



2018 PROSPECTUS

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CONTACT DETAILS

FAX: 086 556 3208

ADDRESS: 72 Salt River Road
WOODSTOCK
Cape Town
7925

POSTAL ADDRESS: PO Box 13696
MOWBRAY
7705

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

OFFICE HOURS

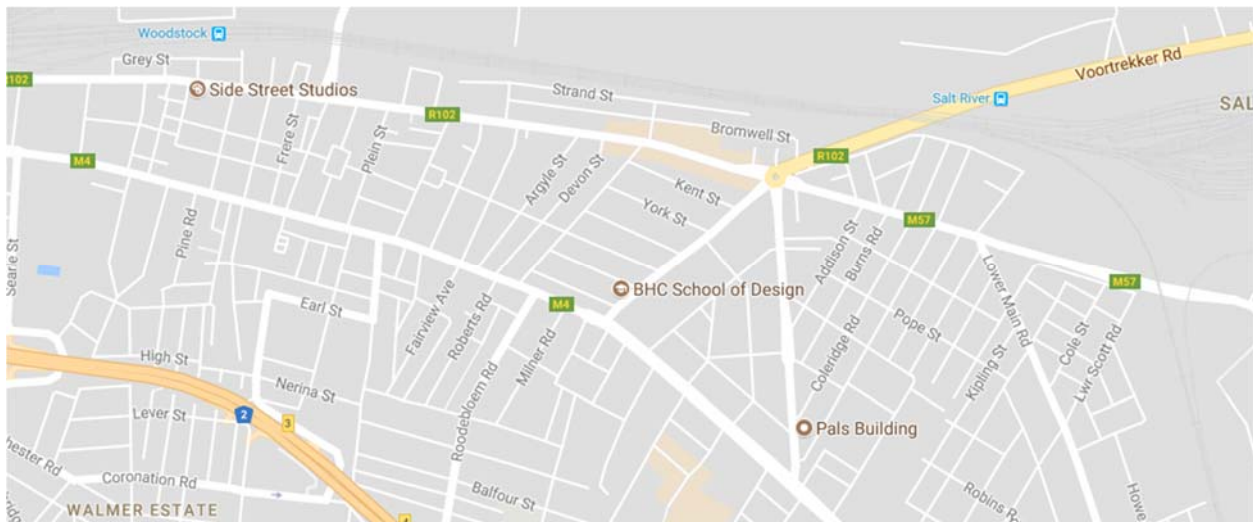
Mon - Thurs 08h00 - 17h00
Fri 08h00 - 15h00
Sat 09h00 - 13h00 (Short Course Classes Only)

TERM DATES

TERM 1 05 February - 29 March 2018
TERM 2 16 April - 29 June 2018
TERM 3 23 July - 14 September 2018
TERM 4 01 October - 23 November 2018

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

LOCATION MAP



ABOUT BHC SCHOOL OF DESIGN

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

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

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

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

VISION

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

MISSION

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

VALUES

- Nurture
- Authenticity
- Passion
- Expression
- Excellence

REGISTRATION AND ACCREDITATION

Council on Higher Education (CHE)

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

Department of Education

BHC School of Design (Pty) Ltd. is registered with the Department of Higher Education and Training until 31 December 2018 as a private higher education institution under the Higher Education Act, 1997. Registration certificate no. 2010/HE07/003

SAQA

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

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

MANAGEMENT

Jeremy Volkmann	Managing Director	Morgan Volkmann	Director
Marga De Vos	Academic head		

ACADEMIC STAFF

Liezl Verfuss – 1st year studio master (Interior Design)
Bachelor of Technology in Interior Design (NMMU) 2007

Stephen Lew – 2nd year studio master (Interior Design)
Bachelor of Design in Interior Architecture (HETAC) (Griffith College, Dublin)

Marga De Vos – 3rd year studio master (Interior Design)
Bachelor Degree in Architectural Technology 2007 (CPUT)

Sue Lunnon – full time lecturer (Interior Design & Decorating)
B.A. (UCT) 1977
Performer's Diploma in Speech and Drama (UCT) 1977
HED (RAU) 1988
Interior Decorating (ICS) 1987
N3 Interior Decorating 1992
Freelance Journalism (CAPE TECHNIKON) 1999
International Assessor Award (CITY AND GUILDS OF LONDON) 2000
International Diploma in Teaching and Training (CITY AND GUILDS OF LONDON) 2000
Moderate Assessment (Unit standard 7977) 2003

Justin Gomes-Luis - full time lecturer (Interior Design)
Diploma in Interior Design (BHC School of Design) 2008
Bachelor of Technology in Interior Design (CPUT)

Jeremy Volkmann - full time lecturer (Interior Design)
Diploma in Interior Design (BHC School of Design) 2003
BTEC Higher National Diploma, Edexcel 2005
Certificate, Conduct Assessment of Learning Outcomes, ETDP SETA 2005
Certificate, Revit Architecture, Autodesk 2009
Professional Architectural Technologist, SACAP 2006
Certificate, Energy Efficiency in Buildings SANS 10400, SAIAT 2013

Laura Hiddleston – Part time lecturer (Interior Decoration)
Diploma in Interior Design (BHC School of Design) 1991
Bachelor of Technology in Interior Design (CPUT)

Sue Hudson – Part time lecturer (Interior Decoration)
Diploma in Interior Design (BHC School of Design) 1997

ADMINISTRATION

Jeremy Volkmann	Principal	Morgan Volkmann	Quality management
Jaimie Corbishley	Quality Management	Sue Lunnon	Registrar
Brenda Dandahwa	Accounting	CJ Lombard Jacobs	Reception

FINANCIAL INFORMATION

2018 TUITION FEES: Diploma in Interior Design

South African Residents: R77,500.00 (R3,500 registration fee + R74,000 tuition fee)
Non-South African Residents: R80,500.00 (R6,500 registration fee + R74,000 tuition fee)

Payment Options:

1. Early settlement discount on full payment before 31 January 2018: R70,300.00
2. 10 Payments (1st February – 1st November 2018): R7,400.00
3. 4 Payments (1st February, 1st April, 1st July, 1st September): R18,500.00

2018 TUITION FEES: Higher Certificate in Interior Decorating

South African Residents: R50,000.00 (R3,500 registration fee + R46,500 tuition fee)
Non-South African Residents: R53,000.00 (R6,500 registration fee + R46,500 tuition fee)

Payment Options:

1. Early settlement discount on full payment before 31 January 2018: R44,175.00
2. 10 Payments (1st February – 1st November 2018): R4,650.00
3. 4 Payments (1st February, 1st April, 1st July, 1st September): R11,625.00

Applications submitted after 1st December 2017 will incur an additional late application fee of R500
Tuition fees may be paid by cash, debit order, EFT or cheque.

Please note that credit card payments are not accepted.

Account details:

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

Fax number: 086 556 3208 OR email: ***brenda@designschool.co.za***

The following costs are NOT included in the tuition fee:

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

PAYMENT RULES

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

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

ANNUAL FEE INCREASES

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

REFUND POLICY

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

APPLICATION FOR ADMISSION

Access to the Diploma and Higher Certificate programmes is granted to all applicants who meet the minimum entrance requirements, or who follow the alternative routes of entry.

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

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

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

Please submit applications in person to:

The Registrar
72 Salt River Road
WOODSTOCK
7825

Or mail to:

The Registrar
PO Box 13696
MOWBRAY
7708

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

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

RECOGNITION OF PRIOR LEARNING (RPL)

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

The institution recognises prior learning in a number of instances:

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

Please contact the registrar at +27 (0)21 447 7288 during office hours, should you wish to submit an application for RPL.

CREDIT ACCUMULATION AND TRANSFER (CAT)

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

CLOSING DATE FOR APPLICATION

Applications are dealt with as we receive them. There is no closing date for 2018 applications as long as there is place in the class. *NOTE: Late applications (after 1 December 2017) will incur an additional late application fee.*

INTERNATIONAL LEARNERS

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

LEARNER IDENTITY CARDS

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

APPLICATION PORTFOLIO REQUIREMENTS

Applicants are required to submit a prescribed portfolio and are evaluated as soon as these are received. Applicants who submit portfolios that do not meet the minimum requirements are, after consultation, given the opportunity to resubmit or are advised to attend a bridging course.

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

Drawing requirements:

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

You will have to demonstrate the following skills:

1. The ability to perceive depth from an interior perspective: Draw an interior perspective (3D drawing) of any room, e.g. a lounge, showing depth and shading.
2. The ability to perceive depth from an exterior perspective: Draw an exterior of a two-storey or higher building, showing depth and shading.
3. The ability to render: Draw a still life in colour.
4. The ability to organise space through the use of scale and proportion: Draw a floor plan (top view) of any room or dwelling, indicating windows, doors, walls, furniture and flooring.

Questionnaire:

- Name a South African interior you wish you had designed and give us a reason why you find it special. (This could be a restaurant, domestic space or office - your choice.)
- Name your favourite international interior and give us a reason why you find it special. (Research in magazines or books.)
- Which local or international designer do you admire? Explain why they impress you.
- Which three words would you use to describe yourself?
- Which three words would describe your design preferences?
- What three designed objects would you put in your own interior? (Money plays no role.)
- What in your opinion is the difference between Interior Design and Interior Decorating?
- What type of products or interiors do you see yourself designing when you graduate?

LEARNER SUPPORT AND DEVELOPMENT

Career information and admission facilitation

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

Academic support and development

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

Financial assistance

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

Industry placement support

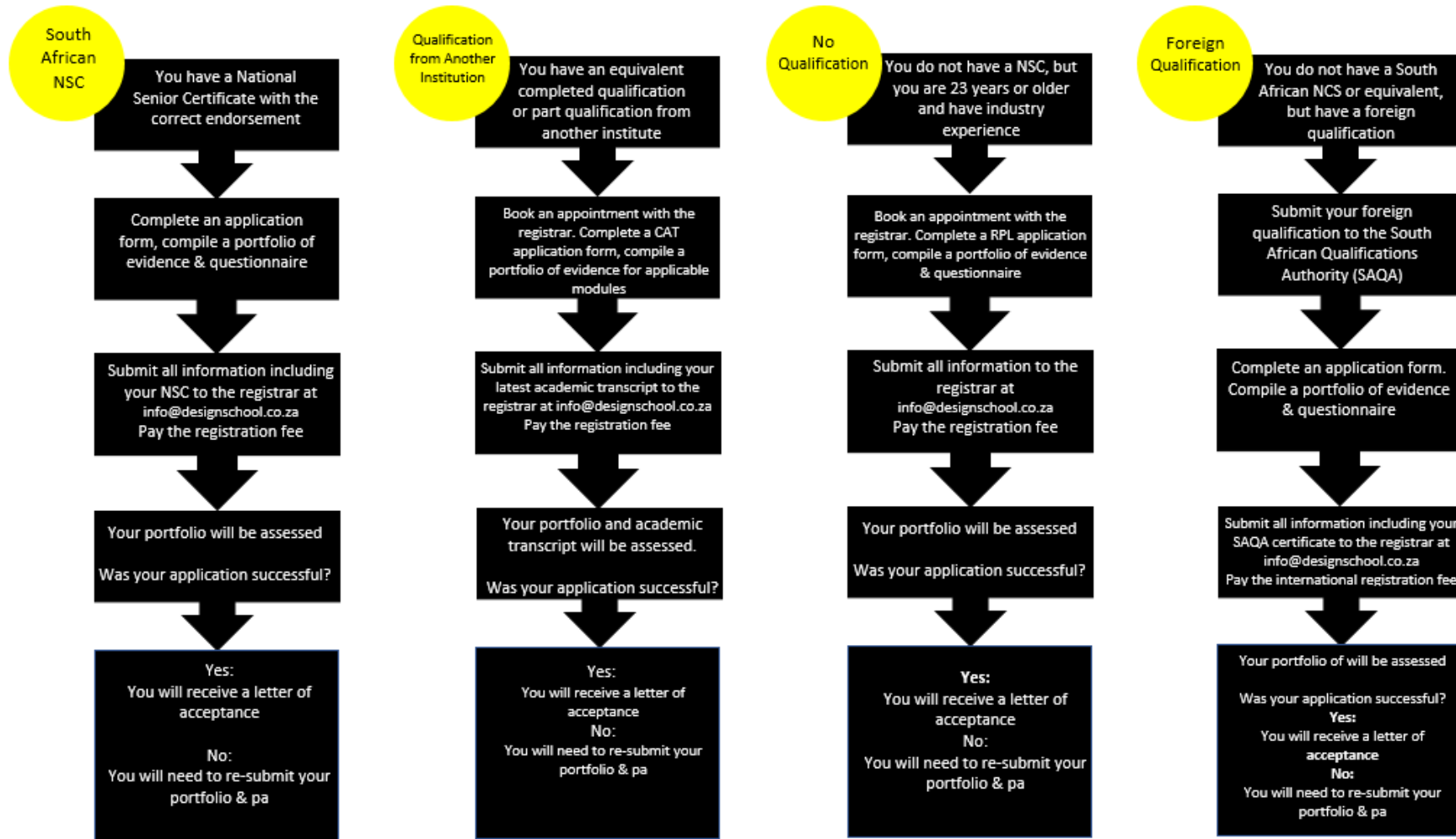
- Experiential learning programme placement
- Recommendation letters
- CV and interview preparation assistance

- Access to industry recruitment

Social and personal development

- Quarterly social events
- Referral to counselling services
- Mentoring
- Learner representative committee
- Newsletter every semester

REGISTRATION PROCCES



PROGRAMME DESCRIPTION: DIPLOMA IN INTERIOR DESIGN

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

CAREER OPPORTUNITIES

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

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

PROGRAMME OUTLINE

First Year

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

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

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

Second Year

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

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

Third Year

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

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

PROGRAMME STRUCTURE

Year	Course Name	NQF level	Credit value
1	2D AutoCAD 1	5	5
	Detail Design 1	5	2
	Sketching 1	5	8
	Building Construction 1	5	10
	History Studies 1	5	10
	Materials 1	5	10
	Practical Interior Design 1	5	60
	Technical Drawing 1	5	15
	TOTAL CREDITS 1st Year		
2	Sketching 2	6	3
	Detail Design 2	6	10
	History Studies 2	6	10
	Materials 2	6	10
	Practical Interior Design 2	6	65
	Professional Practice 1	6	10
	Technical Services 1	6	7
	Elective (SketchUp OR Revit Essentials)	5	5
TOTAL CREDITS 2nd Year			120
3	Digital Rendering I	6	5
	Professional Practice 2	7	10
	Contemporary Studies 1	7	12
	Council Submission 1	6	8
	Detail Design 3	7	10
	Experiential Learning	7	15
	Practical Interior Design 3	7	60
TOTAL CREDITS 3rd Year			120

PROGRAMME DESCRIPTION: HIGHER CERTIFICATE IN INTERIOR DECORATION

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

CAREER OPPORTUNITIES

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

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

PROGRAMME OUTLINE

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

PROGRAMME STRUCTURE

Course Name	NQF level	Credit value
Interior Decorating Theory	5	24
Presentation & Communication	5	24
Decorative Materials & Furnishings	5	24
Decorating Principles and Elements	5	6
Styles and Influences	5	12
Project Administration	5	6
Experiential Learning	5	12
Preparation for Employment	5	12
TOTAL CREDITS		120

ASSESSMENT

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

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

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

ACADEMIC CREDIT ACCUMULATION

In order to receive the Diploma in Interior Design (360 credits) or the Higher Certificate in Interior Decorating (120 credits); the learner must successfully demonstrate that s/he is competent in all the exit level outcomes of the programme and must have accumulated all the credits assigned to the qualification.

All modules must reflect a grading of 50% or higher, on the academic transcript in order for the learner to be awarded the relevant credits. Credits will only be awarded in full and no partial credits will be awarded to any learner.

INTERIOR DESIGN DIPLOMA PROGRESSION

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

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

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

CERTIFICATION AND AWARDS

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

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

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

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

LEARNER RULES & REGULATIONS

1. Attendance

- 1.1. Class hours are from 09h00 to 14h30.
- 1.2. It is recommended that learners attend a minimum of 85% of all theory and practical tuition. Register will be taken once daily for record purposes by studio master.
- 1.3. Learners are advised to take responsibility for attendance and it is recommended that they attend 85% of all formal and practical lectures, tutorials and outings.
- 1.4. A poor attendance record could result in the learner forfeiting his/her opportunity to qualify for supplementary assessment opportunities and/or end of year examinations.
- 1.5. The relevant facilitator will take register for each individual module and tutorials.
- 1.6. No learners will be allowed to enter the lecture room after a class has started.
- 1.7. 3rd Years might be required to attend class during quarterly holidays – depending on projects in progress.

2. Medical Certificates

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

3. Examinations

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

4. Assessment Criteria – General Rules

- 4.1. A recorded mark of 50% or above for an assessment means that the learner has passed the assessment.
- 4.2. A recorded mark above 40% for an assessment entitles the learner to a supplementary assessment opportunity.
- 4.3. An additional fee is payable per supplementary assessment opportunity.
- 4.4. A recorded mark of 39% or less for any assessment means that the learner has failed the assessment.
- 4.5. A course average of 49% or less means that the learner has failed the module and will have to repeat the module.
- 4.6. Should a learner repeat a module an additional fee is payable per module on the day of re-registration.
- 4.7. Should a learner achieve a score of 45% or above for their final portfolio, they qualify for a re-assessment opportunity.

5. Certification

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

6. Deadlines

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

7. Cheating and Plagiarism

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

8. Computer Rooms and Facilities

- 8.1. Under no circumstances may food and/or beverages enter the computer room.
- 8.2. Should a learner not comply with this rule, the learner may be issued with a fine.
- 8.3. Should any equipment be damaged due to learners not abiding by this rule, the learner will be liable for the replacement cost of the damaged equipment.
- 8.4. No software, music or any multimedia data (eg. movies, presentations etc.) may be downloaded. Any person who fails to comply with this rule will be liable to a fine.

9. Use of College Network

- 9.1. Learners may only use the computer facilities for relevant research or to execute given projects.
- 9.2. BHC School of Design reserves the right to monitor internet activities.
- 9.3. Should a learner abuse the network system or access pornographic or any other sites that may offend fellow learners the Institution will take disciplinary / remedial action.
- 9.4. Learners are allowed internet access for the sole purpose of relevant and appropriate design research.
- 9.5. Unacceptable uses:
 - 9.5.1. No e-mail attachments may be opened (unless relevant to the course)
 - 9.5.2. To generate a profit
 - 9.5.3. For private or personal matters
 - 9.5.4. Use contrary to the BHC School of Design Policy and Practice manual
 - 9.5.5. Use for the purpose of establishing a peer-to-peer network connection, that will be used to download / share information (of any format) that resides on the Institutions network.

- 9.5.6. Downloading and saving files onto the BHC School of Design's Network that will be in violation of the Copyright Act.
- 9.5.7. All learners and staff must connect to the BHC School of Design's network using their assigned user name and password for security purposes.

10. Behavioural Guidelines

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

11. With Regard to the Workplace

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

12. Exhibition and Ownership of Work

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

13. Media Resource Centre

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

14. Payment of Fees

- 14.1. No academic transcript and/or qualification will be awarded to any learner with outstanding tuition fees
- 14.2. 2% Interest will be charged per month on late payments
- 14.3. Learners who terminate their studies for whatsoever reason will be liable for the full payment of that academic year they registered for.
- 14.4. A learner will automatically be suspended should his/her fees be more than 120 days in arrears. Such a suspension will only be lifted once the outstanding fees (with interest) have been paid in full.
- 14.5. A learner with outstanding fees from the previous academic year will not be permitted to re-register for a new academic year until all outstanding payments are made.
- 14.6. A fee is payable upon the replacement of any academic transcript or certification.

15. Premises and Equipment

- 15.1. BHC School of Design does not have a parking facility for learners and therefore learners must make use of public parking. BHC School of Design will not be liable for any damage or loss.
- 15.2. Upon entering or leaving the building all learners must ensure that all doors are closed and/ or locked behind them.
- 15.3. All ablution facilities must be left in a clean and hygienic condition after use. Basins in toilets are for hands only – all art brushes and industrial fluids have to be cleaned in the studio or canteen sinks.
- 15.4. Smoking is permitted in designated smoking areas ONLY. Cigarette butts must be disposed of in the containers/ ashtrays provided. Learners who fail to adhere to this rule will be liable for a fine.
- 15.5. Practical studios are communal spaces and therefore courtesy and cleanliness should be practiced at all times.
- 15.6. Learners are responsible for the care of the drawing board that they have been allocated. Should any damage result from their negligence, then the learner will be held responsible for the cost to repair or replace board.
- 15.7. No drawing boards, computers or projectors may leave the premises under any circumstances.
- 15.8. Learners may not use any staff computers under any circumstances.
- 15.9. It is kindly requested that the last learner to leave the studio to please close all windows, switch off fans, lights, radios and air-conditioners.

16. Exclusion of Liability

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

17. General

- 17.1.1. All official outings organised by BHC School of Design must be attended by all learners.
- 17.1.2. Cell phones MUST be switched off during lecture and studio times. Learners who use a cell phone during official tuition times will be liable for a fine.
- 17.1.3. Please refer to the BHC School of Design *Policies and Procedures* - these, together with the *Rules and Regulations*, are available in the Media Resource Centre.
- 17.1.4. These rules and regulations may change from time to time.
- 17.1.5. The onus is on the learner to familiarize himself / herself with the content of these documents.
- 17.1.6. Learners are not permitted to use the institutions telephone facilities unless special permission is granted.