



POLICY ON CONTINUING EDUCATION

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Responsible division	Unit for Continuing Education
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POLICY ON CONTINUING EDUCATION

Preamble

Against the background of the dream to be an internationally recognised university in Africa, distinguished for engaged scholarship, social responsiveness and an ethic of care, the Council of the North-West University (NWU) adopted this policy on 13 June 2024 to regulate the provision of all continuing education activities of the University as from 1 January 2024.

1 Interpretation and application

This policy must be interpreted and applied in a manner consistent with the –

- 1.1 Constitution of the Republic of South Africa, 1996;
- 1.2 Higher Education Act, 101 of 1997;
- 1.3 Skills Development Act 97 of 1998;
- 1.4 National Qualifications Framework Act 67 of 2007;
- 1.5 Statute of the North-West University (2017) ('the Statute'); and with
- 1.6 All related policies of the NWU.

2 Definitions

In this policy –

“**CEd**” means continuing education which is any teaching and learning intervention (including short learning programmes) not listed on the NWU Programme Qualification Mix (PQM) as a formal academic programme regardless of whether the University levies a fee or any other form of compensation or whether an NWU certificate or other form of recognition bearing the emblem of the NWU is issued to participants;

“**CEd Rules**” refer to rules in support of the management and operations of continuing education as approved and amended by Senate;

“**SCAS**” means the Senate Committee for Academic Standards; and

“**UCE**” means the Unit for Continuing Education.

3 Policy statement

It is the policy of the NWU that –

- 3.1 life-long learning, as an enabler of all (including disadvantaged) individuals to become active role-players in the economy and society at large, must be supported; and
- 3.2 professional services to the community must be provided and sustained whilst seeking and supporting opportunities to create third-stream income for the University.

4 Guiding Principles

- 4.1 The directives and good practice measures established in the national and institutional quality assurance guiding frameworks are principles that must drive the University's purpose to assure the academic integrity and quality of its CEd offering. The following documents govern provisioning of CEd offerings:
 - 4.1.1 A Good Practice Guide for the Quality Management of Short Courses offered outside of the Higher Education Qualifications Sub-Framework (2016);
 - 4.1.2 SAQA Criteria and Guidelines for Short Courses and Skills Programmes (2004); and
 - 4.1.3 The Framework for Quality Enhancement at the NWU.
- 4.2 In order to ensure sound governance in the delivery of CEd offerings, the University must adhere to the principles of due diligence, quality, transparency, fairness and the management of risks set out in the documents referred to in 3.1

5 Rules for the Management of CEd

- 5.1 The University Management Committee (UMC) must adopt rules consistent with this policy for the management of CEd offerings of the University;
- 5.2 The rules must provide for efficient and functional rules, processes, standard operating procedures and quality manuals that align with and support the Policy on Continuing Education.
- 5.3 Rules made by the UMC for the management of CEd offerings are subject to the approval of Senate.

6 Purposes and objectives

- 6.1 The purpose of this policy is to regulate the functioning (application, approval, implementation and quality assurance) of CEd offerings by the University and to outline the function of SCAS regarding CEd.
- 6.2 The following objectives must be pursued in the implementation of this policy and the rules for the management of CEd.
 - 6.2.1 to ensure compliance with all relevant legislation and regulations;
 - 6.2.2 to define mechanisms for ensuring that quality and integrity are maintained throughout the CEd value chain, from design to delivery and beyond, to the satisfaction of beneficiaries, sponsors and other stakeholders;
 - 6.2.3 to manage financial risk by defining requirements for financial viability requirements of CEd offered by the University;
 - 6.2.4 to manage the University's integrity, reputational and legal risk by establishing rules for agreements with external parties, including sponsors, beneficiaries and external parties who offer CEd courses with or on behalf of the University;
 - 6.2.5 to ensure that measures are taken against, and sanctions imposed, on those who may be found responsible for running unapproved and unregistered CEd offerings;
 - 6.2.6 to expand partnerships and collaboration;
 - 6.2.7 to expand the footprint of CEd offerings internationally;
 - 6.2.8 to improve the efficiency, effectiveness and quality of internal processes; and
 - 6.2.9 to benchmark the NWU eLearning environment to monitor and compare performance internally and externally.

7 The UCE

- 7.1 The UCE is the central structure responsible, under the supervision of the Deputy Vice-Chancellor: Integrated Planning, for managing and coordinating CEEd offerings.
- 7.2 The UCE is entrusted with the responsibility to:
- 7.2.1 act as custodian of this policy through compliance monitoring and recommendation of disciplinary action in the event of non-compliance by an employee of the University;
 - 7.2.2 develop and implement systems, processes and procedures for all activities in the CEEd value chain;
 - 7.2.3 develop, implement and maintain a participant registration, administration and records management system for CEEd;
 - 7.2.4 maintain a procedure for CEEd participants to provide feedback, and to forward the feedback to the coordinator and the executive dean concerned;
 - 7.2.5 provide coordination services to external stakeholders, including but not limited to sponsors, regulators and participants;
 - 7.2.6 liaise with the external environment, in close collaboration with the faculties, to obtain a needs analysis;
 - 7.2.7 drive the development of an innovative and responsive product portfolio in close collaboration with the faculties;
 - 7.2.8 provide support to employees who are responsible for developing and delivering CEEd offerings;
 - 7.2.9 ensure financial sustainability of the UCE and of CEEd-related activities;
 - 7.2.10 report regularly on all aspects of CEEd;
 - 7.2.11 develop and implement systems for managing reputational and legal risk of the University related to CEEd;
 - 7.2.12 recommend the assignment of the management of selected CEEd offerings contemplated in paragraph 7 to a suitable delivery point within the University, considering the expertise available at the delivery point concerned;
 - 7.2.13 compile functional rules for the management of CEEd that include standard operating procedures, processes and a quality management system;
 - 7.2.14 develop a mutually beneficial financial policy for CEEd; and
 - 7.2.15 support faculties in annual budgeting processes.

8 Implementation, auditing and review of the Policy

- 8.1 Responsibility for the implementation of, and the monitoring of compliance with, the Policy lies with the Deputy Vice-Chancellor: Integrated Planning.
- 8.2 Policy revision and consultation occurs in consultation with the Deputy Vice-Chancellor: Teaching and Learning.
- 8.3 Compliance with this policy and policy rules must be audited as per the normal cycle by the Internal Audit department and by the University's external auditors.
- 8.4 The policy must be revised every three years.