



**CTCFD**  
cape town college of fashion design

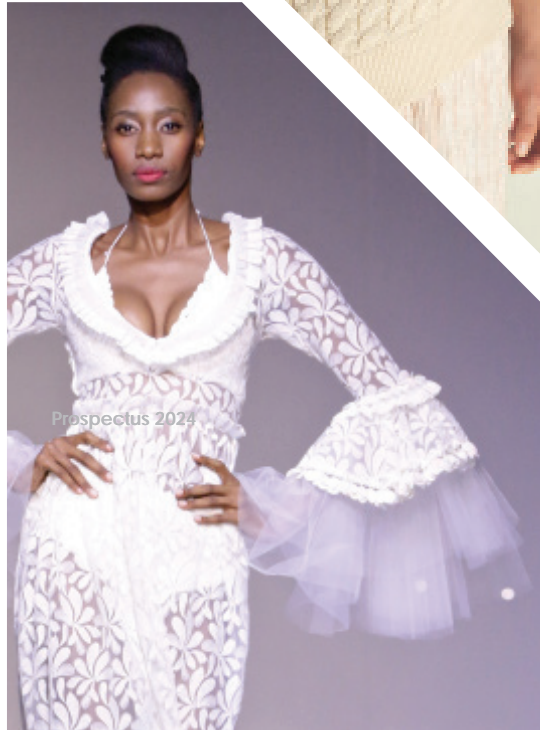
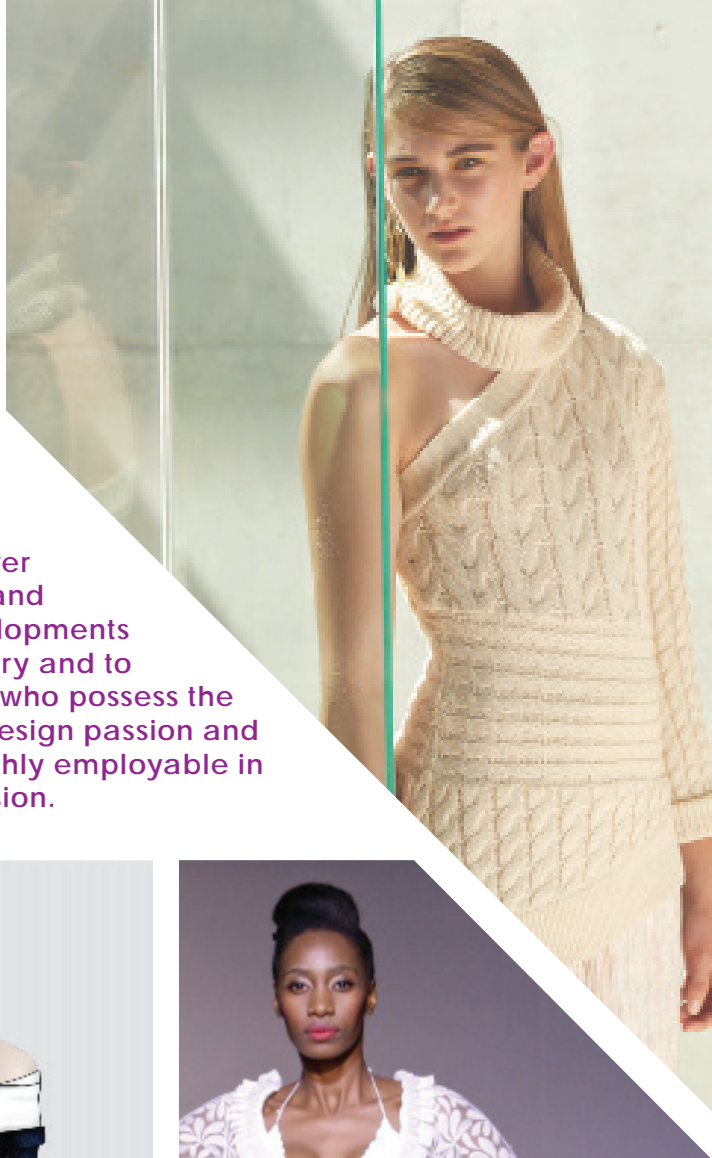
Advanced Diploma in Fashion  
**Prospectus 2024**

OVER  
**50** YEARS  
OF FASHION  
EXCELLENCE

# CTCFD

cape town college of fashion design

Cape Town College of Fashion Design (Pty) Ltd provides innovative education that is responsive to the ever changing creative and technological developments in the fashion industry and to produce graduates who possess the knowledge, skills, design passion and work ethic to be highly employable in their chosen profession.



Prospectus 2024

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# 2024 Academic Calendar

## 1st Term

12 February – 12 April

## 2nd Term

29 April – 21 June

## 3rd Term

15 July – 13 September

## 4th Term

30 September – 30 November

\*Please note that these dates are subject to change

## Vision Statement

The vision of Cape Town College of Fashion Design (Pty) Ltd is to:

- Be a centre of excellence.
- Be a respected member of the fashion industry in South Africa.
- Develop the full potential of each and every student.
- Have a culture that recognises the unique and diverse needs of the individual and the greater community.
- To create awareness of ethical and sustainable practice.
- Support the development of an African Design Identity drawing from cultural heritage

## Mission Statement

To provide innovative education that is responsive to the ever changing creative and technological developments in the fashion industry and to produce designers who possess the knowledge, skills, design passion and work ethic to be highly employable in their chosen profession or successful entrepreneurs.

## Registration and Accreditation

The Cape Town College of Fashion Design (Pty) Ltd has successfully achieved full accreditation through the Council on Higher Education to offer a 3 Year Diploma in Fashion Design (Ref No: H/PR122/E002CAN). The College is also fully registered as a Private Higher Education Institution in terms of Section 54(3) of the

Higher Education Act, 1977 (Act No 101 of 1977), and Regulation 16(4)b of the Regulations for the Registration of Private Higher Education Institutions, 2002, until 31 December 2024. Registration No 2014/HE07/005. The Advanced Diploma is registered on the NQF, SAQA No 94947.

# Board of Directors

The Director's of the Cape Town College of Fashion Design are:

Gregg Maragelis - Head of Institution

Michele Wallis - Head of Administration

## Head of Institution Gregg Maragelis

As a multi-award winning celebrated designer, Mr Maragelis joined the college in 2003 as the Fashion Design lecturer. He was appointed as a Director and Head of Institution in 2010 and is also currently the HOD of Fashion Design, facilitating this module on all three levels of the programme. He has achieved academic qualifications in both Fine Art and Fashion Design and thereafter had 15 years of fashion industry working experience, working alongside designer Errol Arendz, as the Head Designer for luxury brand Jenni Button and later, running his own business which supplied 45 stores internationally. Mr Maragelis also produced menswear brand Alter Ego for YDE. This wealth of experience enables him to mentor fashion design studies way beyond just theory.

Mr Maragelis is currently a Board Director for the Cape Town Fashion Council, and has served as Board Director for the South African Fashion Council. Mr Maragelis continues to mentor headline talent in South Africa and is known for his extensive reach in the industry.

## Head of Administration Michele Wallis

Mrs Wallis, the daughter of college founder Betty Keet, joined CTCFD at the end of 2007 having spent most of her working life working in the fashion industry in various administrative roles. Mrs Wallis has worked at Woolworths, Truworths and Seasprite in a secretarial capacity. It was while at Seasprite that she developed an interest in computers, and thereafter joined Deqtime, a company which ran a bureau for many clothing manufacturers. Mrs Wallis assisted these companies with the running of their manufacturing processes using a computerised clothing manufacturing system.

After working with Deqtime, she joined a computer company lecturing on commercial computer packages as well as continuing with the installation and training on the computerised clothing manufacturing system within the entire Seardele group. In 2003 she qualified with a Diploma in Financial Management through Varsity College and thereafter was involved part-time assisting with bookkeeping functions at two other small businesses before joining CTCFD.

## Administration

### Gail Minnaar Administrative Assistant

With 16 years administrative experience, Ms Minaar joined CTCFD at the start of 2015. Ms Minaar's role is to assist the Administrative Head as well as the Faculty Staff and students with the day-to-day running of the college.

## Faculty

### Tammy Petersen Academic Head

Mrs Petersen holds both academic and practical experience, having achieved a Post Graduate Diploma specialising in Higher Education Studies and a Bachelor of Technology (Btech) in Fashion Design through CPUT.

Mrs Petersen has completed various short courses which include Train-the-trainer, Assessor's and Moderator's certificates.

With more than 20 years teaching experience, Mrs Petersen has held positions which include Head of Fashion Design Department at institutions namely Damelin college and Allenby campus and 3 years vocational experience working for Woolworths.

Mrs Petersen lectures maintains the role of Academic head.

### Allegra Nassif Quality Assurance Manager

Ms Nassif graduated in 2020, and completed her Advanced Diploma in Fashion Design.

In 2021, she showcased her graduate collection at GRAD Week, in collaboration with Week of Fashion and South African Menswear Week. In the same year, she had a feature in Vogue Portugal.

Ms Nassif maintains the role of Quality Assurance Manager.

### Craig Fraser Advanced Diploma Lecturer

After completing his National Diploma at Natal Technikon and MA in Fashion at Central St Martins over 3 decades ago, Craig has worked in the retail sector. After experiencing with a menswear brand for 2 years, he went onto work for both Edgars and Truworhs in their Fashion and Trend offices in both menswear & womenswear brand portfolios.

Extensive overseas travel supporting these roles strengthening international understanding of the fashion industry.

The past 3 years helped reshape a future career goal to once again go back to his first love of working with young creative minds in design education and approached colleges to work as a part-time lecturer.

Craig lectures the Advanced Diploma modules.

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## **Tayla Burgess**

### **Advanced Diploma Assistant**

Ms Burgess holds a Bachelor of Arts in Media and Gender Studies from the University of Cape Town. In 2019, she completed her Diploma in Fashion Design and received the prestigious 'Student of the Year' Award - after which she completed her Advanced Diploma in Fashion Design receiving an overall Distinction. Ms Burgess is currently completing her Honours in Gender Studies.

Miss Burgess assists the Advanced Diploma supervisor across the programme.

## **Support Staff**

### **Wendy Venfolo**

**General Cleaner**

## Admission Requirements

The minimum entry requirement is a National Diploma (NQF level 6, 360 credits), or a Bachelors Degree (NQF level 7) in fashion, fashion design or cognate field.

Prospective learners have to be legal South African citizens or present a valid passport and study permit.

Students applying to study the Advanced Diploma in Fashion who have qualified at another institution will be required to

undergo an interview process with the Directors and Course Supervisor. They will be required to submit a portfolio of previous work completed during their Diploma studies.

## International Students

South African citizens will be given preference during the selection procedure and acceptance of international students is subject to space availability. International students are required to submit a completed application form in addition to the following documentation:

- Certified copy of passport (identification page)

- Certified copy of study permit
- Certified copies of academic transcripts, certificates or diplomas of any additional qualifications
- Proof of residential address
- Registration fee
- Proof of sufficient English literacy

## RPL Procedure

Students who do not meet the minimum entrance requirements can apply for Recognition of Prior Learning (RPL). Prior learning will be recognised if the student is able to demonstrate competence in the knowledge, skills, values and attitudes

embedded in the core of this qualification. A portfolio submission, interview and a variety of tests will be used to determine suitability. Please contact the College for more details.

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## Health & Safety

The Management team at the Cape Town College of Fashion Design (Pty) Ltd will strive to do everything within reason to protect the health and safety of its students and staff. The objective is to provide an effective health and safety programme of a high standard which is subject to continuous improvement.

We believe that:

- Accidents, injuries and occupational diseases are preventable.
- Management is responsible for creating an environment conducive to achieving this.
- Training staff to work safely is essential in this pursuit.
- Safety requires the involvement and commitment of all staff members.
- Accident prevention is also good business practice.

It is the right of all:

Staff, academic and administrative, both full-time and part-time students, visitors, incl. guest lecturers to work and learn in an environment that is safe, clean, well-lit and well-ventilated

*Full Occupational Health & Safety Policy is available on request or can be downloaded from our website.*

## Language Policy

Programmes are delivered in English in accordance with the College Language Policy. It is the student's responsibility to ensure that s/he is able to understand and communicate effectively in this language.

## Policy on Disability

The Cape Town College of Fashion Design (Pty) Ltd will treat all employees and students with dignity and respect and will provide an environment for learning and working that is free from unlawful discrimination, harassment, bullying and victimisation. The Cape Town College of Fashion Design (Pty) Ltd is committed to an Equal Opportunities environment and recognises the importance and value of diversity. It recognises its social, moral and statutory duty to admit and employ people with disabilities.

The Cape Town College of Fashion Design (Pty) Ltd would like individuals who apply to The Cape Town College of Fashion Design (Pty) Ltd to be confident that they will receive fair treatment and be considered on their ability to do the job or training. The Cape Town College of Fashion Design (Pty) Ltd employment and admissions policies aim to ensure that people with disabilities receive treatment that is fair, equitable and consistent with their skills and abilities. Similarly, The Cape Town College of Fashion Design (Pty) Ltd admits students to the available places on its courses based on their academic ability and motivation.

The Cape Town College of Fashion Design (Pty) Ltd will make every effort, if an existing employee or student becomes disabled, to retrain and retain them wherever practicable.

*Full Policy for Students and Staff with Disabilities is available on request or can be downloaded from our website.*

## Mode of Instruction

Programmes are delivered face-to-face and full-time attendance is compulsory in accordance with College Rules and Regulations.

# The Advanced Diploma in Fashion

**Duration:**  
1 year full-time /  
2 years part-time

**Credits:**  
120

**NQF level:**  
7

## Programme Outline

### Internship

Conduct oneself professionally and ethically in a variety of contexts. Students are required to take responsibility for and critically evaluate their own decisions & actions when working independently and collaborating with others.

### Contextual Studies

Collect, organise, analyse and critically evaluate relevant information when researching social, economic & cultural influences on the fashion sector.

### Research Project

Identify, analyse, critically reflect and address complex problems within the fashion sector. Students will be required to apply and critically analyse theory and communicate concepts clearly & logically.

### Professional Practice

Apply & critically evaluate principles, methods, discourse, and techniques in a chosen area of fashion specialisation when creating an innovative body of work.

## Assessment

The College adopts a continuous assessment approach, in line with the principles of outcomes based education. Student competence is determined by their ability to demonstrate the required learning outcomes.

Assessment criteria are clearly set out and communicated to students and all assessment results are made available for verification and appeal.

All formative assessments are internally moderated and all summative assessments are externally moderated by suitably qualified and experienced subject specialists.

An Appeals Policy is in place for students who wish to have results reassessed, in which case the guidelines of this policy will be observed.

## Academic Credit Accumulation

In order to receive the Advanced Diploma in Fashion (120 credits); the student must successfully demonstrate that s/he is competent in all the exit level outcomes of the programme and must have accumulated all the credits assigned to the qualification.

All courses must reflect a grading of 50% or higher, on the academic transcript in order for the learner to be awarded the relevant credits. Credits will only be awarded in full and no partial credits will be awarded to any learner.

## Certification

Students will be awarded their Advanced Diploma when they have met all the exit level outcomes of the programme and have been awarded a grade of 50% or more for all modules that make up the qualification.

## Resources

The following resources can be accessed by students throughout this year of study:

### Perlego Digital Online Library

Perlego is a digital online library specializing in academic and non-fictional literature. Upon subscribing, users will have unlimited access to a wide variety of book sources, with literature covering an extensive variety of topics and disciplines. Texts can be downloaded on a device for later use, and is available for use on desktop and mobile.

\*See financial information for related costs

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# Financial Information

Fee Structure 2024:	
REGISTRATION FEE – non-refundable amount to be paid on registration per year	R 5 000
PERLEGO and other resources	R 3 500
TUITION FEE	R 54 000

## Extra Costs to be provided for:

- Students must have access to a laptop or a home computer with the minimum requirements to run the Adobe Suite of programs, e.g. Photoshop, Illustrator.

- Fabric required for realising designs throughout the year.

## The following Tuition Fee Payment options are available:

Payment in full – 5% discount for fees settled in full by end February	R 51 300
Payment in full for fees settled by end March	R 54 000
Monthly payments – last day of each month – March to November x 9 payments of R 6 600	R 59 400

Payments can be made in cash, direct deposit or electronic funds transfer (EFT). In the case of direct deposits or electronic funds transfer the student's name or student number must be used as a reference for identification purposes.

PAYFAST and YOCO machine payment options are available but will include an extra fee to cover the relevant charges. Please contact Administration for further information in this regard.

In the event of non-payment a Letter of Suspension will be issued to the student preventing them from taking part in any further tuition until such time as the outstanding fees are paid up.

Should a student decide to discontinue their studies at any time during the academic year the full year's tuition is liable to be paid according to the contract signed on enrolment.

# Financial Aid

The College offers bursaries each year to those students who have completed the 3 Year Full-Time Diploma in Fashion Design at CTCFD and who have proven to be worthy of this opportunity.

Student loans can be obtained through any commercial banking institution, e.g. ABSA, Standard, FNB, etc. These loans are

able to cover both fees and extra study requirements. The following Student Loan opportunity is also available:

Student Hero: <https://www.studenthero.co.za/ctcfd>

Please contact Administration for further information in this regard.

# Student Support

## Academic Support

The Academic staff provide each and every learner with the support required to perform academically, and encourage active engagement from the students through:

- Establishing a supportive relationship with all students
- Adopting a creative approach to teaching and learning
- Providing regular constructive assessment feedback
- Mentoring and coaching

Students receive an Academic report on a quarterly basis to assist them to monitor their progress and to identify any areas of concern.

The College student-at-risk programme ensures that students who are not performing academically, are identified and provided with appropriate support and guidance to achieve their full potential.

## Administrative Support

Administrative staff are available to assist the students with any query they may have related to the programme that they are studying.

A binding/ printing/ copying/ scanning service is provided to all registered students, at a competitive rate.

## Counselling Support

This is provided in the form of information regarding possible service providers who are able to cater for the specific type of support/counselling the student requires.

## Student Development

The Student Representative Committee is made up of representatives from each year and is responsible for organising student fundraising events and for communicating any student recommendations or concerns.

Regular student and staff social events provide an opportunity to strengthen relations and take a break from the demands of the intensive curriculum.

# Accommodation

Please go to our website to download the document containing our preferred providers or contact Administration for further information in this regard.

# Medical Aid (for Foreign Students)

Momentum Health is our preferred service provider so please contact Administration for further details and application forms.

# Enrolment Contract

An example of the Enrolment Contract is available on request or can be downloaded from our website.

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# Code of Conduct

Cape Town College of Fashion Design (Pty) Ltd takes the conduct of students and staff seriously, it is imperative that all people are treated fairly and respectfully, in keeping with our values.

The Code of Conduct will be upheld in all instances and can be read as follows:

- Students must act in a respectful manner towards all staff and fellow students regardless of race, gender, religious beliefs, language or disablement. Rudeness will not be tolerated and disciplinary action will be taken against offenders.
- At all times and everywhere that the student represents or can be identified as a student at the College, the student shall conduct themselves in such a manner so as not to discredit the College in any way.
- Students shall not maliciously, negligently or wrongfully destroy, damage, abuse or remove any property belonging to the College.
- Students must at all times give an honest account of their ability in class tests, examinations or other academic assignments. The formulation of an assignment, whether written, oral or practical must under all circumstances be the honest work of the student, demonstrating academic and intellectual integrity by avoiding plagiarism, infringement of copyright and/or others' rights to intellectual property. Non-conformance to this rule will lead to disciplinary action.
- Policy in respect of dishonesty: Students are to refrain from any form of dishonesty, be it lying, cheating, stealing or plagiarism. Offending students will be reported to the Education Committee, who will hold a formal hearing. If found guilty, the disciplinary measure could include

suspension, or the student could face expulsion from the College.

- It is College policy not to display, under any circumstances, any religious, political, cultural or racist propaganda or material on the premises.
- Students shall refrain from eating, drinking, sleeping or not paying attention while in lectures.
- Students shall not sexually harass another person, nor in any way victimise or intimidate any fellow student or staff member.

## Misconduct

A student shall be guilty of misconduct should he/she attempt to infringe or undermine any Regulation, Rule, Instruction or Code of Conduct of the College, and could be subject to the following Disciplinary measures:

- A student could be suspended from class attendance for a period of time.
  - A verbal reprimand and / or a written warning will be issued.
  - A student's parents or guardian shall be notified
  - Any other suitable educationally justified disciplinary measure could be taken.
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# Achievements

As evidence of our statement that we are 'The Ultimate in Fashion Education' we list the following achievements over the last 3 years:

## 2022

- Alumna showcased her collection at the MTC Wondhoek Fashion Week.
- Alumnae selected as semi-finalist for the All Fashion Sourcing Young Designer Competition.
- Alumna featured in Vogue Portugal.
- Alumna showcased graduate collection at GRAD Week in collaboration with Week of Fashion and South African Menswear.
- Alumnus nominated for Best Emerging Talent at the Bokeh South Africa International Lifestyle & Fashion Film Festival.
- Alumna featured on Lemkus.
- Alumnus featured in Cinnamon Lifestyle Magazine

## 2021

- Alumnus invited to show their Autumn Winter 2022 collection in Paris, France
- Alumni showcasing collections at South African Menswear Week S/S22
- Alumni selected to showcase at Expo 2020 Dubai UAE in 2022 as part of Design Indaba Emerging Creatives - in partnership with the Department of Sport, Arts and Culture.
- Alumnus selected for collection collaboration with Chivas Venture SA x Grade Africa
- Alumni selected as finalists in the Twyg Student Awards, presented by Levi's
- Alumnus selected as finalist in the All Fashion Sourcing Young Designers Competition
- Alumnus featured in Woman & Home Magazine and Africa is Now
- Alumnus featured on television show Ekse Live

## 2020

- Alumna featured in the issue of Forbes Africa.
- Alumna winning the title of Innovative Designer of the Year 2020 at Swahili Fashion Week.
- Alumna having pieces from her A/W19 collection featured in a music video.
- Alumna winning the TWYG Changemaker and Innovative Design and Materials award.
- Alumna selected as a finalist for the Futurewear 20/21 collaboration with Pick 'n Pay.
- Alumni selected for the All Fashion Sourcing competition.
- Alumnus showcasing his brand on Tussen Ons – Kyknet.
- Alumna garment being featured in an ad campaign for Brutal Fruit.
- Alumna featured in Hype Magazine.
- Alumna chosen as semi-finalist in the i-D & Artsthread Global Design Graduate Show 2020.
- Alumna featured in Active Media
- Alumnus showcasing his collection at South African Menswear Week S/S21



# CTCFD

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Contact Person  
Michele Wallis or Gail Minnaar

T 021 224 0727  
C 082 823 4456  
F 086 515 8062  
E [info@ctcfd.co.za](mailto:info@ctcfd.co.za)  
[admin@ctcfd.co.za](mailto:admin@ctcfd.co.za)

[www.ctcfd.co.za](http://www.ctcfd.co.za)

Unit 16 Waverley Business Park  
Wyecroft Road  
Mowbray 7700



@ctcfd



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