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# ENROLMENT 2012

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<b>Personal Details</b>	
<b>Surname:</b>	
<b>First Names:</b>	
<b>Title (Mr, Mrs, Miss, Dr):</b>	
<b>Identity Number:</b>	
<b>Home Language:</b>	
<b>Male/Female:</b>	
<b>Home Address:</b>	
<b>Postal Code:</b>	
<b>Postal Address:</b>	
<b>Postal Code:</b>	
<b>Home Telephone No.:</b>	
<b>Work Telephone No.:</b>	
<b>Cellular Number:</b>	
<b>Fax Number:</b>	
<b>E-mail Address:</b>	
<b>Company:</b>	
<b>Educational Qualifications</b>	
<b>Highest Qualification Obtained:</b>	
<b>Date Obtained:</b>	
<b>Name of Institution:</b>	
<b>Other Educational Qualifications:</b>	
<b>Course Details</b>	
<b>Courses Required:</b>	
<b>Course Date:</b>	
<b>How did you hear about the College:</b>	

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# **ENROLMENT 2012**

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**Please make sure you have provided all of the following:**

- € Identity Document / Passport
- € Matric certificate (if younger than 23 Years old)
- € Study Visa to be obtained prior to joining College (if foreign student)
- € Full proof of payment faxed or emailed

## **Payment Details**

Payment may be made by:

1. Electronic Transfer/Direct deposit into our bank account:  
Account Name : Lifestyle College  
Bank : Standard Bank  
Branch Code : 000 205  
Account Number: 000 008 656

**Please validate by either faxing or emailing a copy of the transaction slip through to us with your name clearly indicated.**

**Please use your name and surname as a reference for all payments, until you receive your student number.**

2. Directly at the College offices with cash or credit card.
3. Please note that no cheques will be accepted.



Tel: (011) 792-5054 / (011) 792-8244  
Fax: (011) 792-5055  
E-mail: [college@lifeimp.co.za](mailto:college@lifeimp.co.za) / [lifestylecollege@iburst.co.za](mailto:lifestylecollege@iburst.co.za)  
Website: [www.lifestylecollege.co.za](http://www.lifestylecollege.co.za)  
Facebook: Lifestyle College

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# **ENROLMENT 2012**

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## **LIFESTYLE College Orientation**

Welcome to LIFESTYLE College. Thank you for choosing the LIFESTYLE College to obtain your qualification.

Please spend a little time familiarising yourself with the College.

### **College Staff**

Richard Gibb	Principal
Helen Henderson	Office Manager / Student Liaison Officer
Patricia (Patsy) Semanya	Receptionist
Poppy Mothobi	Hospitality Hostess

As a small, private college we have been able to develop an open, friendly, yet professional atmosphere and encourage you to discuss with Helen any issues (financial or personal) that may affect your learning programme.

Our mission is to make your journey at the college not only a fulfilling educational experience but an enjoyable one as well. All our lecturers are passionate and enthusiastic about their field of expertise and are fully committed to achieving this. However, your total commitment is required as well for you to reap the full benefit of this learning programme.

### **General College Information**

#### **Parking**

Please park in the main front parking area of Lifestyle Garden Centre.

#### **College Lecture Hours**

Lectures	09h00 to 16h00 (unless otherwise specified)
Tea	10h30 to 10h50 (unless otherwise specified)
Lunch	12h30 to 13h30 (unless otherwise specified)

#### **Student Number**

Please use your student number when corresponding with or paying at the college. (Your student number is the customer/invoice number that appears on your tax invoice. This is usually given to you on the 3<sup>rd</sup> day of the first introductory course).



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# **ENROLMENT 2012**

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## **Course Prerequisites to move from Introductory to Advanced Courses**

- 4 Introductory courses completed.
- Continuation of Advanced programme only after completion of the 4 Introductory courses.

## **The College's Education Policy**

Lifestyle College follows an OBE process as required by the Department of Education. It has the following benefits for students:

- No stressful written examinations in a classroom situation.
- All assessments are open book and at your own pace.
- Assessment assignments are done individually, usually completed at home.
- Home assignments submitted on the following lecture day provide the opportunity of ongoing assessment and constructive feedback.

## **Assessments**

- Assessment assignments or projects or homework or practicals are all considered as assignments that are assessed by qualified assessors.
- These are given for each course and the lecturer will give you full details of what is required.
- All assessments are marked as a percentage.
- All assessors are qualified in assessing projects.
- A course fee includes one assessment opportunity (to be scheduled during the course).

## **Introductory Courses requiring Assessment Assignments**

- Your assessment assignment must be handed in to the College for assessment by a specified date (scheduled during the course).
- Do not hand your assessment assignment in at Lifestyle Garden Centre or with a security guard as it will not be forwarded to the College.
- You will be notified by sms when your certificate and/or assessment assignment is ready for collection.

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# **ENROLMENT 2012**

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## **Advanced Courses requiring Assessment Assignments**

- Your appointment for presentation on the last day of the course will be scheduled during the 2<sup>nd</sup> last lecture.
- You will have 15 minutes to present your assessment assignment to the lecturer (assessor).
- The assessor will keep your assessment assignment for evaluation.
- Model building and Advanced Horticulture require practical assessments to be conducted on the last day of each course.
- You will be notified by sms when your certificate and/or assessment assignment is ready for collection.

## **Assessment System**

- The assessment assignments are strictly in accordance with the prescribed syllabus in English. All tuition and assessments are done in English.
- You will receive an assessment sheet indicating a rating and clear, comprehensive, constructive feedback after each assessment.

## **Rating Assessment Assignments**

1. 'Fulfils all the Requirements'  
If the assessment sheet has only 'fulfils all the requirements' (50-94%) rated, you are deemed to be competent to proceed to the next learning level.

**OR**

2. 'Additional Evidence Still Required'  
If the assessment sheet has 'additional evidence still required' (less than 50%) rated, you are deemed to be not yet competent and require additional evidence of competence to progress to the next learning level.

The area/s of learning that still need to be mastered will be clearly rated as 'additional evidence still required'. You will only be re-assessed on the area/s rated 'additional evidence still required'. The whole assessment assignment and assessment sheet (marksheet) need to be handed back for assessment.

**OR**

3. 'Best Practice'  
If the assessment sheet has a majority of 'Best Practice' (95-100%) rated, you are deemed to be a best practice student. 'Best Practice' is awarded at the discretion of the assessor and justification for this rating must be given.

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# **ENROLMENT 2012**

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## **Please Note:**

All 3 ratings are possible in an assessment as you have been evaluated against several assessment criteria and you may have been successful in some and not in others.

## **Assessment Feedback**

- As the feedback should be impartial, positive and constructive it should be viewed as an additional learning experience rather than criticism.
- Should your assessment assignment require additional evidence the assessor should clearly indicate the areas of concern and advise you on a positive plan of action to achieve competence.
- You are permitted only one re-submitted assessment assignment per course for Additional Evidence Still Required (if not enough evidence of competence is found).
- Re-submitted assessment assignments must be handed in within 2 weeks of receiving assessment ratings and feedback.
- Failure to resubmit within 2 weeks results in redoing the course at an additional cost.

## **Moderation**

A moderator's report will be completed once all the course assessment assignments have been moderated, ensuring that the assessor has not deviated from the assessment guide.

## **Recognition of Prior Learning (RPL) Policy**

As there are no unit standards in place for Landscape Design, we are unfortunately not able to offer RPL. Our policy therefore requires a completed and valid local qualification in order to gain credits for a particular course. A certified copy of the qualification needs to be submitted to the College with the original qualification for validation. The original will be returned and the certified copy kept for record purposes. On submitting your portfolio to City and Guilds, a certified copy of the qualification needs to be placed in the appropriate spot confirming that you have the necessary qualifications.

## **Student Rights**

You have the right to:

- The procedure to follow if found not yet competent to progress to the next learning level.
- Appeal the results of any assessment (Appeal Form is attached).

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# ENROLMENT 2012

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## CANDIDATE APPEAL FORM

Name of Candidate	
Venue of Assessment	Lifestyle College
Course Name	
Name of Assessor	
Date of Application	
Date of Assessment	
What was the purpose of the assessment?	
Explain how you were assessed?	
List the reasons why you disagree with the assessment decisions.	
Which one of the following options could resolve the matter?	<input type="checkbox"/> Another Assessor <input type="checkbox"/> Different Assessment Instrument <input type="checkbox"/> Different Assessment Method <input type="checkbox"/> Different Venue for Assessment <input type="checkbox"/> Different Time
List any special needs you might have.	

Signature of Candidate : .....

Date : .....

Signature of Moderator : .....

Date : .....



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# ENROLMENT 2012

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## **LIFESTYLE College Rules and Regulations**

### 1. Terms and Conditions of Payment of Courses

#### (a) Full-Time Course

- Please note that your booking confirmation for the **full-time course** is subject to payment of the **deposit at the end of January of year that the course starts** (provided there is still space available on the course).
- The deposit fee is non-refundable.
- Please note that payment is due on the last working day of each month if you are paying off the full-time course cost on the monthly payment plan.
- You may cancel your registration in writing up to 15 working days prior to the course commencement date, however, a 20% cancellation fee will be levied. Cancellations inside of 15 working days will be liable for the full fee.

#### (b) Part-Time Course

- Please note that your booking confirmation for the **part-time course** is subject to payment of the **full course fee 2 weeks prior to the course commencing** (provided there is still space available on the course).
- In the event that you are unable to attend the course you may send a substitute in your place. You may transfer once at no additional charge, provided you do so in writing at least 10 working days prior to the course commencement date. Please advise of us your replacement in writing. Transfers inside of 10 working days will be charged a late transfer fee of 20%.
- You may cancel your registration in writing up to 15 working days prior to the course commencement date, however, a 20% cancellation fee will be levied. Cancellations inside of 15 working days will be liable for the full fee.

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# **ENROLMENT 2012**

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## **(c) General**

- The learner must comply with the rules and regulations of Lifestyle College and ensure the highest possible standard of conduct at all times.
- Lifestyle College reserves the right to decline an application without furnishing an explanation.
- Please note that learners will not be permitted to attend classes if any fees are outstanding.
- A monthly interest of 2% will be charged on overdue accounts.
- No refund or credit will be given should you fail to complete the course without giving required prior notice.
- Registered learners are liable for full course fees should they fail to complete the programme.
- Lifestyle College reserves the right to cancel or change course dates on short notice due to enrolment numbers, holidays or any other unforeseen circumstances.
- Prices as per our pricelist are subject to change without prior notice.

## **2. Register**

- 2.1 Register to be signed and name tags to be collected every morning of lectures and left on table at end of each lecture.

## **3. Latecomers**

- 3.1 All courses start at **09h00** (ensure you are at College by 08h45).
- 3.2 Lecture room doors will be locked at **09h00** and no latecomers will be permitted entry.

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# **ENROLMENT 2012**

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## **4. Non-Attendance**

- 4.1 Students need to phone the College if unable to attend a lecture.
- 4.2 All lectures missed due to illness will require a valid doctor's certificate.
- 4.3 Non-attendance for any other reason than illness will be subject to a 3% per day deduction in final assessment ratings.
- 4.4 Students need to ask fellow students for assistance regarding homework or information that they have missed.
- 4.5 Should 2 or more days of lectures be missed the student will have to repeat the course at his/her own expense (College accommodation allowing).

## **5. Lost Notes**

- 5.1 An additional fee will be charged for lost notes.

## **6. Home Assignments (Homework / Projects / Assessment Assignments)**

- 6.1 All home assignments are compulsory as they are part of an ongoing assessment.
- 6.2 Failure to submit home assignments will be subject to a 3% per day deduction in final assessment ratings.
- 6.3 All queries regarding late submissions need to be discussed with the Office Manager.

## **7. Assessment Assignment Deadlines**

- 7.1 Assessment dates are to be adhered to, without exception.
- 7.2 Late assessment assignments will be subject to deduction in final assessment ratings (5% will be deducted per day from the specified assessment date).
- 7.3 Assessments submitted later than 3 days after assessment due date will not be assessed and the course will have to be repeated at the student's own expense.
- 7.4 If no assessment is submitted for a course, 5% will be deducted from another course.

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# **ENROLMENT 2012**

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## **8. Practicals and Outings**

- 8.1 All practicals and outings are compulsory.
- 8.2 An attendance register will be taken.
- 8.3 Participation in practicals is compulsory.
- 8.4 Non-attendance of outings or practicals will result in a deduction of 5% on the final assessment.

## **9. Projects not Collected**

- 9.1 Projects not collected after 1 month of receiving notification will be destroyed.

## **10. Cell Phones**

- 10.1 Cell phones are to be switched off during lectures. No use of cell phones during lectures.
- 10.2 Please show respect for the lecturer and fellow students by switching off your cell phones.

## **11. Dress Code**

- 11.1 Lifestyle College doesn't prescribe a dress code but clothes need to be of an acceptable standard and not be offensive to others.

## **12. Exiting of Lecture Room**

- 12.1 No exiting of lecture room is allowed during lecture time.

## **13. Talking During Lectures**

- 13.1 Talking to other students when a lecturer is giving a lecture is strictly prohibited.
- 13.2 Please show respect for the lecturer and your fellow students.

## **14. Food and Drink**

- 14.1 No food or drink is permitted in the lecture rooms.

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# **ENROLMENT 2012**

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## **15. College Kitchen**

- 15.1 Please note that no students are allowed in the college kitchen.
- 15.2 Tea times are strictly adhered to.
- 15.3 Early morning tea/coffee (before lectures start) can be obtained as a takeaway from Silver Birch or Primi.
- 15.4 Students are requested to bring their own refreshments for lunch.

## **16. Principal**

- 16.1 The Principal will, when the need occurs, have a discussion with students who are under performing.
- 16.2 Should students be under 21, parents will be notified of the discussion.
- 16.3 The Principal is part-time and can, at a student's request, be contacted telephonically either by the Office Manager.
- 16.4 Email address is always available : [college@lifeimp.co.za](mailto:college@lifeimp.co.za).
- 16.5 Please note that the lecturers are here to provide the lectures and any information regarding those lectures. All administration queries are to be directed to either the Office Manager.

## **17. College Property or Equipment**

- 17.1 Tampering with any of the College property or equipment is not allowed.

## **18. Theft**

- 18.1 Any incidences of theft will be dealt with by the Disciplinary Committee. Students found guilty of theft will be expelled.

## **19. Behaviour**

- 19.1 Any behaviour which is considered abusive/offensive or violent will be dealt with by the Disciplinary Committee.

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# **ENROLMENT 2012**

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## **20. Disciplinary Procedures**

- 20.1 The disciplinary committee's duty is to facilitate issues that the college may have with any students on any level.
- 20.2 The Committee comprises of:
- a. Principal
  - b. Lecturer
  - c. Office Manager
- 20.3 Decisions made by the disciplinary committee are final.
- 20.4 The student may attend the disciplinary hearing at his/her own expense.
- 20.5 In severe or repeat offences the student may be suspended or expelled and full payment will still be due. Suspended students will not be allowed on College property.
- 20.6 Parents of students under 21 years of age will be notified of disciplinary measures taken by the College.

## **21. Disciplinary Measures**

- 21.1 Disciplinary measures will be taken for:
- Contravening rules and regulations.
  - Disturbance or misconduct during lectures or on college property.
  - Any irregularity in the assessment assignments.
- 21.2 Disciplinary measures will be taken if a student brings or shows signs of using the following contraband or dangerous weapons on college property:
- Any object that may cause bodily harm such as guns, knives, etc.
  - Any illegal substances such as drugs and/or alcohol .

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# **ENROLMENT 2012**

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## **22. L.G.D.A. (Lifestyle Garden Design Association)**

22.1 It is compulsory to be a student member of LGDA on completing the Advanced Informal course.

22.2 It is compulsory to be a full member of LGDA on completion of the Lifestyle College learning programme.

22.3 It is compulsory to become a GoLD member 12 months after receiving the City and Guilds qualification.

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# **ENROLMENT 2012**

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## **LIFESTYLE Garden Design Association**

It is compulsory for students to join the Lifestyle Garden Design Association (LGDA) after passing all courses up to and including Advanced Informal.

Benefits of joining the LGDA include:

- Access to the website
- Opportunity to complete a mentorship
- Meetings with suppliers
- Guest speakers
- Networking
- Newsletter

In addition to the above you will become a member of an organisation with a growing reputation for professionalism and quality work.

### **Access to the Website**

Members are able to access the LGDA website which provides invaluable support for designers entering the workplace including:

- Recommended suppliers and contractors
- Examples of client contracts
- Example of an employee contract
- Example of an employee policies and procedures manual
- Code of Ethics
- LGDA Constitution

### **Opportunity to complete a Mentorship**

Despite having completed the high quality courses provided by the college, there is still much to be learned about the industry. By undertaking a mentorship with an experienced, qualified designer, new designers will be equipped with essential knowledge to help them on their way in the business.

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# **ENROLMENT 2012**

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## **Meetings with Suppliers**

From time to time, suppliers are invited to make presentations at the college. These meetings give the suppliers opportunities to promote their products and/or services in more detail than advertisements can provide. Members are able to gain a good understanding of the products/services from the presentation, the question and answer session, and from meeting the supplier(s) face to face at the end of the meeting.

## **Guest Speakers**

Guest speakers are invited to present a talk on many subjects that form part of the industry. In the past these sessions have proved interesting, informative and, in some cases, highly entertaining.

## **Networking**

Various meetings at the college as well as arranged outings provide members with opportunities to network with qualified practising designers. They are a friendly bunch and are happy to pass on the wealth of knowledge gained from working in the industry for many years.

## **Newsletter**

Members receive a monthly newsletter via e-mail which provides information relating to industry events and many other interesting items.

## **Fees**

A once off joining fee of R200-00 and an annual membership fee of R350-00.



Tel: (011) 792-5054 / (011) 792-8244  
Fax: (011) 792-5055  
E-mail: [college@lifeimp.co.za](mailto:college@lifeimp.co.za) / [lifestylecollege@iburst.co.za](mailto:lifestylecollege@iburst.co.za)  
Website: [www.lifestylecollege.co.za](http://www.lifestylecollege.co.za)  
Facebook: Lifestyle College

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## ***Indemnity***

I acknowledge that participation in any course is at my own risk and hereby indemnify Lifestyle College, its associated companies, lecturers and employees against any loss or damage which I may suffer directly or indirectly, arising as a result of my participation in any course at Lifestyle College as a result of any cause whatsoever.

By signing this I hereby agree to abide by the Terms and Conditions and Rules and Regulations as contained herein

Please sign and return to the College by Email ([college@lifeimp.co.za](mailto:college@lifeimp.co.za)) or Fax (011) 792-5055.

Signed : \_\_\_\_\_

Date : \_\_\_\_\_

***We are looking forward to seeing you at the college!***

**E&OE**  
**Prices subject to change without prior notice**

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Tel: (011) 792-5054 / (011) 792-8244  
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E-mail: [college@lifeimp.co.za](mailto:college@lifeimp.co.za) / [lifestylecollege@iburst.co.za](mailto:lifestylecollege@iburst.co.za)  
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