
7	Programme Convener then completes booking and briefing forms for Lecturers and links them to the group	
8	Programme Convener to confirm whether or not the group will be paperless - from the SLA or the Programme Convener will need to initiate printing process	Printing of material needs to happen 2 weeks before the initiation of the module
9	Programme Convener to upload material on the Electronic Learning Management System on an ongoing basis	Loading of material needs to happen 2 weeks before the initiation of the module
10	At the Initiation of the programme the Programme Convener sends a welcome email to students	Email includes: Programme schedule & logistics Student contract Indemnity

		Shadow match consent Inform the group to bring Laptop/tablet to workshops if paperless Request passport photo
11	On receipt on shadow match consent form Programme Convener will arrange for Shadow match link to be sent to each student	
12	Programme Convener to arrange access to electronic library resouces with Information Officer	
13	Programme Convener to to order Welcome pack from the Communications Office	
14	On an ongoing basis the Programme Convener to ensure all logistics are arranged for elective tutition workshops and brief the relevant lecturer	As per workshop requirements and Da Vinci branding
15	Programme Convener communicates regularly with the students with relevant programme information, including due dates, advice and support as they navigate their student journey	
16	Programme Convener will manage any changes to the programme schedule on an ongoing basis and if needed make the necessary changes	This may include the addition of any guest speakers when relevant
17	Assessment and Moderation managed as per the Assessment and Moderation Policy and procedures	
18	On receipt of assessment results or monthly review of students activity the Programme Convener will identify at risk students or students who will benefit from proactive interventions	
19	Programme Convener will contact identified students and arrange for support as needed	

Stakeholders

#	Stakeholder
1	Dean: Teaching & Learning
2	Dean: Design
3	Programme Co-ordinator
4	Programme Convener
5	Lecturer
6	Assesor
7	Moderator
8	Student Support Specialist

Version Control

Procedure Owner	Version #	Date	Reason
Dean:Teaching & Learning	001	1 July 2018	

