

APPENDIX F.1
SACAP VALIDATION PROCESS

INPUT/NOTES	ACTIVITIES	RESPONSIBLE PARTY	TIMEFRAMES	RECORDS
	Notice of visit issued to ALS	SACAP Education Manager	One visit per SACAP council term	- Email / Delivery Transmittal
	Scheduling of validation visit		One calendar year prior to validation visit	
	Validation fees agreed			- Validation Visit Agreement
	Payment of validation fees			
	SACAP validation protocols issued to ALS	SACAP Education Manager		- Email / Delivery Transmittal
	Optional international representative			
	Constitution of visiting board *1	SACAP Education Committee		
	ALS notified of visiting board composition	SACAP Education Manager		- Email Correspondence
	Self appraisal document prepared by ALS *2	ALS		- Self Appraisal Document
	Circulated directly to VB members	ALS	Four weeks prior to validation visit	
	Timetable Finalised	ALS & SACAP Education Manager	Four weeks prior to validation visit	
	Logistical arrangements	ALS		
	Preparation of documentation	ALS		
	Validation visit *3	Validation Board	Three days as per agreed dates	
	Validation Options			
	Unconditional			
	Conditional			
	Deferred			
	Withdrawn/declined			
	Without recommendations			
	With recommendations			
	Initial statement issued to ALS	Validation Board Chairperson	Prior to VB departure	
	CBE Observer report	Validation Board Chairperson		- CBE Observer Report Completed - Appendix E Forms
	VB Members issue report inputs to secretary			
	Draft validation report prepared *4	Validation Board Secretary		
	Draft report circulated amongst VB members	Validation Board Secretary	Two weeks after validation visit	- Draft Validation Report
	Comments provided & amendments made	Validation Board	Within one week of receipt of draft report	
	Updated draft report issued to ALS for factual checking	SACAP Education Manager	Three weeks after validation visit	
	Factual corrections issued to SACAP	ALS		
	Final editing of report	Professional Editor		
	Signing of report	Chair & secretary of validation board		
	Approval of final report	SACAP Education Committee	One month after validation visit	
	Final report issued to ALS, CHE & CBE	SACAP Education Manager	Two months after validation visit	- Final Validation Report
	ALS Options			
	Accept			
	Request review			
	Appeal			
		ALS		

Note 1
*Visiting Board composition as per requirements in Appendix B.

Note 2 - Refer to Appendix C
*Required Documentation:
- Studio work* / Design Portfolios
- Examination Scripts*
- Preparatory / Process Work
- Course Outlines
- Design Briefs

* Including lowest pass & highest fail candidates

Note 3
*Refer to validation visit process flow

Note 4
*Structure of Report as per requirements in Appendix B.3
- Table of Contents
- List of Acronyms
- Acknowledgements
- Executive Summary
- Preamble
- Validation Process, Aim & Objectives
- Criteria for Evaluation
- Members of Visiting Board
- Recommendation to SACAP regarding Validation
- Recommendations to the ALS
- Commentary

Note 5
*Refer to review & appeals process flow