

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 and to meet the requirements of VET FEE-HELP.

This policy is relevant to Domestic and International students seeking to enrol in the Advanced Diploma of Photography Course.

VET FEE-HELP is available to assist eligible students studying higher level vocational education and training (VET) qualifications to pay their tuition fees. In order to be eligible for VET 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 in the Advanced Diploma of Photography course 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 course 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

Selection into the Advanced Diploma of Photography course is based on successfully meeting the course entrance requirements, an interview and in some instances a presentation of a photographic folio.

Full time applicants

Full time applicants are required to apply through VTAC. Student selection is based on each applicant meeting the course entrance requirements - minimum tertiary entrance requirements or equivalent, attending an interview and presenting a folio.

The Folio: All folios should contain 8 – 10 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.

Part time applicants

Part time applicants are required to apply directly to the college. Students will be required to attend an interview.

The Interview: The Communications and Students Coordinator of the college will undertake the interview. The interview allows the applicant to receive information on the course and the applicant's interest, creative potential and aptitude for photography is

assessed. Photography Studies College (Melbourne) is looking for evidence that applicants are able to demonstrate 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.

International applicants (Full Time)

International applicants are required to apply directly to the college. Student selection is based on each applicant meeting the set course entrance requirements – a minimum requirement of completion of Secondary School Year 12 or equivalent; details of any previous experience in the photographic industry and evidence of this experience; evidence of achieving one of the following levels of English language proficiency - International English Language Testing System (IELTS) score of 5.5 and above, TOEFL Internet: Test score 55, Pearson Test of English (PTE): Overall score 42-49 (40), University of Cambridge – Advanced (CAE): Test score: 47; evidence of ability to pay the international tuition fees, overseas student health cover cost, equipment requirement costs, other course material costs and living expenses, attending an interview (If the applicant is not in Australia, a telephone or email interview will be arranged by the Communications and Students Officer) and presentation of a photographic folio.

The Folio: All folios should contain 8 – 10 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 be discuss and answer questions about the folio they present during the selection interview.

The Interview: The Communications and Students Coordinator of the college will undertake the interview in person if the prospective applicant is in Australia, otherwise a telephone or email interview can be arranged. 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.

Exclusion

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

- a) They have a criminal history which impacts on the requirements of the course or vocation of the area being studied.
- b) The student requires delivery in a language other than that being offered by Photography Studies College (Melbourne).
- c) 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 students upon enrolment.

Related Documentation

Policies

Student Application and Admissions (Domestic Students)
Student Application and Admissions (International 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/s

Relevant to: Management and administration Staff of Photography Studies College (Melbourne) and all prospective and current students.

Publication

This *Fair Treatment and Equal Benefits and Opportunity policy & procedure* is available to prospective and current students by publication in the Student Handbook/s and is available on Photography Studies College (Melbourne)'s website (www.psc.edu.au)

Policy Driver: National Vocational Education and Training Regulator Act 2011 and Education Services for Overseas Students Act 2000.

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Julie Moss - Managing Director

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