



## **PROTOCOL FOR MANAGING THE SAFU NDD COURSE**

1. Course overview: Six modules, presented over two consecutive years, leading Intermediate and Advanced arrangers to a deeper understanding of flower arranging by the teaching of the Elements and Principles of design, design styles, techniques, interpretation, plant identification and the history of floral art.
2. Pre-requisites for NDD:
  - No beginners will be accepted.
  - Experienced Intermediate arrangers with 3 golds awarded by three accredited SAFU judges OR four golds awarded by two accredited SAFU Judges. These golds can be achieved at shows, club meetings or awards in a national/international virtual show.
  - Any Advanced arrangers.
  - Selection of candidates must be endorsed by the provincial Teachers' panel chairperson and provincial President.
  - Those at Intermediate level will be considered advanced designers on completion of all 6 modules.
3. Candidates must apply on the official application form and **pay R1,200 (R200 per module) registration fee to their respective provinces**. Provinces will pay 50% of the money received to SAFU and the other half will be kept by the province to cover some of the training expenses.
4. Once SAFU has received the application forms and payment, candidates will be allocated exam numbers. No refunds will be granted.
5. Modules will be distributed electronically to candidates, Teachers' Panel heads and judges as required. PLEASE NOTE: Modules are to be used for training purposes only as the designers of many of the photos used in the modules are unknown and have therefore not been acknowledged. Modules used for the previous courses are no longer valid.
6. The NDD course will run over 2 consecutive years (three modules per year) as determined by the SAFU Executive Committee, within the three-year administrative term of the National Teachers' Panel Chairperson and Exam Co-ordinator (NOT split across administrative terms).
7. All participating SAFU provinces must present the course concurrently. Candidates must start with Module 1 – no late comers will be accepted.
8. Each module will be presented over three months. 6 theory tests will be written (1 after each module) and 2 practical exams will be done (after modules 3 and 6). Although training will be provided by the Provincial Teachers' Panel, the candidates will also be expected to do their own reading, research, practising and self-study.
9. Exams, memorandums, plant ID and titles for designs will be set by the SAFU National Teachers' Panel Chairperson, in collaboration with the SAFU Examination Co-ordinator.
10. Provincial Teachers' Panel Chairpersons will monitor the process in each province, arranging for training, theory and practical exams, submitting papers and photographs of practical work to the SAFU National Teachers' Panel Chairperson and the SAFU Examination Co-ordinator.
11. The SAFU National Teachers' Chairperson will determine the dates for the theory exam for each module and practical exams at the end of modules 3 and 6. All exam papers will be released electronically and must be written on the same day. Theory papers will be forwarded to the National Teachers' Chairperson for marking and moderation by the Exam Co-ordinator. **NB. No feedback or percentages to be given to candidates until after the final results have been released by the Exam Co-ordinator after each exam.**
12. Pass marks required are as follows: 70% for theory and 70% for practical throughout the modules.

13. All candidates will be judged on the same level ie. Advanced.
14. Judging of practical work will be done by three provincial judges or two (in cases where 3 judges are not available). Photographs of practical work (at least 3 of each design) must accompany submissions to National Teachers' Panel head and Exam co-ordinator. Photographs to also be shared with the National Judges' and Demonstrators' Panel heads to keep them informed. They will be allowed to give comments but may not influence the judging results.
15. Supplementary Exams will only be given between 65% and 69%.
  - Theory: Only one supplementary theory exam per year (on the modules covered in that year) will be allowed. ie. Two theory supplementary exams per course. The supplementary theory exam will be written after an interval of 3 weeks.
  - Practical: Only one supplementary practical exam per year will be allowed (after modules 3 and 6) ie. Two practical supplementary exams per course. The supplementary practical exam will be held after an interval of 3 weeks. **NB. In the event of unforeseen circumstances, ad hoc decisions may be considered.**
  - If a candidate exceeds the number of supplementary exams mentioned above, they will have to repeat the relevant module in the next NDD course.
  - If a candidate misses or fails an entire module, this module can be repeated in the next NDD course. An additional R200 payable for the repeated module will be required.
  - In cases of language or reading difficulties, an oral exam may be requested.
16. Credits for Modules passed will be valid 6 years after the date of achieving them.
17. Diplomas will be issued after completion of all 6 modules of the course.