

**Programme for Foundations of HEMIS workshop: 4 August 2015**  
**Hosted by the University of Pretoria**  
**at the University of Pretoria Conference Centre, Hatfield, Pretoria**

08:00 – 09:00	<b>Arrival and Registration</b>	
09:00 – 09:30	Welcome & Opening – University of Pretoria	Dr Gerald Ouma (Director: Institutional Planning, UP)
09:30 – 09:40	Welcome on behalf of SAAIR	Mr Herman Visser (SAAIR Executive Committee)
09:40 – 09:45	Overview of Programme	Mr Herman Visser (SAAIR Executive Committee)
09:45 – 10:30	<b>Higher Education – the big picture</b> <ul style="list-style-type: none"> <li>• What is HEMIS?</li> <li>• Why is it necessary?</li> <li>• PQM</li> <li>• The roles of DHET, CHE and SAQA</li> <li>• Enrolment planning</li> <li>• Subsidy</li> <li>• Quality Assurance</li> </ul>	Presenter: Mr Herman Visser (Unisa)
10:00 – 11:00	<b>Fundamental Concepts of qualifications and courses</b> <ul style="list-style-type: none"> <li>• How do qualifications get approved, accredited and registered?</li> <li>• How do courses get approved?</li> <li>• Qualification types</li> <li>• Course levels</li> <li>• HEQSF credits</li> <li>• Funding credits</li> <li>• Calculation of funding credits for teaching and research</li> <li>• Majors</li> <li>• Allocation of CESM categories</li> </ul>	Presenter: Mr Herman Visser (Unisa)
11:00 – 11:30	<b>Tea &amp; Coffee Break</b>	
11:30 – 13:00	<b>Fundamental aspects of Student reporting</b> <ul style="list-style-type: none"> <li>• The student walk</li> <li>• What is a student?</li> <li>• Files for student reporting</li> <li>• Applications, registrations and cancelations</li> <li>• Census dates</li> <li>• Formative assessment and student activity</li> <li>• What and who to include</li> <li>• Scaling – why and how?</li> <li>• Auditing</li> <li>• Data integrity</li> <li>• Valpac validations</li> <li>• Valpac reports</li> <li>• Summative assessment (examinations) and graduation</li> </ul>	Presenter : Mr Neels Bezuidenhout (Unisa)
13:00 – 14:00	<b>Lunch</b>	
14:00 – 15:00	<b>Fundamental aspects of Staff reporting</b> <ul style="list-style-type: none"> <li>• Biographic information (Profile file)</li> <li>• Staff FTE file</li> <li>• Who, what and how?</li> <li>• What to watch out for</li> </ul>	Presenter : Mr Neels Bezuidenhout (Unisa)
15:00 – 15:15	<b>Tea &amp; Coffee Break</b>	
15:15 – 15:40	<b>Fundamental aspects of the Audit process</b> <ul style="list-style-type: none"> <li>• DHET Audit guidelines</li> <li>• Checks required on documentation</li> <li>• Checks required on Valpac data</li> <li>• Preparing for the audit</li> </ul>	Presenter: Mr Herman Visser (Unisa)
15:40 – 16:00	<b>Open Forum</b> to clarify <b>remaining issues</b> and a wrap of the day	Mr Herman Visser (Unisa) & Mr Neels Bezuidenhout (Unisa)
16:00 – 17:30	<b>Campus Tour</b>	
17:30	<b>Braai @ Uitspan</b>	