

Dear Parent, Guardian, Sponsor

I would like to take this opportunity to welcome you to Inscape Design College and trust that you will have a long and positive experience at our institution.

The following serves to inform you, the parent, guardian or sponsor of procedures and policies implemented at Inscape Design College. We will strive to assist the students and yourself through the transition from secondary to tertiary learning effectively.

In order to ensure the effectiveness of the student's learning we request that you support them through this journey and trust us in making decisions pertaining to their academic development.

Please keep the following information at hand, and refer to it regularly. If we are to make this year a success it is paramount that we work together, as a team. You have entrusted your child to be educated with us and we endeavour to make the experience a fruitful one.

#### Validity of the courses

Inscape Design College is an accredited tertiary institution. We take our qualification and delivery of the various programmes very seriously.

We have five departments made up of both full time and part time students. We have approximately 700 students across three full time campuses and 2 satellite campuses. Our head office is situated in Johannesburg, Melrose Estate. All programmes delivered are consistent throughout all campuses. Both internal and external moderation is completed to validate and quality assess all programmes delivered.

We have a high standard in education and are well respected in industry,

**Accreditation** – through SAQA, our courses are aligned by way of this international accreditation body, with the Council of Higher Education.

**Registration** – Inscape has a registration certificate, 2000/HE07/002, with the Department of Education.

The quality of education we provide is only possible through consistent dedication and hard work from both the staff and students who are a part of the institution.



## Programme Structure

Inscape Design college strives to develop its students in a holistic manner. It is imperative that whilst we are training your child in the design field that they are able to function in the 'world out there.'

The programmes are structured in the following way:

Design Foundation:	Preparatory
First year Design:	Skills Based
Second Year Design:	Knowledge based
Third year Design:	Style Based

All subjects are integrated to simulate industry and to better prepare the students for their chosen career.

We have integrated the following into the learning programmes to assist with 'rounding off':

Design Foundation:  
Life Skills

First year Design:  
Exposure, Verbal Presentation Skills, Leadership Programme I

Second Year Design:  
Verbal Presentation Skills, Leadership Programme II, Project Management, Job Shadowing.

Third year Design:  
Leadership Programme III, Mentorship Programme, Business Management, In Service Training

## Lecturing staff

Our lecturers are all qualified in the relative fields necessary for delivery of the subjects they facilitate. The Department of Education has record of each of their qualifications and the subjects they deliver.

Each lecturer has been interviewed and specially selected to facilitate, add value to, and enhance the subject they lecture.

We provide individualised attention to each student at Inscape Design College. This does not mean that they can decide when learning will or will not take place, but rather that their individual learning capacity is accommodated and challenged.

The various personalities and different backgrounds of each lecturer is paramount in the development of your child's ability to deal with real life situations and various people in the industry that they may encounter one day. We hope to prepare them from the outset to deal with these personalities and characters in a professional and engaging manner.

The majority of our lecturers are practitioners in the design industry and students are therefore kept up to date with current trends and new technologies relevant to their careers.

Lecturers are encouraged to challenge students in order to achieve the results we desire. This may sometimes result in conflict between students and lecturers. This is healthy and part of teaching students to solve problems.

We encourage students to approach lecturers directly in a non-confrontational manner should they experience a problem with the lecturer. If they are still unable to resolve the matter, they may approach the head of the department and then the academic manager or principal of the campus. Please do not try to solve the conflict for the student until all procedures have been exhausted and the outcome of the situation has not been dealt with to yours or the student's satisfaction.

### Preparation:

#### Courseware

- Students receive a Welcome Pack which includes a;
  - course outline,
  - timetable,
  - stationery and materials list,
  - indemnity form,
  - plagiarism declaration form,
  - Assignment Submission Form
  - Statistical Questionnaire
  - Courseware for term 01
  - IDC Calendar

#### Course Outline:

- The course outline is an overview of the work and assignments that will be completed per subject on a weekly basis for the academic year. Note: Week 01 is the first week of the calendar year.
- The course outline stipulates; computer courses to be attended by students. (In this case, students will not attend other classes for the duration of the computer course.)
- The course outline sets out deadlines and indicates when there may be parallel deadlines. This means students can plan ahead for pressure points in the academic calendar.
- Holidays are indicated. Note – they do not always coincide with traditional school holidays.

#### Timetable:

- The timetable included in the welcome pack, stipulates the times and days of each of the sessions.
- A session is 1.45hrs long. In addition to this students will be expected to complete homework in their own time.
- Sessions are scheduled at
  - 07h00 – 08h45
  - 09h00 – 10h45
  - 11h00 – 12h45
  - 13h00 – 14h45
  - 15h00 – 16h45
  - 17h00 – 18h45
- Students are expected to be punctual and to remain in class for the duration of the session.
- The timetable is subject to change.



#### Stationery and equipment

- The material kit is a basic ensemble of the general equipment needed through the year. The cost is between R2000 and R3000 depending on the programme enrolled for.
- Consumables will need to be bought on a regular basis. The cost of these materials can vary from R400-R600 per month.
- If possible, allocate a book allowance for monthly purchases of books, journals, magazines etc.
- The student should be allocated a reasonable allowance per month for academic purposes. Please encourage the student to work within those parameters to assist in managing themselves and thus becoming responsible adults.
- Students only need computers at the end of their First year (in the 4<sup>th</sup> term); they will be notified timeously of the specifications thereof and the date required.

#### Indemnity Forms - Excursions:

- Guest lectures, outings and external presentations will be held from time to time. Students will be advised of the dates and times in advance. Excursions are used as a learning tool and are thus compulsory. In the event of a student being absent without prior notice, a fee of R50 will be charged, and given to the supplier to cover any costs incurred. Many suppliers provide refreshments. (If students do not attend – the suppliers have wasted their money.) Furthermore, a penalty in VALUE marks will be applied.
- An indemnity form must be completed and signed and returned to the lecturer (included in the welcome pack). The indemnity form will be kept on record in the admin department. Should any of the student's particulars change during the year, please inform the college immediately. Failure to submit the indemnity form will result in the student being excluded from excursions.
- Suggestions of excursions from students are welcome.

#### Plagiarism:

- Plagiarism is illegal. It is highly frowned upon in industry, amongst creative people. A high degree of ethics is expected of all Inscape Design college students, therefore,
- Every student must hand in a plagiarism declaration form at the commencement of the academic year. (Included in the welcome pack – please sign and return to the lecturer). Failing to do so, assessment of the student work will not be allowed. Please refer to the Inscape Design College Policy and Procedures to read more about plagiarism and the consequences thereof.

#### Courseware

- Students will receive courseware on an ongoing basis. They must always file it appropriately in the file provided and bring it to class every day.
- Students' will need to extend their knowledge further than the notes provided. Further research is expected of students.

- If the courseware file and its contents need to be replaced, a fee of 10% of the annual course fee for that subject will be charged.
- Note the courseware and file remains the property of Inscape Design College. Should it be found that the courseware has been reproduced in any way or form, criminal charges will be laid.

#### Attendance

- The programmes at Inscape are practical in nature (with vast amounts of technical knowledge), with the theoretical components integrated in the application of each project, and therefore we have very stringent policies when it comes to attendance. If students are not in class, learning is not taking place.
- A 90% attendance rate is required to assure a pass onto the next level, even with a doctor's certificate, non- attendance means knowledge lost.
- Lecturers are responsible for completing the attendance register. This is completed within the first five minutes of class. If a student is late they will be marked absent. Lecturers may deny student's access into a class if they are late as this can be disruptive to the remaining students.

#### Submission of student work on deadline

- When it comes to the student's learning and progress, we have certain rules in place to ensure that they work within a system, learning valuable lessons about industry deadlines, and time management skills. To facilitate this learning Inscape has a zero tolerance when it comes to handing in of late work.
- Student's **MUST** take responsibility for the submission of their assignments and must receive a lecturer's signature as proof of submission. The student receives an Assignment Submission Form in their Welcome Packs, which lists all of their assignments for the year.
- What is a deadline? – The commencement time of the session in which the assignment is due.
- In most cases , the students will present their work to their colleagues. This is to encourage group critique, peer assessment and self evaluation. It is imperative that all students are a part of this process in order for their own learning to take place as well as that of the group.
- There are exceptions to this rule but they are very clear;
  - If sick on the day/time of a deadline the student **MUST** have a doctor's note. Please note that at other times it is permissible to have notes from parents if the illness does not warrant a visit to a doctor, but **NOT** if it is on a deadline day.
  - The student has one week from the last day of illness, as stated on the doctor's note, to arrange/hand-in the worked missed due to illness. They need to do this with the relevant lecturer.
  - Doctor's notes need to be handed in at reception in order to make reference on the class register.
  - In severe circumstances where a student has a long absenteeism due to illness, an assessment will take place on a discussion basis and the learning lost will be assessed to

determine the outcome thereof. It may be deemed necessary for a student to defer their learning until the following year to best accommodate their progress.

- Work not submitted on deadline, with no doctor's note will be captured as a 0% and will remain as such for the duration of the year, at no time will this change or exceptions be made.
- If the student has two doctors' notes in a row for one subject on deadline, the parent will be notified.
- The college reserves the right to verify the authenticity of a medical note.

#### Assessment Criteria

- Inscape Design college makes use of the Outcomes Based Assessment procedure that is defined as follows:

"a planned process for gathering and judging evidence of competence, in relation to pre-determined criteria within an outcomes-based paradigm, for various purposes including further development and recognition of learning achievements. "

- Each assignment is assessed using assessment criteria made up of one or more of the following:
  - Skills – Measure the ability of the student to complete the task well – writing, drawing, presentation skill etc.
  - Knowledge – Measures the understanding and interpretation of a subject relevant to the task at hand. This is usually theory based.
  - Creativity – Measures the student's ability to generate original, new concepts applied through various skills acquired.
  - Values – Measures the student's ability to complete a task effectively, efficiently and diligently.

#### Notification of performance

- Twice a year students are called in on an individual basis, to discuss their performance in the programme. Various aspects of their progress are covered, from attendance to marks obtained, and attitude.
- At this time the student is presented with various lecturers comments on the individual's progress thus far in each subject.
  - The student is asked to comment verbally and in writing on their appraisal.
  - A copy of this form is then given to the student,
  - a copy is sent to the account holder,
  - And the original is kept on the student's file.
- You will receive Performance Appraisals at the end of term 02 and term 03. If you do not receive this form in the post at these times feel free to contact us and we will re-mail it or email it to you. It will always remain your duty to inform us of any change in your postal and residential addresses. As well as any changes in your cell phone number or email address.

#### Academic results/reports.

- When/if a student submits work for assessment, the lecturer either writes the percentages on the back of the work, or they create slips on which the marks appear. These are then given to the students.
- Accompanying the results, the lecturers will write comments with reference to the effectiveness, correctness and creativity involved in the execution of the assignment.
- Students are encouraged to discuss their marks and comments with the relevant lecturer, at the time the work is handed back.
- If work is deemed lost and reported as handed in and the lecturer has not signed the Assignment Submission Form, the work is officially not handed in, and 0% will be recorded on the mark sheet.
- As a tertiary institution, we do not inform parents, guardians and sponsors of non-submission of assignments. However lecturers do take note of students that regularly fail to submit work and this is noted in the performance appraisals. If we find that a student's non-submission or non-attendance is due to a more severe problem, we will contact parents, guardians and sponsors to address the issue.
- Reports are posted at the end of semester 1 (term 02) and the middle (end term 03) and end of semester 2. (Term 04). During each term, students are well aware of their progress as they receive results for each assignment. Lecturers are responsible for assessing the assignments and returning the assignments and results to the students within two weeks of receipt thereof. If a student is absent on the day of return of the assignment it is their responsibility to collect their assignment from the designated "out" space for their classes work.
- Students are assessed on a continuous basis and DO NOT write exams at the end of the year. They will compile a portfolio and complete final projects at the end of each academic year.
- All subjects are integrated and students must therefore pass all subjects with a minimum of 50% in order to continue to the next year of study.

#### Late and Resubmissions

- A student may make a late or resubmission for one in ten assignments per subject. The late or resubmission must be completed within the term that the original assignment occurred. A student may not receive more than 50% for that assignment. A Late or Resubmission form must be completed (on the website) and submitted to the relevant campus attached to the completed work. The Assignment Submission Form must be signed by the recipient of the assignment at the campus.
- Please consult [www.inscape.co.za](http://www.inscape.co.za) for conditions pertaining to Late and Resubmissions.

#### Fee Payments/Accounts

- It is the account holders responsibility to notify the administrative staff of any changes to their or the student's details.
- Fees are payable by the last day of each month
- Last payment is due at end of October of that academic year



- If the student is successful in completing the current academic year the following years fees become payable from end November, December , January to avoid a large lump sum being payable the next year.
- If the student is unsuccessful in completing the current academic year, all fees paid will be refunded to the account holder
- Should fees be two months in arrears, the student will be suspended from class and will not receive further courseware
- Academic reports will not issued to students whose fees are in arrears
- Please contact our accounts officer for any account queries, admin staff are unable to attend to account management.

#### General

- At a tertiary level of education, it is imperative for the student to take responsibility for themselves and their learning. The decisions they make, actions they take, as well as their conduct in the class, on and off the campus are paramount to the success of themselves and the college as a whole.
- Inscape has an open door policy and encourages open communication. We do, however, expect a level of professionalism and mutual respect from both staff and students.
- Inappropriate behaviour will not be tolerated.
- As parents, guardians or sponsors, you may feel there is a need to communicate with the college. Please follow the correct procedure. Please do not leave your concern till the end of the year when it may be too late to resolve.

#### People to contact:

- Accounts: [accounts@inscape.co.za](mailto:accounts@inscape.co.za)
- Admin: [admin@inscape.co.za](mailto:admin@inscape.co.za)
- Academic: [academic@inscape.co.za](mailto:academic@inscape.co.za)
- Marketing: [marketing@inscape.co.za](mailto:marketing@inscape.co.za)
- Resources: [resources@inscape.co.za](mailto:resources@inscape.co.za)
- WP Principal: [ctnprincipal@inscape.co.za](mailto:ctnprincipal@inscape.co.za)
- GP Principal: [principal@inscape.co.za](mailto:principal@inscape.co.za)

Thank you for choosing Inscape Design College as your preferred provider in educating your child. Please feel free to talk to us at any time. We would like our relationship with you to be a good, mutually beneficial one in order to see the success of the student together.

We wish you and your family all the best in 2009.

Yours in Design Education

Helen Fisher  
Academic Manager