



# RUTH PROWSE

## SCHOOL OF ART

### THE PROSPECTUS 2024



From left to right- Work in process by Azhar Thebus (JD), Vanya Labuschagne(FA) and Thato Rabalao (GD)

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. Please call 021 447 2492 to schedule an appointment. We are open to learners from Grade 10 to 12, their families, teachers and Guidance Counsellors by appointment. All are welcome to come and meet with us.

Please call 021 447 2492 or check our Website or Instagram.

### 2024 ACADEMIC CALENDER- THIS IS PROVISIONAL AND SUBJECT TO CHANGE

	From	To
Third Year Registration & Orientation	21-Feb	10:00 AM 12:00 PM
Second Year Registration & Orientation	22-Feb	10:00 AM 12:00 PM
First Year Registration & Orientation	23-Feb	10:00 AM 12:00 PM

Classes start on Monday the 26 FEBRUARY 2024

New Year's Day	01-Jan-24	Monday
Human Rights Day	21-Mar-24	Thursday
Erik Laubscher Day	22-Mar-24	Friday
Good Friday	29-Mar-24	Friday
Family Day	01-Apr-24	Monday
Freedom Day	27-Apr-24	Sat
Workers' Day	01-May-24	Wednesday
Youth Day	16-Jun-24	Sun
Youth Day Observed	17-Jun-24	Monday
National Women's Day	09-Aug-24	Friday
Ruth Prowse Day	23-Sep-24	Monday
Heritage Day	24-Sep-24	Tuesday
Day of Reconciliation	16-Dec-24	Monday
Christmas Day	25-Dec-24	Wednesday
Day of Goodwill	26-Dec-24	Thursday

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

top of birkdale avenue, 5 elson road, woodstock, cape town; 7925; p o box 89, woodstock, 7915;  
tel: 021 447 2492; fax: 086 560 2103;  
e-mail: admin@ruthprowse.co.za; website: www.ruthprowse.co.za  
NPO 023-608 PBO 930031166

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Directors: Andrew Mestern (Chairperson), Edward Belstead, Alfred Bester, Mandisa Ngqulana, Cheryl Mestern, Jill Trappler and Steve Woodward.  
Registered with the Department of Higher Education and Training as a private Higher Education Institution under the Higher Education Act, 1997, Registration certificate No. 2009/HE08/001



## **ABOUT US**

Ruth Prowse School of Art NPC 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 and the ample studio spaces. 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.

## **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.

## **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)



## **APPLICATION PROCESS**

- Step 1:** Applying students must first submit an application form either digitally, by courier, post or in person.
- Step 2:** The student must submit a complete practical and theoretical portfolio specific to the Diploma being applied for.
- Step 3:** If accepted, the student can elect to register, then submit a completed registration form and follow the payment procedures.
- Note:** Commencement of classes is subject to the successful completion of Grade 12 with Diploma access for students who are currently completing their Grade 12. Foreign students must have study VISA prior to commencing studies.  
Please note that the School accepts a limited numbers of students, so an early application is advantageous.

## **ENTRANCE REQUIREMENTS**

Subject to RPSA portfolio and theory admission requirements, the minimum admission requirement is a National Certificate (Vocational) Level 4 issued by Council for General and Further Education and Training. In addition, a student must (a) achieve at least 40% in three fundamental subjects including the language of learning and teaching in the higher education institution (b) achieve at least 50% in the three compulsory vocational subjects and at least 40% in English which is the mode of tuition at RPSA.

Applicants who have attended another 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 apply through the Recognition of Prior Learning processes.

## **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;

## 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 Written Motivation – an Outline of interests, strengths and reasons for the particular career path
- An Interview- telephonic or an e-mailed questionnaire may be required.
  
- (All of the submitted artworks and essay must be your own original work)

## SUBMISSION OF AN APPLICATION

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

1. The portfolio and documents can be **couriered** to:  
Ruth Prowse School of Art; 5 Elson Road; Woodstock, Cape Town, 7925.
2. The portfolio and documents can be **hand-delivered** to:  
Ruth Prowse School of Art; 5 Elson Road; Woodstock, Cape Town.
3. The portfolio and documents can be **e-mailed** to: [egeustyn@ruthprorowse.co.za](mailto:egeustyn@ruthprorowse.co.za).  
NB. The attached portfolio and documents works must be in 72 dpi jpgs or pdf documents.



From left to right- the Library, the Printmaking Lab and the Photography Studio

## 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 NPC 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 methodologies 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.

## APPLICATION AND ADMISSION REQUIREMENTS FOR FINE ART

PORTFOLIO AND THEORY REQUIREMENTS TO BE SUBMITTED

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

1. The completed **Application Form**
2. A copy of your **Grade 12 Results** (or higher) or interim Grade 12 results
3. A copy of your **ID or Passport**
4. A **Portfolio** of the following:
  1. 1 Realistic **Self portrait** in pencil or fine liner on surface of choice.
  2. 1 Realistic **Landscape** in pencil or fine liner on surface of choice.
  3. 1 **Still-life** of two or more fruit or vegetables in pencil on surface of choice.
  4. 1 **Abstract Piece** in unconventional non-traditional materials in a suitable A4 format.
  5. Submission of no more than 3 additional works of your own choice.
5. A 300 word **Essay**.

Please answer the following in your own words:  
*"What is Art and what role does it play in your life?"*  
(The written components will assist the School in support programs that may be required for Students)
6. A **Letter of Motivation** to outline your interests, reasons for applying to Fine Art and reasons for wanting to study at Ruth Prowse.



From left to right- Work in process by Phinda Vokozela, Michelle Madzima and Ellyn Pretorius

## FINE ART CURRICULUM

Year 1			Year 2			Year 3			
COURSES	Credits	NQF	COURSES	Credits	NQF	COURSES	Credits	NQF	
<b>Practical</b>			<b>Practical</b>			<b>Practical</b>			
Drawing	18	5	Drawing	12	6	Drawing	6	6	
Painting & Mixed Media	48	5	Practical Major	60	6	Practical Major	63	6	
			<b>1 Elective Practical</b>						
Printmaking	12	5	Printmaking or	24	6	Professional Portfolio	9	6	
Photography	12	5	Photography or						
Illustration	12	5	Illustration						
<b>Theory</b>			<b>Theory</b>			<b>Theory</b>			
Visual Discourse	<b>18</b>	6	Cultural Studies	<b>18</b>	7	Extended Essay	30	7	
			Professional Practice	<b>6</b>	6	Professional Practice	12	7	
SUB-TOTALS	<b>120</b>			<b>120</b>			120		
						TOTAL	360		





## 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.

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.

## APPLICATION AND ADMISSION REQUIREMENTS GRAPHIC DESIGN

### PORTFOLIO AND THEORY REQUIREMENTS TO BE SUBMITTED

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

1. The completed **Application Form**
2. A copy of your **Grade 12 Results** (or higher) or interim Grade 12 results
3. A copy of your **ID or Passport**
4. A **Portfolio** of the following:
  1. 1 Realistic **Self portrait** in pencil or fine liner on A4 (30 x 21cm) paper.
  2. 1 Realistic **Landscape** in pencil or fine liner on A4 (30 x 21cm) paper.
  3. 1 **Still-life** of two or more fruit or vegetables in pencil on A4 (30 x 21cm) paper.
  4. 1 **Pattern** of your own design for fabric based on your own culture in the medium of your choice on A4 (30 x 21cm) paper.
  5. 1 **Logo or Poster** for your favorite Band
  6. Submission of no more than 4 additional works of your own choice.
5. A 300 word **Essay**.  
Please answer the following in your own words:  
*“What is Graphic Design and how do you experience it in your daily life?”*  
(The written components will assist the School in support programs that may be required for Students)
6. A 150 word written **Letter of Motivation** outlining student interests, strengths and reasons for applying to Graphic Design.



From left to right- Work in process by Lester van der Merwe, Ryan Knott and Emile Engels

## GRAPHIC DESIGN CURRICULUM

Year 1			Year 2			Year 3			
COURSES	Credits	NQF	COURSES	Credits	NQF	COURSES	Credits	NQF	
<b>Practical</b>			<b>Practical</b>			<b>Practical</b>			
Drawing	12	5							
Communication Design	36	5	Communication Design	39	6	Communication Design	39	6	
Printmaking	12	5	Techniques & Reproduction	12	6				
Photography	12	5							
Illustration	12	5	Illustration	24	6	Illustration	24	6	
DTP	18	5	DTP	21	6	DTP & Professional Portfolio	15	6	
<b>Theory</b>			<b>Theory</b>			<b>Theory</b>			
Visual Discourse	<b>18</b>	6	Design Discourse	<b>18</b>	7	Extended Essay	<b>30</b>	7	
			Professional Practice	<b>6</b>	6	Professional Practice	<b>12</b>	7	
SUB-TOTALS	<b>120</b>			<b>120</b>			<b>120</b>		
							TOTAL	360	





## 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.

## APPLICATION AND ADMISSION REQUIREMENTS

### PORTFOLIO AND THEORY REQUIREMENTS TO BE SUBMITTED

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

1. The completed **Application Form**
2. A copy of your **Grade 12 Results** (or higher) or interim Grade 12 results
3. A copy of your **ID or Passport**
4. A **Portfolio** of the following:
  1. 1 Realistic **Drawing** of an accessory like sunglasses, handbag or shoes in pencil on A4 (30 x 21cm) 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 a **World in a Shoebox** with photographs, clippings and other media.
  6. Submission of no more than 4 additional works of your own choice.
5. A 300 word **Essay**.

Please answer the following in your own words:  
*"How do you view adornment and what role does it play in your life?"*  
(The written components will assist the School in support programs that may be required for Students)
6. A 150 word written **Letter of Motivation** outlining student interests, strengths and reasons for applying to JEWELLERY Design.

ADDITIONAL A telephonic **Interview** or completion of a **Questionnaire** may be required.



From left to right- Work in process by Michelle Liao and Megan Dixon-Warren and Carol Gwandure

## JEWELLERY DESIGN CURRICULUM

Year 1			Year 2			Year 3			
COURSES	Credits	NQF	COURSES	Credits	NQF	COURSES	Credits	NQF	
<b>Practical</b>			<b>Practical</b>			<b>Practical</b>			
Design	12	5	Design	9	6				
Design & Manufacture	66	5	Design & Manufacture	66	6	Design & Manufacture	63	6	
Jewellery Drawing	12	5	Jewellery Drawing	9	6				
Digital Design-Rhino	6	5	Digital Design-Rhino	6	6	Digital Design-Rhino	6	6	
			Photography Digital	3	6				
						Professional Portfolio	9	6	
<b>Theory</b>			<b>Theory</b>			<b>Theory</b>			
Visual Discourse	<b>18</b>	6	Jewellery Discourse	<b>18</b>	7	Extended Essay	<b>30</b>	7	
Jewellery Theory	<b>6</b>	5	Gemology	<b>3</b>	6				
			Professional Practice	<b>6</b>	6	Professional Practice	<b>12</b>	7	
SUB-TOTALS	120			120			120		
							TOTAL	360	



## **FEES 2024**

### **The Board of Directors will decide on the fees for 2024\*.**

The projected total fees for 2024 are **R 75 000\*** for local and SADC Foreign students. There is a 10% levy added on Foreign students who are not from SADC countries

The Registration Fee is R 10 500.00. The Registration fee is included in the total fee. There are no application fees.

The fees for Ruth Prowse School of Art NPC are highly competitive in the private higher education sector in order to facilitate access in keeping with the mandate to redress educational imbalances as as a Non-profit entity and Non-profit organization.

### **FEES FOR PROGRAMMES**

Tuition fees for all programmes are set at the same level.

Fees are reviewed annually and determined by the Board of Directors.

The total fees include the registration fee.

Specific requirements for materials and equipment are determined by the individual programme's requirements. Though RPSA NPC supplies substantive materials and consumables, students will still be required to budget for their individual creative production.

All creative work produced belongs to the student.

### **GUARANTEE**

Funds are lodged in a dedicated account to cover the re-imburement of fees paid in advance as required by the Department of Higher Education and Training. Refunds are guaranteed by Standard Bank of South Africa Limited.

### **FEE INCREASES**

Fees are increased annually effective from 1 January. In determining fee increases, the Board considers factors such as inflation, fees charged by comparative institutions (both Government and private institutions) as well as the costs that it expects to incur for the forthcoming year. The School is a non-profit organisation and targets a break-even budget.

### **THE REGISTRATION FEE**

No application fees are payable. On notification of the acceptance of an application, a non-refundable registration fee is payable by the commencement of formal classes.

If the registration fee is not paid by the due date, registration may be cancelled without further notice.

Every year, the Board determines the non-refundable registration fee for each academic year.

### **FOREIGN STUDENTS**

#### **NON-SADC**

Fees for foreign students are subject to an additional administration levy of 10% which also covers the transaction fees on foreign payments.

#### **SADC STUDENTS**

SADC students pay the same fees as South African students but are responsible for the transaction fees on forex payments.

#### **STUDY VISAS**

Foreign students including students from SADC, who require documents to be generated in order to apply for a Study Visa, are required to pay a deposit of 50% of their academic fees. In the event that Visa is not granted, the School will refund the deposit less the Registration Fee.

The School will notify the Department of Home Affairs in writing, within 7 days, of any foreign student that has withdrawn from their studies.

### **PAYMENT OF FEES**

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

First year students are required to pay the Registration fee by the 27 December 2023

Second and Third year students are required to pay the Registration fee by the 27 January 2024.

### **MODES OF PAYMENT**

Student fees may be paid via EFT or directly in person to the admin office with cash or credit card. Students are liable for any bank fees for cash deposits directly to the school's account. All EFT payments must clearly identify the student name. Students are liable for any bank fees for cash deposits into the School's bank account.

#### **DISCOUNTS**

The following discounts are granted for the full settlement of the fees **less** the Registration fee received in the School's bank accounts.

A discount of 10% if paid in full by the 15<sup>th</sup> January

A discount of 5% if paid in full by the 15<sup>th</sup> February

There is no discount on the 10% administration fee levied for foreign students. Thus foreign students will be awarded the same discounts as local or SADC students.

#### **EXTENDED PAYMENT PLANS**

Extended payment plans, whereby fees may be settled in equal monthly instalments from February to October (9 Months) may be granted by the Board of Directors. The Registration fee is payable in January.

All final year students are required to have their fees settled by the end of October.

Written applications must be submitted to the School at the beginning of each academic year. Applications for extended settlement will not be considered after the end of January.

Should a monthly payment on an agreed payment date not be met then the total fees balance shall immediately become due. No student will be permitted to graduate or progress to the following academic year if the total fees are not settled by the end of October.

No payment plans may be awarded in the following year if these have not been adhered to in the previous year of study.

Whilst the fees do not attract interest, a 10% levy on outstanding fees referred to below will apply.

#### **SCHOLARSHIPS AND FINANCIAL ASSISTANCE**

The School grants scholarships and financial assistance to deserving students.

Details are contained in the School's policy on scholarships.

Students who are granted a scholarship or financial assistance and who do not meet the conditions of their scholarships may have a portion or tranche of the scholarship withdrawn.

In such an event the student will be liable for the outstanding fees if they wish to continue with the programme.

The Board of Directors may, under exceptional circumstances, award scholarship support to enable a student to continue with their studies in the following year.

#### **OVERDUE ACCOUNTS AND PENALTIES**

All fees are payable by the end of May annually.

Students will be required to recuse themselves from class if accounts are more than 60 days overdue.

A 10% levy will be added to fees that are outstanding on 1 June.

The 10% levy will also apply to any monthly payment plan that is in arrears. A student may apply to the Board to have this withdrawn if fees are settled.

Accounts that are more than 90 days overdue with no agreed settlement plan in place will be handed over for collection and the student and guardian/ parent shall be liable for all costs incurred in the collection process.

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 final year students if there is a fee balance outstanding.

The final year students will not receive their certificates or participate in the Graduate Show if there are fees outstanding after 31 October that year and there is no agreed settlement plan in place.

All settlement plans are subject to Board approval.

#### **PARTICIPATION IN CLASSES**

Participation in classes is dependent on the payment of fees. The School reserves the right to request that a student recuses themselves from classes in the second semester (after the June moderation) if fees are unpaid or overdue in terms of an approved monthly payment plan.

#### **WITHDRAWAL AND FEES**

Though a student may cease coming to class and the school receives a formal discontinuance in

writing, they will still be liable for the fees unless a rebate has been awarded based on unforeseen health or proven adverse financial constraints.

#### **APPLICATION FOR REBATES ON WITHDRAWAL**

Though Registration commits the student to the programme and to pay the applicable fees for the academic year, RPSA has a policy of considering upon application academic rebates for students who formally discontinue due to unforeseen **health reasons** or **proven financial constraints**.

RPSA has 2 semesters. A student may be awarded a rebate for the second semester if they withdraw in the first semester.

The student or guardian must submit the withdrawal in writing.

The student or guardian must submit the application for a rebate in writing.

Should a student have paid more fees than they are liable for after a rebate may have been awarded by the Board of Directors 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.

The Board of Directors may, at its discretion and having regard to exceptional circumstances of the individual, grant a refund of the registration fee.

#### **WITHDRAWAL AT THE REQUEST OF RPSA AND ACADEMIC REBATES**

If RPSA requests the academic withdrawal of the student then an academic rebate will be awarded to the student without an application by the student or guardian/parent.

#### **WITHDRAWAL AND REPEAT YEARS BY FOREIGN STUDENTS**

The school will notify the Department of Home Affairs in writing that the student has discontinued their studies and the student study visa will be withdrawn and student must return to their country of origin. 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 complete 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.

#### **RE-REGISTRATION AFTER WITHDRAWAL**

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 are 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 subjects which due to withdrawal are incomplete, including the registration fee for the following year.

#### **REPEAT YEARS BY STUDENTS**

In the event of needing to repeat an academic year due to not successfully passing some subjects, pro rata fees will be levied for the subjects that are to be repeated and not for the subjects which were passed.

All students regardless of the subjects taken are required to pay the registration fee amount in January.

#### **SUPPLEMENTARY FEES**

Final Year students will be charged a fee of R2 000 for each Supplementary Assessment for their Practical Major and Extended Essay subjects if they were unsuccessful in the November examination.

#### **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 schedule and may be awarded an academic rebate if it is based on proven medical or adverse financial circumstances. 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.

Should a student elect to take a break from their studies, they must re-enrol for the following year of study within three years.

#### **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 schedule and may be awarded an academic rebate if it is based on proven medical or adverse financial circumstances.. 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 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 complete 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.

Should a student elect to take a break from their studies, they must re-enrol for the following year of study within three years.



## **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-ordinators 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**

APPLICATIONS ARE DUE BY THE 31<sup>ST</sup> OCTOBER ANNUALLY

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 65%. 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.

## **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 method 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.

#### **LECTURERS**

The school has full-time lecturers with higher educational qualifications and experience at tertiary environments and extensive experience 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 motivated to be 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.

#### **RESOURCES**

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

#### **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. RPSA sources core kits for first year students at cost.

#### **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.

##### **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 Course Co-ordinator 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 an academic requirement as the programmes of RPSA are contact learning.

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 unforeseen adverse circumstances.

### **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.

### **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 all 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.

### **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.

## **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 and Graphic Design

MA from the University of Stellenbosch

BAFA from the University of Stellenbosch

**STACY BEUKES**

Course Coordinator of Jewellery Design

BA Honours Art Historical Studies from the University of Cape Town

BA in Visual Arts in Creative Jewellery and Metal Design from the University of Stellenbosch

Exchange Semester in Jewellery and Everyday Object Programme from Pforzheim

Gestaltung (University), Germany.

## **ACADEMIC PART-TIME STAFF**

(Subject to change)

**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.

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

**SHARON BOTHA**

Diploma in Jewellery Design from Ruth Prowse School of Art

**MARISE GEORGE**

Diploma in Graphic Design from CPUT

**FERDINAND KIDD**

MFA from the University of Stellenbosch

**BRETT LUCKS**

Diploma in Jewellery Design from Ruth Prowse School of Art

**JEAN-CLAUDE NSABIMANA**

MFA from the University of Cape Town

**ELLYN PRETORIUS**

BA from the University of Stellenbosch

PGCE from the University of Stellenbosch

Diploma in Fine Art from Ruth Prowse School of Art

**CECILIA SOLIS**

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

**MERNETTE SWARTZ**

PGCE from UNISA

B.A Honours in Graphic Design and Illustration from North West University

**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**

AYANDA MZINGELI

KHUNGEKA MAYIKANA

FRED BAILEY

**SECURITY**

JAGA Security

**BOARD OF DIRECTORS**

Andrew Mestern (Chairperson)

Edward Belstead

Alfred Bester

Cheryl Mestern

Mandisa Ngqulana

Jill Trappler

Steve Woodward