

A minimalist line drawing of a woman with long hair, wearing a long, flowing, sleeveless dress. The drawing is centered in the background of the page.

ctcfd

Cape Town College of Fashion Design

**The Ultimate in
Fashion Education**

PROSPECTUS

2012

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REGISTERED NAME

CAPE TOWN COLLEGE OF FASHION DESIGN (PTY) LTD

COMPANY REGISTRATION NO: 2003/026697/07

CONTACT DETAILS

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MISSION STATEMENT

To keep on top of the ever changing fashion industry in aspects of creativity, technology and work ethic and thereby affording our learners the opportunity to reach their highest potential in their chosen field.

This mission is achieved by:

- A dedicated and qualified team of learning facilitators
- Outcomes based approach to learning and evaluation
- Learning programmes which are NQF aligned
- Learner support programmes
- Strong focus on quality and continuous assessment to identify areas of weakness
- Continuous development of learning facilitators
- A dynamic quality management system

ACCREDITATION STATUS

CTCFD has been an approved centre for the City & Guilds of London International Level 3 Diploma for the past 8 years.

Currently we are in process with Edexcel to become an approved centre for an international BTech Higher National Diploma on Level 5

Currently in process with submission for accreditation with the Council on Higher Education – application no H/PR122/E001CAN

DIRECTOR'S AND STAFF

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

Mrs E A Keet	-	External
Dr M B Keet	-	External
Mr C O Keet	-	External
Mrs M Wallis	-	Administrative Head
Mr G Maragelis	-	Academic Head

The Full-time staff at the College are as follows:

Michele Wallis – Administrative Head

Michele joined the College at the end of 2007 having spent most of her working life working in the computer industry, lecturing on commercial computer packages as well as installation and training on a customised clothing manufacturing computer system. She had also been involved part-time assisting with bookkeeping functions at two other small businesses.

Gregg Maragelis – Academic Head

Gregg joined the College in 2003 to take on the Art & Design and Business lecturing portfolio and was recently appointed as the Academic Head of the College as well as being made a Director. Gregg brought with him a wealth of industry related experience, enabling him to mentor learners on the 'realities' of working in the fashion industry.

Latifa Adams – Quality Assurance Manager

Latifa originally worked with Mrs Keet at her shop in Claremont for 4 years from 1991 to 1994, as well as for many other industry relevant businesses prior to that, in all aspects of garment technology. In 1998 Latifa was employed to assist with the garment technology facilitating at the college. Latifa's primary function at the College now is to manage the quality assurance in all aspects of the programme on a daily basis and as well as to manage the running of the Part-Time classes which started in March 2010. She is also able to act as a 'stand in' facilitator in Garment Technology.

Liz Woodroffe – HOD Garment Technology – Facilitator 1st & 2nd Year

Liz joined the College at the start of 2010 having transferred from Johannesburg to Cape Town. Liz qualified with a Diploma in Fashion Design from the Natal Technikon in 1987 and then spent 21 years working in the fashion industry. In 2009 she was employed as a Garment Technology facilitator at Lisof in Johannesburg.

Shuhra Mathews – Garment Construction Facilitator 1st & 2nd Year

Shuhra joined the College in 2002 and has been running the Garment Technology subject in our 1st year programme. This year Shuhra took over the Garment Construction facilitation in both 1st and 2nd year. Shuhra has also had many years experience in all spheres of garment technology prior to joining the College.

Zaida Orgill & Jesme Klein – Support Staff for Garment Technology

Zaida has been with the College for 5 years and Jesme has been with the College for 3 year. Both are skilled seamstresses, having worked in this capacity in the industry for many years, and are responsible for assisting the Facilitator in the Garment Technology subjects across all 3 years of the programme.

Jess Mey – Computer Studies

Jess graduated from the College in 2007 with a Diploma in Fashion Design and then spent 2008 & 2009 working in the industry. She is highly skilled in elements of Corel Draw, Photoshop as well as in Microsoft Office and is employed as the facilitator for Computer Studies in all 3 years of the programme.

The Part-Time staff at the College are as follows:

Victor Kok – Garment Technology Facilitator 3rd Year

Victor graduated from the College in 2004. He worked for Errol Arendz as well as Kobus Dippenaar in the 4 years after graduating as a Patternmaker/Supervisor. In April 2008 he joined Bonwit as a Designer working for labels like Hilton Weiner, Vertigo, Urban and Polo, to name but a few. He resigned from Bonwit in June 2010 to start his own range and to join the College as a Part-Time Facilitator.

Nicky Adams – Business Studies

Part owner in a research and marketing consultancy, which is a small black-empowered company consulting to medium-sized companies and large corporate. She is a trained High School teacher who spent 3 years in teaching before entering the corporate sector in 1991. Nicky holds the following qualifications:

BA English, Environmental and Geographical Science

Higher Diploma in Education (HED)

3 Year Institute of Marketing Management Diploma

Business Honours (UCT GSB)

Prince 2 Project Management

Current completing an MBA through Edinburgh Business School

Meagan Duckitt - Clothing Production Management, Textiles, Retail Planning & Merchandising and Buying

After qualifying Meagan joined The Foschini Group as an Assistant Designer in 2003, she was then promoted to Trainee Buyer position which she held until 2005. In the year prior to leaving for Wales she worked at Truworths as a Designate Buyer for 7 months and then at CPUT as a lecturer in Textiles for 4 months. In Wales she worked for Next Retail Company from October 2007 to June 2009 as a Style Advisor and Personal Stylist. She returned to South Africa in July 2009 and was employed back at The Foschini Group for 1 year at which time she decided she wanted to start her own range. Meagan holds the following qualifications:

National Diploma – Fashion Design and Technology

Bachelor's Degree – Fashion Design and Technology

Nadja Willis – Photography (elective 3rd Year module)

Nadja holds a National Diploma in Clothing Production as well as Certification in Coreldraw, Basic & Advanced Photography and Photoshop as well as a N4-N6 Clothing Production Certification. After working for Lynko Knitwear Cmt and Pep Clothing in January 2008 she decided to start up her own company specialising in freelance photography as well photography tutoring. She has also continued to design and make garments for private clients.

Lynton Rice – Trendforecasting (module)

Lynton is a Men's and Boy's clothing designer from the UK and has 10 years experience in the industry working with the following UK retailers:

- Next
- George (Wallmart)
- Topman
- Henry Lloyd
- Revo UK
- Alexander McQueen

He has also worked in the US and London with Here and There and Style Sight forecast agencies. He has decided to make Cape Town his base, although he still continues to travel extensively in his current capacity.

2012 ACADEMIC CALENDAR

1ST Semester - 23 January – 30 March

2ND Semester - 15 April – 22 June

3RD Semester - 15 July – 21 September

4TH Semester - 1 October – 30 November

These dates are subject to change.

ADMISSION REQUIREMENTS AND RPL PROCEDURES

While the National Senior Certificate is the minimum requirement, other admission requirements for the Cape Town College of Fashion Design's Fashion programme include a 'portfolio' containing the following to be submitted together with the completed application form:

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.

This complies with the terms of Section 37 of the Higher Education Act.

An alternative route of entry is via the College's RPL policy, allowing learners who have not met the primary requirements the benefit of entering our fashion programme. Prior learning will be recognised if the learner 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. We also enable learners of a mature age into the qualification, as a person older than the age of 23 is considered to have sufficient life skills and experience to deal with the demands of the programme successfully.

MODE OF INSTRUCTION

Programmes are delivered face-to-face and full-time attendance is compulsory in accordance with College Rules and Regulation which are provided during the Learner Orientation process.

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

OUTLINE OF 3 YEAR PROGRAMME

1ST YEAR

FUNDAMENTAL
BUSINESS STUDIES I : FD1 BS01
CLOTHING PRODUCTION MANAGEMENT : FD1 CPM1
TEXTILES : FD1 T01

CORE
ART & DESIGN I : FD1 AD01 <ul style="list-style-type: none">• Fashion Design I• Style & Design I• Creative Design I• Technical Drawing I
GARMENT TECHNOLOGY I : FD1 GT01 <ul style="list-style-type: none">• Patternmaking I• Garment Construction I
HISTORY OF COSTUME I : FD1 HC01
DIGITAL FASHION APPLICATION I : FD1 DFA01 <ul style="list-style-type: none">• Fundamentals of Microsoft Office• Technical Drawings in CorelDraw

2ND YEAR

FUNDAMENTAL
BUSINESS II : FD1 BS02
CLOTHING PRODUCTION MANAGEMENT : FD2 CPM02
TEXTILES : FD2 T02

CORE
ART & DESIGN II : FD2 AD02 <ul style="list-style-type: none">• Module 1 : Leisurewear – Denim• Module 2 : Childrenswear• Module 3 : Lingerie• Module 4 : Tailoring
GARMENT TECHNOLOGY II : FD2 GT02 <ul style="list-style-type: none">• Patternmaking II• Garment Construction II
HISTORY OF COSTUME II : FD2 HC02
DIGITAL FASHION APPLICATION II : FD2 DFA02 <ul style="list-style-type: none">• Module 1 - CAD• Module 2 – Computer Studies

3rd YEAR

FUNDAMENTAL
BUSINESS III : FD3 BS03
CLOTHING PRODUCTION MANAGEMENT: FD3 CPM03

CORE
ART & DESIGN III : FD3 AD03 <ul style="list-style-type: none">• Evening and Bridalwear• Range
GARMENT TECHNOLOGY III : FD3 GT03 <ul style="list-style-type: none">• Patternmaking III• Garment Construction III
HISTORY OF COSTUME III : FD3 HC03
EXPERIENTIAL LEARNING : WORKSTUDY FD3 WS03

ELECTIVE
COSTUME DESIGN : FD3 HC03
FASHION PHOTOGRAPHY : FD3 FPI01

Learner Guides are provided in each year which provide the in-depth requirements of each module.

ASSESSMENT & QUALIFICATION RULES

Assessment of competence and learning outcomes is determined by the ability of the learner to meet the standards set for any task performed. This is done through continuous assessment thereby meeting the requirements of outcomes based education and enabling the Assessor to be aware at all times of the learner's competency and understanding of intended outcomes. Learners are provided with support and an action plan to assure that all the criteria are met. Summative assessment takes place mid-year and at year end in the form of a written assessment culminating in a final assessment which is verified by external subject specialists. An Appeals Policy is in place for learners who wish to have results reassessed, in which case the guidelines of this policy will be observed.

Progression through the qualification is dependent upon the learner having passed all core modules in the previous year, where 50% is the pass mark. Final qualification and certification takes place when a mark of equal to or greater than 50% for each module is achieved.

FEES

The fees for 2012 are:

Non-Refundable Registration Fee: R3000.00

Academic Fees: R45000.00

The following payment options are available:

- Payment in full. R42750.00 (5% discount is afforded) – required to be paid within the first two weeks of the year.
- Termly payments. 4 payments of R11850.00 - required to be paid within the first two weeks of the term.
- Monthly payments. 10 payments of R4950.00 are required to be paid by the last day of each month if monthly payment is selected. First payment is due at the end of January and the last payment is due at the end of October.

Payments can be made in cash, by cheque, 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.

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

Should a learner 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.

EQUIPMENT REQUIREMENTS

All students are required to supply their own 'domestic' sewing machine and overlocker. The College has formed a relationship with Elna whereby they are affording our students a discount of 15% on each new machine purchased inclusive of a 2 year Service Warranty, over and above the standard equipment warranty. If you wish to take up this offer they will visit the College on the 1st day of term to demonstrate the various machines and take orders. Alternatively any other domestic machine and overlocker is satisfactory.

Each student is required to purchase a 'Kit' from the College at a cost of approximately R2500.00 (exact cost will be determined by the end of 2011). This kit contains all the start-up equipment required for Art & Design and Garment Technology and will then just need to be replenished during the 3 year course.

There is also a requirement to purchase a 'Portfolio Bag' within the 1st term of the year at a cost of approximately R450.00 (exact cost will be determined at the start of the 2012 academic year).

The following text books are needed in 1st Year and can be purchased from the Administration Office:

- Patternmaking for Fashion Design
Helen Joseph-Armstrong R650.00
- Fashion Computing – Design techniques and CAD
Sandra Burke R180.00
- Fashion Entrepreneur – Starting your own Fashion Business
Sandra Burke R180.00

FINANCIAL AID

The College offers one bursary opportunity each year, covering the academic fees for that year, to a student who is deemed to have been previously disadvantaged and/or having extreme financial difficulties. Please contact the Administrator for further details.

ACCOMMODATION

No student accommodation is available however administration can assist with contact details of various accommodation opportunities.

STUDENT SUPPORT SERVICES

Planning, support and resource allocation is vitally important to the success of the learners and is provided as follows:

ACADEMIC SUPPORT

The Academic Staff encourage active engagement from the learners through:

- Establishing a supportive relationship with the learners
- Mediating learning from the learning materials
- Providing constructive feedback for assessment activities
-

All academic support is regularly monitored and feedback acted upon as and when required in order to provide a high quality service to the learners.

ADMINISTRATIVE SUPPORT

Administrative staff are available to assist the learners in any query which they may have related to the programme that they are studying.

The orientation session makes the roles and responsibilities of the learners and the administrative staff clear, so as to ensure that expectations at the outset are levelled.

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 learner requires.

QUALITY ASSURANCE

At-risk learners are identified and support is provided in order to assist the learner with their performance.

Performance of academic staff members and mentors is regularly monitored and the data is analysed and acted upon.

Feedback with regards to modules is sought regularly in order to review the learning materials / programme.

Learner Representative Committee (LRC) - The class representatives provide feedback on all class requirements or issues on a regular basis.

CODE OF CONDUCT

The Cape Town College of Fashion Design takes the conduct of learners 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:

- Learners must act in a respectful manner towards all staff and fellow learners 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 learner represents or can be identified as a learner at the College, the learner shall conduct themselves in such a manner so as not to discredit the College in any way.
- Learners shall not maliciously, negligently or wrongfully destroy, damage, abuse or remove any property belonging to the College.
- Learners 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:- Learners 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 learner 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.
- Learners shall refrain from eating, drinking, sleeping or not paying attention while in lectures.
- Learners shall not sexually harass another person, nor in any way victimise or intimidate any fellow student or staff member.

MISCONDUCT

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

ACHIEVEMENTS

As evidence of our statement that we are 'The Ultimate in Fashion Education' we list the following achievements over the last 5 years:

2006 2 Learners in the Regional Finals of the Vodacom Durban July Competition

2007 2 Learners in the Regional Finals, with 1 learner chosen for the National Finals of the Vodacom Durban July Competition.

2 learners chosen in the Emerging Young Designers Category of Durban Fashion Week.

2008 2 Learners in the Regional Finals, with 1 learner chosen for the National Finals of the Vodacom Durban July Competition, who then went on to win the competition.

2 Teams of 3 learners went through to the finals of the FAD (Foschini Aspiring Designer) Award. 3 learners achieved the top 3 places overall.

2 learners chosen in the Emerging Young Designers Category of Durban Fashion Week.

2009 2 Learners in the Regional Finals, with 1 learner chosen for the National Finals of the Vodacom Durban July Competition.

3 Learners were chosen in the final 6 places in the FAD (Foschini Aspiring Designer) Award. Placed 1st and 3rd overall.

1 Learner won the SACTWU Condom Design Competition.

2010 5 Learners in the Regional Finals, with 2 learners chosen for the National Finals of the Vodacom Durban July Competition.

2 Learners were chosen in the final 12 places in the FAD Awards. Placed 2nd overall

Graduate Show 2010 - 8 learners from various colleges in the Western Cape region competed in the opening show of Cape Town Fashion Week. 4 learners from CTCFD were chosen and 1 learner achieved 1st place.