



2024 PROSPECTUS

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CONTACT DETAILS

ADDRESS: 72 Salt River Road
WOODSTOCK
Cape Town
7925

POSTAL ADDRESS: PO Box 13696
MOWBRAY
7705

EMAIL ADDRESS: info@designschool.co.za
WEBSITE ADDRESS: www.designschool.co.za

OFFICE HOURS

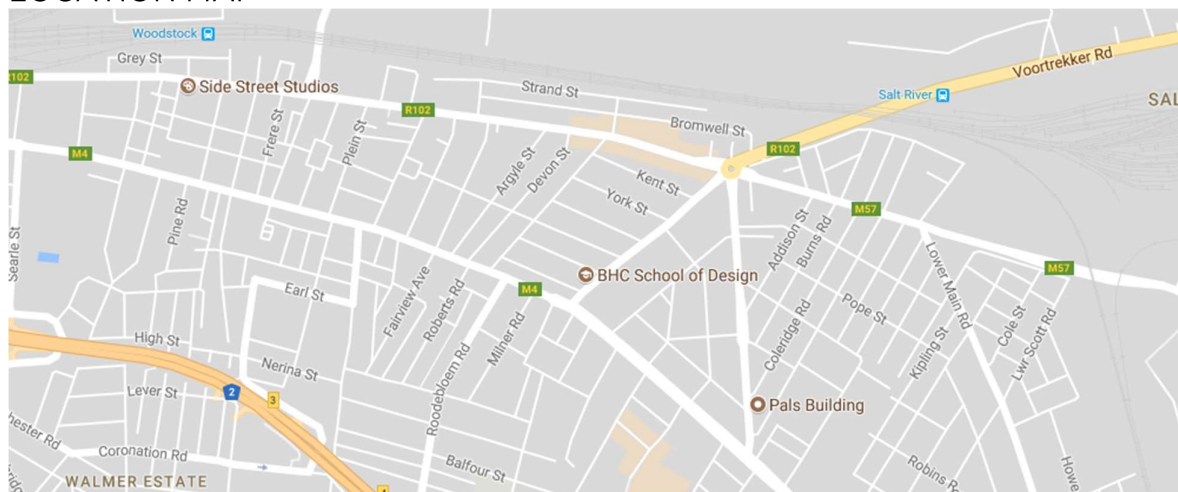
Mon - Thurs 08h00 - 16h00
Fri 08h00 - 15h00
Sat 09h00 - 13h00 (Short Course Classes Only)

TERM DATES

TERM 1 5 February - 28 March 2024
TERM 2 15 April - 28 June 2024
TERM 3 22 July - 13 September 2024
TERM 4 30 September - 22 November 2024

Please note we are open during all the college holidays, except for a four week period commencing on the 14th of December 2023/4.

LOCATION MAP



ABOUT BHC SCHOOL OF DESIGN

BHC is a highly respected, single purpose provider of design education, and currently offers a Diploma in Interior Design and a Higher Certificate in Interior Decorating. The programmes have been designed in response to the needs of the design industry and are structured to integrate the latest industry developments.

The academic facilitators are practicing interior designers, decorators or architects, who actively participate in continuous professional development. This ensures that the students are exposed to the most up-to-date information on design, technology and trends.

BHC will continue to value and promote the key human and structural resources required to prepare the graduates for a successful career in the professional design world.

A variety of intensive enrichment short courses in the field of design are offered on site, more specifically: Interior Decorating, 2D AutoCAD, Revit, SketchUp Pro and digital design.

VISION

Our vision is to nurture and sustain a consistently high level of education in interior design, decoration and the built environment.

MISSION

We believe in excellent education to enrich our students, and through support and guidance produce highly competent design professionals.

VALUES

- Nurture
- Authenticity
- Passion
- Expression
- Excellence

REGISTRATION AND ACCREDITATION

Council on Higher Education (CHE)

The Diploma in Interior Design & the Higher Certificate in Interior Decorating are accredited by the CHE.

Department of Education

BHC School of Design (Pty) Ltd. is registered with the Department of Higher Education and Training until 31 December 2025 as a private higher education institution under the Higher Education Act, 1997. Registration certificate no. 2010/HE07/003

SAQA

The Diploma in Interior Design, NQF level 6, is registered on the NQF (South African). SAQA qualification number 79307.

The Higher Certificate, NQF level 5, is registered on the NQF (South African). SAQA qualification number 83547.

MANAGEMENT

Jeremy Volkmann	Managing Director	Morgan Volkmann	Director
Janet Burger	Academic head		

ACADEMIC STAFF

Liezl Verfuss	1 st year studio master (Interior Design) Bachelor of Technology in Interior Design (NMMU) 2007
Ian de Mink	2 nd year studio master (Interior Design) Bachelor of Technology in Interior Design (TUT) 2011
Jaco Landman	3 rd year studio master (Interior Design) National Diploma in Architectural Technology (UJ) 2011 Bachelor of Technology in Architectural Technology (CPUT) 2012 Registered Professional Senior Architectural Technologist (SACAP)
Cher van der Mescht	Higher Diploma in Decorating and Design (Potchefstroom Academy) 2015 Bachelor of Environmental Design (Tasmania) 2018
Jeremy Volkmann	Full time lecturer (Interior Design) Diploma in Interior Design (BHC School of Design) 2003 BTEC Higher National Diploma, Edexcel 2005 Certificate, Conduct Assessment of Learning Outcomes, ETDP SETA 2005 Certificate, Revit Architecture, Autodesk 2009 Professional Architectural Technologist, SACAP 2006 Certificate, Energy Efficiency in Buildings SANS 10400, SAIAT 2013
Janet Burger	Full time lecturer (Interior Design) National Diploma in Architectural Technology (CPUT) 1990 Bachelor of Architectural Studies (Nelson Mandela University) 1991 Master of Architecture (Nelson Mandela University) 1995

ADMINISTRATION

Jeremy Volkmann management	Principal	Morgan Volkmann	Quality
Jaimie Corbishley	Quality Management	Tania Burman	Marketing & Admissions
Brenda Dandahwa	Accounting		Coordinator
Janet Burger	Academic Head		

FINANCIAL INFORMATION

2024 TUITION FEES: Diploma in Interior Design

South African Residents: R103, 200.00 (R3, 500 registration fee + R99, 700.00 tuition fee)

Non-South African Residents: R106, 200.00 (R6, 500 registration fee + R99, 700 tuition fee)

Payment Options:

1. Early settlement discount on full payment before 31 January 2024: R94, 700.00
2. 10 Payments (1st February – 1st November 2024): R9, 970.00
3. 4 Payments (1st February, 1st April, 1st July, 1st September 2024): R24, 925.00

2024 TUITION FEES: Higher Certificate in Interior Decorating

South African Residents: R61, 800.00 (R3, 500 registration fee + R58, 300 tuition fee)
Non-South African Residents: R64, 800.00 (R6, 500 registration fee + R58, 300 tuition fee)

Payment Options:

1. Early settlement discount on full payment before 31 January 2024: R55,400.00
2. 10 Payments (1st February – 1st November 2024): R5,830.00
3. 4 Payments (1st February 1st April, 1st July, 1st September 2024): R14,575.00

Applications submitted after 1st December 2023 will incur an additional late application fee of R500
Tuition fees may be paid by cash, debit order, EFT or cheque.

Please note that credit card payments are not accepted.

Account details:

Account name: BHC School of Design Bank: First National Bank Account number: 50240051818 Branch: Table View (203809)	<i>Use our Name and course code as Payment Reference: [Your Name] + [Course code]</i>
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Please email your proof of payment to the Financial Administrator.

Email: brenda@designschool.co.za

The following costs are NOT included in the tuition fee:

- Stationery, textbooks and equipment
- Printing and presentation costs
- Raw materials for final portfolio
- Outings: cost of petrol, entrance fees, etc.

PAYMENT RULES

- Students who decide to discontinue their studies for whatsoever reason will be liable for the full annual tuition fee of the academic year they are registered for.
- A student will be automatically suspended should his/her fees at any time be more than 120 days in arrears. Such a suspension will only be lifted once the outstanding fees (with interest) have been paid in full.
- BHC School of Design reserves the right to hand any account holder over to a debt collector as approved by the Executive Committee. Account holders will be charged 30% of the total amount outstanding to cover costs of debt collection.
- No qualification will be awarded to any student with outstanding fees.
- Students may not be permitted to write their end of year examinations or submit their final portfolios unless all outstanding fees are paid in full.

- A student may not register for the following year of studies until all outstanding fees are paid.
- We reserve the right to perform a credit check.

ANNUAL FEE INCREASES

- BHC School of Design (Pty) Ltd reserves the right to increase the annual tuition fee.

REFUND POLICY

- **Registration fees**
Registration fees for all full-time programmes are non-refundable.
- **Full-time programmes**
Students registered for full-time programmes and who terminate their studies for whatsoever reason will be liable for the full annual tuition fee of the academic year they are registered for. A student is considered registered if s/he has completed and signed the registration form and paid the required registration fee.

APPLICATION FOR ADMISSION

DIPLOMA IN INTERIOR DESIGN AND HIGHER CERTIFICATE IN INTERIOR DECORATING

Access to the Diploma and Higher Certificate programmes is granted to all applicants who meet the minimum entrance requirements, or who follow the alternative routes of entry provided for in the RPL/CAT and admissions policy.

Students who are in possession of any of the following qualifications, may apply:

1. National Senior Certificate (NSC) certified by Umalusi or IEB, with the appropriate endorsement or its academic precedents eg: Senior Certificate without endorsement – as certified by Umalusi. Or its precedent.
 2. National Certificate (Vocational) (NCV) Level 4 issued by the Council for General and Further Education and Training.
 3. A foreign qualification that is the equivalent to the NSC or NCV level 4, as determined by SAQA.
- No specific subjects are required for entry into the Diploma or Higher Certificate programmes.
 - All applicants must be proficient in English (specified in the Language Policy of the institution).
- All applicants must be legal South African citizens or must present a valid passport and study permit or other applicable permit.
 - A portfolio must be presented sufficiently documenting the relevant skills, competencies and talent required for entry into the applicable programme.
 - A completed questionnaire.

Students are accepted on a first-come, first-serve basis, and it is therefore advisable that applications for admission to study at BHC School of Design are submitted as early as possible.

An online application form can be downloaded from www.designschool.co.za or you can contact the Admissions Facilitator to collect a hard copy at BHC campus, to request a copy to be sent via email or fax or **apply online at www.designschool.co.za**.

Please submit applications in person to:
The Admissions Facilitator
 72 Salt River Road
 WOODSTOCK
 7825

Or mail to:
The Admissions Facilitator
 PO Box 13696
 MOWBRAY
 7708

Applicants will be informed of acceptance/ non-acceptance within 5 working days of the Admissions Facilitator receiving a completed application.

Successful applicants are required to pay a non-refundable registration fee in order to secure a position in the class.

RECOGNITION OF PRIOR LEARNING (RPL)

The institution has identified the importance to set up a contextually appropriate recognition of prior learning (RPL) system in order to promote the NQF objectives of integration, access and redress, mobility and progression, and quality remain; for the realization of the fullest developmental potential of lifelong learning; and to facilitate RPL applications from prospective students.

The institution recognizes prior learning in a number of instances:

- In the event that a prospective student has not completed the required secondary school exit level but has work-place experience;
- In the event that the prospective student has not completed the required secondary school exit level but is of a mature age (23 years); In the event that a prospective student has completed relevant short courses and wishes to be considered for partial exemption from the learning programme.

Please contact the registrar at +27 (0)21 447 7288 during office hours, should you wish to submit an application for RPL. You will be required to submit a completed CAT *registration form*, together with any previous academic transcripts at the previous institution and portfolio of evidence as outlined in the registration form.

RPL RULES AND CONDITIONS

- Rules, regulations, assessment process and decisions are to be publicly available to all students prior to the RPL process.
- The programme offerings may be achieved in part through the process of Recognition of Prior Learning.
- The RPL process does not result in an awarding of credits against a module, but rather an exemption for a module. This means that a student will complete the qualification with total credits less than the normally required credits for the qualification.
- Modules which have been exempt from a programme for a student after the RPL process must reflect 'exempt' on the academic transcript.
- Students may apply for and be awarded exemption for up to 50% of the modules of any learning programme.
- The progress of students who have been granted exemption from applicable modules will be assessed at the end of the 1st term. Should the student not be coping with the standard / attaining class average, the student will be advised to register instead for modules in the year of study below the present module
- Should a student be weak in either the 3D presentation skills, basic draughting and basic decorating knowledge, it is recommended that the student attend the short course available on these subjects, either prior to commencing at the institution or within the 1st term.
- Any student having successfully completed the three-month decorating short course at BHC and has completed the required portfolio in the course, is allowed to use this portfolio as the full time programme entrance requirement. They are however required to further follow the application procedure as outline in the Student Admission Policy (A-002)
- Not more than 10% of a group of students can be admitted through the RPL process per year.

CREDIT ACCUMULATION AND TRANSFER (CAT)

Prospective students who wish to have credits which they have accumulated at this or another institution and wishes to transfer credits to a learning programme are requested to contact the registrar in order to set up an interview. You will be required to submit a completed CAT *registration form*, together with all previous academic transcripts and evidence of assessments completed at the previous institution as outlined in the registration form.

CAT RULES AND CONDITIONS

- Rules, regulations, assessment process and decisions are to be publicly available to all students prior to the CAT process.
- The programme offerings may be achieved in part through the process of credit accumulation and transfer.
- The CAT process results in an awarding of credits against a module. The credits accumulated through a successfully completed module in this, or another institution's programme will transfer to the programme into which the applicant is wanting to gain access in this institution.
- Credits gained from an incomplete qualification will be recognized by the institution for the CAT process, provided the module has been successfully completed.
- Credits obtained from studies that do not lead to a registered qualification on the HEQSF and NQF from a registered and accredited provider in South Africa do not count for the CAT process.
- Modules which have comparable subject matter/ content and are on the same NQF level are eligible for the CAT process at this institution.
- Credit transfer may be used towards a different qualification within BHC School of Design.
- An assessment process is used to determine the nature, complexity and extent of the curriculum in relevant modules.
- The assessment process takes into account the purpose, level and credits of each qualification as well as the broader application of the qualification within the context for which it was designed and considers the degree of similarity between the content and outcomes for which credits have been awarded towards, and those in the qualifications sought, to ensure that students have the necessary knowledge and backgrounds to be successful in further learning.
- Students may apply for and be awarded credits for up to 50% of the modules of any learning programme.
- The process of CAT is regulated so that the same set of credits are not transferred to more than one qualification within the institution, and that credits are not duplicated.

- Where the assessment process finds overlaps of less than 80% between the content and outcomes for which credits have been awarded, as compared to the modules for which CAT is sought, the applicant will be offered supplementary work in order to determine level of knowledge and skill in that module or subject area in order for credits to be recognized.
- The CAT facilitator will provide guidance and access to the supplementary work.
- Students who have been granted credits from applicable modules will be assessed at the end of the 1st term. Should the student not be coping with the standard / attaining class average, the student will be advised to register instead for modules in the year of study below.
- No short course or non-credit bearing course will be applicable for credit on the programmes offered at this institution.

CLOSING DATE FOR APPLICATION

Applications are dealt with as we receive them. Applications will be accepted up until 1 March 2022. Late applications (after 1 December 2021) will be accepted subject to availability in class.

NOTE: all late applications (after 1 December 2021) will incur an additional late application fee.

INTERNATIONAL STUDENTS

South African citizens will be given preference during the selection procedure and acceptance of internal students is subject to space availability. *Please refer to the International student Handbook for more information.*

STUDENT IDENTITY CARDS

Registered students will be issued with a student identity card at the beginning of each academic year. Students will be charged a replacement fee for the replacement of any lost or damaged cards.

APPLICATION PORTFOLIO REQUIREMENTS - DIPLOMA INTERIOR DESIGN

Applicants are required to submit a prescribed portfolio and are evaluated as soon as these are received. 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.

Please complete the following tasks to the best of your ability and send the portfolio with your application form to BHC School of Design (Pty) Ltd.

DRAWING REQUIREMENTS

Please follow the instructions in the entrance portfolio template on A3 paper. You may use any medium for this project. Should you have a portfolio that covers the criteria below, you may send it as an alternative.

You will have to demonstrate the following skills:

1. The ability to organize space through the use of scale and proportion: Draw a floor plan (top view) of any room or dwelling indicating windows, doors, walls, furniture and flooring.
2. The ability to render, show depth and proportion: Draw a still life in color.

3. The ability to communicate passion for interior design/interior decorating: Describe your personal style by creating an A3 collage.
4. The ability to use and understand English effectively and respond to questions in a mature and considered manner.
5. Any additional item (or pictures of the item if the item is 3 dimensional) that you have designed yourself and you are proud of e.g. a dress, chair, clay figurine etc.

APPLICATION REQUIREMENTS - HIGHER CERTIFICATE INTERIOR DECORATING

Applicants are required to submit a prescribed questionnaire and are evaluated as soon as this is received. Applicants who submit questionnaires that do not meet the minimum requirements are, after consultation, given the opportunity to resubmit or are advised on how to complete the questionnaire.

Please complete the following questions to the best of your ability and send the questions with your application form to BHC School of Design (Pty) Ltd.

You will have to demonstrate the following knowledge, attitudes and values. The ability to:

1. apply basic computer skills
2. understand and use English effectively
3. respond to questions in a mature and considered manner
4. understand the scope of interior decorating
5. communicate passion for interior decorating

Please answer the following questions:

- Name and provide a photograph of a South African interior you wish you had decorated and give us a reason why you find it special. (Restaurant/ domestic/ office - your choice)
- Name and provide a photograph of your favorite international interior and give us a reason why you find it special. (Research in magazines or books)
- Which local decorator do you admire? Explain why they impress you.
- Which three words would you use to describe yourself?
- Describe your personal style by creating an A3 collage
- What three designed objects would you put in your own interior (money plays no role)?
- What in your opinion is the difference between Interior Design and Interior Decorating?
- What type of interiors do you see yourself decorating when you graduate?

STUDENT SUPPORT AND DEVELOPMENT

Career information and admission facilitation

- Design and décor career information
- Portfolio compilation support
- International student support

Academic support and development

- Orientation programme
- One-on-one tutorials
- Parent-facilitator interaction
- Progress reporting
- Students-at-risk programme (academic advising for at-risk students)
- Recognition of prior learning
- Credit accumulation and transfer
- Student representative committee

Financial assistance

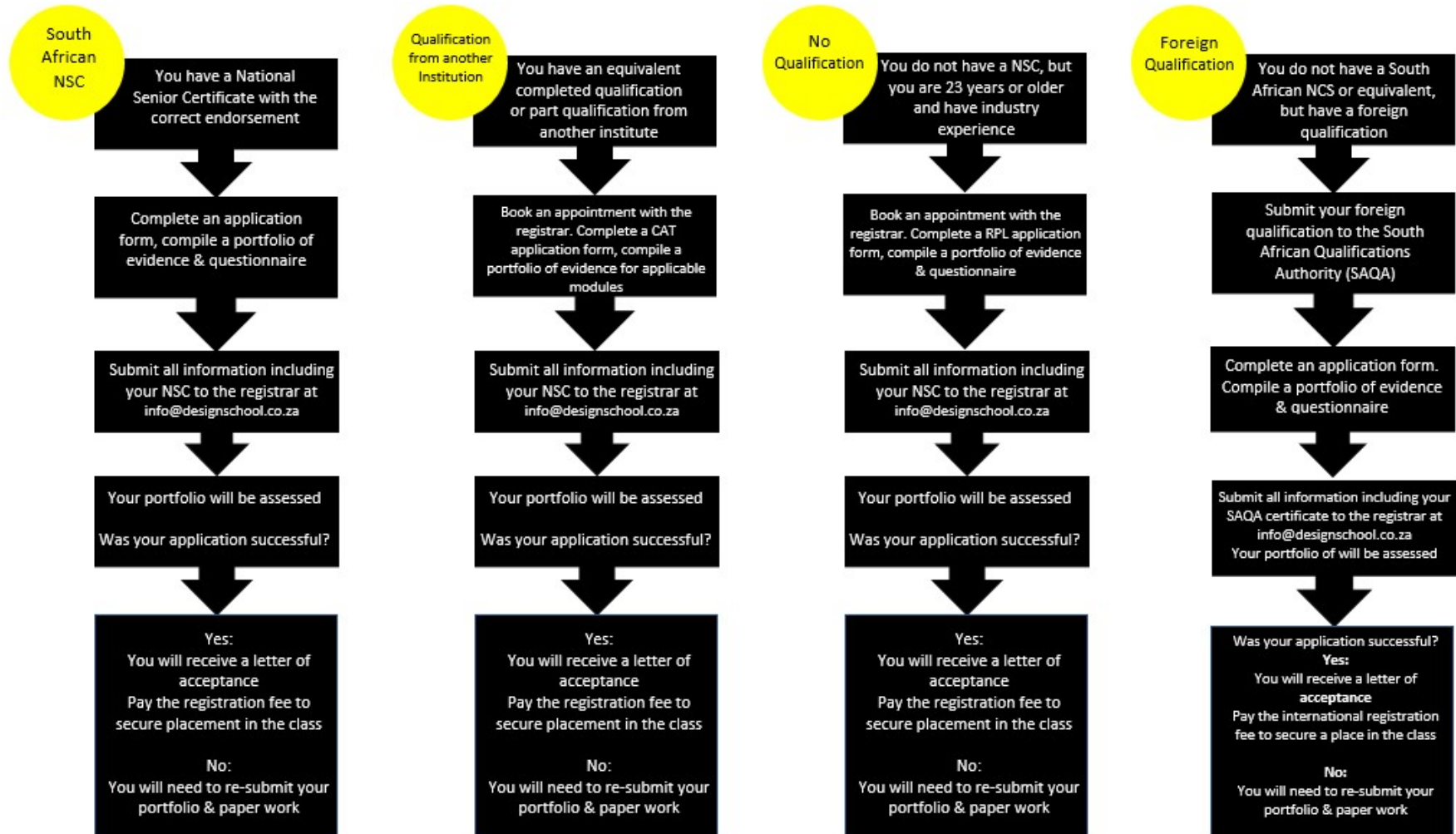
- BHC Bursary
- Payment options
- Payment advising
- Facilitation of industry bursary applications

Industry placement support

- Experiential learning programme placement
- Recommendation letters
- CV and interview preparation assistance
- Access to industry recruitment
- Social and personal development
- Quarterly social events
- Referral to counselling services

- Mentoring
- Student representative committee
- Newsletter every semester

REGISTRATION PROCESS



PROGRAMME DESCRIPTION: DIPLOMA IN INTERIOR DESIGN

MINIMUM DURATION	3 years, full-time
SAQA QUALIFICATION ID	79307
NQF LEVEL	6
CREDITS	360
MODE OF INSTRUCTION	Contact: lectures, tutorials, practical workplace training, assisted studio learning, industry outings.
HOURS OF TUITION	09h00 – 14h30. Note: students may be required to attend class outside of these hours from time to time.
ACCREDITATION STATUS	Programme accredited by the Council of Higher Education

CAREER OPPORTUNITIES

Interior Design as a career offers a wide and varied selection of job descriptions and opportunities. The scope of the Interior Design Diploma allows graduates to specialize in numerous areas of design.

- Interior designers might either handle all areas or specialize in one area of design. There are various areas of design, including: Corporate, Retail, Leisure, Environmental and Domestic.
- An interior designer may be involved in all of the aspects or specialize in handling a specific aspect of a contract, these aspects being: Project Analysis, Design Presentation, Space Planning, Technical Drawing, Computer-aided or Presentation Drawing Display, Council Submission and Project Management.
- A designer may diversify into other fields such as: Interior Decorating, Lighting Design, Set Design, Furniture Design, Product Design, Model Making, Digital Rendering.

PROGRAMME OUTLINE

First Year

In first year the learning curve is steep yet rewarding as you find yourself immersed in the world of interior design. You will learn the fundamental knowledge and skills required to prepare a design proposal for a variety of domestic and commercial interiors, using both hand drawn and computer generated drawings.

You will be introduced to the design development cycle and will be encouraged to think creatively when applying problem solving skills. You will use the design principles and knowledge of historical styles and influences when developing a design concept.

Your understanding of the process of building construction will be developed and your knowledge of materials and their applications will be increased through interaction with industry professionals.

Second Year

In second year you will have the opportunity to refine your skills and will be encouraged to deepen your understanding of the principles of design, ergonomics and space planning. You will be encouraged to work with various formats and mediums and access your most creative and lateral thinking processes when answering briefs.

This year will also focus on developing your technical understanding and ability and will introduce you to the management of a design project, inclusive of budgets, schedules, and contracts.

Third Year

The aim of third year is to prepare you for the world of work by developing confidence and professionalism in yourself and your work. To achieve this, you will be placed within a design practice for a month where you will be able to experience the industry while under the guidance of a mentor. You will also have the opportunity to work on "live projects" with real clients, participate in design competitions as well as prepare a design portfolio that demonstrates your knowledge, skills and personal design style. This portfolio will be submitted for final assessment and used for prospective employment placement.

In your final year, you will be expected to work more independently and to conduct in-depth research in order to develop a personal design view. Your ability to work as part of a team is equally important, as is your capacity to critically evaluate and propose solutions for both your own and others design solutions.

PROGRAMME STRUCTURE

Year	Module Name	NQF level	Credit value
1	2D AutoCAD 1	5	5
	Detail Design 1	5	2
	Sketching 1	5	8
	Building Construction 1	5	10
	History Studies 1	5	10
	Materials 1	5	10
	Practical Interior Design 1	5	60
	Technical Drawing 1	5	15
TOTAL CREDITS 1st Year			120
2	Sketching 2	6	3
	Detail Design 2	6	10
	History Studies 2	6	10
	Materials 2	6	8
	Practical Interior Design 2	6	60
	Professional Practice 1	6	10
	Technical Services 1	6	7
	Digital Presentation 1	5	12
TOTAL CREDITS 2nd Year			120
3	Digital Presentation 2	6	5
	Professional Practice 2	7	10
	Contemporary Studies 1	7	12
	Council Submission 1	6	8
	Detail Design 3	7	10
	Experiential Learning	7	15
	Practical Interior Design 3	7	60
	TOTAL CREDITS 3rd Year		

PROGRAMME DESCRIPTION: HIGHER CERTIFICATE IN INTERIOR DECORATION

MINIMUM DURATION	1 year, full-time
SAQA QUALIFICATION ID	83547
NQF LEVEL	5
CREDITS	120
MODE OF INSTRUCTION	Contact: lectures, tutorials, practical workplace training, assisted studio learning, industry outings.
HOURS OF TUITION	09h00 – 14h30. Note: students may be required to attend class outside of these hours from time to time.
ACCREDITATION STATUS	Programme accredited by the Council of Higher Education

CAREER OPPORTUNITIES

Interior Decorating as a career offers a wide and varied selection of job descriptions and opportunities. The scope of the Interior Decorating Higher Certificate allows graduates to specialize in numerous areas of decoration.

- Interior Decorator graduates can start work as a junior interior decorator or specialize as a decor stylist
- A decorator may diversify into other fields such as: curtain making, fabric design, set design, upholstery, window display designer or decorating showroom consultant

PROGRAMME OUTLINE

This qualification provides the student with a strong theoretical foundation in the decorating principles and elements, arrangement of furniture and accessories, conceptual development, decorative materials, styles and trends, and project administration. The student is required to apply this knowledge, when critically analyzing the design problem, and to construct a functional and aesthetically pleasing decorating proposal for a range of commercial and domestic interiors, that is clearly communicated (both visually and verbally) and is supported by relevant and documented research. Upon successful completion of the programme, the student will have attained a basic level of higher education knowledge in the field of interior decorating. The student may also choose to study further in the related disciplines of interior, textile or surface design.

PROGRAMME STRUCTURE

Module Name	NQF level	Credit value
Interior Decorating Theory	5	24
Presentation & Communication	5	24
Decorative Materials & Furnishings	5	24
Decorating Principles and Elements	5	6

Styles and Influences	5	12
Project Administration	5	6
Experiential Learning	5	12
Preparation for Employment	5	12
TOTAL CREDITS		120

ASSESSMENT

Under the broad context of outcomes based education, BHC School of Design adopts a continuous assessment approach, which includes formal and practical assessment, appropriate for the vocational relevance of the programme. Assessment criteria are clearly set out and communicated to students and all assessment outcomes are made available for verification and appeal.

June assessment for the Diploma will be conducted internally in a formal manner. Students will receive written and oral feedback. November assessment for the Diploma programme and September assessment for the Higher Certificate programme, will also be formal, but with only a written report as feedback.

Assessment of exit level modules will be conducted internally and externally by field specialists and appropriately qualified individuals.

ACADEMIC CREDIT ACCUMULATION

In order to receive the Diploma in Interior Design (360 credits) or the Higher Certificate in Interior Decorating (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 modules must reflect a grading of 50% or higher, on the academic transcript in order for the student to be awarded the relevant credits. Credits will only be awarded in full and no partial credits will be awarded to any student.

DIPLOMA INTERIOR DESIGN PROGRESSION

Students are required to successfully satisfy the outcomes of Practical Interior Design I in order to progress to the second level (2nd year) provided that they are not carrying more than two 1st year modules.

Students are required to successfully satisfy the outcomes of Practical Interior Design II in order to progress to the third level (3rd year) provided that they are not carrying more than two 2nd year modules. (Students may not register for a module at a higher level until they have successfully satisfied the outcomes of a module at a lower level. E.g. a student must pass Materials I before s/he can register for Materials II.)

Students may refer to the student Module Guides for detailed information on prerequisites for 2nd and 3rd year modules.

CERTIFICATION AND AWARDS

Upon successful completion of the three-year full-time diploma programme, students are awarded a Diploma in Interior Design.

Upon successful completion of the one-year full-time programme, students are awarded a Higher Certificate in Interior Decorating.

BHC offers awards for academic and design excellence to promote and recognize students who excel in their studies.

Students receive their certificates and awards at the annual BHC graduation ceremony held each December.

STUDENT RULES & REGULATIONS

1. Attendance

- 1.1. Class hours are from 09h00 to 14h45.
- 1.2. It is recommended that students attend a minimum of 85% of all theory and practical tuition. Register will be taken once daily for record purposes by studio master.
- 1.3. Students are advised to take responsibility for attendance and it is recommended that they attend 85% of all formal and practical lectures, tutorials and outings.
- 1.4. A poor attendance record could result in the student forfeiting his/her opportunity to qualify for supplementary assessment opportunities and/or end of year examinations.
- 1.5. The relevant facilitator will take register for each individual module and tutorials.
- 1.6. No students will be allowed to enter the lecture room after a class has started.
- 1.7. 3rd Years might be required to attend class during quarterly holidays – depending on projects in progress.

2. Medical Certificates

- 2.1. An original valid doctor's certificate is required should a student be absent for more than two consecutive days or want to qualify for a supplementary examination or a late hand in of an assessment.
- 2.2. Original certificates will be kept by the institution for record purposes.
- 2.3. The student is required to give the original doctors certificate to administration and hand a copy to the relevant facilitator.

3. Disability

- 3.1. It is the student's responsibility to make known their disability to the head of institution during application. Students must provide the Head of Institution with an evaluation report that has been completed by an appropriate professional.
- 3.2. The applicant must meet with the Head of Institution in order to ascertain the feasibility of their application. This meeting will be treated as confidential and a report must be submitted to the Academic Quality Committee for approval of the recommendations made therein.
- 3.3. All details regarding disabilities are kept securely in the student and staff files. Only the Head of Institution will have access to the staff files.
- 3.4. Access to the first and second floor studios is limited for people with disabilities. However, the reception, library, computer lab and lecture room are all located on the ground floor which is accessible to people with disabilities. Ablution facilities are provided on the ground floor. Students with disabilities

may complete their studio work in the library and special arrangements must be made for tutoring in this space.

- 3.5. The academic and support staff are committed to supporting the needs of students with disabilities but they are not qualified to offer advice to students who may require special support in identifying or prescribing solutions. Thus, in cases where students are not performing academically, they will be referred to an appropriate professional.
- 3.6. Teaching, learning and assessment strategies will be adapted as far as possible for students with disabilities, without impinging on the rights of other students.
- 3.7. If a disability causes absence from class the student will be provided with additional tutoring, provided that this does not negatively impact on their learning or the rights of other students.
- 3.8. Students with disabilities may apply to the Academic Head for additional time to complete an assessment, test or examination.
- 3.9. Students together with the Academic Head may also create an alternative study plan and may choose to complete the programme over four to six years by registering per module, subject to approval by the Academic and Administrative Quality Committee.

4. Examinations

- 4.1. Should a student be late or absent from a written assessment, a 0% mark will be recorded, unless a valid doctors certificate is presented.
- 4.2. Should a student be late for a practical assessment, the student will not be allowed into the studio for that examination session (unless due to extenuating circumstances and within the first 30 minutes of the session).
- 4.3. The examination rules and regulations will be made available to students prior to the examination session. Students are required to sign a register stating that they have read and understood the examination rules and regulations.
- 4.4. All printed drawing matter has to be signed out by the relevant facilitator within the title block.

5. Assessment Criteria – General Rules

- 5.1. A recorded mark of 50% or above for an assessment means that the student has passed the assessment.
- 5.2. A recorded mark above 40% for an assessment entitles the student to a supplementary assessment opportunity.
- 5.3. An additional fee is payable per supplementary assessment opportunity.
- 5.4. A recorded mark of 39% or less for any assessment means that the student has failed the assessment.
- 5.5. A course average of 49% or less means that the student has failed the module and will have to repeat the module.
- 5.6. Should a student repeat a module an additional fee is payable per module on the day of re-registration.
- 5.7. Should a student achieve a score of 45% or above for their final portfolio, they qualify for a re-assessment opportunity.

6. Certification

- 6.1. A student will be awarded with a qualification only if s/he has demonstrated that s/he is competent at all exit level outcomes of all courses in the programme.
- 6.2. A student has to score a minimum average of 50% for all theoretical and practical courses.

7. Deadlines

- 7.1. All work that is submitted for credit must be submitted on time. To ensure adherence to the deadlines, students are required to note the time and sign the hand in time sheet upon submission of work to the facilitator/assessor.
- 7.2. In all instances, facilitators will make it clear when the deadline date is, and this information together with the details of the assignment/ essay/ project brief, will be posted on the student notice board.
- 7.3. Penalties for the late submission of work are applied according to the following table:
 - Submitted on the same day but after hand in time - 5%
 - Submitted 1 day late -10%
 - Submitted 2 days late - 15%
 - Submitted 3 days late - 20%
 - Thereafter: No work will be accepted for assessment
- 7.4. Penalties for Saturday and Sunday are calculated at the same rate as working days.
- 7.5. All submissions must be made in the format specified in the brief outline.
- 7.6. Any late submissions must be handed in, signed for, and dated, at reception. Late submission of work may not be made via email unless specified in the brief.
- 7.7. The penalty system set out here WILL BE APPLIED IN ALL INSTANCES, in order to remain consistent.

8. Cheating and Plagiarism

- 8.1. Facilitators have the authority to penalize all parties involved in cheating or committing plagiarism. These acts could result in disciplinary measures with suspension as a result.
- 8.2. Any student caught in the act of cheating, copying, or plagiarizing will receive 0% for that particular project or assessment.
- 8.3. Any student who is aware of, allowing or assisting another student with copying, cheating or plagiarism will be seen as an accomplice and will be treated accordingly.

9. Computer Rooms and Facilities

- 9.1. Under no circumstances may food and/or beverages enter the computer room.
- 9.2. Should a student not comply with this rule, the student may be issued with a fine.
- 9.3. Should any equipment be damaged due to students not abiding by this rule, the student will be liable for the replacement cost of the damaged equipment.
- 9.4. No software, music or any multimedia data (e.g. movies, presentations etc.) may be downloaded. Any person who fails to comply with this rule will be liable to a fine.

10. Use of College Network

- 10.1. Students may only use the computer facilities for relevant research or to execute given projects.
- 10.2. BHC School of Design reserves the right to monitor internet activities.
- 10.3. Should a student abuse the network system or access pornographic or any other sites that may offend fellow students the Institution will take disciplinary / remedial action.
- 10.4. Students are allowed internet access for the sole purpose of relevant and appropriate design research.
- 10.5. Unacceptable uses:

- 10.5.1. No e-mail attachments may be opened (unless relevant to the course)
- 10.5.2. To generate a profit
- 10.5.3. For private or personal matters
- 10.5.4. Use contrary to the BHC School of Design Policy and Practice manual
- 10.5.5. Use for the purpose of establishing a peer-to-peer network connection, that will be used to download / share information (of any format) that resides on the Institutions network.
- 10.5.6. Downloading and saving files onto the BHC School of Design's Network that will be in violation of the Copyright Act.
- 10.5.7. All students and staff must connect to the BHC School of Design's network using their assigned user name and password for security purposes.

11. Behavioral Guidelines

- 11.1. In order to comply with BHC School of Design rules and values, all students are expected to comply with the guidelines for acceptable behavior, against the background of and taking into account the code of ethics.
- 11.2. Students are expected to comply with the rules, practices and duties contained in their registration form.
- 11.3. All reasonable instructions given by a facilitator or management staff of BHC School of Design must be carried out.
- 11.4. Students must act in an orderly and lawful manner, taking into account and respecting the rights of other students, the Institution facilities and clients.
- 11.5. Attacks, whether verbal or physical and discriminatory language are not condoned and severe disciplinary measures will be taken.
- 11.6. College equipment and personal possessions of fellow students and staff must be handled with the necessary care and respect.
- 11.7. No property may be removed from the premises without the proper authorization of the facilitator responsible.
- 11.8. In order to protect staff and fellow students, BHC School of Design reserves the right to search student's individual workstations, handbags and packages. Such searches will take place within the bounds of human dignity and respect.
- 11.9. Where appropriate, access to the premises outside normal working hours or overtime is subject to the necessary permission being obtained from the Head of Institution.

12. With Regard to the Workplace

- 12.1. The working environment must accommodate safe and hygienic practices. All students must therefore apply to the provided safety guidelines.
- 12.2. All accidents or damage to equipment or property, even of a less serious nature, must be reported to a facilitator immediately. All safety measures and practices must be adhered to at all times.
- 12.3. A safe working environment also implies that no student or visitor may enter the premises while in possession of a firearm or dangerous weapon.
- 12.4. Safety is of utmost importance and therefore, no students may bring or deal in alcohol or drugs on the premises or enter the Institution premises while under the influence of alcohol or any illegal drug. Disciplinary and/ or counselling measures will be considered depending on the circumstances.
- 12.5. Students may be subjected to medical testing should it be suspected that s/he is under the influence of alcohol or drugs.
- 12.6. Students may not bring any non-prescription substances onto the premises. The unauthorized possession of drugs or alcohol is viewed in a very serious light. Disciplinary and/or counselling measures will be considered depending on the circumstances.
- 12.7. For this purpose, BHC School of Design reserves the right to search students entering or leaving the premises, or to refuse them access to the premises.

13. Exhibition and Ownership of Work

- 13.1. BHC School of Design reserves the right to retain copies of student work.
- 13.2. BHC School of Design reserves the right to use student work for promotions, exhibitions and marketing or in any way to benefit the Institution.

14. Media Resource Centre

- 14.1. No books, magazines, journals or brochures may be removed from the BHC internal Media Resource Centre.
- 14.2. All literacy materials that are lost and/or damaged will be replaced and the student will be liable for the cost thereof.
- 14.3. Under no circumstances may food and/or beverages enter the Library.
- 14.4. Should a student not comply with this rule, the student may be issued with a fine.

15. Payment of Fees

- 15.1. No academic transcript and/or qualification will be awarded to any student with outstanding tuition fees
- 15.2. 2% Interest will be charged per month on late payments
- 15.3. Students who terminate their studies for whatsoever reason will be liable for the full payment of that academic year they registered for.
- 15.4. A student will automatically be suspended should his/her fees be more than 120 days in arrears. Such a suspension will only be lifted once the outstanding fees (with interest) have been paid in full.
- 15.5. A student with outstanding fees from the previous academic year will not be permitted to re-register for a new academic year until all outstanding payments are made.
- 15.6. A fee is payable upon the replacement of any academic transcript or certification.

16. Premises and Equipment

- 16.1. BHC School of Design does not have a parking facility for students and therefore students must make use of public parking. BHC School of Design will not be liable for any damage or loss.
- 16.2. Upon entering or leaving the building all students must ensure that all doors are closed and/ or locked behind them.
- 16.3. All ablution facilities must be left in a clean and hygienic condition after use. Basins in toilets are for hands only – all art brushes and industrial fluids have to be cleaned in the studio or canteen sinks.
- 16.4. Smoking is permitted in designated smoking areas ONLY. Cigarette butts must be disposed of in the containers/ ashtrays provided. Students who fail to adhere to this rule will be liable for a fine.
- 16.5. Practical studios are communal spaces and therefore courtesy and cleanliness should be practiced at all times.
- 16.6. Students are responsible for the care of the drawing board that they have been allocated. Should any damage result from their negligence, then the student will be held responsible for the cost to repair or replace the board.
- 16.7. No drawing boards, computers or projectors may leave the premises under any circumstances.
- 16.8. Students may not use any staff computers under any circumstances.

16.9. It is kindly requested that the last student to leave the studio to please close all windows, switch off fans, lights, radios and air-conditioners.

17. Exclusion of Liability

Neither the BHC School of Design (Pty) Ltd, Jeremy Volkmann, the Landlord, nor any of its agents, trustees, employees or facilitators shall be liable for personal injury to or the death of any person or the loss of or damage to any property of whatever nature in the premises, or buildings or in the property, howsoever arising or caused and whether by reason of the default or negligence of the BHC School of Design (Pty) Ltd, Jeremy Volkmann, Landlord or of any of the said persons or otherwise.

18. Student Complaints

- 18.1. BHC School of Design will ensure that student complaints and grievances are processed according to Regulation 21 of the Amendment Regulations for the Registration of Private Higher Education Institution, together with the Grievance and Complaints Policy (A-005).
- 18.2. Every student has the right to complain and to present their grievance.
- 18.3. Every student will receive a verbal or written response addressing the complaint.
- 18.4. Complaints may be submitted anonymously.
- 18.5. Complainants will not suffer any discrimination, victimization, or harassment by any authority as a result of their complaint.
- 18.6. Complainants accept that all solutions are provided in the framework of institutional policies and procedures.
- 18.7. The complainant will have the right to have a representative present during any negotiations with the college or its appointed representatives.
- 18.8. Should a student be found to abuse the grievance procedures in order to discredit students or staff then disciplinary action will be taken.
- 18.9. It is the responsibility of the student to know and understand the policies and procedures of the institution.
- 18.10. Complaints and grievances will be:
 - 18.10.1. treated seriously and with fairness;
 - 18.10.2. dealt with quickly, simply and at the appropriate level within the institution;
 - 18.10.3. dealt with and resolved wherever possible without recourse to the formal stage, and shall be without prejudice to a complainant's right to pursue legal remedies outside the institution having exhausted the institution's grievance procedure;
 - 18.10.4. handled with care and respect for the individuals concerned and with confidentiality as far as possible.

19. Language Policy

- 19.1. English is the primary language of teaching, learning and assessment at BHC School of design.
- 19.2. All communication, facilitation, assessment and moderation procedures are conducted in English.
- 19.3. It is the student's responsibility to ensure that s/he is able to communicate effectively in the language of teaching-learning and assessment as prescribed by the institution.
- 19.4. All written and verbal communication, inclusive of official documentation and marketing and advertising material, is conducted in English.
- 19.5. All rules and regulations with regards to language are in line with the Language Policy document (I-003).

20. Health and Wellness Policy

BHC School of Design is committed to creating an environment where health and wellness are encouraged and all staff and students feel supported in this regard. The institution is committed to ensuring that no staff member, student or visitor will be discriminated against, directly or indirectly on the grounds of illness or disability.

BHC School of Design will:

- 20.1. be dedicated to providing a healthy, comfortable, and productive work environment for all students,
- 20.2. adopt a reactive process with regards to health and wellness,
- 20.3. cater for the health and wellness needs of such students as far as possible without negatively impacting on the institution or the rights of other staff and students;
- 20.4. commit to providing a supportive culture where healthy lifestyle choices are valued and encouraged.
- 20.5. make every effort, if an existing student acquires health and wellness concerns, and retain them, wherever practicable;
- 20.6. make every effort, if an existing student acquires health and wellness concerns, to assist them to continue with their studies, wherever practicable.

21. General

- 21.1. All official outings organized by BHC School of Design must be attended by all students.
- 21.2. Cell phones MUST be switched off during lecture and studio times. Students who use a cell phone during official tuition times will be liable for a fine.
- 21.3. Please refer to the BHC School of Design Policies and Procedures - these, together with the Rules and Regulations, are available in the Media Resource Centre.
- 21.4. These rules and regulations may change from time to time.
- 21.5. The onus is on the student to familiarize himself / herself with the content of these documents.
- 21.6. Students are not permitted to use the institutions telephone facilities unless special permission is granted.