



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 the student 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 full time 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.

We are currently undergoing the validation process with SACAP (South African Council of Architectural Professions) and are members of IID and SAID (South African Institute of Draughting)

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 modular. Architectural Draughting modules run consecutively and Interior Decorating modules run concurrently. Both programmes include 08 modules specific to the industries needs. Module 09 is an elective module.

Elective Modules

Autocad for the Built Environment:

This is a three day, full time course conducted at our Rosebank and Cape Town Campuses. We are an AutoDesk Accredited Training Centre and our staff are trained and accredited by Autodesk. The fees for the AutoCad course are included in the course fee and equate to two modules worth. The student may attend the AutoCad course once they have completed module 04 of the programme. 50% of the industry use this program and our students are highly employable due to the skill acquired through this course.

Students must be computer literate in order to attend the course. If they are found not to be, they will be excused from the course and will need to complete a basic computer literacy course before they may continue.

Starting Your Own Business

The course is completed over an eight session period at specified times. Class will be attended twice a week in a similar fashion to the remainder of the programme. The course will be delivered in term 01 and 03 of the Academic Year. Specified dates and times will be available on www.inscape.co.za

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;
 - timetable,
 - stationery and materials list,
 - indemnity form,
 - plagiarism declaration form,
 - Assignment Submission Form
 - Statistical Questionnaire
 - Courseware for term 01
 - IDC Calendar

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.
- 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.

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. 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 R250 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.
- 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

- 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.

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.

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.
- Reports are posted at the end of module 04 and 08/09. 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.

- All modules must be passed with a minimum of 50% in order to successfully complete the programme.

Certification and Graduation

- Upon successful completion of all 09 modules an academic report will be received.
- Graduation ceremonies are hosted the first working Friday of May and September each year at the Rosebank, Pretoria and Cape Town campuses.
- Students will receive their certificates at the graduation ceremony.

Late and Resubmissions

Students may complete late/resubmissions. The following conditions apply:

- A student must have attended 60% of the classes for the learning to have taken place.
- A Late or Resubmission form must be completed (on the website) and submitted together with proof of the paid specified fee per assignment 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.
- The documents must be submitted in one unit and be clearly marked 'LATE SUBMISSION'
- A six week lead time can be expected for processing of the late submission.
- Please consult 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
- 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.

Part Time Programmes

Architectural Draughting & Interior Decorating Parents Information



People to contact:

- Accounts: accounts@inscape.co.za
- Admin: admin@inscape.co.za
- Academic: academic@inscape.co.za
- Marketing: marketing@inscape.co.za
- Resources: resources@inscape.co.za
- WP Principal: ctnprincipal@inscape.co.za
- GP Principal: 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 the coming year.

Yours in Design Education

Helen Fisher
Academic Manager