

POLICY TITLE: Student Application and Admissions
(Domestic Students)

Purpose

The purpose of this policy is to outline Photography Studies College (Melbourne)'s approach to domestic student application and admissions through its entrance requirements and course specific requirements. This policy should be read in conjunction with the selection procedures stated in the *Fair Treatment and Equal Benefits and Opportunity Policy*.

Policy

Photography Studies College (Melbourne) is committed to ensuring a balance is met between upholding the principles of fairness and equal benefits and opportunity and student merit in admitting students to Photography Studies College (Melbourne). Photography Studies College (Melbourne) will ensure that all prospective and admitted students are made aware of the requirements and obligations of applying and being admitted as a student to Photography Studies College (Melbourne).

Procedures

There are specific academic entry requirements for all applicants to the Advanced Diploma of Photography course. Students who are eligible for admission to Photography Studies College (Melbourne) will have met the selection requirements, have completed an enrolment form and selected a fee payment option for the designated year of entry.

ACADEMIC ENTRY REQUIREMENTS

For admission to the Advanced Diploma of Photography, Photography Studies College (Melbourne) requires applicants to have successfully completed the Victorian Certificate of Education (VCE) or an equivalent qualification. Photography Studies College (Melbourne) gives consideration to applicants who can demonstrate they have not been able to reach their full potential due to life circumstances or circumstances beyond their control.

APPLICATION PROCESS

All applicants will apply through the Victorian Tertiary Admissions Centre (VTAC) at www.vtac.edu.au. Applications to VTAC open at the beginning of August and usually close at the end of September.

Applicants will also complete and return the Photography Studies College (Melbourne) Course Application Form directly to the college via mail or via online submission through our website www.psc.edu.au

Photography Studies College (Melbourne) does not rely on the determination of academic merit afforded by the Equivalent National Tertiary Entrance Rank (ENTER) or the Australian Tertiary Admissions Rank (ATAR) to make decisions regarding the selection process.

Its selection requirements are based on interview and presentation of a folio of work. The specifics of this are described in the *Fair Treatment and Equal Benefits and Opportunity Policy*. At application, Photography Studies College (Melbourne) will also seek to ensure it gains an understanding of any extra learning requirements that may be required for each individual applicant.

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.

Part time applicants are required to complete and return the Photography Studies College (Melbourne) Course Application Form directly to the college via mail or via online submission through our website www.psc.edu.au.

ENROLMENT

Once a student has been offered a full-time place from VTAC, they are required to attend Photography Studies College (Melbourne) on specified enrolment days and complete the Photography Studies College (Melbourne) Enrolment Form which confirms their acceptance of a place.

The college has a number of intakes for Part time applications that occur throughout the year. Once a student has been offered a place by the College, they are required to attend Photography Studies College (Melbourne) on specified enrolment days and complete the Photography Studies College (Melbourne) Enrolment Form which confirms their acceptance of a place.

At enrolment, the Coordinator Communications & Students and/or the Senior Officer Communications & Students will explain to all enrolling students the concept of recognition of prior learning and/or the procedures for applying for credit transfer and the required evidence to support such claims.

Students wishing to undertake recognition of their prior learning and/or credit transfer will be encouraged to do so and will be supported in their endeavours. Further information regarding this procedure is described in the *RPL and Credit Transfer Policy*.

FEES

Photography Studies College (Melbourne) does not receive government funding so tuition fees are payable.

Photography Studies College (Melbourne) is eligible to offer eligible students Commonwealth assistance through VET-FEE HELP for the Advanced Diploma of Photography Course. At enrolment, students will make a choice regarding their tuition fee payment.

Photography Studies College (Melbourne) ensures that VET-FEE HELP is applied for in the manner as described by the VET administration guidelines.

RECOGNITION OF PRIOR LEARNING (RPL) AND/OR CREDIT TRANSFER

Photography Studies College (Melbourne) does not expect students to repeat learning that has been successfully completed at a similar level and standard elsewhere, where that work is substantially the same in content and standard as that required for the students course at Photography Studies College (Melbourne). Two types of learning may be recognised to enable students to gain credit towards their course at Photography Studies College (Melbourne), these are:

- Recognition of Prior Learning (RPL)
- Credit Transfer, including National Recognition of any of the imported endorsed units already completed.

Details of the policy and procedures relating to RPL and Credit Transfer applications are contained in the *RPL and Credit Transfer Policy*.

DISCRIMINATION

Throughout this process of application and admission, and in accordance with legislation, no person will be treated unfairly or discriminated against, on the basis of age, colour, race, gender, religious or political conviction, sexuality, ability or disability, location, family responsibilities, membership or non-membership of an association or for any other stereotypical or illegal reason.

Responsibility

Director, Communications and Students & all Communications and Students staff
Interviewing staff (including Academic Staff)

Definitions

Nil

Related Documentation

Policies

Fair Treatment and Equal Benefits and Opportunity
RPL and Credit Transfer

Procedures Forms & Documents

Course Guide
Tuition Fee Structure Payment Options Schedule
Applying for Entry Information and Application Checklist
Interview Form for the Advanced Diploma of Photography Course
Offer Letters
Enrolment Forms
Student Handbook/s
VET FEE-HELP Guide & Application Form
RPL Policy & Application Form
Credit Transfer Application Form

Publishing Details

Policy number: VET_ST004_V5

Status: Final

Approved: 11/07/2016

Review Date: June 2019

Julie Moss - Managing Director

Published: July 2016

