CTCFD

cape town college of fashion design

Document	ADMISSION AND STUDENT ACCESS POLICY
Document Number	A05
Date Issued	21 June 2010
Revision Number	05
Revision due date	Bi-Annually
Academic Board Approval Date	11 September 2020

AUTHOR

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RECORD OF CHANGES

Revision	Title or description	Entered by
02	Additional information required	R Reid
03	Annual review	L Woodroffe
04	Bi-Annual review	M Wallis
05	Special Review	C Corbishley

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1. PREAMBLE

This policy is aligned to the statutory minimum threshold norms for admission to Higher Certificate, Diploma and Bachelor Degree programmes, advancing the objectives of the Higher Education Act 1997 and the NQF and is consistent with the Department of Higher Education and Training policies in terms of the Act; advancing the objectives of redress, equity and quality in higher education and recognising Higher Education South Africa (HESA) as the body to set minimum admission requirements for Higher Certificate, Diploma, Advanced Diploma and Bachelor Degree qualifications offered at CTCFD – Cape Town College of Fashion Design (henceforth referred to as The Institution).

The policy is set out in accordance with the following legislation:

- The Higher Education Act, Act No. 101 of 1997.

- The Education White Paper, A Programme for the Transformation of Higher Education, 1997.

- Higher Education Qualifications Framework, Government Gazette, Vol. 508, No 30353, 5 October 2007.

- Higher Education Qualifications Framework, Government Gazette, Vol. 578, No 36803, 30 August 2013.

- Admission Requirements for Higher Certificate, Diploma, and Bachelor Degree Programmes requiring a National Senior Certificate (Department of Education, Pretoria, August 2005) & The Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor Degree Programmes requiring a National Certificate (Department of Education, 2007).

2. PURPOSE

The purpose of this policy is to create the structure for effective enrolment practices, to widen access, to ensure effective admission management, and to specify the criteria and procedures for student selection and placement at The Institution.

3. POLICY STATEMENTS

Access to the qualifications offered at The Institution is granted to all applicants who meet the minimum entrance requirements, or who follow the available alternative routes of entry.

- Applicants who are in possession of a National Senior Certificate (NSC) or its academic precedents, and have met the minimum requirements for admission to Higher Certificate, Diploma or Degree study as gazetted for admission to higher education.

- Applicants who are in possession of a National Certificate (Vocational) (NCV) Level 4 issued by the Council for General and Further Education and Training.

- International applicants who are in possession of a qualification that is the equivalent to the NSC, as determined by SAQA.

- Applicants who are in possession of a Diploma in Fashion Design and therefore qualify to apply to study the Advanced Diploma in Fashion Design qualification.

- No specific subjects are required for entry into the programmes offered at The Institution.

- The specific admission requirement for the Higher Certificate, Diploma and the Bachelor Degree is the submission of a design portfolio that meets the minimum criteria set out by the Academic Board.

- The specific admission requirement for the Advanced Diploma in Fashion Design is a Statement of Results providing evidence of completion of a Diploma in Fashion Design, a Curriculum Vitae and a 'body of work'.

- All applicants must be proficient in the language of instruction and assessment specified in The Institution's Language Policy.

- All applicants must be legal South African citizens or present a valid passport and study permit or other applicable permit.

The following alternative routes of entry are available to increase access to the Diploma or Bachelor's Degree qualifications:

- Applicants who are in possession of a Higher Certificate in a cognate field and have attained a minimum of 65% will be able to gain admission into the Diploma qualification.

- Applicants who are in possession of an Advanced Certificate in a cognate field and have attained a minimum of 65% will be able to gain admission into the Bachelor's Degree qualification.

- Applicants who successfully complete the RPL requirements.

The Institution reserves the right to decline an application without furnishing an explanation.

4. ENROLMENT PLAN

The Institution prepares a five-year Strategic Plan that outlines the strategy that will be adopted to widen access and make the services and qualifications accessible to a diverse number of applicants. The Enrolment Plan is one of the major elements of this Strategic Plan.   This plan is prepared by the Executive Committee and must be approved by the Academic Board, who are also responsible for reviewing the plan on an annual basis to ensure continued relevance.

5. APPLICATION PROCEDURE

- Prospective applicants can contact the college via The Institution's website, email, telephonically or in person.

- An interview with the Head of Administration and/or the Head of Institution is recommended for all applicants, but is not compulsory.

- The applicant must complete and submit an application form together with the prescribed portfolio and inclusive of all required documentation, to the Administration Department for processing.

- The application is passed on to the Head of Institution for assessment.

- If the application is successful, a letter of acceptance is sent within one week of receipt of the application form and portfolio.

- If the application is not successful, a letter outlining recommendations for alternative study opportunities is sent within one week of receipt of the application form and portfolio.

- Payment of the registration fee secures the applicant's placement and begins the enrolment process.

- There is no entrance examination.

6. SELECTION PROCEDURE

- Applicants are assessed on the prescribed application portfolio.

- Applicants who satisfy the criteria are accepted.

- Applicants will be assessed and selected throughout the year, adopting a "first come first serve" approach.

- The maximum number of students to be enrolled each year is 35 in the Higher Certificate and Diploma qualifications, 15 in the Advanced Diploma and 25 in the Bachelor's Degree qualification. Once that number has been reached, a waiting list is compiled, and applicants are regularly updated on their position on the waiting list.

- Applicants who do not meet the minimum admission requirements are informed of alternative study options.

- Applicants who meet minimum admission requirements but do not register for the programme or register for the programme but do not take the position in the programme, are noted and their reasons for non-registration are noted.

7. PORTFOLIO ASSESSMENT PROCEDURE

7.1   PORTFOLIO REQUIREMENTS

An applicant is required to submit an application portfolio that meets the following requirements:

7.1.1   ESSAY

A written motivational essay is required which must contain the applicant's reasons for choosing to study fashion design as well as their aspirations for their future in the fashion industry.

7.1.2   SKETCHES

The applicant must:

- Design a range of 4 garments using the fashion croquis provided.

- Select a sector for which they want to design the range, i.e. ladies wear, children's wear, and state why.

- Specify and motivate fabric and colour choices.

- Specify what sources were used in order to complete the research i.e. stores, magazines, websites, etc.

7.2 PORTFOLIO ASSESSMENT

- The portfolio assessment criteria must be clearly communicated to the applicant prior to submission of the portfolio.

- The applicant's portfolio is assessed against the criteria, by the Head of Institution, using the application assessment form as a record of decisions and recommendations made.

- The criteria do not only evaluate excellence of artistic ability but rather determine whether there is the required aptitude and passion for fashion design.

- The assessment process can take between one day and one week to complete.

- Applicants who submit portfolios that do not meet the minimum requirements are, after consultation, given the opportunity to resubmit or are advised to attend a bridging foundation fashion design programme.

- The application portfolios are kept by The Institution and stored in the student files.

- Upon request, an application portfolio will be returned to an applicant and a copy will be kept on file.

8. REGISTRATION PROCEDURES

- Successful applicants are required to pay the prescribed registration fee in order to secure their placement in the programme.

- The enrolment contract must be completed, signed by all parties and submitted, with the required documentation, to the Administration Department by hand or by post.

- Registration closes six weeks after the commencement of the course.

- Prior to the commencement of the course, registered students will be provided with further information regarding equipment requirements and the academic calendar.

- Registered students will be provided with a letter confirming their registration and will receive a student card within a month of the start of the academic year.

9. REREGISTRATION AND DEREGISTRATION PROCEDURES

- Current students are required to confirm continuation at The Institution by reregistering at the end of each academic year for the forthcoming year of study.

- Any registered student (either foreign or local) who wishes to deregister for a course must submit their intention to do so in writing.

- It is the responsibility of the Head of Administration to inform the Department of Home Affairs of any foreign student deregistering a course.

10. ADMISSION OF FOREIGN STUDENTS

- Acceptance of foreign students is subject to availability and the ability to meet the entrance criteria.

- If a student is not a South African citizen, it is the student's responsibility to make an application for a study permit. The study permit must be handed to The Institution before commencement of the course.

- The following documentation (original or certified copies) must be submitted with the enrolment contract:

  o Certified copy of passport (Identification page).

  o Study permit / other applicable permit (to be submitted upon receipt of letter of acceptance).

  o Academic transcripts, certificates or diplomas of any additional qualifications.

  o Proof that the applicant is financially able to pay tuition fees and have adequate means of support

  o A written undertaking that they will return to their country of residence / origin after completing their studies (study permit holders only).

  o Proof of accommodation for duration of studies.

11. RECOGNITION OF PRIOR LEARNING (RPL)

Applicants who do not meet the minimum entrance requirements but can demonstrate comparable RPL competency may be granted admission upon application. They will be required to follow the RPL procedure found in The Institution's RPL Outline and Strategy Policies.

12. REFERENCES

South African Government. (1997). *The Higher Education Act, Act No. 101 of 1997*. Cape Town: Republic of South Africa Government Gazette

Bengu, S. (1997). *The Education White Paper, a Programme for the Transformation of Higher Education*. Cape Town: Republic of South Africa Government Gazette

South African Government. (2007). *Higher Education Qualifications Framework*, 508:30353. Cape Town: National Gazette

South African Government. (2013). *Higher Education Qualifications Framework*, 578:36803. Cape Town: National Gazette