



2013

South African Applicants  
Full-time Prospectus

## ***Table of Contents***

<b>Contact Details</b>	<b>3</b>
<b>Management &amp; Staff</b>	<b>3</b>
<b>Registration &amp; Accreditation, Legal Status</b>	<b>3</b>
<b>Our Mission</b>	<b>3</b>
<b>Goals &amp; Vision</b>	<b>4</b>
<b>Admission</b>	<b>4</b>
<b>Entry Requirements</b>	<b>4</b>
<b>2013 Calendar</b>	<b>4</b>
<b>Tuition Costs</b>	<b>5</b>
<b>Refund &amp; Cancellation</b>	<b>6</b>
<b>Bursaries &amp; Financial Aid</b>	<b>6</b>
<b>Residential Facilities</b>	<b>6</b>
<b>Residential Costs</b>	<b>6</b>
<b>Accredited Programme</b>	<b>7</b>
<b>Course Outline</b>	<b>7</b>
<b>Software</b>	<b>8</b>
<b>Facilities</b>	<b>8</b>
<b>Language Policy</b>	<b>8</b>
<b>Mode of Instruction</b>	<b>8</b>
<b>Assessment, Credit Accumulation, Progression</b>	<b>8</b>
<b>Qualifications</b>	<b>9</b>
<b>Student Support Services</b>	<b>9</b>
<b>Code of Conduct</b>	<b>9</b>

## **Contact Details**

Head office and only site of delivery

**THE ANIMATION SCHOOL (PTY) LTD**

42 Searle Street

Woodstock

7925

Tel: 0861 8222 33

Int Tel: +27 21 461 0822

Fax: + 27 21 461 0828

[www.theanimationschool.co.za](http://www.theanimationschool.co.za)

email: [nuno@uca.co.za](mailto:nuno@uca.co.za)

## **Management**

Nuno Martins - Director

Peter den Hartogh – Director

Samantha McSharry – Student Liaison

## **Academic Staff**

Nuno Martins - 1st Year Lecturer – Diploma in Graphics & Animation

Gareth Lund - 2nd Year Lecturer - International Certificates in Maya Foundation, Intermediate & Advanced

Peter den Hartogh - 3rd Year Lecturer – Diploma in Fine Arts (Netherlands)

## **Administrative Staff**

Nuno Martins - Principal

Samantha McSharry - Administrator

## **Registration & Accreditation**

- Provisionally registered with the Department of Higher Education and Training until 31 December 2012 as a private higher education institution under the Higher Education Act, 1997. Provisional registration certificate no. 2009/HE07/013.
- The Diploma offered by The Animation School is registered with the South African Qualifications Authority (SAQA) on the NQF as: Diploma: Digital Animation (NQF Level 6; Qualification ID 71756 with 360 credits)
- Provisionally Accredited with The Council on Higher Education Ref No. H/PR038/E001CAN
- MICT Seta accredited provider. Provider No. MAPP-TheAn-100205
- Internationally recognised Autodesk Authorised Training Centre

## **Our Mission**

In close collaboration with our industry, and by continually improving the skills and resources needed for offering locally and internationally recognised certification, aligned to the relevant South African National Qualifications Framework Qualifications and Unit Standards, plus 24-hour access to the latest professional technologies, we aim to develop a pool of creative talent from which the animation industry worldwide can draw.

## **Goals and Vision**

We will continue to offer world class intensive tertiary courses and training, to both local and international students in computer graphics and animation, to award-winning industry standards. The emphasis will always be on practical production skills and techniques, which combine hands-on classes, exercises, lab time, and individual and group projects in full collaboration with commercially successful artists and studios, with each course constantly developing, exposing and honing each student's artistic talent to a level of refinement expected by a highly selective and demanding industry.

## **Admission**

The success of any learning programme is largely dependent on the recruitment and selection of the most suitable applicants - those who meet the entrance requirements as specified by The Animation School, and the Fundamental requirements, or previous learning of the Qualification that they seek.

## **Entry Requirements**

All South African applicants must meet the following list of entry requirements to be eligible for application.

### **1. Portfolio of Artwork**

All applicants are required to have an Art background and must present a portfolio of artwork. We require a minimum of 6 artwork pieces for assessment. This artwork can be made up of any medium, namely; drawings / sketches, paintings, sculptures, digital artwork and anything else you believe will motivate your application.

### **2. Computer Literate**

Computer literacy is defined as the knowledge and ability to use computers and technology efficiently. Computer literacy can also refer to the comfort level someone has with using computer programs and other applications that are associated with computers. Another valuable component of computer literacy is knowing how computers work and operate. Applicants should be able to operate a personal computer and its related software and hardware, and to understand most of the underlying concepts (but not necessarily the electronics and /or programming language).

### **3. Prior Qualifications**

The minimum qualification required is a National Senior Certificate (grade 12), or equivalent. All South African citizens who have qualifications issued by an international institution must apply to the South African Qualifications Authority (SAQA) to have qualifications evaluated before application. SAQA Contact details:

Postnet Suite 248, Private Bag X06, WATERKLOOF, 0145. Tel: +27 12 346 5553 Fax: +27 12 346 5809 Website:

[www.saqa.org.za](http://www.saqa.org.za)

## **2013 Calendar**

Our 2013 academic year is 4 February 2013 to 22 November 2013.

The term dates are as follows:

1<sup>st</sup> Term: 4 Feb – 28 Mar

2<sup>nd</sup> Term: 22 Apr – 28 Jun

3<sup>rd</sup> Term: 22 Jul – 13 Sep

4<sup>th</sup> Term: 30 Sep – 22 Nov

## 2013 Tuition Costs

Annual Tuition Fee **R 51,750.00**

### Special Notes:

- The full tuition fee is payable in full at the time of registration without exception.
- The above price covers tuition for 1 academic year, and is valid from 1 February 2012 to 18 January 2013.
- The above price does not include compulsory training manuals, books, electronic equipment and stationery. Therefore account payers should budget for approximately **R 3,500.00** per annum for these extra expenses.
- The Animation School reserves the right to change course structures and outlines at their own discretion.
- All costs are subject to change without notice.

### What to do now?

Once you have met all the above requirements and would like to apply, below are 3 simple steps you will need to complete before your 2013 application will be considered.

#### STEP 1:

You are required to present a portfolio of artwork for assessment. This must consist of a minimum of six artwork pieces. These artworks can be made up of any medium i.e. drawings, sketchers, paintings, sculptures, 2d and 3d digital artwork or any other artwork which you feel will motivate your application. These pieces will be assessed to measure your creative output so be sure to deliver artwork that is original and take time in selecting the pieces you wish to present.

The following are the criterions your portfolio will be assessed on:

1. Overall Presentation
2. Technique
3. Proportions
4. Composition
5. Detail
6. Originality

#### STEP 2:

Once you have collected all the artwork you wish to submit, scan or photograph them and create a single PDF document. The pdf must be labeled as follows: *firstname\_lastname\_2013 i.e. Joe\_Soap\_2013.pdf*

Portfolios received in any other format will not be considered for assessment.

#### STEP 3:

Email your pdf document to: [nuno@uca.co.za](mailto:nuno@uca.co.za) The email subject must be as follows: Application for 2013 from **Your First and Last Name**. *i.e. Application for 2013 from Joe Soap*

Once received, your portfolio, (*Joe\_Soap\_2013.pdf*) will be evaluated by a qualified assessor and you will be notified in writing via email on the outcome of your application within 2 weeks of submission. If successful a personal interview will be scheduled. If you are unable to attend a personal interview a telephonic or Skype interview will be conducted. This process will be overseen by Nuno Martins whom has been assessing portfolios for over a decade.

Successful applicants will be provided with a registration form. Once you are ready to register, you must return the completed 2013 TAS Registration Form together with certified copies of your ID, your account payers ID and your National Senior Certificate or latest report if you are currently completing your final year of high school or the SAQA qualification evaluation if you have an international qualification. Your registration will be processed and an invoice issued via email to your account payer/parent. Only once we receive payment will your place on the course will be guaranteed. This process can take up to 5 working days.

Remember that place on the course is limited so be sure to register early. Being accepted does not automatically mean you will have a place on the course. Only once we receive your payment is your place secured. If you require a student/study loan, it is advised to apply to the financial institutions early.

Looking to stay in our Residence? Once you are a registered student you are more than welcome to put your name on the waiting list, however, due to the high demand and a limited number of beds, we are unable to guarantee a place in our residence and therefore suggest that you have an alternative plan regarding accommodation should your application for residence not be successful. Residence costs are listed below.

Orientation takes place on the first day of the new academic year. An orientation email is sent to all account payers prior to the start of the course.

### ***Refund and Cancellation***

Once paid, the course fee in total or part thereof is non-refundable. Voluntary withdrawal from the course or failure to attend lectures will not reduce liability of the tuition cost of the course and the account payer will not be entitled to a credit, reduction or refund.

### ***Bursaries and Financial Assistance***

Bursaries/Learnerships for 2<sup>nd</sup> and 3<sup>rd</sup> year students are developed and paid out at the discretion of the Seta Management and Board if funding is available. It is a matter for the Seta to decide how many and which applications it will support. Please note that financial assistance is not guaranteed. You should only apply for financial assistance as a last resort, after you have explored alternative sources of funding.

### ***Residence Facilities & Costs***

It's important to remember that there is quite a waiting list for our in-house accommodation. Once you are registered as a full time student you are more than welcome to put your name down on the waiting list, however, due to the high demand and a limited number of beds, we are unable to guarantee a place in our residence and therefore suggest that you have a Plan B regarding accommodation should your application for residence not be successful.

- 6 single and 8 shared rooms; the shared rooms accommodate no more than 2 students.
- Rooms are rented from 3 February 2013 to 23 November 2013. The residence closes during each term break.
- A security deposit will be required.
- The canteen will provide 3 meals per day at scheduled times. **Special diets are not catered for. Such as, but not limited to, food allergies, vegan, vegetarian, religious diets.**
- Telephone for emergency numbers such as police, ambulance and Security.
- Communal areas are the laundry area which has a fully automatic washing machine, tumble dryer with an iron and ironing board; the dining area which has a fridge, microwave, kettle, toasters, dining tables and chairs; a TV lounge equipped with lounge suites, television, and DSTV.
- The ablution facilities consist of separate Male and Female bathrooms each with showers, basins and toilets.

6 Single Rooms – Primarily for 2<sup>nd</sup> year students (1 student per room)

- Annual rental for a single room: Subject to availability. R 48 300.00 per resident. Payable in 10 equal installments of R 4 830.00 per month starting 1 February 2013 ending 1 November 2013. Term breaks have been taken into account.

8 Shared Rooms (2 students per room)

- Annual rental for a shared room: Subject to availability. R 42 200.00 per resident. Payable in 10 equal installments of R 4 220.00 per month starting 1 February 2013 ending 1 November 2013. Term breaks have been taken into account.

## **Accredited Programme**

### **Diploma in Digital Animation**

The Diploma offered by The Animation School is provisionally registered with the South African Qualifications Authority (SAQA) on the NQF as: Diploma: Digital Animation (NQF Level 6; Qualification ID 71756 with 360 credits)

The Animation School's 3-year full time Diploma in Digital Animation develops and refines artistic talent to entry level skill for acceptance in highly competitive animation industry.

#### **Course Content:**

- History of Animation
- Stop-Frame Animation
- 3D Modelling
- 3D Texturing
- 3D Rendering
- 3D Animation
- Character Development
- Character Rigging & Animation
- Character Expressions
- Production Pipeline
- Internship
- Show Reels

## **Course Outline**

### **1<sup>st</sup> year Course Outline:**

The Animation School's 1<sup>st</sup> year students are taught a solid foundation in history of animation as well as an extensive knowledge in 3D computer generated animation.

- Exploring key principles of traditional animation
- 2D Animation (Digital Ink and Paint)
- Developing the fundamentals of Maya (3D Animation Programme)
- Modelling objects for 3D in a computer generated environment
- Shade, texture & map images onto 3D objects
- Create lighting for 3D animation
- Render files for 3D animation
- Animate objects in 3D environment

### **2<sup>nd</sup> year Course Outline:**

The Animation School steers 2<sup>nd</sup> year students through character design, texturing, rigging and animation. Students develop into skilled animators while covering the 12 principles of animation through practical exercises and projects.

- Sketching 3D characters on paper
- Modelling 3D Characters in a computer generated environment
- 3D Character Rigging
- Character morphing, skinning & deformations
- Animating 3D characters

### **3<sup>rd</sup> year Course Outline:**

The Animation School directs final year students in animation production within their in-house studio. Students participate in production projects supervised by industry professionals and finishing off the course with a one month internship in the industry.

- Short-Story development
- Art Direction
- Storyboarding for 3D Animation
- Production Planning
- Principles of Animation Production
- Compositing Live Action with CGI
- Compile and present Show Reels

## **Software**

- Autodesk Maya (our primary animation software package)
- Adobe Photoshop (Painting and Texturing)
- Adobe Premiere (Video-Editing)
- Adobe After Effects (Special Effects)
- ToonBoom (Digital Ink and Paint)

## **Facilities**

- 3 Computer Labs equipped with Apple workstations
- High-End Video Editing Suite
- Sound Recording Studio
- Modern Residential Accommodation on Campus

## **Language Policy**

All lectures and courseware is presented in English as it serves globally as the primary language of communication.

This policy aims to steer clear of obscure images, idioms and jargon. As well as avoid inappropriate language including demeaning or discriminatory language while using language to respect the social and cultural diversity of The Animation School community.

We uphold an equal opportunity, anti-discrimination and clarity of expression standard.

## **Mode of Instruction**

Our mode of instruction is contact, lecture based training.

## **Assessment, Credit accumulation, Progression and Qualifications**

### **Purpose of Assessment**

To assess progress of learners and provide constructive feedback on a continuous basis as part of the learning process and to assess exit-level competence against the criteria and outcomes specified in the relevant unit standards leading to the award of credits at the appropriate level.

Learners must be assessed against the applicable national unit standards and the required outcomes in terms of the unit standards to make assessment valid and credit bearing.

All assessments are moderated by an accredited moderator.

The Animation School has an appeal policy and procedures to deal with any appeals against the assessments.

### **Credit Accumulation and Transfer**

Credit accumulation or transfers for modules passed at other accredited institutions will only be considered if they have similar outcomes, content and assessment methods. Candidates must apply for exemption from such modules with an official academic record and reference letter from the applicable institution. No more than 50% of the modules that are offered may be exempted and modules taken more than five years previously will normally not be exempted.

## **Qualifications**

### Diploma in Digital Animation

The Animation School (TAS) learning programme is designed to cover theoretical, practical and technological workings of animation production. The intended learning programme equips learners with the key skills of understanding, visualisation, conceptualization, production and technical function.

The Animation School learning programme is designed to offer creatively talented applicants the opportunity to gain valuable skills for expression in the production of animation. The Animation School offer specialised animation related learning programmes with Specific Outcomes and criteria. All learning programmes are measures with all the Assessment Criteria and Outcomes.

The Animation School rationale for this Qualification is to equip the learner with all the necessary skills needed to enter the animation production industry in South Africa or abroad. Learners will be capable of entering the media industry through production establishments and agencies.

## **Student Support Services**

The Animation School's staff members are committed to assisting students by providing an integrated professional service in the areas of careers and employment, learning assistance and personal counseling.

We hope to enable all our students to become effective functioning individuals who are equipped with personal social skills and who are able to adapt to changing life demands and who are ready to enter the world of work.

## **Code of Conduct**

The Animation School Code of Conduct provides a guideline as to what is expected from staff, and learners, in performing their daily tasks as well as providing a common ethical basis for individual conduct.

Employees and learners shall be committed to conducting themselves in accordance with the highest standards of integrity and ethics and in compliance with any legislation related to objectivity, independence and conflict of interest.

The Code of Conduct shall act as a guide to employees, as well as learners, as to what is expected of them from the ethical point of view, both in their individual conduct and in their relationship with others.

Compliance with the Code is expected to enhance professionalism and help to ensure service confidence in the sector. The primary purpose of the Code of Conduct is to promote a good exemplary conduct.

All employees and learners shall subscribe to the following values:

Be transparent and fair in their conduct

Co-operate with honesty and integrity

Be courteous and caring to others

Apply moral and legal principles

Honour deadlines

Be ethical and consistent in their conduct

Strive to continuous improvement with regard to their roles, functions and performance

Work within a framework of co-operative governance in spite of historical constituency based representation.

The Animation School's Policy Prohibiting Sexual Harassment