



## **ADMISSION POLICY FOR UNDERGRADUATE PROGRAMMES**

### **1.0 Policy parameters**

It is acknowledged that an access and admissions policy for the College should ultimately address access to undergraduate and access for students with disabilities. Policies and procedures for Recognition of Prior Learning and for the encouragement of lifelong learning are also required. This policy is concerned with the access to undergraduate studies for school leavers or those who have recently left school.

#### **General Admission Standards**

Admission to undergraduate programs offered by the College is based on the Admission Level of applicants and limited by the targets, quotas or sub quotas determined from time to time by the College.

Overseas students may be admitted in accordance with Government policies. In such cases, these admission requirements provide general guidance as to the Admission Levels required; however, such admissions will be subject to separate targets, quotas or sub-quotas as approved by the College.

### **2.0 Equity targets**

Style Design College has set overall enrolment and equity targets per programme. These targets are aspirational and are not binding in any way. In all programmes the Admission Manager will ensure that as many eligible Black, Coloured and Indian students are granted admission in accordance with these targets.

### **3.0 Early Conditional Offers**

The Admissions manager may make early conditional offers based on Grade 11 and provisional, mid-year Grade 12 (e.g. "mock matric") results. Such offers will only be made to top achievers in the various categories who have submitted all the relevant application requirements. Early offers will also be made to top International achiever applicants.

The condition on which early offers are made is that applicants maintain or improve their level of performance in their final examinations. Conditional offers lapse in the case of applicants who do not maintain their level of performance in the final examinations, if other applicants in their category of competition have achieved better results in the final examinations and there are more eligible applicants than places available.

#### **Admission Requirements**

Applications for admission to Style Design College as undergraduate students shall be invited under the following categories:-

**Standard Admission**

including all applicants for whom the Admission Level can be determined on the basis of formal educational achievement.

**Specific Criteria**

including all applicants for whom the Admission Level is determined on the basis of approved specific criteria involving interviews, portfolios, special tests or other requirements.

**Alternative Criteria**

including all applicants for whom the Admission Level is adjusted on the basis of supplementary information including equity program criteria, regional preference schemes, special achievements and compassionate grounds.

**Special Admission**

including all applicants of 21 years of age or older for whom the Admission Level is determined, at least partially, on the basis of non- formal educational attainment, including academic, occupational, professional, learned or other achievement, or on the grounds of personal aptitude for study in the College.

**Deferred Admission**

including all applicants except those for whom the Admission Level is determined on the basis of approved specific criteria.

**Standard Admission**

Standard admission applies to all applicants for whom the Admission Level can be determined on the basis of formal educational achievement. There are a number of sub-categories, as follows -

**Standard Admission (Grade 12 School Leavers)**

Applicants in the Standard Admission sub-category are those who have an Admission Level based on results provided by the Department of Education for full-time secondary school studies completed in the most recent school year. Criteria used to discriminate between applicants with equivalent overall performance indicators will be as approved by the College.

**Standard Admission (Previous Grade 12 School Leavers)**

Applicants in the Standard Admission sub-category are those who completed Year 12 as full-time secondary school students other than in the most recent school year, or who have completed the requirements for part-time external Senior Examination candidates.

**Standard Admission (Combined Mode)**

Applicants in the Standard Admission (Combined Mode) sub- category are those who have completed Year 12 as full-time high school students and obtained Matric results within the previous five years, and who have additionally, successfully completed one or more external senior subjects.

**Standard Admission (South African Tertiary Achievement)**

Applicants in the Standard Admission (South African Tertiary Achievement) sub-category are those who have attempted or completed and are not currently excluded from programs of study at a South African tertiary institution.

**Standard Admission (Overseas Qualifications)**

Applicants in the Standard Admission (Overseas Qualification) sub-category are those who have completed programs of secondary or tertiary studies overseas to the standard

for admission based on the Admission Level determined by the relevant Programme. These qualifications may need to be accredited at the applicants expense by SAQA. Applicants must also demonstrate that they have a satisfactory command of the English language to enable them to pursue the program to which admission is sought.

### **Specific Criteria**

Admission on the basis of Specific Criteria applies to all applicants for whom the Admission Level is determined on the basis of assessment of the applicant's performance, skills or qualifications against approved criteria for admission to specific programs.

The specific criteria may include the standard of work presented in a portfolio or other materials, performance in an interview and attainment in special tests or other requirements. The criteria may involve multiple requirements, including minimum levels of formal academic achievement.

Where the assessment of applicants against specific criteria involves specialist judgement of skill, talent and/or potential in particular fields, the Admission Levels will be determined by the Faculty Board in accordance with arrangements approved by the College.

### **Alternative Criteria**

Admission on the basis of Alternative Criteria provides for factors other than formal educational attainment to be taken into account in the determination of applicants' Admission Levels. The alternative criteria to be applied and the weighting of the criteria will be in accordance with College policy, Programme requirements, Admissions Guidelines or, in individual cases, at the discretion of College staff allocated the responsibility for the conduct of undergraduate admissions. Admissions within this category may include –

- i. Applicants admitted within the provisions of approved equity programs
- ii. Applicants admitted on the basis of studies which are not formally recognised by SAQA or the department of Education, including tertiary preparation programs and other training schemes as recognised by the College.
- iii. Applicants admitted on the basis of supplementary information, including compassionate grounds. In determining the Admission Levels for applicants under Alternative Criteria provisions, additional information which may be considered includes - advice from schools and guidance teachers or school counsellors.
- iv. Rankings and other data provided by the educational institutions involved.
- v. Results of special tests or other assessment methods designed to increase the information available for more fully considering the profile of the applicants concerned.

### **Special Admission**

Style Design College recognises that preparation for tertiary study is not restricted to formal educational attainment and that valuable intellectual and skills development can be gained through wide ranging experiences. The College, therefore, welcomes applications from persons of at least 21 years of age, who do not have formal qualifications for entry, but who seek admission to programs on the basis of their educational and skills development through experience and informal study.

Such applicants may be admitted under the College's Special Admission category. Special Admission may be sought on the grounds of academic, occupational, learned or other achievement or on the grounds of personal aptitude for study. Each case is considered on its merits and the Admission Level will be determined on the basis of

evidence of achievement and of the candidate's interest in, and capacity to work in, the broad field of study to which admission is sought.

Special Admission is restricted to applicants who –

- i. have attained the age of 21 years prior to 1 January of the year of admission;
- ii. do not qualify for admission on the basis of formal educational attainment;
- iii. seek admission on grounds of academic, occupational, learned or other achievement or on grounds of personal aptitude for study in the College.
- iv. are disabled applicants
- v. are repeat applicants (provided they are still sufficiently competitive)

Applicants for Special Admission may include persons who –

- i. have undertaken some formal studies, such as external senior subjects, but who have not completed requirements for Standard Admission;
- ii. have undertaken tertiary preparation studies; or
- iii. have undertaken assessment through SAQA or other forms of generally recognised testing.

It is expected that, in many cases, the Admission Level will be determined on the basis of multiple, combined or accumulative criteria, taking account of the applicants' profiles. Applicants for special admission should present cases based on the following where applicable –

- i. details of formal education including level reached, state/country, year, subjects and results. Certified copies of results should be provided;
- ii. details of other study, training or development courses attempted or completed since leaving school. Applicants should provide a full description of the course(s) including purpose, structure and other information on the organising body; duration and location of classes, seminars, workshops; results obtained and the perceived benefits of having participated or reasons for non- completion (where appropriate). Documentation should be provided;
- iii. details of employment history, both paid and voluntary work, with particular emphasis on the preceding five years, including information on employer(s), duration of service, positions held, duties, details of current employment status and other employment information considered relevant to the program to which admission is sought. Copies of duty statements, employment-related references and other forms of documentation should be provided;
- iv. details of proof of membership and affiliations with recognised professional and semi-professional bodies e.g. South African Guild of Interior Designers
- v. teachers reports indicating the applicant's capacity to meet the demands of College study;
- vi. a short motivation letter indicating the reasons for wishing to pursue College study; and
- vii. any other factors which may indicate an ability to successfully complete a Higher Education-level program.

The Admission Levels for such applicants will be determined on the basis of an appropriate Admissions Guidelines or, where necessary, through the exercise of discretion by College staff where clear conventions are available. In cases where special expertise is needed in reaching equitable and accountable judgements, the applications shall be referred to the relevant School, Faculty or College for recommendation.

### **Deferred Admission**

Style Design College provides for most persons, who have been made an offer to any of the College undergraduate programs, to defer the commencement of their study in that program for a period of one year. An applicant who wishes to defer should respond to the College Admissions Director accordingly. The applicant should not submit their enrolment form or pay any fees as this will be done in the following year. The applicant will be contacted in writing by the College as soon as possible concerning the outcome of their request for deferment.

If an applicant's deferment has been approved they will be sent a pro-forma by the College later in the year. Applicants should complete and return this, confirming their intention to take up their deferred place in the following year. If no response is received by the due date, their offer of a deferred place will lapse. Applicants are not entitled to hold a deferred place and apply for other programs.

### **Specific Criteria**

In addition to academic achievement, specific criteria may also be determined for entry into some Style Design College programs.

Admission on the basis of specific criteria applies where admission is based on an assessment of the applicant's performance, skills or qualifications against approved criteria for admission to specific programs. These may include the standard of work presented in a portfolio, interview or special tests, and/or other requirements. Applicants may be required to satisfy multiple requirements including minimum levels of formal academic achievement and professional experience. Admission to the following programs is determined on the basis of specific criteria:

- i. Photography Diploma
- ii. Fashion Design B A Degree
- iii. Graphic Design Diploma
- iv. Interior Design Diploma

Where the assessment of applications against specific criteria involves specialist judgement of skill, talent and/or potential in particular fields, each applicant's rank or status is determined by staff who are designated to perform the assessment in accordance with arrangements approved by the College.

### **English Language Requirements**

International applicants seeking admission to undergraduate programs are required to meet the following prescribed minimum proficiency standards in English Language to be considered eligible for admission to the College's undergraduate programs:

- i. A minimum score of 550 on TOEFL (Test of English as a Foreign Language); or
- ii. A computerised TOEFL score of 213; or
- iii. An internet-based (iBT) TOEFL score of 79 (no score less than 19);
- iv. A minimum overall band score of 6.0 on IELTS (International English Language Testing System) with no sub-score of less than 5.5; or
- v. No score less than 3 in each skill of the ISLPR (International Second Language Proficiency Rating).

Satisfying the English Language requirements for admission to the College may not satisfy the requirements for a student visa and similarly achievement of the English language requirements for a student visa may not satisfy the College's requirements for admission to its programs.

Exceptions to these overall requirements are as follows:

- i. Successful secondary study or equivalent (eg. post-secondary diploma) was completed in one of the following countries: Canada (excluding Quebec), New Zealand, Australia, United States, United Kingdom or Republic of Ireland. Supporting documentary evidence is required.
- ii. Applicants enrol at a Language school on arrival in South Africa and ensure that the English language training does not interfere with Lectures time tables of Style Design College.
- iii. Secondary studies were completed in a country other than those specified above within the past five years, and the language of instruction for those secondary studies was English. Applicants must supply a letter from the Principal or Registrar of the institution at which he or she studied, confirming successful full-time study was conducted in English.

Style Design College is in partnership with Cambridge College's accredited English Language School, IH in Durban. Sufficient TOEFL levels and various other language course options are available for International Learners requiring language tuition.

#### **Admission Procedures**

Offers of student places in the College shall be made by the Directors, Administration Manager, in accordance with the rules, resolutions, policies and procedures of the College.

The procedures for admission and enrolment and the dates generally or in particular cases by which such procedures are to be completed or conducted or by which any fees or charges are required to be paid shall be prescribed by the Academic Registrar in accordance with College requirements.

The College reserves the right to withdraw an offer and cancel the enrolment of any person where an offer was made on the basis of incomplete or inaccurate information supplied by the applicant or a certifying authority.

#### **Regulation of Student Numbers**

The College management shall specify for any year the total equivalent full-time students it is desirable to have enrolled in the College or in any category or categories of admission or parts thereof provided for in this resolution for the next academic year.

The Directors may participate in the planning of intakes from chosen categories, setting targets, quotas and sub-quotas based on policies on access by particular groups, and the School's experience and the opportunities available to obtain students in particular categories. The target planned for each category should be within a minimum and a maximum for the category, allowing a variation of up to 10 per cent of the planned number, to enable a flexible response to the circumstances which emerge at the time of admission. These plans shall comply with the DOE registration and student number allocation or recognition.

Program intake targets within each category will be as approved by the Managing Director.

Offers for admission to the College shall be made in accordance with the requirements of the College by the Admissions Director, Administration Manager, with the intention of achieving the levels of enrolment set in any particular year. Faculties and Colleges may participate in the following ways –

- i. recommending the proportion of places they wish to fill through offers made in the various offer rounds; and
- ii. providing advice on changes to targets, quotas and sub quotas.

The Managing Director may vary the targets to such extent as is, in the Managing Directors opinion, necessary in order to give effect to the rules or other policies on the admission of students or to take account of resource or other factors affecting the total number or load of students appropriate or available for the College to enrol.

### **Admission Requirements**

#### **Contact Programmes (programmes offered at the Westville, Durban Campus)**

##### **❑ Fashion Design Programmes**

<b>Programme &amp; Qualification</b>	<b>Education Requirement</b>	<b>Subject Requirement</b>	<b>Interest Requirement</b>	<b>Other Requirements</b>
Fashion Design Certificate	Grade 10	None	Creative	Motivation letter Portfolio of creativity
Fashion Design Diploma	Grade 12	Art (SG)	Creative Interest in Fashion & constructing garments.	Motivation letter Portfolio of creativity
Fashion Design B A Degree	Grade 12 with exemption	Art (SG) English (SG)	Creative with interest in Fashion & constructing garments. An ability to comprehend business studies.	Motivation letter Portfolio of creativity Interview

##### **❑ Interior Design Programmes**

<b>Programme &amp; Qualification</b>	<b>Education Requirement</b>	<b>Subject Requirement</b>	<b>Interest Requirement</b>	<b>Other Requirements</b>
Interior Decorating Certificate	Grade 10	None	Creative person with an interest in decorating and DIY.	Motivation letter
Interior Design Diploma	Grade 12	Art (SG) Or/& Technical drawing (SG) English (SG)	Creative with interest in designing interiors. Must be able to comprehend business studies & Technical	Motivation letter Portfolio of creativity Interview

			drawings.	
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**Graphic Design Programmes**

<b>Programme &amp; Qualification</b>	<b>Education Requirement</b>	<b>Subject Requirement</b>	<b>Interest Requirement</b>	<b>Other Requirements</b>
Graphic Design Diploma	Grade 12	Art (HG) English (SG)	Creative person with artistic ability and interest in communication	Motivation letter Portfolio of creativity Interview

**Photography**

<b>Programme &amp; Qualification</b>	<b>Education Requirement</b>	<b>Subject Requirement</b>	<b>Interest Requirement</b>	<b>Other Requirements</b>
Photography Certificate	Grade 10	None	Creative person with interest in taking images as a hobby or advancing to make photography a career.	Motivation letter
Photography Diploma	Grade 12	Art (HG) English (SG)	Creative person with an interest in making photography a career.	Motivation letter Portfolio of creativity Interview