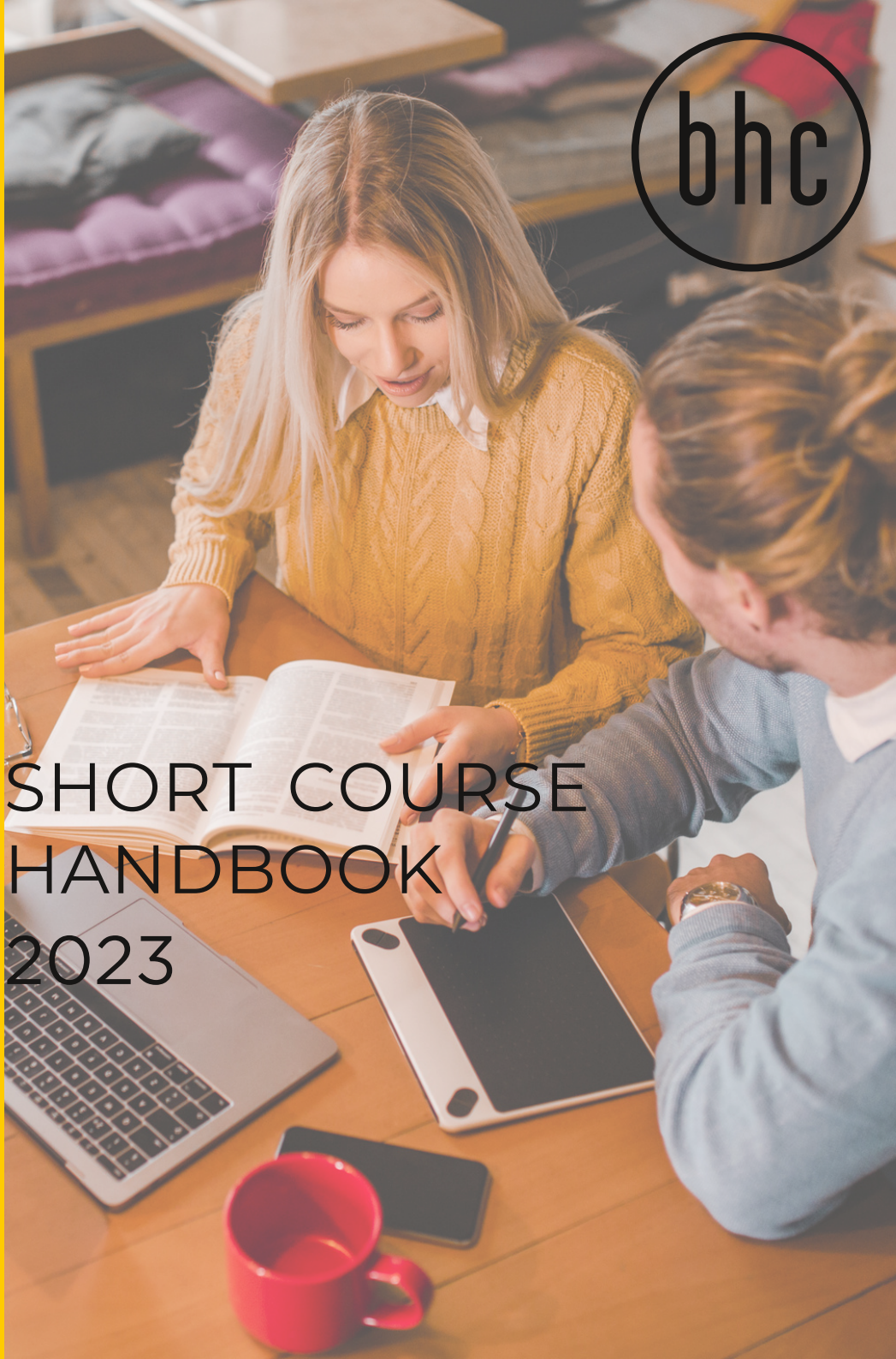




SHORT COURSE
HANDBOOK
2023



CONTENTS

- 01 Short: An overview
- 02 Course Dates
- 03 Useful Contacts
- 04 Location
- 05 Facilities & Equipment
- 06 Terms & Conditions
- 07 Interior Decorating
- 08 Sketch Up Pro
- 09 Revit Essentials
- 10 Stationery



Short Courses: AN OVERVIEW

BHC presents a variety of intensive enrichment short courses in the field of design, more specifically: Interior Decorating, 2D AutoCAD, SketchUp Pro and Revit Essentials.

The part-time short courses are non-credit bearing, intensive courses, made up of modules taken from our SAQA registered full-time Diploma in Interior Design and Higher Certificate in Interior Decorating programmes.

Our lecturers are all qualified assessors and active decorators, designers, architects or mentors; keeping students abreast of new trends and technological developments.

COURSE DATES

COURSE	DATES	COURSE CODE	IID CPD POINTS
Interior Decorating	4th March	DEC 1	12
Interior Decorating	12th August	DEC 2	12
Sketch Up PRO	7th March	SU 1	6
Sketch Up PRO	1st August	SU 2	6
Revit Essentials	26th September	RE 1	6



CONTACTS

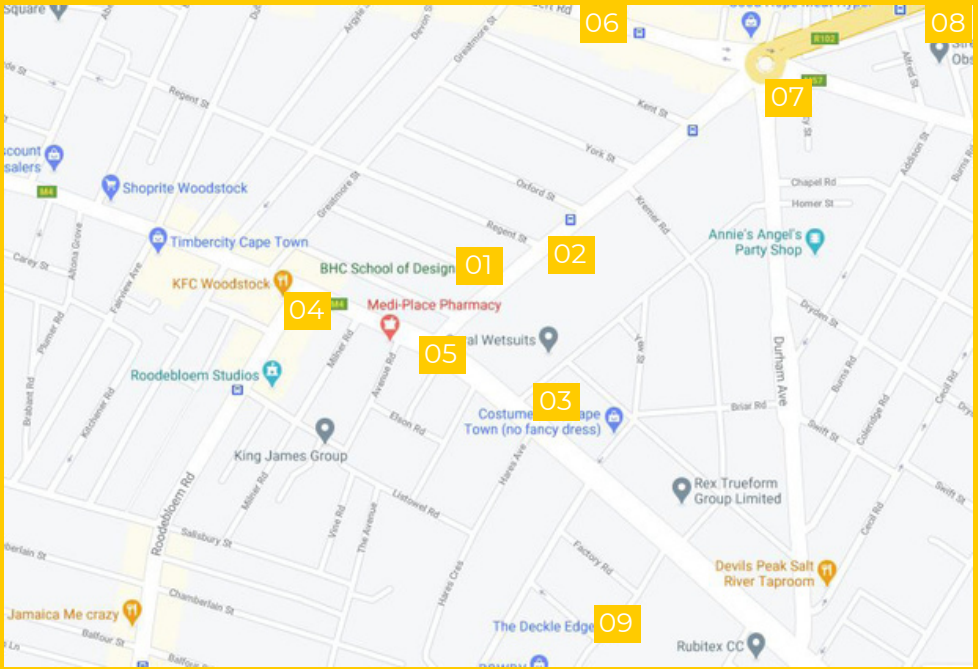
Managing Director Jeremy Volkmann
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Director Morgan Volkmann
morgan@designschool.co.za

Admissions Tania Burman
info@designschool.co.za

Financial Brenda Dandahwa Administrator
brenda@designschool.co.za

Head of Academics Janet Burger
janet@designschool.co.za



LOCATION

- BHC School of Design/Freddie Freeloader 01
- MyCiti Bus Stop 02
- Caltex Garage: Seattle Coffee Co. / Nedbank ATM 03
- ABSA Woodstock 04
- Main Road / Victoria Road 05
- Lower main Road / Albert Road BP Garage: Wild Bean 06
- Café / Standard bank ATM 07
- Salt River Train Station 08
- Deckle Edge Stationery Supplier 09

FACILITIES & EQUIPMENT

MEDIA RESOURCE CENTRE – (GROUND FLOOR)

The Media Resource Centre is stocked with books, directories, magazines, brochures DVD's and samples. A full inventory of all media is posted in the Media Resource Centre. Books may ONLY be removed from the library for photocopying purposes. Please replace all books in their original locations. Please DO NOT cut out of ANY magazines in the Media Resource Centre.

SAMPLE ROOM – (1ST FLOOR LEVEL)

The samples and magazines in the student sample area can be cut up and used for projects. Please only take what you need for your project. Please keep the area tidy. Please feel free to donate magazines and samples.

COMPUTER LAB – (GROUND FLOOR)

Under no circumstances may food and/or beverages be taken into the computer lab. Free Internet access is available to all students but please refer to the Rules and Regulations for guidelines and restrictions.

STUDIOS – (1ST & 2ND FLOOR)

Practical studios are communal spaces and therefore courtesy and cleanliness should be practised at all times. Each studio is equipped with adjustable drawing boards.

LECTURE ROOM - (GROUND FLOOR)

The lecture room is equipped with a digital projector, overhead projector, and slide projector in order to accommodate a variety of facilitation methods. Please do not eat or drink in the lecture room.

SECURITY

A security guard monitors access to BHC School of Design (Pty) Ltd. However, students are advised to safeguard their personal possessions at all times. Students are urged not to leave any visible possessions in parked cars.

ACCESS

The college is within walking distance of Salt River train station and is located on the main bus and taxi routes. Students are asked to enter premises through front door and sign the register placed at reception before each and every class.

PARKING

All students attending classes are asked to make use the parking in front of the BHC School of Design building or as directed by the security guard onto Ormskirk Road.

SMOKING

As this is an educational institution, no smoking is permitted in the building. Smoking is permitted in the courtyard in front of the building. Please dispose cigarette stumps in bins provided.



TERMS & CONDITIONS

PAYMENT OF FEES

- Please use the following banking details for direct deposits or EFT transfers

Account name: BHC School of Design (Pty) Ltd

Bank: First National Bank

Account number: 50240051818

Branch: Tableview (203809)

Reference: [Your Name]

E-mail: brenda@designschool.co.za

- Credit card/debit card payments are accepted.
- Snapscan is available.
- A registration fee is payable on enrolment. Please note that NO enrolment will be processed without payment. This fee will be deducted from the total course fee. Please attach proof of payment with your enrolment form.



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PAYMENT OF FEES CONTINUED

- The registration fee is non-refundable, unless the enrolment was unsuccessful.
- Registered students are liable for FULL course fees.
- International students are liable to pay the FULL amount before course commences.
- A student will automatically be suspended should their fees be more than 30 days in arrears. Such a suspension will only be lifted once the outstanding fees (with interest) have been paid in full.
- No academic transcript and/or certificate will be awarded to any students with outstanding tuition fees.

ADMINISTRATION FEES

Catch up/Revision classes (cost per learner per hour)	R 250.00
Replacement of lost/stolen/damaged certificate	R 250.00
Postage: Registered mail	R 25.00
Postage: National Courier	R 50.00
Postage: International Courier to African Countries	R 500.00
(DHL) Refund of application fee	R 60.00
Default on Debit order Payment	R 60.00
Foreign learner levy	R 380.00
Resubmission of Interior Décor Portfolio	R 550.00
Re-assessment for 6 week short course	R 250.00
Re-print of invalidated certificate	R 250.00

ATTENDANCE

- Should a student be unable to attend a class, he/she may book and pay upfront for a catch up class with the relevant facilitator at an additional fee of R250 per hour per student payable to the facilitator.
- Students are requested to inform the relevant facilitator by email if he/ she is unable to attend a class.

CLASS CONDUCT

- Cell phones must be switched off or on silent during class. Students are required to arrive on time for all classes.

GENERAL

- Students must comply with the Rules and Regulations of BHC School of Design (Pty) Ltd and ensure the highest possible standard of conduct at all times.
- All students enter the premises of BHC School of Design (Pty) Ltd at their own risk.
- All students will be liable for any damage caused through negligence to any college property.
- Course dates may change due to enrolment numbers or public holidays.
- Your portfolio and/or work must be collected once your results have been released. BHC School of Design (Pty) Ltd will only hold portfolios and student work for 6 months after results have been released. After this time BHC School of Design (Pty) Ltd will no longer accept responsibility to hold the portfolio.
- English is the primary language of teaching, learning and assessment at BHC School of design. All communication, facilitation, assessment and moderation procedures are conducted in English. It is the student's responsibility to ensure that s/he is able to communicate effectively in the language of learning, teaching and assessment as prescribed by the institution.



INTERNATIONAL STUDENTS

The following documentation (originals or certified copies) must be submitted with your application:

- Study Permit or Visitors Visa
- Passport
- Police Clearance Certificate
- Proof of Accommodation for duration of studies (BHC does not assist with accommodation)
- Proof of sufficient English Literacy

Acceptance of international students is subject to availability and the full payment of the course fee received by the college no later than 10 working days prior to the commencement of the course.

Information on Study and Visitor Visas:
Department of Home Affairs
+27(0)12-3148911
www.southafrica.info.com



INTERIOR DECORATING

Facilitators: Jaco Landman

Entrance requirements: No minimum requirement

Venue: Lecture room and Studio – Ground & 1st or 2nd Floor

Days and Times: Saturday 9h00 – 13h00

COURSE DESCRIPTION

- This short course includes the decorative and functional planning of domestic environment. It covers both practical and aesthetic aspects of decorating and projects are orientated towards a portfolio of a professional standard.

STUDY MATERIAL

- Students enrolled for the decorating short course need to purchase equipment. The equipment list will be discussed on the 1st session so that students can see what is required. The cost of the kit ranges from R650.00 to R1000.00, depending on the student's needs.
- Please note that all payments for equipment must be made to The Deckle Edge and NOT to BHC. Please label all your equipment.

ASSESSMENT

- Students are required to complete a Portfolio of Evidence that will include two Interior Decor briefs. The portfolio may be used to apply for enrolment into the full-time Diploma in Interior Design or Higher Certificate in Interior Decorating programmes offered by BHC. The Certificate of Competency is contingent on the successful evaluation of a Portfolio of Evidence.

NOTE: Your Portfolio of Evidence is to be collected once your results have been released. BHC School of Design (Pty) Ltd will only hold portfolios for 6 months after results have been released. After this time BHC School of Design (Pty) Ltd will no longer accept responsibility to hold the portfolio.

SKETCH UP PRO

Facilitator: Liezl Verfuss

Entrance requirements: Basic computer literacy

Venue: Computer Lab – Ground Floor

Days and Times: Tuesday & Thursday Evenings: 17h30 – 20h00

COURSE DESCRIPTION

- The purpose of this course is to provide the student with the skills and knowledge required to use the SketchUp package to quickly and efficiently generate 2D geometry and 3D models for interior design proposals.

STUDY MATERIAL

- Students will be supplied with a reference manual

ASSESSMENT

- Completion of a competency exercise

REVIT ESSENTIALS

Facilitator: Francois Hugo

Entrance requirements: Proficient in 2D AutoCAD

Venue: Computer Lab – Ground Floor

Days and Times: Tuesday and Thursday Evenings: 18h00 – 20h30

COURSE DESCRIPTION

- The purpose of this course is to provide the student with the skills and knowledge required to use the Revit Architecture package to quickly and efficiently generate 2D documentation and 3D models for architectural and interior projects.

STUDY MATERIAL

- Students will be supplied with a reference manual

ASSESSMENT AND ACCREDITATION

- BHC Certificate of Competency, which will be awarded on achieving the Autodesk Certificates of Completion for the 5 modules covered.

A photograph of three people (two women and one man) smiling and looking at a laptop screen. The image is partially obscured by a large black circular graphic on the right side.

STATIONERY

All stationery can be purchased
from The Deckle Edge.

The Deckle Edge:
021 180 4442 (Woodstock)
sales@deckleedge.co.za

RULES & REGULATIONS

1. CERTIFICATION

1. Students will be awarded with a certification of competence only if they have demonstrated that they is competent at all exit level outcomes of the relevant courses.
2. A student has to score a minimum average of 50% to pass a course and recieve a certificate.

2. PAYMENT OF FEES

1. No academic transcript and/or certificate will be awarded to any student with outstanding tuition fees.
2. 2% interest will be charged per month on late payments.
3. Students who terminate their studies for whatsoever reason will be liable for the full payment of the course they are registered for.
4. A students with outstanding fees:
 - Cannot re-register for the same short course
 - Cannot register for another short course
 - Cannot attend or submit the assessments

3. CHEATING AND PLAGIARISM

1. All work submitted for assessment must be authentic. 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.

4. USE OF COLLEGE NETWORK

1. Students may only use the computer facilities for relevant research or to execute given projects.
2. BHC School of Design reserves the right to monitor Internet activities.
3. Should a student abuse the network system or access pornographic or any other sites that may offend fellow student the Institution will take disciplinary / remedial action.
4. Students are allowed Internet access for the sole purpose of relevant and appropriate design research.
5. Unacceptable uses:
 - No e-mail attachments may be opened (unless relevant to the programme)
 - To generate a profit
 - For private or personal matters
 - Use contrary to the BHC School of Design Policy and Practice manual
 - 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.
 - Downloading and saving files onto the BHC School of Design's Network that will be in violation of the Copyright Act.
 - All students and staff must connect to the BHC School of Design's network

5. BEHAVIOURAL GUIDELINES

1. All reasonable instructions given by a facilitator or management staff of BHC School of Design must be carried out.
2. Students must act in an orderly and lawful manner, taking into account and respecting the rights of other students, the Institution facilities and clients.
3. Attacks, whether verbal or physical and discriminatory languages are not condoned and severe Disciplinary measures will be taken.
4. College equipment and personal possessions of fellow students and staff must be handled with the necessary care and respect.
5. No property may be removed from the premises without the proper authorisation of the facilitator responsible.
6. Safety is of utmost importance and therefore, no students 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.
Students 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.
7. In order to protect staff and fellow students , BHC reserves the right to search students individual workstations, handbags and packages. Such searches will take place within the bounds of human dignity and respect.
- 8.

6. EXHIBITION AND OWNERSHIP OF WORK

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

7. PREMISES AND EQUIPMENT

1. BHC School of Design does not have a parking facility and therefore students must make use of public parking. BHC School of Design will not be liable for any damage or loss.
2. No drawing boards, computers or projectors may leave the premises under any circumstances.
3. Students may not use any staff computers under any circumstances.

8. EXCLUSION OF LIABILITY

1. Neither BHC School of Design (Pty) Ltd, Jeremy Volkmann, Morgan Volkmann, the Landlord, The Suddie Trust 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 BHC School of Design (Pty) Ltd, Jeremy Volkmann, Morgan Volkmann, the Landlord, The Suddie Trust or any of the said persons or otherwise.

9. GENERAL

1. Cell phones MUST be switched off during lecture and studio times.
2. Please refer to the BHC School of Design Policies and Procedures - these, together with the Rules and Regulations, are available on the website.
3. These rules and regulations may change from time to time.
4. The onus is on the student to familiarize himself / herself with the content of these documents.
5. Students are not permitted to use the telephone at the institution unless special permission is granted.

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Mowbray 7705

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www.designschool.co.za

SCHOOL
OF DESIGN