



## **DIE AFRIKAANSE PROTESTANTSE AKADEMIE NPC**

Registration number: 2002/031756/08

Registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997

**Registration Certificate No. 1999/HE08/001**



### **INSTITUTIONAL POLICY ON SHORT COURSES**

Policy Owner	Board of The APA
Responsibility	Quality Commissioner and Quality Committee
Status	Unapproved
Date of approval	September 2018
Dates of amendments	
Review date	2023

## **Policy regarding short courses**

### **1. Introduction**

Short courses are designed by the academic personnel of the Afrikaanse Protestantse Akademie (APA) and once approved, offered to the public. These short courses may cover a wide field and must meet the needs of the society.

The policy regarding short courses of the APA forms the framework for the scheme and organization to modulate the design and delivering of short courses to protect the name, ethos and reputation of the APA.

The policy further lays down the roles of short courses within the context of the mission, vision and goals of the APA.

### **2. Relevant concepts**

**Live-long learning** is way of learning that is versatile, adjustable and accessible to individual members of the public at different periods of life, from different places and in different environments. Live-long learning also aims to empower the individual with life, as well as work related skills with the focus learning, personal development and self-actualisation.

**Quality** includes the meeting of the minimum standards for education, the commitment to the mission differentiation of the APA in the national framework and the empowerment of the individual regarding his or her personal capacity.

**Quality management** of short courses is the total of the establishment, maintenance, developing and strengthening, as well as the regulation of the quality of teaching and learning, research and community engagement of the APA.

**Short Courses** are non-accredited and not credit bearing short learning programmes offered by the APA as higher education institution outside of their formal structured graduate programmes. Regarding their purpose, short courses aim to revitalize or develop the participant's skill and knowledge in social or educational fields that can range from the development of live skills, good citizenship or deeper educational knowledge in a specialized academical field.

**Short Course participants** signify the individuals or groups of individuals who register for and attend the short course, aiming to meet the learning outcome(s) to develop in skill or knowledge relevant to the particular course.

**Sponsors and stakeholders** refer to the individuals, parties or institutions who, in order to support community engagement, contribute financially or in any other way to the assurance of live-long learning and deliverance of short courses at the APA.

### **3. Minimum requirements**

Due to the responsibility of the APA to develop and implement mechanisms for ensuring that quality and integrity are maintained throughout the short course value chain, this policy provides that the following requirements are in place:

- Institutional policy framework;
- Effective short course coordination and governance structures;
- Processes and procedures for course design and development;
- Systems for course approval and registration;
- Rules and regulations pertaining to course marketing, recruitment and registration of participants;
- Adequate teaching and learning resources, and appropriate processes;
- Assessment strategy and procedures;
- Certification arrangements;
- A system of records management; and
- A system for monitoring and review as a basis for continuous improvement;

#### **4. Purpose**

With the aid of short courses, the APA wants to serve the public in as many spheres of life as possible. The courses may vary from the implementation of living of life skills to highly specified intellectual equipment in specific academical fields.

In this way the APA endeavour to provide continued training, by means of which people from all ages may be served to enhance their own quality and equipment of live.

#### **5. Practice**

5.1 Any member of the academical personnel may willingly design one or more short courses and submit it to the Senate for approval. No member of the academical personnel will be forced by the APA to design, submit or present any short courses. For approval by Senate the relevant approval form (Annexure A) must be submitted.

5.2 The institutional short course coordinator must be appointed/approved by the senate. The appointed coordinator must be qualified and experienced to provide quality coordination services to short course participants and to ensure proper governance and internal oversight on the quality management of the short course.

5.3 The academic personnel who designed the short course is responsible for both defining the quality and outcomes of the short course, and that the short course participants must reach the learning outcomes.

5.4 The appointed coordinator for the specific short course must properly define the times when he/she wants to hold the short course (for example the number of hours/evenings/weeks/ holidays etc. The necessary forms must be completed.

5.5 Short courses are presented in the rooms/venues of the APA. The Senate is responsible for the allocation of rooms/venues to each lecturer who is coordinating a short course.

5.6 With permission of the Senate, short courses may be held elsewhere, for example in congregations, schools or in another town/city, with understanding that such a short course will not have negative consequences for the lectures regular work as lecturer at the APA.

#### **6. Principals regarding course design and development**

6.1 The design and development of short courses must meet the needs and expectations of the participants, employers, sponsors and professional associations in the context of the vision, mission, vision, goals, core competencies and resources of the APA.

6.2 The design and development of short courses should not only be informed by a comprehensibly articulated outlook of teaching and learning but should also result in clear and concise written statements of intended learning outcomes, as well as the potential achievable impact of the different courses.

#### **7. Certification**

Each participant, completing a short cause, will receive an official certificate from the APA. The following information much be supplied on the certificate:

- The date and duration (hours) of the short course
- The name of the short course

#### **8. Fees**

Since the fees related to a short course are not prescribed it may vary from course to course. The coordinator must submit an estimated participation fee he/she wants to charge as well as an estimated budget for the course in total.

The fees of the short course must include the following:

- The institute fees involved in the short course, for example: administration, photocopying of documentation/handouts, renting of rooms (when applicable)
- The fees for the lecturer(s)/presenter(s)/speakers
- The fees regarding the catering

### **9. Time schedule for the implementation of a short course**

The design of a short course must be submitted at least three months before the date on which it is planned to take place.

When a member of the academical personnel has submitted a complete design (lecture planning, outcomes to be reached and method(s) of assessment, the Senate will respond within one month.

No short course may be advertised before it has been approved by the Senate. Once approved, the appointed coordinator will be responsible for the advertising of his/her short course. The APA will endeavour to place timely advertisement/notice and information regarding short courses.

### **10. Assessment of short courses**

The appointed short course coordinator decides about the method of assessment for that specific course. The method of assessment may be formal, informal, diagnostic, formative or summative. Whichever method decided upon, it remains the responsibility of the appointed short course coordinator to ensure that the course attenders have reached the learning outcome(s) of the (specific) short course. On completion of the short course and having reached the learning outcomes, the participants/attenders will receive a certificate at the next graduation ceremony of the APA (see also par 7: Certification.)

Compiled by Prof. SD Nel and Mr. A Pieterse

Developed: August 2018



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"Ou spore - Nuwe weë"

**ANNEXURE A (POLICY ON SHORT COURSES)**

**APPLICATION FORM FOR APPROVAL OF SHORT COURSE(S)**

NAME OF SHORT COURSE: .....

NAME OF COURSE COORDINATOR: .....

DATE(S) OF COURSE: .....

INTENDED HOURS: .....

PLACE: .....

1. HOW DOES THIS SHORT COURSE ALIGN WITH THE VISION AND MISSION OF THE INSITUTION?

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2. RATIONALE (PURPOSE) FOR THE SHORT COURSE

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3. INTENDED SHORT COURSE OUTCOMES

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4. ASSESSMENT ARRANGEMENTS

Assessment details								
No	Description or summary of envisaged assessment tasks	Purpose						
		Diagnostic	Formal	Informal	Formative	Summative	Promotion	Weight
1								
2								
3								
4								
Totals								

5. ARRANGEMENTS FOR CERTIFICATION

.....  
 .....

SIGNATURE OF HEAD/REGISTRAR: .....

APPROVED BY THE SENTATE ON: .....