



ADVANCED PACKAGING

DIPLOMA PROGRAMME

2017

The student is the most important persons in our lives. He or she is not dependent upon us – we are dependent upon him or her. He or she is not an interruption of our work but is the purpose of it. He or she is not an outsider to our business, but a part of it. We are not doing him or her a favour by serving him or her; he or she is doing us a favour by giving us an opportunity to do so.

Borrowed and adapted from the sayings of Mahatma Gandhi



PROGRAMME RULES and CONDUCT

DATE OF ISSUE: 08.12.16

**INSTITUTE OF PACKAGING (SA)
ADVANCED PACKAGING PROGRAMME**

PROGRAMME RULES and CONDUCT 2017

Note : *This document is both a guide to the method in which the programme is conducted and constitutes the “rules” of conduct of the programme. A participant enrolling for the course is taken to have agreed to be bound by the following. A copy is available to all participants on the Institute’s official website, and this fact has been brought to the attention of all participants.*

- Compiled by: The Institute of Packaging S A -

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DEFINITIONS: For the sake of clarity in interpretation, the following terms are defined :

“Institute” means the Institute of Packaging (SA);

“National Education Officer” means that person appointed by the Institute who is responsible for the conduct of the Institute’s education programmes.

1. COURSE OUTLINE (see Course Outline document also)

The course consists of five (5) modules –

Module 1	An Overview and Appreciation of Business Management
Module 2	A Basic Understanding of Packaging’s Place in Modern Society, Packaging Materials and More Advanced Design Requirements
Module 3	Quality Management – The Importance of this Discipline and an Understanding of Quality Policy, Statistics and Controls
Module 4	Consumer Health and Safety Packaging, Packaging Legislation, and the Effects of Packing on the Environment
Module 5	Business Proposal (Participants’ practical session – +/- 7 weeks)

2. STUDY APPROACH

- 2.1 It is expected of all students that they will research and study further as appropriate, on the basis of the references and guidance in this respect as provided by the various session lecturers.
- 2.2 The reason for this is that, although this programme digs down deeper than does the institute’s basic One Year Diploma in Packaging Technology course, it can still provide only insights in to each subject dealt with, in the time available, and it is therefore in the participant’s interests to continue with a degree of research and self-study in order to derive the maximum benefit from the programme.

3. SUGGESTED ADDITIONAL READING

As indicated in (2) above, information in this respect will be provided by (or should be requested from) the various lecturers.

4. EXAMINATIONS AND ASSESSEMENT

- 4.1 There will be two examinations based on theoretical knowledge gained, the first being held in mid-programme, the other towards the end of the programme;
- 4.2 Participants will be formed into teams and required to work independently (but in their teams – over an approximately 7 week period after completion of formal lectures) on a Business Proposal, which will form **the practical component** of the programme;
- 4.3 The assessment of this Business Proposal will take a two pronged approach –
- 4.3.1 The preparation and submission of a **written** team prepared business proposal on the basis of a written brief which will be presented to students for this purpose;
- 4.3.2 The presentation orally by **each member** of a team on elements of their final submitted written proposal.
- Both elements will be assessed by a panel of qualified judges, and **all** team members will be required to participate in both elements;
- 4.4 Guidance will be given beforehand on the brief and suggested approaches to the preparation of the Business Proposal.
- 4.5 There will be a session on Presentation Skills and Techniques to assist the students to deliver their best performance for the oral segment which will be conducted prior to commencement of the 7 week practical consignment component, and a reinforcement session on this subject shortly before the students are required to present.

PLEASE NOTE CAREFULLY THE FOLLOWING REQUIREMENTS APPLYING TO THE ASSESSMENTS –

- 5.1 A participant failing to attend for any examination or assessment will be regarded as having failed that examination or assessment, and therefore the entire programme. Where the participant's reasons for failing to sit for an examination are **due to SUBSTANTIATED compelling, unavoidable causes**, that participant will, at the discretion of the National Education Office of the Institute (NEO) be awarded the average achieved by all participants as a whole, **PROVIDED** the Course Leader and the Institute's National Education Officer condone his / her absence.
- 5.2 The condonation referred to in 5.1 preceding must be applied for in writing (stating the reasons referred to) to the Course leader either **prior** to the examination, or if of an unforeseen nature, **immediately after** the examination.

6.0 DETERMINATION OF PROGRAMME MARK

- 6.1 For the two examinations – an individual's own mark will be taken;
- 6.2 For the **BUSINESS PROPOSAL** –
- 6.2.1 **WRITTEN** – The teams' written presentations (upon which the core of the oral presentation must be based) will be handed in and marked out of a pre-determined total mark figure. This team mark will then be awarded to each individual in that team.
ORAL - Each member of a team will be expected to present an equal segment (on an element of the presentation) of the final presentation. The marks awarded for the individual's oral presentation will be out of a predetermined total mark available, and will be awarded to that individual alone.
- 6.2.2 Marks achieved as above will be weighted at 50% each of final mark achieved and added to the percentage results achieved for the theoretical assessments previously written.

EXAMPLE:

Team A achieves 56 out of 100 marks for their written presentation = 56% (so this mark is awarded to each individual in that team).

John in team A achieves 66 / 100 = 66% for his own oral presentation.

On the basis of the marks weightings indicated in 6.2.2 above, John will then achieve (56% + 66% = 122%) weighted at 50%. Total final percentage thus achieved is 61.0% of which 50% (30.5%) goes towards the overall course mark result (see example calculation under paragraph (7) below).

7.0 PASS / FAIL MEASUREMENTS

- 7.1 A participant will be required to achieve an overall **60%** weighted mark to pass the programme;
 7.2 This will be calculated as in the example following–

Assessment	Overall Mark weighting
Assessment Nr. 1	20%
Assessment Nr. 2	30%
Business proposal (* see explanatory note on marking procedure, following) (Oral presentation – 50%; written – 50%, of marks awarded)	50%
TOTAL MARKS AWARDED	100%

EXAMPLE OF MARKS CALCULATION FOR THE COURSE AS A WHOLE, FOR AN INDIVIDUAL STUDENT:

Mark percentage gained for first assessment - 61% weighted by 20% : contribution = 12.2%
 Mark gained for final assessment - 72% weighted by 30% : contribution = 21,6%
 Business Proposal mark (as above) - 61.0% weighted by 50% contribution = 30.5%

SO, FINAL MARK = 64.3% = PASS

(NOTE: Examination 1 has a slightly lower rating than Examination 2 in case students have not studied for some years and to 'soften' the impact of this).

8.0 AWARDING OF DISTINCTIONS OR CUM LAUDE

A **DISTINCTION** will be awarded for an overall weighted mark of 75% or above, and **CUM LAUDE** for an overall weighted mark of 80% or more. The National Education Officer may in his SOLE discretion award such honours where a student's marks, in his opinion, are sufficiently close to these thresholds to justify recognition.

12.0 ACCEPTANCE OF MARKS AWARDED

It is a specific condition of enrolment that a student will accept that the marks awarded for any of the examinations and assessment of the practical assignment are fairly awarded by persons qualified in the packaging industry to judge the merits of each answer paper, or the practical assignment, and that whilst, in the case of the written assessments, a student may request a remark (upon payment of a fee) the Institute's decision as to the mark award will be final. The Institute may in its discretion assist a participant to understand why a certain mark has been awarded, but this will be without prejudice to the Institute's rights to decline to enter into any correspondence or debate on this subject. Marks are subject to moderation at random.

13.0 CHEATING / DISHONESTY

A student found to have cheated or to have been dishonest in any way in regard to the writing of examinations or any other aspect of the programme assessment procedures, may be immediately expelled from the programme or have a lesser sanction imposed (e.g. disqualification of a particular result), at the discretion of the National Education Officer, and will have no recourse upon the Institute for such action. This is similarly a condition of enrolment.

14.0 ENROLMENT / ENTRY QUALIFICATION

A student wishing to undertake the programme will complete a formal enrolment form, which must be supported by a statement signed by a representative of their employer (if they are employed and the employer is paying the fees) as to their suitability to undertake the course.

15.0 PRESENTATION OF DIPLOMAS

Successful students will be presented with the institute's ADVANCED PACKAGING DIPLOMA. Provided there are sufficient students to justify this, diplomas will be presented to successful students at a formal function.

16.0 FEE STRUCTURE 2017

The fee for the full programme is as follows.

R23 400.00 for the Programme - inclusive of –

- text book (“A Handbook of Packaging Technology”);
- student membership for the year of study (if not already a member);
- a free monthly copy of a national packaging journal (if not already a member);
- VAT

17.0 REFUND OF FEES

17.1 **No refund** of fees will be entertained for any reason whatsoever should a student withdraw, be expelled, or be disqualified after the commencement of the course, in the circumstances laid out in this document. In the case of a student withdrawing after enrolment and payment of fees, **but before the course actually commences**, a refund **will** be considered, but less the Deduction of an administration cancellation fee of R1500-00 plus the current cost of the prescribed text book (including VAT) (should this have been already supplied), which is not returnable.

18.0 INTERPRETATION

Where there is any doubt as to the interpretation or application of the forgoing rules and procedures, the decision of the National Education Officer of the Institute shall be final and binding, and all students enrolling are taken to have unequivocally agreed to this condition.

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KISHAN SINGH

*National Education Officer
The Institute of Packaging (SA)
16 August 2016*

