



RUTH PROWSE

SCHOOL OF ART

THE PROSPECTUS

This prospectus provides for an overview of the School. Prospective students are welcome to visit the School before applying to meet with staff and view the premises.

Our Annual Open Day is open to learners from Grade 10 to 12, their families, teachers and Guidance Counsellors. All are welcome to come and meet with us. We will take any prospective student on a guided tour of the School. Please call 021 447 2492 for the date and time of the Open Day or check our Website or Instagram.

The School offers Diplomas in:

Fine Art

Graphic Design

Jewellery Design

2019 ACADEMIC CALENDER

1 st Term	4 February to 29 March 2019
2 nd Term	8 April to 14 June 2019
3 rd Term	1 July to 23 August 2019
4 th Term	2 September to 22 November 2019

RPSA STUDENT SCHOOL HOLIDAYS

Autumn- 01 April 2019 to 7 April 2019

Spring- 24 August to 1 September 2019

Winter - 15 June 2018 to 30 June 2019

Summer- 23 November to start of next academic year

PUBLIC HOLIDAYS

21 March- Human Right's Day

19 April- Good Friday

27 April- Freedom Day

16 June- Youth Day

23 September- Ruth Prowse Day

22 April- Laubscher Day (A RPSA Holiday)

22 April-Family Day

01 May- Worker's Day

09 August- Women's Day

24 September- Heritage Day

Ruth Prowse School of Art NPC– Company Reg No 2009/000277/08

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tel: 021 447 2492; fax: 086 560 2103;

e-mail: admin@ruthprowse.co.za; website: www.ruthprowse.co.za

NPO 023-608 PBO 930031166

Directors: Wahida Parker (Chairperson), Andrew Mestern, Edward Belstead, Alfred Bester, Cheryl Mestern and Melvyn Minnaar.

Registered with the Department of Education as a private Higher Education Institution under the Higher Education Act, 1997, Provisional registration certificate No. 2009/HE08/001

MISSION STATEMENT

To be a unique art school with a balance between tradition and innovation.
To strive for excellence and equity in the field of visual communication.
To motivate original thought, self-realisation, creativity, visual literacy, and cross-cultural artistic and educational exchange together with vocational and entrepreneurial skills.
To develop the full practical and theoretical potential of each student.
To prepare our students for successful careers in industry.
To redress educational imbalances of the past.

VISION

The School has defined a set of core values which inform and sustain all our activities.
Enriching open tuition with a policy of non-discrimination on the grounds of race, colour, gender and religion.
To have a nurturing approach that provides a conducive environment that enables each student to discover his or her own authentic visual language of expression.
Educational excellence within the framework of a friendly atmosphere.

ABOUT US

Ruth Prowse School of Art takes its name from and is dedicated to Ruth Prowse (1883 - 1967) who was an artist of considerable note and also a protagonist for the preservation of historic heritage and buildings. The school was opened by the renowned artist, Erik Laubscher and is housed in the historic Roodebloem Estate in Woodstock.

Classes are kept small for individualized attention. The school is a world-class environment that motivates original thought, creativity, aesthetics, and cross-cultural artistic and educational exchange together with vocational and entrepreneurial skills.

The Outreach Skills Programme of the school is committed to serving the wider community and provides for skills development to unemployed adults.

The school also offers a range of hobby orientated part-time courses for adults to explore their creativity and learn new skills.

APPLICATION PROCESS

- Step 1: Applying students must first submit an application form either digitally or in person.
- Step 2: The student must submit a practical portfolio specific to the Diploma being applied for and undergo an interview
- Step 3: If accepted, the student must submit a registration form and follow the payment procedures

Please note that the School accepts a limited numbers of students, so an early application is advantageous.

ENTRANCE REQUIREMENTS

Students are required to have successfully graduated from Grade 12 with a National Senior Certificate (NSC) with a combination of recognised NSC subjects as well as certain levels of achievement in these subjects.

Applicants who have attended a higher education institution will be assessed on the basis of their higher education results and their school-leaving results.

Mature students, 23 years or older, who have a NSC but do not fulfil all the academic requirements may be assessed through Recognition of Prior Learning upon application.

FURTHER REQUIREMENTS

Applicants are required to submit the following documentation:

- A Certified copy of the students NSC (or a statement of the latest results in the interim)
 - A Certified copy of the student's ID/ Passport
 - Copies of any other additional qualification (if applicable)
 - A Valid Study Visa at registration if a foreign student (Applications must be submitted abroad in the person's home country)
 - A Portfolio (see Programme Application specific requirements)
 - An Essay (see Programme Application specific requirements)
 - A Letter of Motivation - 250 word written letter (An Outline of interests, strengths and reasons for the particular career path -to be completed at the school after the interview)
 - An Interview- in person, telephonic or an e-mailed questionnaire will be required.
- (All of the submitted artworks and essay must be your own original work)

NON-DISCRIMINATORY POLICY FOR STUDENTS

Ruth Prowse School of Art NPC admits students of any race, colour, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, colour, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and loan programs, and athletic and other school administered programs.

For the purposes of statistical requirements, South African students are requested to categorise themselves according to the following: African (Black African); Indian; Coloured; Asian; White;

LECTURERS

The school has full-time lecturers with higher educational qualifications and extensive experience at tertiary environments and within their specialized industry. The team is enhanced with part-time lecturers who provide for critical specialist industry experience and educational qualifications and teaching experience. The academic staff are also practicing artists and designers in their respective fields. Student's benefit from a comprehensive body of knowledge, cross-pollination of ideas and innovative approaches. The staff are united in the common goal of educational excellence and are committed to assisting students in realising their full potential.

REGISTRATION AND ACCREDITATION

Ruth Prowse School of Art NPC is registered as a private higher education institution under the Higher Education Act, 1997 (Act no 101 of 1997), and Regulation 16(4)(a) of the Regulations for the Registration of Private Higher Education Institutions, 2002, with the Department of Higher Education and Training.

Registration Certificate No. 2009/HE08/001
(Company Reg No 2009/000277/08)

DIPLOMA IN FINE ART

THREE-YEAR DIPLOMA at NQF6 with 360 CREDITS

SAQA Qualification ID No. 49864

The Diploma in Fine Art at the Ruth Prowse School of Art offers hands-on tuition that facilitates the development of practical skills and visual literacy, accompanied by theoretical and self-inquiry. The Fine Artist plays an important role in society by expressing observations, interpreting value systems and responding to cultural practices. At Ruth Prowse School of Art NPC, we celebrate creative authenticity, diversity of experience, and encourage the development of the student's art world identity, through projects that develop practical skills within a programme that expands visual literacy, and is simultaneously supported by theoretical and self inquiry.

The course begins with the comprehensive foundation that will provide you with a wide and intensive exposure to a range of traditional metCourse Co-ordinatorologies which are then challenged through experimentation that push the boundaries of drawing, painting, mixed media, illustration, printmaking, photography and installation in keeping with contemporary practice. This visual vocabulary allows you to express subjective interpretation and individualized concerns.

At second year the Fine Art course is refined with more areas of specialization and provides you with increasing opportunity to discover your own visual voice, areas of speciality and interest in context of a deepening theoretical framework. The course culminates in the individual specialization at third year with the production of your elected professional body of work with a related extended essay.

To study Fine Art at Ruth Prowse School of Art NPC is to enter into an environment that shifts seamlessly between hands-on tuition, group discussions and informative demonstrations presented by a dynamic team of lecturers and guest lecturers who are practising artists in their respective fields.

All programmes are offered subject to sufficient demand.

FINE ART CURRICULUM

Year 1		Year 2		Year 3	
COURSES	Credits	COURSES	Credits	COURSES	Credits
Practical		Practical		Practical	
Drawing (NQF5)	18	Drawing (NQF6)	18	Drawing (NQF6)	6
Painting (NQF5)	48	Practical Major (NQF6)	54	Practical Major (NQF6)	63
Printmaking (NQF5)	12	1 Elective Practical			
Photography (NQF5)	12	Printmaking (NQF6)	24		
Illustration (NQF5)	12	Photography (NQF6)		Creative Industry Skills (NQF6)	9
		Illustration (NQF6)			
Theory		Theory		Theory	
Visual Discourse (NQF6)	18	Cultural Studies (NQF7)	18	Extended Essay (NQF7)	30
		Professional Practice (NQF6)	6	Professional Practice (NQF7)	12
SUB-TOTALS	120		120		120
				TOTAL	360



PORTFOLIO REQUIREMENTS FOR A DIPLOMA IN FINE ART

Students are required to have successfully graduated from Grade 12 with a National Senior Certificate (NSC) as certified by Umalusi with an achievement rating of 3 (Moderate Achievement, 40-49%) or better in four recognised NSC 20-credit subjects and at least 40% in English which is the mode of tuition at RPSA.

The following is required:

(All of the artworks and the essay must be your own original work)

1. A **Portfolio** of the following:
 1. 1 Realistic **Self portrait** in pencil or charcoal on A4 (30 x 21cm) paper.
 2. 1 Realistic **Still Life** in paint on A4 (30 x 21cm) primed cardboard.
 3. 1 **Conceptual piece with a Social Purpose** in any media of your choice in a suitable A4 format.
 4. 1 **Abstract Piece** in unconventional non-traditional materials in a suitable A4 format.

The portfolio must be presented in an A4 Flipfile with each work clearly identified by the project name such **Self portrait**

*Additional artworks as support material can be submitted as photographs or on a CD

2. A 500 word **Essay**.

For FA please answer the following in your own words:

"What is Art?"

3. An **Interview** (if the applicant is local). If an interview is not possible in person, either a telephonic interview or an emailed questionnaire will be required.
4. A 250 word written **Letter of Motivation** outlining student interests, strengths and reasons for the particular career path. This is to be completed at the school after the interview if the applicant is local or emailed if from outside of Cape Town.

(The written component will assist the school in support programs that may be required for students)

DIPLOMA IN GRAPHIC DESIGN

THREE-YEAR DIPLOMA at NQF6 with 360 CREDITS

SAQA Qualification ID No. 49863

The Diploma in Graphic Design is aimed at the student who wishes to become a professional within the field of design and/or illustration. The broad subject base enables students to acquire a wide variety of professional skills and a thorough knowledge of visual communication.

Small classes forge a strong group dynamic, which prepares students to work as part of a team in a professional studio, as well as allowing for individual interaction with lecturers. Instilling a sound work ethic through professional practice and business management skills, also allows students to establish themselves as successful, independent designers and entrepreneurs.

Time management, meeting of deadlines and the ability to work under pressure are emphasized as being crucial to success within the industry. Simulation of industry practice includes student presentation of their work as though to a real client or superior in an agency. Critique sessions which facilitate group discussions, are an integral part of the feedback and assessment procedure of this programme. Students are exposed to the industry with the opportunity to work shadow, engage in projects with real clients and freelance opportunities. Competence in generating both hands-on and digital artwork affords greater employment scope for the students. As part of professional practice students are motivated to job shadow within industry. This experience in job shadowing is a vital exercise in familiarization with the working environment.

Tuition involves the integration of theory and practice and final year students produce a professional portfolio with a related extended essay. Students also acquire all knowledge required to utilise the appropriate computer technology using the schools latest IT and software.

All programmes are offered subject to sufficient demand.

GRAPHIC DESIGN CURRICULUM

Year 1		Year 2		Year 3	
COURSES	Credits	COURSES	Credits	COURSES	Credits
Practical		Practical		Practical	
Drawing (NQF5)	12	Drawing (NQF6)	6		
Design & Advertising (NQF5)	36	Design & Advertising (NQF6)			
Printmaking (NQF5)	12		36	Design & Advertising (NQF6)	39
Photography (NQF5)	12	Techniques and reproduction (NQF6)	12		
Illustration (NQF5)	12				
DTP (NQF5)	18	Illustration (NQF6)	24	Illustration (NQF6)	24
		DTP and Web Design (NQF6)	18	DTP and Web Design (NQF6)	15
Theory		Theory		Theory	
Visual Discourse (NQF6) (NQF6)	18	Graphic Design Discourse (NQF7)	18	Extended Essay (NQF7)	30
		Professional Practice (NQF6)	36	Professional Practice (NQF7)	12
SUB-TOTALS	120		120		120
				TOTAL	360



PORTFOLIO REQUIREMENTS FOR A DIPLOMA IN GRAPHIC DESIGN

Students are required to have successfully graduated from Grade 12 with a National Senior Certificate (NSC) as certified by Umalusi with an achievement rating of 3 (Moderate Achievement, 40-49%) or better in four recognised NSC 20-credit subjects and at least 40% in English which is the mode of tuition at RPSA.

The following is required:

(All of the artworks and the essay must be your own original work)

1. A **Portfolio** of the following:
 1. 1 **Logo** for the student's favorite band in pencil or ink on A4 (30 x 21cm) paper.
 2. 1 Realistic **Self portrait** in pencil or fine liner on A4 (30 x 21cm) paper.
 3. 1 **Poster** including images and text for a social purpose on A4 (30 x 21cm) paper.
 4. 1 **Drawing** of two or more fruit or vegetables in pencil on A4 (30 x 21cm) paper.
 5. 1 Created **Pattern** based on your own culture in the medium of your choice on A4 (30 x 21cm) paper.

The portfolio must be presented in an A4 Flipfile with each work clearly identified by the project name such **Self Portrait**

*Additional artworks as support material can be submitted as photographs or on a CD

2. A 500 word **Essay**.

Please answer the following in your own words:

"What is Graphic Design and how do you experience it in your daily life?"

3. An **Interview** (if the applicant is local). If an interview is not possible in person, either a telephonic interview or an emailed questionnaire will be required.
4. A 250 word written **Letter of Motivation** outlining student interests, strengths and reasons for the particular career path. This is to be completed at the school after the interview if the applicant is local or emailed if from outside of Cape Town.

(The written component will assist the school in support programs that may be required for students)

DIPLOMA IN JEWELLERY DESIGN

THREE-YEAR DIPLOMA at NQF6 with 360 CREDITS

SAQA Qualification ID No. 83426

The Diploma in Jewellery Design develops knowledge and techniques both in the designing and professional manufacturing of jewellery. The programme aims to assist students in developing an extensive portfolio which they can use to enter the jewellery industry. Portfolios showcase excellent practical, theoretical and design knowledge.

The curriculum integrates a balanced approach towards both practice and theory. The program begins with foundational principles across all subjects from drawing through to design and manufacture. Students explore various materials by learning to integrate traditional and non-traditional mediums in innovative and unique designs. From here an emphasis is placed on student's developing an integration of personal design and newly acquired knowledge and techniques. The final year is spent focusing on your major, ensuring that you walk away with an internationally recognised qualification and a highly competitive, individualised portfolio.

The Diploma in Jewellery Design exposes students to business management and marketing skills where graduates leave having developed their own social media footprint and branding. Graduates enter the growing South African Jewellery Industry either to be employed within small or large jewellery businesses, or ready to start up their own successful jewellery business.

All programmes are offered subject to sufficient demand.

JEWELLERY DESIGN CURRICULUM

Year 1		Year 2		Year 3	
COURSES	Credits	COURSES	Credits	COURSES	Credits
Practical		Practical		Practical	
Design (NQF5)	12	Design (NQF6)	9		
Design & Manufacture (NQF5)	68	Design & Manufacture (NQF6)	65	Design & Manufacture (NQF6)	63
Jewellery Drawing (NQF5)	12	Jewellery Drawing (NQF6)	9		
Digital Design-Rhino (NQF 5)	4	Digital Design-Rhino (NQF6)	6	Digital Design-Rhino (NQF6)	6
		Photography Digital (NQF6)	4		
				Professional Portfolio (NQF6)	9
Theory		Theory		Theory	
Visual Discourse (NQF6) (NQF6)	18	Jewellery Methodologies (NQF7)	18	Extended Essay (NQF7)	30
Jewellery Theory (NQF5)	6				
		Gemology (NQF6)	3		
		Professional Practice (NQF6)	6	Professional Practice (NQF7)	12
SUB-TOTALS	120		120		120
				TOTAL	360



PORTFOLIO REQUIREMENTS FOR A DIPLOMA IN JEWELLERY DESIGN

Students are required to have successfully graduated from Grade 12 with a National Senior Certificate (NSC) as certified by Umalusi with an achievement rating of 3 (Moderate Achievement, 40-49%) or better in four recognised NSC 20-credit subjects and at least 40% in English which is the mode of tuition at RPSA.

The following is required:

(All of the artworks and the essay must be your own original work)

1. A **Portfolio** of the following:
 1. 1 **Realistic drawing** of an accessory like sunglasses, handbag or shoes in pencil on A4 (30 x 21 cm) paper.
 2. 1 **Bracelet/ bangle** from predominately wire.
 3. 1 **Accessory** that has been created in any media.
 4. 1 **Pendant** from recycled/ alternative media.
 5. Make **your world in a shoebox** from any materials.

The drawing and documentation must be presented in an A4 Flipfile with each work clearly identified by the project name such as **Accessory**. All objects must be clearly labeled and secured in packaging.

*Additional artworks as support material can be submitted as photographs or on a CD

2. A 500 word **Essay**.

Please answer the following in your own words:

"How do you view adornment and what role does it play in your life?"

3. An **Interview** (if the applicant is local). If an interview is not possible in person, either a telephonic interview or an emailed questionnaire will be required.
4. A 250 word written **Letter of Motivation** outlining student interests, strengths and reasons for the particular career path. This is to be completed at the school after the interview if the applicant is local or emailed if from outside of Cape Town.

(The written component will assist the school in support programs that may be required for students)

RECOGNITION OF PRIOR LEARNING POLICY

RPL is a policy that evaluates and acknowledges the skills and body of knowledge that a prospective student has gained other than through formal study and thus enable them to gain access to higher education even if they do not fulfil the normal entrance requirements. This includes knowledge gained as a result of non-formal study, paid and unpaid work experience, community and organisational involvement and individual research and inquiry.

RPL is the metCourse Co-ordinator whereby diverse students can gain access to higher education, RPL for the purposes of access recognises that prior learning has prepared a student for successful formal study. RPL for the purposes of exemption recognises that a student has successfully mastered a section or subject of the proposed area of study through prior formal or informal learning and will therefore exempt those sections or subjects. RPL for lateral movement recognises that many forms of academic knowledge and skill can serve as entry into a different field of study.

PORTFOLIO OF EVIDENCE

The Portfolio of Evidence includes but is not limited to practical portfolios, written letters of motivation, a detailed Curriculum Vitae, a written motivation, written and practical exams, letters of recommendation and documentation of successful past learning, industry experience and an interview. Practical portfolios are assessed based on the same principles as for first year applicants. In addition, consideration is given to students over the age of 23 years who have the maturity to embrace the challenges of higher study. In the absence of a practical portfolio, students can register as part-time students in the prospective field to acquire and generate the practical portfolio for the purposes of assessment.

APPLICATION

Cognizance is given to the fact that RPL applicants come from diverse backgrounds and a variety of educational, organisational, and professional backgrounds that have prepared them for academic work or there may be a gap in the content knowledge and the ability to express and utilize that knowledge in academic terms. Students will be assisted to apply their prior learning and orientated to academic practice. Prospective students should contact the school for application forms and any assistance.

OUTCOME

After evaluation by the assessment panel, The Executive Head will make the final decision to admit a RPL candidate to the school and ensure that further formal studies should build on the knowledge and skills that adults have already acquired. The Executive Head will provide when requested, explicit detailing of the reasons for any negative RPL outcome.

FEES 2019

The projected total fees for 2019 are **R55 200** for local and SADC students. The Registration Fee is R9660. The Registration fee is included in the total fee. There are no application fees.

Students from SADC countries pay the same fees as local South African nationals but are responsible for the transaction fees of any forex. Students are liable for any bank fees for cash deposits.

Third Year students will be levied a fee of R1 000 each for Supplementary Assessments for their Practical Major and Extended Essay subjects.

The projected total fees for 2019 are **R 60 720** for non-SADC foreign students and are responsible for the transaction fees of any forex. The Registration Fee is R9 660. The Registration fee is included in the total fee. First Year Foreign students are required to settle 50% of their fees upon acceptance of an academic space prior to the VISA application.

If the student is offered a study place and accepts the study place, the student formally registers.

Registration commits the student to the programme and to pay the applicable fees.

If a student is under the age of 21 years of age then the Registration Form and Declaration and Undertaking Form needs to be signed by a parent or a legal guardian.

All foreign students are required to pay the 50% of their fees prior to documents being generated for a Study Visa. If the student is not granted a VISA, the fees less the Registration Fee may be refunded.

PAYMENT OF FEES

Student fees may be paid via the website or directly in person to the admin office.

Student fees are required to be settled in full by the 30 May annually.

A copy of payment of fees must be e-mailed as proof of payment with clear identification of the student name.

All students (first, second and third) are required to pay the Registration fee at the beginning of each year.

FINANCIAL ASSISTANCE AND INTEREST FREE PAYMENT PLANS

Students can apply for an extended payment plan where fees are settled in equal monthly instalments from February to October (9 Months) at no interest. The request must be applied for in writing to the Executive Head egeustyn@ruthprowse.co.za at the beginning of each academic year. Applications for extended settlement will not be considered after the 1st February annually.

R 9 660 for Registration by 01 February 2019

10 payments of **R4 554** from the end of February to the end of November 2019

DISCOUNTS FOR ALL STUDENTS- SA, SADC and Foreign

Discounts will be allocated for the full settlement of fees by direct transfer as reflected in the School's account or money received by the administration office. A discount of 10% (R5 520) at Registration by 31 January 2019 and a discount of 5% (R 2 760) by 28 February 2019 for full settlement of fees.

There is no discount on the administration fee for foreign students.

OVERDUE ACCOUNTS AND PENALTIES

A 10% amount will be levied in overdue accounts on the 01 July annually if there is no payment plan in place. Accounts that are more than 90 days overdue with no agreed settlement plan in place will be given to the school's debt collectors.

Students will be required to recuse themselves from class if accounts are more than 90 days overdue.

The Board will consider any agreement for monthly payments null and void if any monthly payment is not made and an overdue fee penalty of 10% will be added to any overdue fee balances on the 01 June due to any missed payments.

Students may not commence studies in the following year if fees are still due in respect of the preceding year.

The final academic transcript will not be released to students if there is a fee balance outstanding without written consent to redress or settle. The final year students will be not receive their certificates or participate in the Graduate Show if there are fees outstanding after 15th November that year or there is no agreed settlement plan in place.

REBATES

The School has a policy of considering upon application, academic rebates for students who formally discontinue due to unforeseen severe **health reasons** or **proven financial constraints**.

The student or guardian must submit the formal withdrawal in writing.

The application for consideration for a rebate based on withdrawal due to severe health reasons Any rebate that might be applied is on the understanding that any fees due by the student after the rebate has been deducted must be settled within 14 days. If any fees due are not settled within 60 days then the rebate will be withdrawn and the account forwarded to the school's debt collectors.

If an application for a rebate is awarded and the student have paid more fees than they are liable for in terms of the successful application then a rebate will be paid into the account of the person that originally paid the fees. The rebate payment into another account requires the written consent of the person that originally paid the fees.

DEBT

Outstanding student fees will be forwarded to a debt collection agency after 60 days. The parent/guardian or the student, if over the age of 21 years, will be liable for full settlement of the outstanding fees. The signing of the registration form acts as proof of acceptance of the policies and procedures regarding fees.

WITHDRAWAL AND REPEAT YEARS BY SOUTH AFRICAN STUDENTS

Should a student formally withdraw from studies by discontinuing in writing (hardcopy or e-mail) and the withdrawal be accepted by the school, the student will be removed from the class. The parents/ guardian for a student under the age of 21 would need to formally discontinue on behalf of the student in writing. It is understood that should a student over the age of 21 formally discontinue in writing that they have communicated their intention with their parents or legal guardians.

Though a student may cease coming to class, until the school receives a formal discontinuance in writing, they will still be on the class schedule and liable for fees.

Once the withdrawal has been accepted by the school and the student removed from the class schedule, the student may not re-register for the studies later the same year as the programmes of the school are based on whole year programmes and not modular. The student may re-register for the same year of study in the following academic year. The student would be liable for the fees of all unsuccessful or incomplete studies, including the registration fee for the following year.

The maximum time to achieve success in the programmes is six years, thus a student may only be unsuccessful and repeat a particular year of study once. The student, upon repeating a year, is liable for fees for the following academic year's registration fee. Any successfully completed and passed subjects need not be repeated and the student is not liable for the pro rata fees applicable to that subject.

WITHDRAWAL AND REPEAT YEARS BY FOREIGN STUDENTS

Should a student formally withdraw from studies by discontinuing in writing (hardcopy or e-mail) and the withdrawal be accepted by the school, the student will be removed from the class. The parents/ guardian for a student under the age of 21 would need to formally discontinue on behalf of the student in writing. It is understood that should a student over the age of 21 formally discontinue in writing that they have communicated their intention with their parents or legal guardians.

Though a student may cease coming to class, until the school receives a formal discontinuance in writing, they will still be on the class schedule and liable for fees.

The school will notify the Department of Home Affairs in writing within 7 days that the student has discontinued their studies and the student study visa will be withdrawn and student must return to their country of origin. A foreign student may not stay in South Africa with a study visa and have discontinued their studies. Once the withdrawal has been accepted by the school and the student removed from the class schedule and the Department of Home Affairs notified, the student may not re-register for the studies later the same year as the programmes of the school are based on whole year programmes and not modular. If the student decides to reregister for the same year of study in the following academic year, they would have to re-apply for a study visa from their country of origin.

The student would be liable for the fees of all unsuccessful or incomplete studies, including the registration fee for the following year. The parent/ guardian of a student under the age of 21 must write the letter to discontinue studies.

The maximum time to achieve success in the programmes is six years, thus a student may only be unsuccessful and repeat a particular year of study once. The student, upon repeating a year, is liable for fees for the following academic year's registration fee. Any successfully completed and passed subjects need not be repeated and the student is not liable for the pro rata fees applicable to that subject.

RESOURCES

The School has extensive facilities and laboratories with specialised equipment and cutting edge IT resources, and an exceptional library. RPSA provides free unlimited Wi-Fi.

STUDENT SUPPORT

The academic staff will assist students to fulfil the programme requirements and outcomes, with assistance in practice and literacy that includes research, writing skills and referencing in accordance with the Harvard system of citation.

The Course Co-ordinator's discuss students at risk each month to establish if a student may need additional support. Though staff are not qualified counsellors, they are available for one to one support

should a student be experiencing any distress. The Executive Head may also provide referral information about a professional counsellor or therapists should a student or parent request some assistance in this regard. Please note this service by an external professional is for the student's own account.

The SRC with student representatives are elected by their peers on an annual basis to be the independent voice of the students and can intercede on their behalf with the school staff and management. RPSA supports open communication.

FINANCIAL ASSISTANCE- SCHOLARSHIP PROGRAM

As the Ruth Prowse School of Art NPC is committed to being an art centre for the whole community, an extensive scholarship program has been put in place. It is the mission of the school to redress the educational imbalances of the past by nurturing young talent for the future who do not have the financial resources. The School aims to fulfil the educational equity targets by the provision of financial assistance. The financial support provides for full, substantive and partial tuition fees. This student support can be for the full duration of three-year programme to deserving students from previously disadvantaged communities. In addition, the school sources funding to assist with materials for students in financial need and for transport as may be necessary. Students are required to re-apply annually but renewal of financial assistance is solely dependent on good class attendance and an average marks percentage of above 60%. The Scholarship Committee of the Board of Directors interviews the applicants. In addition, substantive and partial financial support is made available for students of academic merit in financial need.

Should a Scholarship student fail or discontinue their studies, and then 50% of the Scholarship Award will need to be repaid within 3 months.

First year applicants need to submit before their formal application for acceptance. An Application Form needs to be submitted. Please note that all fields in the form need to be completed.

The Scholarship Fund is dependent on the resources of the School and the generosity of donors.

RUTH PROWSE ART SHOP

The School has an Art Shop with a small range of key materials to support students. The nominal mark up is to only cover the salary of the Art Shop assistant and thus assist students with the expenses of their practical material needs. The Art Shop is not open to the general public. Students may purchase materials with cash. No credit is available.

ASSESSMENT PROCEDURES

PRINCIPLES

The purpose of assessment is to evaluate students' knowledge, understanding and skills in relation to specified learning outcomes. The assessment ensures the fair treatment of the individual student and the student body and to uphold the standards of the School and the NQF. Assessment is both formative and summative and an integral part of the programme design.

CONSIDERATIONS FOR THE DIVERSITY OF STUDENTS

Assessment tasks and procedures are inclusive of all students and do not inherently disadvantage any group or individual.

Consideration is given on how assessment may impact on:

- Students with disabilities and conditions
- Students of any ethnic groups
- Students of any religion and belief system
- Students of any age
- Students with different entry qualifications

Consideration may be given in the context of submission deadlines and alternative forms of assessment without compromising academic standards.

STUDENTS WITH DISABILITIES AND STUDENT HEALTH

It is the intention of the School to accommodate all students, where possible, regarding a list of designated disabilities. Exclusions are based on the historic nature and architectural design of the building, and the educational demands presented within the visual, practical and theoretical contexts of the Diplomas offered at the School.

It is the intention of the School to accommodate, within reason, students with medically diagnosed disabilities with the exception of those whom the implementation of universally designed environments is impossible to accommodate. It is the responsibility of each student to disclose their disability as the School cannot accommodate or facilitate issues which they know nothing about. The question of disabilities is first presented to students in the registration forms which are signed at the beginning of the education year. It is a question to be filled in within the student registration form.

Ruth Prowse School of Art strives to support staff and students regarding their health, wellness and safety whilst on the property and involved within the institution. The institution regards the staff and students as essential and therefore endeavours to take responsibility where possible, for promoting the health, wellness and safety of all registered students and contracted staff.

PROCEDURES

Assessment procedures take the form of internal and external evaluations. All subjects have theoretical and practical procedures with all internal assessments done by either the lecturer concerned and/or another lecturer such as a Head of Department or the Executive Head. The body of work, knowledge and skills acquired are assessed internally on an ongoing basis- a system of continuous evaluation.

Quality control and the opportunity for students to have revised work assessed takes place at moderation mid-year and at the end of the year as approved by the Academic Board.

The assessment procedure is content specific as the subjects are either theoretical, practical or a combination of both. Examiners are required to use the full range of marks from 0% - 100% within the assessment framework.

RULES AND RESPONSABILITIES

Regular attendance and punctuality are mandatory. The student is expected to attend all classes during the times allocated on the timetable and the lecturer will take a register on a daily basis. An 80% attendance record is a key aspect of the Duly Performed Certificate, which is a requirement for year-end assessment. A Doctor's Certificate or a satisfactory written explanation is required for extended absences.

Absenteeism is taken into consideration at year-end moderation as well as the involvement in respect of participation in classes and the research and development of ideas. It is vital that the student attend all project briefings, demonstrations, consults, critiques and industry outings, as these will not be repeated. The student must inform the subject lecturer if he or she is going to be absent from class in connection with class work. If a project is missed due to absenteeism, the onus is on the student to redress the situation. The staff will assist a student to redress if absence is due to illness or bereavement.

GENERAL CONDUCT

Students and staff are encouraged to show a mutual respect for each other, as well as the property of fellow-students/staff and the school. The dress code at the school is casual. Where it is required, specific protective clothing is stipulated and mandatory in certain subjects. Students are required to adhere to Health and Safety Regulations. Research sources are to be respected. Students are required to adhere to the Copyright Legislation and Intellectual Property rights.

The School does not take responsibility for the loss or damage of private property. No drugs or alcohol are permitted on the school premises. Students under the influence will be requested to vacate the class. Students who are frequently under the influence may, in consultation with their parents or guardian, be requested to withdraw from their studies. Smoking is not allowed anywhere within the School buildings. For the purposes of exhibitions and functions, alcohol may be allowed on the premises with the permission of the Executive Head and the Board.

RPSA has many site-specific studios with specialised equipment. Students are requested to share these spaces with consideration to the resources and their peers. Vandalism will not be tolerated and disciplinary action will be taken. The policy on theft at the school states that if a student is caught stealing, the South African Police will be notified, disciplinary action will be taken by the Board of Directors, followed by immediate expulsion if found guilty.

LANGUAGE AND MODES OF INSTRUCTION

All tuition is presented in English. Students must submit written requirements in English. Classes take the form of formal theory lectures, theory seminars, tutorials, practical briefings, demonstrations, and lecturer contact during practical production classes, discussions, industry outings, and critique and feedback sessions.

BOARD OF DIRECTORS

Wahida Parker (Chairperson)
Andrew Mestern
Edward Belstead
Alfred Bester
Cheryl Mestern
Melvyn Minnaar

ACADEMIC FULL-TIME STAFF

EUNICE GEUSTYN

Executive Head

MFA from the University of Cape Town
Postgraduate Advanced Diploma from the University of Cape Town
BAFA from the University of Cape Town
National Diploma in Fine Art from the Cape Technikon

LYNETTE BESTER

Course Coordinator of Fine Art

MA from the University of Stellenbosch
BAFA from the University of Stellenbosch

STACY BEUKES

Course Coordinator of Jewellery Design

BA in Art Historical Studies
BA in Visual art in Creative Jewellery and Metal Design

MARGUERITE MOON

Course coordinator of Photography

MFA from the University of Cape Town
BAFA from the University of Cape Town

MARISE GEORGE

Course coordinator of Graphic Design

Diploma in Graphic Design from CPUT

ACADEMIC PART-TIME STAFF

(Subject to change)

CECILIA SOLIS-PERALTA

CompTIA Certified CTT+

COLIJN STRYDOM

MA(Visual Arts) from the University of Stellenbosch

Certificate in Film and Broadcasting at Allenby Campus, Centurion

BA(Fine Art) from the University of Pretoria

DAVID HEWITT

National Higher Diploma in Photography from the Technikon Natal

National Diploma in Photography from the Technikon Natal

ZELDA WEBER

M Phil in Education from the University of Cape Town

Post-graduate Diploma in Education from the University of Cape Town

Advanced Certificate in Adult Education from the University of Cape Town

Nat Diploma in Ceramic Design from Technikon Vaal Triangle

Certificate in DTP from City Varsity

MICHELLE LIAO

Diploma in Jewellery Design from Ruth Prowse School of Art

B Com from the University of Port Elizabeth

PAUL BIRCHALL

BA Honours Fine Art Painting, Wimbledon School of Art and Delhi School of Art, India.

City and Guilds in Photography from the Blackpool & Fylde College, England.

MERNETTE SWARTZ

PGCE (Postgraduate Certificate in Education) from UNISA

B.A Graphic Design and Illustration from North-West University- Potchefstroom

BRETT SIELER

Diploma in Fine Art from Ruth Prowse School of Art

INGE WESSELS

BTech in Fine Arts from Nelson Mandela Metropolitan University

ADMINISTRATION

HELGA PIETERSE

Diploma in Human Resources from Northlink College

LIBRARIAN AND ADMINISTRATION

BELLINA MOKOQAMA

Advanced Certificate in Education from the University of Cape Town

OTHER STAFF

MABEL NTSULUMBANA

KHUNGEKA MAYIKANA