



Strategic planning of the programme offerings during 2021

Blended offering continuing in 2021

The Creative Academy will offer all our programmes **both in-person and online in 2021**. Whatever the pandemic status, the Creative Academy aims to provide the **safest possible learning environment** for our students, be it **online or in-person**.

The Executive Committee makes all decisions within the Government and the Council on Higher Education's parameters and guidelines. We present this essential guide to preparing staff and students for the various lockdown levels, as prescribed by the Government in the [Gazette 43599, 7 August 2020](#). The Government will announce adjustments from time to time, and this document will be adjusted accordingly.

Terminology:

Mode of Registration: Every student is registered for a primary mode of learning for the 2021 academic year. Students are required to adhere to the rules and regulations for the particular mode that they are registered for, in keeping with the various lockdown levels as communicated below. Students are registered either as Online-students or Contact-students.

- **Online-students:** Students may apply to complete the 2021 academic year through online learning. These are students who qualify for this mode due to medical or other special conditions or circumstances.
- **Contact-students:** The primary mode of learning for 2021 is a blend of online learning for theory courses and in-person learning for practical courses. Students are therefore expected to attend all practical classes on campus where all necessary health and safety protocols are adhered to, as stipulated in the COVID-19 Campus Protocols. In the case of a national lockdown on level 4-5, all learning activities will be adapted to online learning in keeping with the level descriptions provided below.

Synchronous Learning: All class sessions and contact sessions are presented as synchronous learning activities. This means that all sessions occur as 'real-time' activities in which the lecturer and students (both online and contact-students) engage with each other in 'live' sessions as structured on the timetable.

Asynchronous Learning: Asynchronous learning activities are those that occur outside of scheduled class times, these include self-study and revision activities along with the completion of projects and assignments. Lecturers assign asynchronous learning activities,

and communicate these with clear progress milestones and deadlines on Google Classroom. It is the student's responsibility to manage their own time in order to ensure that all asynchronous activities are completed as required.

Shared Working Area: Level 4 of the campus has been set up as a shared working space that adheres to physical distancing requirements. Furthermore, this room offers a back-up power supply which remains active during load-shedding.

All Covid-19 Alert Levels (5 to 1)

- All levels require physical distancing, wearing of face masks, sanitising and washing of hands. (Note **COVID-19 Campus Protocols**)
- Students are cautioned to practice safe behaviour at all times during leisure activities, so as not to expose themselves to the risk of infection.
- **Submission deadlines will be unaffected** by lockdown or load-shedding conditions. Students are expected to plan and manage their time, keeping these restrictions in mind.
- **Google Classroom** is used as the primary portal of communication and contains all course content, project briefs, and learning resources required to effectively complete all learning activities.
- Additional communication occurs via **Google Chat** and **Email**. Students are expected to check these channels regularly to stay abreast of all critical information.
- The Academy registers students on the Google Suite (including Classroom) upon registration. Your student number +@ctca.co.za will identify you, and this email address must be used for all communication with the Academy. Do NOT use Gmail or other email addresses.
- Students must ensure that they have access to a **capable workstation** (macOS or Windows) at home, equipped with **high-speed internet** access. [This document](#) provides guidelines regarding the choice of a suitable workstation.
- The Creative Academy will not provide equipment off-campus, but students who do not have access to workstations at home **may apply for a loan computer** during levels 4&5 only. [\[Computer Loan Application\]](#)
- During levels 1-3, a limited number of **iMac workstations** (adhering to physical distancing requirements) will be available in the Shared Working Area during campus hours. Students may use these to complete projects and/or attend online lectures. Students are required to use their **own headphones** to avoid sharing of items.
- The Creative Academy ensures **student support** on many levels: Lecturers are available during class times and scheduled consultation sessions to support students who struggle with projects or course content. The Creative Academy considers emotional issues experienced by students as part of the challenges of lockdown. Lizl and Thandi are available during office hours to attend to students in need of emotional support. Lizl is available on Whatsapp (0731483916). Where necessary, Lizl can arrange for students to meet with Katy Menell (a qualified counsellor) virtually to discuss issues of a more personal and sensitive nature.
- **Theory subjects** (CS, DT, BS/PP), with the largest student numbers, **will be taught fully online throughout the duration of the 2021 academic year.**

- Online-students facing challenges with the execution of projects at home (due to access to equipment and resources), must communicate their concerns with their lecturer timeously.

COVID-19 ALERT LEVEL 5:

Full lockdown.

Regulatory focus: *Drastic measures to contain the spread of the virus and save lives.*

Management and procedures of full lockdown at the Creative Academy:

1. **The campus is locked**, and no person is allowed on campus.
2. The Academy presents **all** classes and learning activities **online**.
3. Class attendance: **full, synchronous attendance is required**, and inability to attend a virtual session needs to be communicated with the lecturer prior to the scheduled class time.
4. **Google Classroom** is used as the central hub for learning, along with communication distributed via **Google Chat** and **Email**, with virtual sessions hosted on **Google Meet**.
5. Assessments, tests, feedback, crit-sessions and consultations are conducted online.
6. In some instances, course content with a high focus on **practical workshop** activities may be postponed/rescheduled to a time when lockdown guidelines allow for controlled physical presence in the studios. The Registrar keeps students abreast of these changes.
7. All student support is offered virtually by means of Email/Google Chat and Google Meet.
8. Students who do not have access to workstations may apply to use a Creative Academy workstation at home. [\[Computer Loan Application\]](#)
9. The library is closed and no activities and gatherings on campus will be allowed.
10. The Creative Academy is fully aware of the restrictions and limitations resulting from a full lockdown scenario. Project requirements are therefore adjusted where necessary with these conditions in mind.
11. No after-hours and weekend studio work allowed.
12. **Level 5 and load-shedding:**
 - a. **Students** affected by load-shedding who cannot attend a lecture, must 'attend' the recorded session asynchronously as soon as possible. Lecturers will document synchronous and asynchronous attendance.
 - b. **Lecturers** affected by load-shedding will arrange an alternative time slot with students at a time that does not interfere with the regular class schedule.

COVID-19 ALERT LEVEL 4:

Regulatory focus: *Extreme precautions to limit community transmissions and outbreaks, while allowing some activity to resume.*

Management and procedures of level 4 regulations at the Creative Academy:

1. Staff without adequate internet access, experiencing load-shedding or who needs to work away from home, may work on campus. **Working on campus will require strict physical distancing and the wearing of face masks.**
2. Critical Health and Safety staff is present on campus and **access monitoring** is compulsory.
3. The Academy presents all classes and learning activities **online**.
4. Class attendance: **full, synchronous attendance is required**, and inability to attend a virtual session needs to be communicated with the lecturer prior to the scheduled class time.
5. **Google Classroom** is used as the central hub for learning, along with communication distributed via **Google Chat** and **Email**, with virtual sessions hosted on **Google Meet**.
6. Assessments, tests, feedback, crit-sessions and consultations are conducted online.
7. In some instances, course content with a high focus on **practical workshop** activities may be postponed/rescheduled to a time when lockdown guidelines allow for controlled physical presence in the studios. The Registrar keeps students abreast of these changes.
8. All student support is offered virtually by means of Email/Google Chat and Google Meet.
9. Students who do not have access to workstations may apply to use a Creative Academy workstation at home. [[Computer Loan Application](#)]
10. The library is closed and no activities and gatherings on campus will be allowed.
11. The Creative Academy is fully aware of the restrictions and limitations resulting from a full lockdown scenario. Project requirements are therefore adjusted where necessary with these conditions in mind.
12. **Level 4 and load-shedding:**
 - a. **Students** affected by load-shedding who cannot attend a lecture, must 'attend' the recorded session asynchronously as soon as possible. Lecturers will document synchronous and asynchronous attendance.
 - b. **Lecturers** affected by load-shedding: Lecturers may attend campus and isolate in an area where they can safely present the lecture. Also, lecturers can arrange for an alternative teaching slot and communicate it timeously to the students. Lecturers must ensure that the new slot does not clash with other scheduled classes.
13. Weekend studio work: Only senior students who need studio facilities, must arrange timeously with Thandi for studio access. No more than 2 students will be allowed on campus at any time. Access control is not available and students must adhere to strict COVID protocol. Students must clean all surfaces of the area where they worked before leaving the studio.
14. Marketing-related campus visits are only allowed under extreme controlled circumstances.
 - Prospective students will be allowed to visit the campus in a group of up to 5 people.
 - An allocated time slot will be arranged via mail/ telephone.

- The campus screening process will be followed, which consists of a body temperature reading, completion of the CTCA COVID-19 Campus screening questionnaire, hand sanitising and wearing of a mask.
- Social distancing rules will be adhered to at all times during the visit.

COVID-19 ALERT LEVEL 3:

Regulatory focus: Restrictions on many activities, including at workplaces and socially, to address high risk of transmission.

Management and procedures of level 3 regulations at the Creative Academy:

1. **The campus:** Staff and students allowed on campus. In terms of the Adjusted Alert Level 3 regulations, no maximum percentage of students are imposed.
2. In line with the adjusted regulations, no more than 50% of the capacity of a venue may be used.
3. Working on campus will require access control, strict physical distancing and the wearing of face masks. (Note COVID protocol)
4. The Academy presents classes in-person, with a 'live-stream' available to Online-students.
5. Theory subjects are presented online only.
6. Full class attendance is required in the mode you are registered for and will be documented.
7. Assessments, tests, feedback and crit-sessions are presented on campus for Contact-students and online for Online-students.
8. Lecturers present practical and workshop-orientated classes in the physical studios with strict adherence to Health and Safety protocol.
9. The Library will be open. Hands must be sanitised before and after handling books. Books returned will be quarantined for 72 hours before being returned to the shelves.
10. **Level 3 and load-shedding:**
 - a. **Students** affected by load-shedding must attend class on campus in the Shared Working Area. Students must ensure that their laptops are fully charged before coming to campus.
 - b. Online-students who were unable to attend a class because of load-shedding must attend the class asynchronously as soon as possible.
 - c. **Lecturers** affected by load-shedding can arrange for an alternative teaching slot and communicate it timeously to the students. Lecturers must ensure that the new slot does not clash with other scheduled classes. Alternatively, the lecturer can book any of the available studios to present the class.
11. Lecturer-student support: Online or in-person as arranged with the lecturer.
12. Marketing, academic events and exhibitions: Only allowed under extreme Health and Safety Protocol. Restricted to Auditorium and Foyer. No First Thursdays Exhibitions allowed.
13. Social gatherings not permitted on campus.

14. Weekend/ After-hours studio work: Students who need studio facilities must complete the [After-hours Access Request form](#) and arrange timeously with Thandi for studio access. Access control is not available and students must adhere to strict COVID protocol. Students must clean all surfaces of the area where they worked before leaving the studio.

COVID-19 ALERT LEVELS 2 & 1:

Regulatory focus:

Level 2: Physical distancing and restrictions on leisure and social activities to prevent the resurgence of the virus.

Level 1: Most normal activities can resume, with precautions and health guidelines followed at all times. Population prepared for an increase in alert levels if necessary.

Management and procedures of level 2 and 1 regulations at the Creative Academy:

1. **The campus:** Staff and students allowed on campus. Working on campus will require strict physical distancing and wearing of face masks.
2. The Academy presents all classes in-person and online.
3. Lecturers expect full, synchronous class attendance.
4. Assessments, tests, feedback and critique: Online and in-person, as arranged by the lecturer.
5. The Library will be open. Access will be restricted. Hands must be sanitised before and after handling books. Books returned will be quarantined for 72 hours before being returned to the shelves.
6. **Level 2 and 1 and Loadshedding:**
 - a. **Students** must ensure that their laptops are fully charged before class. Internet access is available on campus. A battery backup allows for presentation media, but not to keep numerous laptops charged.
 - b. Online students who were unable to attend a class because of load-shedding must attend the class asynchronously as soon as possible.
7. **Lecturers** affected by load-shedding can arrange for an alternative teaching slot and communicate it timeously to the students. Lecturers may book a loadshedding-ready studio. (Management will monitor and address the need for battery back-ups and will ensure capable infrastructure, as far as possible.)
8. Marketing events, social gatherings and exhibitions will be allowed under Health and Safety Protocol. Restrict activities to Auditorium and Foyer.
9. Weekend/After-hours studio work: Students who need studio facilities, must arrange timeously with Thandi for studio access and complete the [After-hours Access Request form](#).

COVID-19 Protocols at campus

Protocols have been put in place to limit any risk of spreading infection. Therefore, the following procedures must be followed at campus by all students and staff:

1. **Do not come to class if you feel unwell.** Email or call Thandi at t.mkhunga@ctca.co.za or 021 201 1150, explain your symptoms and she will inform your lecturer. You must also inform Thandi immediately if you had been in contact with someone who tested positive for Covid-19. In that instance you must also stay at home.
2. **Each day, before** leaving the house for campus, you must complete the online Covid-19 Campus Screening Questionnaire.
[\[https://www.cognitoforms.com/CreativeAcademy1/COVID19CampusScreeningQuestionnaire\]](https://www.cognitoforms.com/CreativeAcademy1/COVID19CampusScreeningQuestionnaire)
3. Please be at campus **at least 30 minutes** before your class starts as it will take a while to go through the access control. This will ensure your class starts on time.
4. It is mandatory to **wear a mask** in public and you will be expected to wear a face mask/shield the whole time at campus.
5. When arriving at campus for class, you have to **report to the Point Person** (Thandi) at the entrance of the Silo building. If there is a queue, safe distancing must be followed by standing 1,5m apart from each other. Refrain from touching the handrails.
6. At the entrance, Thandi will check your Screening Questionnaire and take your **temperature**. This will be recorded on the form. If you have a temperature of 37,4% or over, you will be taken to a care room. If your temperature is normal, you will be allowed to enter the building.
7. You must **sanitise** your hands before entering. A foot-pedal sanitation station is available at the entrance.
8. Go directly to your assigned studio. While walking and climbing the stairs, **distance** must be kept as indicated on the floor markers. You are not allowed to use the lift unless you are physically handicapped.
9. Wipes and sanitisers will be available in the studios. Use these to **wipe down** the work surface and computer/photography equipment you will be using. At the end of class, repeat the sanitation process.

Campus Class

Students who attend an in-person class followed by an online class will be allowed to attend the online classes in dedicated studios at campus. Only selected studios and spaces may be used. Please follow the guidelines that will be provided. Studios will be cleaned after each session.

Any questions regarding the procedures during Lockdown or Loadshedding may be directed to Fran Gebert (CEO) at f.gebert@ctca.co.za