



PROCEDURE: Courseware Delivery

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Procedure Owner	Dean: Design		
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: 
Revision Frequency	Annually		
Review Date	June 2019		
Review History			

Related documents

<p>Da Vinci internal (e.g. Policies, Regulations, Guidelines, Contracts)</p> <ul style="list-style-type: none"> Policy: Curriculum Design and the Development of Learning and Assessment Resources 	<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 will be for the delivery of courseware.

Step	Description	Notes
1	Programme Convener will plan and coordinate printing tasks according to the learning programme schedules per learning programme	
2	Programme Convener to forward courseware sets per workshop to the respective lecturer for review, comments and suggestions at least four weeks before a workshop	
3	Programme Convener to ensure that relevant comments and suggestions received by lecturer are incorporated into the courseware set before printing	
4	Programme Convener to upload courseware set per module and per group onto Electronic Learning Management System, the e-learning platform, at least two weeks before the workshop	
5	Programme Convener to ensure printing of learning pack per module per workshop	

Stakeholders

#	Stakeholder
1	Dean: Teaching & Learning
2	Dean: Design
3	Programme Co-ordinator
4	Programme Convener

Version Control

Procedure Owner	Version #	Date	Reason
Dean Design	001	1 July 2018	

