

POLICY TITLE: Fair Treatment and Equal Benefits and Opportunity

Purpose

This policy has been designed to outline Photography Studies College (Melbourne)'s commitment to access, equity and fair treatment.

This policy is relevant to Domestic and International students seeking to enrol in Photography Studies College (Melbourne) Higher Education courses.

FEE-HELP is available to assist eligible students studying higher education qualifications to pay their tuition fees. In order to be eligible for FEE-HELP, students must be an Australian Citizen or permanent humanitarian visa holder (resident in Australia for the duration of the unit).

Policy

Photography Studies College (Melbourne) will treat fairly all of its students and all prospective students seeking to enrol with Photography Studies College (Melbourne). Photography Studies College (Melbourne) applies access and equity principles through all its policies and procedures to promote full and equal participation of all students in its courses, to foster an environment free of discrimination and harassment and to assist students to identify and achieve their desired outcomes.

Procedures

Pre-enrolment information

Photography Studies College (Melbourne) will ensure that prior to enrolment prospective students receive adequate information regarding the course, training, assessment, student services and Commonwealth assistance provided by Photography Studies College (Melbourne) to enable them to make an informed decision about the suitability of the courses and Photography Studies College (Melbourne) for their individual needs.

Photography Studies College (Melbourne) will provide clear information to each student, prior to enrolment in regards to:

- student selection, enrolment and orientation procedures;
- course information, including educational and career outcomes;
- fees and charges, including refund policy;
- provision for language, literacy and numeracy assistance;
- student support services;
- welfare and guidance services;
- flexible learning and assessment procedures;
- appeals and complaints procedures;
- disciplinary procedures;
- recognition of prior learning (RPL) arrangements and credit transfer.

Student Selection

Photography Studies College (Melbourne) upholds the principle that all applicants seeking to apply are treated fairly and equitably.

Photography Studies College (Melbourne) recognises that certain groups in the community are underrepresented in tertiary education and values a diverse and inclusive student population.

Photography Studies College (Melbourne) has open, fair, clear and transparent procedures that are based on clearly defined entry criteria for making decisions about the selection of students. Students will be selected on merit.

Photography Studies College (Melbourne)'s Special Entry Assistance Scheme (SEAS) allows extra consideration to be granted for certain applicants seeking selection. Photography Studies College (Melbourne) will ensure that throughout the process of selection and admission, applicants are treated courteously and expeditiously. Student selection procedures are published in Photography Studies College (Melbourne)'s Course Guide and on Photography Studies College (Melbourne)'s website.

Student Selection Process

Undergraduate Course Applicants

Domestic Applicants applying for full time study are required to apply through VTAC. Student selection is based on each applicant meeting minimum tertiary entrance requirements or equivalent.

Undergraduate Course Applicants (with a completed qualification of the Advanced Diploma of Photography) are required to apply directly to the College

Each applicant is required to attend an interview and present a folio.

The Folio: All folios should contain 10 – 15 images and show a range of creative work demonstrating an exploration of ideas and themes. This, together with the applicant's process workbook, ideas journal and or visual diary should represent their ideas, concepts, inspirations, abilities and investigative processes. The work should demonstrate the applicant's creative potential and aptitude for photography. Applicants will discuss and answer questions about the folio they present during the selection interview.

The Interview: The interviewing team may be comprised of Photography Studies College (Melbourne) staff, teachers or graduates. The interview allows the applicant to communicate their folio ideas and concepts, both visually and orally. In viewing and discussing the applicant's folio Photography Studies College (Melbourne) is looking for evidence that their work demonstrates originality, creative and conceptual potential and a capacity for visual exploration. Each applicant will be provided with the opportunity to ask questions, tour the college, view facilities and current student work.

All International Course Applicants are required to apply directly to the College. For applicants not in Australia, an interview will be arranged by phone or video link.

Including the above stated requirements; evidence of achieving one of the following levels of English language proficiency will be required:

- International English Language Testing System (IELTS) Academic Module: Overall score of 6.0 (no band less than 6.0);

- TOEFL Internet: Test score 65;
- Pearson Test of English (PTE): Overall score 50 -57 (no section score less than 50);
- University of Cambridge – Advanced (CAE): Total score of 52;
- Evidence of ability to pay the international tuition fees, overseas student health cover cost, equipment requirement costs, other course material costs and living expenses

Graduate Course Applicants

All applicants are required to apply directly to the college.

Each applicant is required to attend an interview, present evidence of current creative practice with a short contextual statement.

Applications should be accompanied by two references, at least one of which must be academic or professional, and copies of latest qualification certificates.

Evidence of current creative practice: A submission of a minimum of 20 images or relevant documentary material evidencing your current creative practice. This may be in the form of a CD/DVD or a URL, accompanied by a short introductory contextual statement (200-400 words).

This, together with the applicant's process workbook, ideas journal and or visual diary should represent their ideas, concepts, inspirations, abilities and investigative processes. The work should demonstrate the applicant's creative potential and aptitude for photography. Applicants will discuss and answer questions about the folio they present during the selection interview.

The Interview: The interviewing team may be comprised of the Photography Studies College (Melbourne) Course Director and Teacher/s. Each applicant will be provided with the opportunity to demonstrate an objective and reflective relationship to their work. In viewing and discussing the applicant's creative practice, the interview is used to assess the extent to which a candidate demonstrates

- a thoughtful and responsible approach to practice
- their capacity for independent research / professional practice
- critical and reflective abilities
- an awareness of the cultural and social context within which they practice
- appropriate communication skills
- a preparedness to participate collaboratively in debate, practice and presentation.

Each applicant will be provided with the opportunity to ask questions, tour the college, view facilities and current student work.

For International applicants not in Australia, an interview will be arranged by phone or video link.

Including the above stated requirements; evidence of achieving one of the following levels of English language proficiency will be required:

- International English Language Testing System (IELTS) Academic Module: Overall score of 6.5 (no band less than 6.0)
- TOEFL Internet: Test score 65

- Pearson Test of English (PTE): a minimum overall score of 58 (no section score less than 50)
- University of Cambridge – Advanced (CAE): minimum overall score of 175
- Evidence of ability to pay the international tuition fees, overseas student health cover cost, equipment requirement costs, other course material costs and living expenses

Exclusion

An applicant may not be permitted to access the course if:

- a) The student requires delivery in a language other than that being offered by Photography Studies College (Melbourne).
- b) The student requires special services or facilities and provision of such would cause unjustifiable hardship to the organisation.

Commonwealth Assistance

The opportunities and benefits of Commonwealth assistance will be made equally available to all eligible domestic students upon enrolment.

Responsibility

Prospective and Current students
 Course Director
 Director Communications & Students
 Communications and Students staff
 Academic Staff

Related Documentation

Policies

Student Application and Admissions (Domestic Students)
 RPL and Credit Transfer

Related Forms and Documents:

Photography Studies College (Melbourne) Course Guide
 Applying for Entry Information Sheet
 Applicant Interview Form
 RPL Application
 Student Handbook

Publishing Details

Policy number: HED_ST012_v5

Status: Final

Approved: 21/12/2016

Review Date: June 2019

Julie Moss - Managing Director

Published: December 2016

A handwritten signature in black ink, appearing to read 'Julie Moss', with a long horizontal line extending to the right.