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## 1. PREAMBLE

This policy is aligned to the statutory minimum threshold norms for admission to the Higher Certificate/Diploma programmes, advancing the objectives of the Higher Education Act 1997 and the NQF and is consistent with the Minister's 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 programmes.

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.
- Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes requiring a National Senior Certificate, (Department of Education, Pretoria, August 2005) & The Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes requiring a National Certificate (Vocational) (Department of Education, Pretoria, March 2006, September 2007)

## 2. PURPOSE

The purpose of the 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.

## 3. POLICY STATEMENTS

Access to the Diploma programme is granted to all applicants who meet the minimum entrance requirements, or who follow the available alternative routes of entry.

- Students who are in possession of a National Senior Certificate (NSC) or its academic precedents, e.g. Senior Certificate without endorsement – as certified by Umalusi.
- Students who are in possession of a National Certificate (Vocational) (NCV) Level 4 issued by the Council for General and Further Education and Training.
- International students who are in possession of a qualification that is the equivalent to the NSC, as determined by SAQA.

- No specific subjects are required for entry into the Diploma in Fashion Design.
- The specific admission requirement for the Fashion Design Diploma is the submission of a design portfolio that meets the minimum criteria set out by the Academic Board.
- All applicants must be proficient in the language of instruction and assessment specified in the Language Policy of the College.
- 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 programme:

- Students who are in possession of a Higher Certificate or Advanced Certificate in a cognate field.
- Students who successfully complete the RPL requirements.

Cape Town College of Fashion Design (Pty) Ltd reserves the right to decline an application without furnishing an explanation.

## **4. ENROLMENT PLAN**

The College prepares a five year enrolment plan that outlines the strategy that will be adopted to widen access and make the services and programmes accessible to a diversity of students. 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.

## **5. APPLICATION PROCEDURE**

- 5.1. Prospective applicants can contact the college via email, telephonically or in person.
- 5.2. An interview with the Head of Administration and/ or the Academic Head is recommended for all applicants, but is not compulsory.
- 5.3. The applicant must complete and submit an application form inclusive of all required documentation to the Head of Administration for processing.
- 5.4. The student must submit the prescribed application portfolio to the Head of Administration.
- 5.5. The application is assessed by the Academic Head.
- 5.6. If the application is successful, a letter of acceptance is sent within one week of receipt of the application form and portfolio.
- 5.7. 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.

- 5.8. Payment of the registration fee secures student placement and begins the registration process.
- 5.9. There is no entrance examination.

## **6. SELECTION PROCEDURE**

- 6.1. Applicants are assessed on the prescribed portfolio.
- 6.2. Applicants who satisfy the criteria are accepted.
- 6.3. Applicants will be assessed and selected throughout the year, adopting a “first come first serve” approach.
- 6.4. The maximum number of students to be selected is 35. Once that number has been reached, a waiting list is compiled and students are regularly updated on their position on the waiting list.
- 6.5. Applicants who do not meet the minimum admission requirements are informed of alternative study options.
- 6.6. 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:

#### **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.

#### **SKETCHES**

- Design a Range of 4 garments using the template provided.
- Select an area for which you want to design your range, i.e. ladieswear, childrenswear, and state why.
- Specify what fabrics and colours you would use and why.
- Where did you do your research, i.e. stores, magazines, websites, other.

### **7.2. Portfolio assessment**

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

- 7.2.2. The applicant's portfolio is assessed against the criteria, by the Academic Head, using the application assessment form as a record of decisions and recommendations made.
- 7.2.3. The criteria do not evaluate excellence of artistic ability, but determine whether there is the required aptitude and passion for fashion design.
- 7.2.4. The assessment process can take between one day and one week to complete.
- 7.2.5. 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 course.
- 7.2.6. The application portfolios are kept by the College and stored in the student files.
- 7.2.7. Upon request, an application portfolio will be returned to an applicant and a copy will be kept on file.
- 7.2.8. Students will be shown their application portfolios at the end of third year, in order to reveal their development over the three year programme.

## **8. REGISTRATION PROCEDURES**

- 8.1. Successful applicants are required to pay the prescribed registration fee in order to secure their placement in the programme.
- 8.2. The enrolment form must be completed, signed by all parties and submitted, with the required documentation, to the Head of Administration by hand or by post.
- 8.3. Registration closes two weeks after the commencement of the course.
- 8.4. Prior to the commencement of the course, students will be provided with further information regarding equipment requirements and the academic calendar.
- 8.5. Registered students will be provided with a letter confirming their registration and will receive a student card within the first two weeks of the academic year.

## **9. RE- REGISTRATION AND DE-REGISTRATION PROCEDURES**

- 9.1. Current students are required to confirm continuation at the College by re-registering at the end of each academic year.
- 9.2. A registered student who wishes to de-register for a course must submit his/ her intention to do so, in writing.
- 9.3. A registered foreign student who wishes to de-register for a course must submit his/ her intention to do so, in writing.
- 9.4. It is the responsibility of the Academic Head to inform the Department of Home affairs of any foreign student who de-registers for a course.

## **10. ADMISSION OF FOREIGN STUDENTS**

- 10.1. Acceptance of foreign students is subject to availability and the ability to meet the entrance criteria.
- 10.2. 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 College before commencement of the course.
- 10.3. The following documentation (originals or certified copies) must be submitted with the application:
  - Certified copy of passport (Identification page)
  - Certified copy of study permit / other applicable permit (to be submitted upon receipt of letter of acceptance)
  - Certified copies of academic transcripts, certificates or diplomas of any additional qualifications
  - Proof that the student is financially able to pay tuition fees and have adequate means of support
  - A written undertaking that s/he will return to his/her country of residence/ origin after completing his/her studies (study permit holders only)
  - 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 also be granted admission upon application. They will be required to follow the RPL procedure outlined in the RPL Policy of the College.