



INTRODUCTION

Winglow Fashion Academy (WinFA) is a school that gives vocational skills training in Fashion Design and Technology. The School is its own admissions authority but follows Council of Technical and Vocational Education Training (COTVET), Technical and Vocational Education Training (TVET) and National Vocational Training Institute (NVTI) Admissions Policy. Management Admission Team is the admissions authority for the school.

EQUAL VOCATIONAL TRAINING

WinFA has an open admissions policy and is open for admission throughout the school year. No applicant will be refused admission on the basis of race, color, gender, disability or national origin. In order to maintain the Academy's ideals of excellence and demeanor, the right is reserved to deny admission to applicants for any reason which is deemed to be in the interest of the Academy.

ELIGIBILITY

Applicant must be within age range 15-65 years. All applicants will be interviewed by any member of the Admission team, mainly to help choose a course.

- **Admission Process**
 - a) The first process for admission is to complete and submit an application form. Application forms can be obtained at the school's administration office and on the website (www.winglow.com) at a fee.
 - b) Completed and signed confirmation of enrollment/ application form
 - c) Registration is complete only when relevant course fees are paid in full
 - d) If after ten school days, the application or the fees remain incomplete, the application will be voided and all fees paid, apart from the non-refundable registration fees, returned to applicant.
 - e) Students are expected to purchase and wear the Academy's T-shirt
 - f) Students receive five (5) days orientation to learn about the academy, the environment and sewing tools and equipment.



- Code of Ethics and Behavior

The Academy aims to protect the safety of the campus community by having students accept and sign the school's code of ethics and behavior.

PROGRAMMS OFFERED

DURATION

A. ZIP-FAST COURSES OFFERED

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|-------------------------------------|-------------------------------|
| 1. Fashion Design and Technology | 4 weeks duration (10 modules) |
| 2. Interior and Exterior Decoration | 12 weeks duration (3 months) |

B. COMPETENCY BASED TRAINING COURSES

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| 1. National Proficiency One (NP1), Garment Making | One (1) year. |
| 2. National Proficiency Two (NP2) Garment Making | One (1) year. |
| 3. National Certificate one in Garment Making | One (1) year. |

SUBSIDIARY COURSES ATTACHED TO COMPETENCY BASED TRAINING

1. English
2. Information and Communication Technology
3. Mathematics
4. Integrated Science
5. Entrepreneurship

ORGANIZATION STRUCTURE

WinFA comprises of students from Ghana and abroad. The Academy is accredited by COTVET to run Competency-Based Training in Garment for National Proficiency One (NP1), National Proficiency One (NP2), and Certificate One. WinFA is registered under NVTI. WinFA Zip-fast Courses are all Competency Based- practical, hands-on training for which participants are awarded certificates of participation and competency.

It is the responsibility of the Director to supervise the administration of the policy and procedures required to admit and enroll applicants into WinFA in conformity with this admission policy.



WinFA has an Admissions Team appointed by the Director, made up of the Director of WinFA, Principal and Administrative Manager.

RESPONSIBILITY OF THE ADMISSION TEAM

- a) Determination of standards for admission
- b) Development and implementation of admission procedures
- c) Interview and processing of applications
- d) Placement of student into relevant course departments (Fashion Design and Technology and Interior and Exterior decorations)
- e) Establishment and maintenance of a waiting list of acceptable candidates.

Winglow Fashion Academy disseminates information about the Academy through a variety of means:

- a) Presentations to Junior High School final year students and churches
- b) Brochures, which describe courses offered at WinFA are distributed during presentation to schools, University campus, and Legon and East Legon communities.
- c) Winglow Production Department organizes quarterly discount sales bazaars. This also serves as an opportunity to distribute flyers and disseminate information about the school. The Production Department has limited space for on-the-job training.
- d) Customers who do business with the production Department or visit Winglow Shop are given opportunity to tour the school and speak with the admission team.
- e) Parents/ guardians may schedule individual visits at a mutually convenient time.

POLICY REVIEW

This admission policy will be reviewed annually between November and March.