



UCT Policy on Short Courses, Continuing Professional, and Lifelong Learning

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Executive Summary

This policy provides the governance and operational framework for the development, approval, delivery, and certification of short courses, continuing professional learning offerings and lifelong learning offerings at the University of Cape Town. It replaces the 2014 Senate Policy on Continuing Education and responds to quality assurance and regulatory expectations, flexible provision, and UCT's Vision 2030 priorities.

Short courses, continuing professional learning, and lifelong learning offerings are non-formal, non-credit-bearing learning opportunities that do not lead to qualifications or part-qualifications registered on the National Qualifications Framework (NQF). These offerings are designed to support personal and professional development, broaden access to learning across life stages, and advance UCT's commitment to social responsiveness.

For the purposes of this policy, UCT distinguishes between two categories:

- **Certified short courses:** These are formally approved, recorded on institutional systems (e.g. PeopleSoft), and result in the issuance of a certificate of learning or participation by UCT.
- **Non-certified learning offerings:** These include workshops, public lectures, Summer School courses, MOOCs, and similar initiatives. While they do not carry formal certification, they should be developed and delivered in alignment with UCT's quality standards.

This policy provides both requirements and guidance to ensure that short courses and continuing professional learning at UCT are academically sound, financially sustainable, and strategically aligned with institutional goals. It:

- Establishes clear governance, approval, and quality assurance mechanisms for short courses;
- Requires all short courses to be convened by accountable academic staff and approved through a structured process;
- Outlines provisions for the development, management, and certification of short courses;
- Provides guidance on the use of short courses for Recognition of Prior Learning (RPL) and future micro-credentialing;
- Articulates overarching principles to guide continuing professional and lifelong learning; and
- Assigns roles and responsibilities to faculties, departments, support units, and governance structures for implementation and oversight.

Annexures provide participant-facing Terms and Conditions, teaching and learning guideline and a glossary of key terms.

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Acronyms

APDC	Senate Academic Planning & Development Committee
CILT	Centre for Innovation in Learning & Teaching
CMD	Communications & Marketing Department
CPD	Continuing Professional Development
CPL	Continuing Professional Learning
CTU	Commercial Teaching Unit
D2L	Desire To Learn (the company that owns and develops the Brightspace)
DHET	Department of Higher Education and Training
DOA	Delegation of Authorities
DVC	Deputy Vice-Chancellor
ELC	English Language Centre
HEQC	Higher Education Quality Council
HOD	Head of Department
IAPO	International Academic Programmes Office
ICTS	Information and Communication Technology Services
IP	Intellectual Property
IPD	Institutional Planning Department
MoA	Memorandum of Agreement
MOOC	Massive Open Online Course
NQF	National Qualifications Framework
OESC	Online Education Sub-Committee
P&S	Properties & Services
PASS	Professional, Administrative Support & Services
PQM	Programme & Qualification Mix
RO	Research Office
RPL	Recognition of Prior Learning
SAQA	South African Qualifications Authority
SCWG	Short Course Working Group ¹
SRO	Student Records Office
TLC	Teaching & Learning Committee

¹ UCT has two *operational* governance structures related to the provisions of this policy: Short Course and Course Merchant Steering Committee, managed through CILT, and the Short Course Working Group, managed through the ODR.

i. Definitions

Term	Description
Accreditation (in Higher Education)	The external evaluation and approval of formal programmes by the HEQC.
Assessment	The process of evaluating whether a student has met the intended learning outcomes of a programme.
Certification	The issuing of a formal record of attendance or completion of a short course.
Co-badging	Certification offered jointly by UCT and another accredited institution.
Continuing Professional Learning	Structured, non-formal learning activities designed to support individuals in maintaining, developing, or enhancing the knowledge, skills, and competencies relevant to their professional roles.
Credit	A measure of the notional hours of learning required to achieve specific learning outcomes.
Formal Learning	Structured learning that leads to credit-bearing qualifications registered on the NQF.
Informal Learning	Learning that occurs through daily life, work, or social activities, without formal structure.
Lifelong Learning	A system that allows learning at any point in a person's life, through multiple pathways, and across all levels and forms of learning.
Massive Open Online Course (MOOC)	A free or low-cost online course open to large numbers of participants worldwide from anywhere in the world.
Micro-credentials	Short, certified learning units that recognise specific skills and may contribute to a formal qualification.
Non-formal learning	Planned learning not formally leading to a qualification, often used in workplace.
Recognition of Prior Learning (RPL)	The assessment of non-formal and/or informal learning for access or recognition for formal study.

For additional terms and expanded definitions, please refer to the Glossary in [Annexure C](#).

ii. Introduction and Scope

The University of Cape Town (UCT) offers a wide range of short courses and Continuing Professional Learning (CPL) opportunities aimed at supporting enrichment, upskilling, professional development, lifelong learning, human capital development, and social responsiveness. With the growing adoption of flexible learning modes in higher education, recent advances in micro-credentials further extend the value of some of these offerings by potentially broadening formal access to higher education.

UCT's short course and continuing professional learning offerings are **non-formal, non-credit-bearing** and do not lead to qualifications or part-qualifications registered on the National Qualifications Framework (NQF). For the purposes of this policy, a distinction is made between **certified** and **non-certified** offerings, defined as follows:

- **Certified Courses:** Subject to internal approval process and are recorded in UCT's Student Administration System (PeopleSoft). They include short courses offered by the English Language Centre (ELC) and certain Continuing Professional Development (CPD) courses.
- **Non-Certified Courses:** These include workshops, MOOCs, webinars, seminars, and CPD courses not processed through UCT's certification system, as well as courses offered by the International Academic Programmes Office (IAPO) and UCT's Summer School. While these courses offer valuable learning experiences, they are intended for personal or professional enrichment and do not result in certification.

This policy specifically applies to **short courses**.

To promote quality and alignment with UCT's strategic objectives, the institution encourages the application of the guiding principles outlined herein to non-certified courses where appropriate and fit for purpose.

CERTIFIED COURSES	NON-CERTIFIED COURSES
UCT internal accreditation	UCT internal accreditation
Application of guiding principles in UCT policy	Encouraged use of guiding principles in policy, where appropriate
Participants recorded on PeopleSoft	Participants not recorded on PeopleSoft
UCT certification	No UCT certification
With or without an assessment	Generally no assessment
Non-credit bearing	Non-credit bearing
Possibility of converting bundled courses into micro-credentials	Not possible to convert bundled courses into micro-credentials
Include: Continuing Professional Development (CPD) courses, 2U, EdX courses, English Language Centre (ELC)	Include: Massive Open Online Courses (MOOCs), webinars, seminars, Summer School, Research Office courses, IAPO programmes.

UCT's Vision 2030 underscores the aspiration to expand the *capacity to offer continuous education and micro-credentials to respond to the changing needs of the world of work and the emergence of new jobs*². In this context, strengthening this policy is therefore both a quality assurance mechanism and an enabler of innovation, responsiveness, and strategic alignment³.

While short courses are not classified as part of UCT's core academic offerings, since they do not attract government subsidy or contribute to teaching input units, they remain strategically significant. There is growing scope for short courses to support Recognition of Prior Learning (RPL) and, with the anticipated rollout of micro-credentials⁴ for alignment with formal qualification curricula. When designed with such alignment in mind, short courses may serve as accessible entry points into formal programmes, allowing participants to later generate state subsidy through registration and graduation. In this way, short course operations becomes integrated into the broader academic and financial ecosystem of the University.

² [Vision 2030](#)

³ Note, while the term "Continuing Education" has been used at UCT as the umbrella term and is reflected in previous versions of this policy, in the South African context, the term carries a specific legal definition under the Continuing Education and Training Act (2006) which refers to TVET-level provision. UCT has therefore adopted alternative terminology in this policy to reflect alignment with relevant legislation.

⁴ In the interim, micro-credentials will be offered solely by UCT or through defined agreements with other Higher Education institutions. Further to this policy, the University will develop a roadmap for micro-credentials in alignment with national policy developments once these are released.

iii. Objective

The objective of this policy is to:

- Support institutional responsiveness and innovation through an enabling policy framework that aligns with national quality assurance requirements and the NQF;
- Enhance and protect the integrity of UCT's short courses and continuing professional learning offerings;
- Create an enabling environment for the provision and marketing of short courses and continuing professional learning offerings;
- Ensure that short courses and continuing professional learning offerings are quality assured and financially viable;
- Ensure that the University maintains accurate records of short courses offered including course attendance, and course completion; and
- Ensure that the quality management, operations, and provision of short courses, continuing professional and lifelong learning are aligned with the University's strategic goals.

iv. Applicable to

This policy applies to all UCT staff (academic and PASS) involved in the governance and provision of short courses, including development, quality assurance, delivery, management, administration, and certification. It is also applicable where the principles are being used to guide the provision of non-certified continuing professional and lifelong learning offerings.

v. Governance

1. The governance and quality management of short courses is the responsibility of UCT and is overseen by the relevant Dean/Director: GSB as delegated by Senate.
2. Faculties retain admissions authority for all short courses, including setting entry requirements and managing participant selection processes, in line with institutional rules.

3. A short course may only be offered by an academic department, the English Language Centre (ELC), or Centre for Higher Education Development (CHED)⁵.
4. If a PASS department intends to develop a short course, it must collaborate with an appropriate faculty or CHED to facilitate the offering of the course.
5. All short courses require approval from the HOD of the academic department in which the course is offered, as well as the relevant Dean of the faculty, Director: GSB, or Dean of CHED.
6. Where short courses are offered across multiple disciplines, the Heads of Department (HODs) from all contributing departments must support the course proposal. Additionally, if a department offers a short course in a discipline that falls under the purview of another department, it must first obtain approval from that department before proceeding.
7. For collaborations, if a Memorandum of Agreement (MoA) with a partner institution is involved, it should be reviewed by UCT's Legal Services and the partner institution. The MoA may include details such as the rationale and duration of the partnership, IP ownership, academic input and oversight, cost recovery, profit-sharing, reporting requirements, and dispute resolution processes.
8. Approved short courses are published in the Dean's Circular and the Principal's Circular for information.
9. The Online Education Sub-Committee (OESC) will review all MOOCs for offering and collaborate with faculties/CHED to develop necessary protocols for their development and quality management.
10. Where Senate intervention is necessary related to governance or quality assurance of short courses, the Senate Academic Planning and Development Committee (APDC) will provide oversight.

vi. Development & approval

11. Short course, continuing professional and lifelong learning provisioning at UCT takes place in accordance with the University's language policy.
12. All short courses must align to the Institution's Programme & Qualification Mix (PQM) which identifies UCT's approved fields of study.

⁵ Extra Mural Studies (EMS) certified short courses are approved by the Dean of CHED.

13. Short courses must be convened by a permanent academic staff member of the University or a staff member of the English Language Centre (ELC). This requirement ensures academic accountability, oversight, and alignment with institutional quality standards. Where necessary a permanent academic staff member may be designated as the *administrative convenor*, who will be accountable for course oversight as detailed in Section ix.

UCT does not outsource the delivery of short courses, and therefore course convenorship must remain within the oversight of accountable academic structures.

14. NQF levels and credits may not be assigned to any short course.
15. All new short courses must be proposed via the UCT Short Course Approval process⁶.
16. Short course conveners should consult with the relevant University teaching and learning committees and related departments for support on development when needed.
17. Short courses should generally aim to be financially viable and to recover all associated direct and indirect costs. Faculties should utilise appropriate mechanisms to assess the financial feasibility of proposed courses, e.g. business plans, and ensure that resource allocation aligns with institutional priorities. However, faculties/CHED may elect to offer courses that are not independently profitable, especially where there is clear strategic value. Such value may include but is not limited to:

- Advancing transformation, social responsiveness, or strategic partnerships
- Enhancing the University's academic reputation or regional footprint
- Piloting for future scalability

Faculties are accountable for motivating such cases and must ensure that they are considered within the broader context of faculty/CHED planning and resource allocation processes.

18. It is recommended that short courses be approved by a relevant governance structure such as an accreditation or academic planning committee, however, the decision to require such approval is delegated to the faculty/CHED.

⁶ The University currently utilizes the ACA31/41 for this purpose. This process is being digitized (2025).

19. All short course prerequisites, if applicable, must be included in the proposal for the new course.
20. Curriculum development, learning methods, and assessment approaches should align with the guidelines provided in [Annexure B](#). These include consideration of prior learning, learning outcomes, and assessment.
21. In cases where a short course is approved as a collaboration the proposal must explicitly outline the arrangements for the collaboration.
22. A short course must be submitted for re-approval if substantive changes are made that significantly alter its core attributes⁷. The decision to require re-submission of a short course for review and approval after a specified period is delegated to the faculty/CHED.
23. Non-certified courses are not subject to the same formal short course approval process. However, departments are responsible for ensuring that they align with the principles in this Policy and maintain feedback and review mechanisms.

vii. Management & Administration

24. The [UCT Learning Store](#), integrated with the University's Learning Management System (Amathuba), serves as the default front end for short courses. All short courses must be listed on the Learning Store to ensure centralised access and visibility. Non-certified courses may also be listed where appropriate.
While other platforms may be used, any deviation from Amathuba requires prior approval through a formal exception request. This must include a clear rationale and demonstrate compliance with institutional policies on student access, data security, and financial governance.
25. Unless otherwise approved or part of an agreement, course fees are expected to be paid in full prior to the commencement of the course.
26. Outstanding UCT student fee debt will not prevent students from enrolling in a UCT short course. Registration will be processed automatically in PeopleSoft where no other requirements exist, and students will incur no additional fee debt, as payment is required upfront.

⁷ These can include major revisions to the purpose, learning outcomes, target audience, duration; inclusion of assessment, change in partnerships, or financial structure.

27. Academic exclusion (RENN status) will not prevent students from enrolling in a UCT short course.
28. Rusticated students may not register for short courses. This exclusion reflects the institutional nature of rustication, which removes students from all academic activity for a period of time.
29. Records for all participants enrolled in short courses must be kept on PeopleSoft and participants must be assigned a student number, unless the participant already has one.
30. Departments must be able to verify that attendance of a short course is legitimate. Attendance records are subject to review.
31. Unless otherwise indicated, refunds in full will be issued if a written notice of cancellation is received within seven calendar days of the course commencement date.
32. All participants will be notified timeously in advance of the course commencement date, if any changes to the schedule occur, along with details of alternative options.



CLILT can be contacted for assistance with the course design and development on the Amathuba platform, as well as for setting up the courses and direct payments on the Learning Store.

33. Departments managing non-certified courses should maintain participant records and feedback data for a minimum of five years. This data may contribute to annual reports and continuous improvement efforts.
34. Marketing and commencement of a short course may only proceed upon the Dean's approval of the course. All marketing materials must clearly indicate the certification requirements, eligibility criteria, mode(s) of delivery, delivery dates, and registration details.
35. It is recommended that non-certified courses also provide accurate and informative descriptions, focusing on the learning experience. Where applicable information about potential recognition (e.g., completion acknowledgment or digital badges) may be included to encourage enrolment while managing participant expectations.



All short courses should be marketed with clear distinctions between credit-bearing learning programmes to avoid participant confusion.

36. The short course transcript issued to participants will be distinct from the qualification transcript.
37. If assessed work shows evidence of academic misconduct, the participant will be invited to respond. Where no satisfactory explanation is provided, the work will be rejected, an Incomplete (INC status) result will be recorded, and no certificate will be issued. As short course participants are not registered UCT students, standard student disciplinary processes do not apply. No refund will be permitted.
38. Short courses must be supported by appropriate resources and venues that meet UCT standards. Off-campus venues must comply with P&S requirements. Participants will have access to the UCT network for the duration of the course, but access to libraries or computer labs is only granted where specifically approved.
39. Short courses may support Recognition of Prior Learning (RPL) in line with the University's RPL Policy. Guidance on how to align course design with RPL and micro-credentialing is detailed in [Annexure B](#).

viii. Certification

40. The University is responsible for issuing all short course certificates. Faculties, the GSB, CHED, departments, or units may not create their own certificates. Except with Senate approval, faculty, CHED, or departmental logos will not appear on certificates.
41. Certificates must reflect attendance or completion, duration and dates as approved by the Dean/Director. (Refer [Annexure C](#) for link to Results)
42. If the agreed payment terms have not been adhered to, the final result and confirmation of completion of the course will be withheld.
43. Only participants who have fully met the stated requirements of the short course may be issued with a certificate.
44. The default for all certification is digital, with the exception being paper-based. The additional costs of paper-based certification will be a direct cost to the department running the course.

45. UCT may collaborate on a short course with an external organisation. Co-badging of the short courses is permitted where the external partner is either a higher education institution or an institution offering programmes registered on the NQF. In such cases, both institutions' names and logos may be displayed with equal prominence.
46. UCT may also partner with institutions that do not offer qualifications or part-qualifications registered on the NQF, particularly in the context of customised short courses or strategic collaborations. However, such partners may not independently issue certificates of learning, formal or otherwise, as this falls outside their mandate. UCT remains solely responsible for the academic quality, certification, and delivery of the course.
- Certificates may acknowledge the partner's role through the inclusion of the partner's name or logo, provided it is displayed with subordinate prominence and accompanied by wording such as "Delivered in collaboration with [Partner Name]".
- These certificates must not imply co-certification, accreditation, or joint academic responsibility⁸.

ix. Roles and Responsibilities

47. All participating departments are responsible for adhering to and engaging with quality management principles for short courses, continuing professional, and lifelong learning offerings.
48. The **Registrar** is accountable for all short course participant records, certification oversight, contracts, and compliance with relevant internal and external regulations.
49. The **DVC: Teaching and Learning** is accountable for matters relating to quality assurance, teaching, and learning, the use of RPL, and compliance with relevant internal and external regulations.
50. The **Chief Financial Officer** is accountable for financial governance.

⁸ UCT cannot partner with such organisations to co-offer training because they do not fulfil the state requirements for them to be involved in the education and training space.

51. The Dean/Director: GSB:

- Ensures the academic quality of all short courses offered in the faculty/CHED.
- Ensures that the time spent by staff (academic and PASS) on short courses, is accounted for in terms of approved workloads and responsibilities across the faculty/CHED.
- Ensures an appropriate faculty/CHED governance structure is in place for the management and administration of all short courses offered.
- Ensures accountability for a contribution from short courses, as agreed, to Faculty/CHED revenue, based on the University annual planning and budgeting process.
- Ensures an annual review of short courses in consultation with the Head of the Commercial Teaching/ Short Course Unit if necessary, based on feedback, and identifying new potential courses, based on demand. This review should include a survey of employers' needs for micro-credentials.

52. Ensures submission of an annual narrative report to the Head: Academic Planning and Quality Assurance on courses offered, for consolidation by the Academic Planning and Development Committee (APDC) into a UCT-wide report on short courses, continuing professional development, and lifelong learning offerings⁹.

53. The Head of Department:

- Reviews and signs off on the proposed short course, ensuring alignment with the department's academic priorities and expertise.
- Ensures that teaching on short courses is appropriately accounted for in staff workload allocations and does not compromise core academic responsibilities or obligations to formal qualifications.
- Confirms that staff involvement in short courses complies with the university's workload and remuneration policies and escalates resource requirements for additional short course teaching where necessary.
- Signs off on the appointment of course convenors.

⁹ Faculties may utilise their existing reporting mechanisms to generate inputs for the annual narrative report submitted.

- Oversees departmental quality assurance mechanisms for short courses.
- Validates that short courses meet any relevant professional or disciplinary standards where continuing professional development (CPD) is claimed and signs off accordingly.
- Collaborates with the Faculty Manager and Finance Officer to ensure that proposed short courses demonstrate cost recovery and financial viability prior to Dean/Director sign-off.
- Ensures that all policies and procedures are communicated to and implemented by the responsible individual(s).



In faculties/CHED with dedicated commercial teaching units or short course units, the following responsibilities are held by the heads of those units, who act in the capacity of the short course convener and faculty manager.

54. The course convenor or Head of the Commercial Teaching/Short Course Unit:

- Initiates and submits the necessary course approval documentation and ensures that all required authorisations are obtained prior to course commencement.
- Oversees course administration or assigns these responsibilities to an appropriate administrator, ensuring smooth course operations.
- Updates and resubmits approval documentation as needed, reflecting any changes to course content, structure, or other relevant information.
- Ensures completion criteria are clearly defined in accordance with [Annexure B](#), and co-ordinates with administrative teams for accurate certification processing.
- Gathers participation data and feedback to inform future improvements and enhance the quality of offerings.
- Prepares post-event reports for the HOD and Dean/Director, summarising key feedback and insights from participants.
- Co-ordinates with IAPO to address any administrative requirements for former international students enrolled in short courses, as applicable.



The international student indicator must be reinstated at the conclusion of the course.

55. The **Faculty Manager** or **Head of the Commercial Teaching/Short Course**

Unit:

- Ensures adherence to governance processes for all short courses offered within the relevant faculty or unit, in line with institutional requirements.
- Establishes clear roles and responsibilities for short course administration, covering key areas such as:
 - Proposal and approval of new courses.
 - Implementation of quality assurance measures.
 - Allocation of the short course code.
 - Ensuring course visibility on the Learning Store or other appropriate platforms.
 - Co-ordinating marketing activities aligned with the course's purpose and objectives.
 - Providing necessary data and updates for annual reporting to oversight committees (e.g., APDC).
- Co-ordinates with CILT to maintain an updated, accessible catalogue of short courses, integrating links to relevant platforms and course information.

56. The **Faculty Finance Manager** or **Head of the Commercial Teaching/Short Course Unit:**

- Ensures financial viability of each course by aligning projected revenues with estimated costs and reviewing historical financial data and trends for informed decision-making.
- Implements regular reporting mechanisms to keep the department, faculty/CHED, and relevant central university departments informed on course performance and outcomes.
- Establishes systems and controls to facilitate the annual transfer of agreed contributions to university operations, covering costs for essential support services such as IPD, Registrar's Office, ICTS, CILT, Finance, and CMD.
- Is responsible for ensuring appropriate controls exist to support the

implementation of policies.

57. Student Records Office:

- Administers short courses at the institutional level and provides support to short course units across faculties/CHED.
- Ensures that approval forms are complete, contain the relevant signatures, and are ready for capture on PeopleSoft.
- Upon receiving completed approval forms, creates the course on PeopleSoft and allocates a PeopleSoft ID.
- Notifies the Fees Office, enabling scheduling, participation, and certification, while ensuring data quality and completeness.
- Provides enrolment data for the year for inclusion in the annual report, as requested.
- Develops protocols for certification, including managing the issuance and control of certificates and digital certificates as prompted by short course units.
- Develops and reviews standard operating procedures in alignment with these responsibilities.
- Provides support and training to Course Teaching Units (CTUs) as needed.
- Services the Short Course Working Group.
- Maintains a record of short courses eligible for Recognition of Prior Learning (RPL) and micro-credentialing, along with associated qualifications, to facilitate these processes.
- Oversees verification processes in line with policy and liaises with short course units to ensure accurate records for course verifications.

58. Academic Planning & Quality Assurance Unit:

- Updates this Policy.
- Supports the implementation of the NQF and institutional policies.
- Facilitates the internal and institutional quality assurance and accreditation processes for short courses.
- Facilitates and manages the ongoing review and evaluation of short courses including the development of criteria for this.

- Collates annual feedback on courses received from faculties/CHED, for inclusion in the annual report to the APDC.

59. Legal Services:

- Reviews the MoA relating to short courses.
- Ensures clear terms and conditions as it relates to participants registered for short courses.

60. The Centre for Innovation in Learning & Teaching:

- Ensures the short course catalogue on the Learning Store is complete, accurate, maintained and searchable based on information provided by course convenors, short course units and faculties/CHED.
- Liaises with third parties, where applicable, regarding the linking of externally marketed UCT branded short courses.

x. Non-compliance

61. Failure to comply with the provisions of this policy will result in the matter being escalated to the DVC: T&L for appropriate follow up and action. Where necessary, the short course may be immediately suspended until remedial action is taken to rectify the non-compliance.

62. No printing of certificates for participants attending short courses will be finalised until a motivation for deviation from process, and approval of the course by the relevant Dean/Director has been received. Publication of the short course in the Dean's Circular (DC) and Principal's Circular (PC) must be included as a correction before the certificate can be printed.

63. The SRO will maintain a central record of short courses that were implemented without requisite approval.

xi. Related legislation, policies and guidelines

This policy must be read in conjunction with the related institutional and national policies, statutes, and guidelines. This includes but is not limited to:

UCT Policies and Governance Instruments:

- [Conflict of Interest: principles, policy and rules](#)
- [Delegation of Authorities](#)
- [Institutional Statute and Institutional Rules](#)
- [General Rules and Policies](#)
- [Policy on Policy for the Prevention and Management of Academic Misconduct by Students](#)
- [UCT Policy on Recognition of Prior Learning](#)
- [UCT Policy on Departmental Responsibility and Authority for Disciplines](#)
- [Policy on Co-Badged Qualifications and Joint or Jointly Awarded Qualifications \(“Joint Degrees”\)](#)

National Legislation and Policies:

- [National Qualifications Framework \(NQF\) Act, No. 67 of 2008](#)
- [Higher Education Act, No. 101 of 1997 \(as amended\)](#)
- [National Plan for Post-School Education and Training \(NPPSET\)](#)
- [CHE Good Practice Guide for the Quality Management of Short Courses Offered Outside of the HEQSF](#)
- [CHE Policy on the RPL and Credit Accumulation and Transfer \(CAT\), and Assessment](#)

ANNEXURE A: Terms and Conditions for UCT short Courses

These Terms and Conditions (Ts & Cs) apply to all UCT short courses and serve as a contract between the participant and UCT, relating to registration, payment and participation in the short course.

All UCT short courses are offered in terms of the UCT Policy on Short Courses, Continuing Professional, and Lifelong Learning. These Ts & Cs incorporate the provisions of the Policy to the extent that they apply to participants on UCT short courses.

Participant status

1. Short courses do not form part of the University's formally accredited programmes.
2. Participants in short courses are not defined as students of the university, but are allocated a unique student number for record purposes.
3. University policies relating to students do not apply to short course participants, unless explicitly noted in these terms and conditions.
4. A UCT short course participant, would not by nature of this association, be regarded as a UCT alumnus.

Use of personal information and privacy notices

5. Information about how UCT uses personal information is set out in the university's privacy notices.

Registration

6. To register for a UCT short course, participants may need to meet specific prerequisites before they can make a payment.
7. Registration will not be considered complete until payment is made in full, prior to the commencement of the UCT short course.
8. The participant confirms that all information supplied is correct at the time of application.
9. The submission of incorrect information may result in cancellation of registration and/or withholding of the certificate.
10. Any additional costs arising from the submission of incorrect contact information will be for the cost of the participant.

11. The participant will be required to provide additional identification for this process, such as a national identity document. If UCT is not able to verify a participant's identity, participation in the course may be suspended and/or the certificate for the course may be withheld.

Fees

12. Full payment of fees is required in advance to access the UCT short course.
13. Fees are due seven calendar days before the start of a course, unless otherwise arranged.
14. Failure to pay the required fees in full will result in the registration being cancelled.

Cancellation or changes

15. To cancel participation in a course, the participant must cancel in writing at least 7 calendar days before the start of the course, or the full course fee will be forfeited.
16. If there is a change in the scheduled course dates, all participants will be notified at least 7 calendar days before the original commencement date. Where possible, alternative dates or will be provided to accommodate participants.

Refunds

17. Refunds in full will be issued if a written notice of cancellation is received within seven calendar days of the course commencement date.
18. UCT reserves the right to cancel the course if insufficient registrations are received, in which case, the course fee will be refunded in full if already paid.

Participation

19. Once the short course begins, participants cannot be removed from the registration list, even if they do not attend.
20. Synchronous sessions in online courses may be recorded for the benefit of the participants and for quality-control purposes. This will only be done with the consent of participants.

Academic Integrity

21. If assessed work shows evidence of academic misconduct, the participant will be invited to explain. If the response is deemed unsatisfactory, at the discretion of the

course convenor, the work will not be accepted, no result will be recorded, no certificate will be issued, and no refund will be applicable.

Relationship to accredited courses and programmes

22. Short courses which have been successfully completed may, in some cases, be considered for recognition of prior achievement as part of a formal accredited programme. This is conditional upon the learning outcomes and assessment of the short course(s) being comparable to those of the designated credit bearing components(s) in the qualification.
23. Credit and/or exemption may be granted at the discretion of the convener of the qualification, the Head of Department and the Dean/Director as per paragraph 39 of the UCT Policy on Short Courses, Continuing Professional, and Lifelong Learning.

Certification

24. Participants who have complied with the requirements of the course and have paid the applicable course fees in full will be issued a certificate. Depending on the requirements of the course and the extent to which the course requirements have been met, the certificate award text may reflect as attended, participated or passed.
25. Certificates will be available in digital form by default and may be viewed online. Hardcopy certificates will be available on request at an additional cost. Digital certificates may be verified online by third parties at a cost.

Appeals and Disputes

26. Participants may request a one-time review of decisions related to assessment or certification by submitting a written appeal to the course co-ordinator. The review will be conducted by a designated faculty/CHED representative not involved in the original decision. The outcome of the review is final.

Agreement

By participating in the UCT short course the participant confirms that these Ts & Cs have been read and accepted.

ANNEXURE B: Guidelines for teaching & learning in Short Courses, and Continuing Professional and Lifelong Learning offerings

The following guidelines are developed to support the implementation of short courses and are recommended for non-certified courses to support consistent higher education practice.

Purpose

1. As per UCT Policy on Short Courses, Continuing Professional, and Lifelong Learning, these offerings align with the University's strategic priorities, ensuring courses are relevant to the ongoing learning needs and professional growth of participants.
2. Short courses comply with South African higher education legislation, maintaining that they are non-credit-bearing and do not contribute to achievement of NQF levels or receive input subsidies.

Fields of Study and Certification

3. Short courses are developed within UCT's approved fields of study. The Programme and Qualification Mix (PQM) may be referenced to confirm their relevance. Content from formal qualifications and credit-bearing courses may also be adapted to design short courses.
4. UCT certificates for short courses are managed by the University, and only these may be used for micro-credentialing. Non-certified courses may provide a document of completion; however, this document must be clearly distinct from a UCT certificate to avoid confusion.

Course Development and Approval

5. Courses are developed by departments within their disciplinary expertise as per [UCT policy \(2009\)](#). Interdisciplinary courses require consultation across relevant departments to maintain academic integrity and avoid overlap.
6. All courses undergo review and approval through Senate or delegated authority, ensuring adherence to UCT's academic and quality standards.

Teaching Infrastructure

7. Adequate physical, technical, and learning resources are essential for course delivery. This includes ensuring suitable venues, accessible technology, and comprehensive learning materials that cater to diverse learning needs. Resources should support selected modes of provision and be regularly evaluated to maintain alignment with the purpose and outcomes of the course.

Teaching, Learning, and Assessment

8. Learning outcomes and any assessment methods should be implemented to consider the prior learning of participants, providing a supportive framework for learning. Learning outcomes may be articulated against SAQA level descriptors, with indicated learning time commitments.
9. Assessment, while not typical, is encouraged as it supports the recognition of prior learning (RPL) (see paragraph 12 of these Guidelines). When used, assessments must be clearly defined in the course proposal and may support access to further qualifications through RPL and the use of micro-credentials. Academic misconduct will be addressed to maintain academic integrity (see [Annexure A](#): Terms & Conditions).
10. Courses should incorporate a range of appropriate instructional methods and materials suited to the target audience's background and purpose of the course.
11. Participants are encouraged to provide feedback on course design, delivery, and impact. Feedback mechanisms, including direct communication with lecturers, should be available to enhance the learning experience.

Recognition of Prior Learning (RPL)

12. Short courses offer pathways for participants to gain recognition for prior learning (RPL), potentially supporting future access, credit exemption or advanced standing in formal qualifications. Where such courses are intended for RPL or micro-credentialing, course materials, marketing, and records should clearly specify learning outcomes, assessment practices, and their alignment with relevant qualifications.

13. The use of short courses for RPL or credit and exemption is guided by the [UCT Policy on Recognition of Prior Learning](#). Faculties are responsible for determining alignment with qualification requirements but should do so in accordance with institutional principles. Where short courses are intended for RPL, they must be developed in a manner that supports this use, including clarity on assessment, outcomes, and alignment to relevant NQF-level descriptors.
14. Where completed short courses are being used for RPL exemption, participants should be advised that the use of RPL is limited to **no more than 50% of the curriculum** of the qualification that an applicant seeks admission into, and that completion of short courses does not guarantee admission to a qualification.
15. To facilitate RPL and micro-credentialing, a record of short courses eligible for these purposes must be maintained by both the academic department and the Student Records Office (SRO), including associated qualifications.

Review

16. Both certified and non-certified courses are subject to periodic review.

Criteria may include:

- Relevance to industry and participant needs
- Learning outcomes achievement
- Participant feedback
- Teaching and learning methods
- Enrolment numbers and completion rates
- Assessment and RPL integration where relevant
- Financial sustainability
- Compliance with UCT policies

ANNEXURE C: Glossary

Term	Description
Academic misconduct	Plagiarism, collusion or cheating as defined in section 4 of the UCT Policy for the Prevention and Management of Academic Misconduct by Students (December 2023).
Amathuba	UCTs digital learning platform, powered by D2L Brightspace
Accreditation (in higher education)	The principles and processes by which programmes leading to qualifications registered on the NQF are evaluated by the HEQC against national quality criteria and approved for delivery by DHET-registered institutions deemed capable of offering the programme. Short courses do not require external accreditation.
Assessment	The systematic evaluation of a student's ability to demonstrate the achievement of the learning goals intended in a curriculum.
Certification	The issuing of an official document noting attendance or completion of a certified short course (registered on PeopleSoft). Non-certified continuing professional learning offerings provide learning opportunities without formal assessment or certification; however, they may still acknowledge completion. (<i>See also: Co-badging</i>)
Co-badging	The practice of awarding a certificate by an institution upon successful attendance or completion of a short course, with one or more partner institutions contributing to the learning programme. Co-badging is limited to short courses conducted in partnership with institutions that offer qualifications or part qualifications registered on the NQF. This differs from collaborations with service providers (such as 2U, EdX and GetSmarter), which collaborate in the delivery, administration, or support of UCT courses but are not considered co-badging partners, as they are not accredited institutions.
Continuing Professional	A range of structured learning activities for professionals aimed at supporting them to retain and enhance their capacity to practice

Term	Description
Development (CPD)	safely, effectively, and legally within their scope of practice. CPD courses may be certified or non-certified, depending on the course requirements and professional field.
Continuing Professional Learning (CPL)	Structured, non-formal learning activities designed to support individuals in maintaining, developing, or enhancing the knowledge, skills, and competencies relevant to their professional roles. CPL may be self-directed or institutionally supported and is often aligned with career growth, role advancement, or emerging industry needs. While the terms CPL and CPD are sometimes used interchangeably, this policy distinguishes between them to reflect their different emphases. CPL is the broader concept, encompassing a wide range of professional learning activities. CPD refers more narrowly to learning that is directly linked to maintaining professional registration.
Credit	A measure of the volume of learning required for a qualification or part- qualification, quantified as the number of notional study hours required for achieving the learning outcomes specified for the qualification or part- qualification.
Credit and Exemption	This designation allows a student to progress to the next level by recognising prior learning or equivalent study that fulfils the requirements of an existing credit bearing course. Credit and Exemption (CX) may be applied toward meeting degree requirements.
Dean/Director	Refers to the Academic head of a unit, being a faculty, the GSB or CHED. The use of Director in this policy excludes reference to PASS departments.
Formal Learning	Learning that occurs in an organised and structured education and training environment. In higher education formal learning takes place in learning programmes that lead to credit bearing qualifications registered on the NQF. <i>(See also: Non-formal Learning, Informal Learning)</i>

Term	Description
Informal Learning	Learning that results from daily activities related to paid or unpaid work, family or community life, or leisure. <i>(See also: Formal Learning, Non-formal Learning)</i>
Learning Platform	A digital system or software application designed to facilitate the delivery, management, and administration of educational content and activities. It serves as a centralised hub for learners, instructors, and administrators to access course materials, engage in learning activities and track progress.
Massive Open Online Course (MOOC)	An online course designed to be accessible on the internet to a large number of participants from anywhere in the world. MOOCs are open to anyone interested, often free of charge, and provide structured learning activities that enable participants to learn at their own pace.
Micro-credentials	A recognition of specific knowledge, skills, and learning outcomes that doesn't require completing a full qualification. Micro-credentials involve a small volume of certified learning outcomes acquired through life experience, work, or study, which are assessed and awarded through a short course(s) or recognition of prior learning. Achievement of the learning outcomes may lead to credit towards a designated component of a formal qualification, under specified conditions. In the interim micro-credentials will be offered solely by UCT or through defined agreements with other higher education institutions.
Non-credit-bearing	Courses that do not contribute to credit toward a formal degree, diploma, or higher education certificate qualification.
Non-formal learning	Planned learning activities, not explicitly designated as learning towards the achievement of a qualification or part-qualification; often associated with learning that results in improved workplace practice. Examples in higher education include short courses. <i>(See also: Continuing Professional Learning, Formal Learning, Informal Learning)</i>

Term	Description
Participant	A person enrolled in a short course offered by UCT. (<i>See also: Student</i>)
PeopleSoft Campus Solutions (PeopleSoft)	UCT's student administration system, on which all short courses must be registered. UCT's short course approval form is also PeopleSoft based.
Recognition of Prior Learning (RPL)	The principles and processes through which non formal and /or informal learning are made visible, mediated and assessed for the purposes of alternative access and admission, recognition and certification, or further learning and development. (<i>See also: Credit and Exemption</i>)
Short Course	At UCT, a short course generally refers to non-formal, certified learning recorded on the University's student administration system and is used in nomenclature on related business processes. These are offered as part of a range of non-formal programmes. (<i>See also: Certification</i>)
Student	A person currently registered at the University for a programme of study leading to a qualification, or as an occasional student, or as a postdoctoral fellow.
Short Course	At UCT, a short course generally refers to non-formal, certified learning recorded on the University's student administration system and is used in nomenclature on related business processes. These are offered as part of a range of non-formal programmes. (<i>See also: Certification</i>)
Student	A person currently registered at the University for a programme of study leading to a qualification, or as an occasional student, or as a postdoctoral fellow.
The Learning Store	An e-commerce solution (D2L Course Merchant) that integrates with UCT's systems to provide a front-end shopping cart and payment gateway for online courses that are accessed on the Amathuba platform. An online catalogue of all UCT short courses

Term	Description
	is placed here to facilitate course marketing, selection and payment.
Result: Attended	Applicable only to short courses without assessments . Indicates that the participant has met the minimum attendance requirement (e.g., 80%). Certificate states - <i>Attendance</i>
Result: Incomplete	For short courses without assessment: The participant has not met minimum attendance requirements, e.g., 80%. For short courses with assessment: The participant has not met minimum attendance requirements, e.g., 80%, and has also not completed or passed all assessments. Additionally, also used where the participant withdraws after the refund deadline, or if a course convener identifies academic dishonesty and decides not to grade the assignment.
Result: Outstanding	Applicable to participants whose course payment is pending . This status is used when a commitment to pay has been received allowing the participant to attend the course, but the payment has not yet been finalised. Participants with an outstanding (OS) status are graded provisionally to distinguish them from those marked INC (Incomplete). The OS status remains until payment is received, after which the grade is updated accordingly.
Result: Pass	Applicable only to short courses with assessments. The PASS status indicates that a participant has: - Met the minimum attendance requirement (e.g., 80%) and - successfully completed and - passed all required assessments for the course; or, - successfully completed and passed all required assessments but did not fully meet the minimum attendance requirement, where exceptions are permitted. Certificate states - <i>Completion</i>
Result: Participated	Applicable only to short courses with assessments . The PRT status indicates that the participant has met the minimum attendance requirement (e.g., 80%) and engaged with course

Term	Description
	content but has not completed or passed all assessments. Participation is formally acknowledged.