POLICY TITLE: Student Application and Admissions (Domestic Students)

Purpose
The purpose of this policy is to outline Photography Studies College (PSC)'s approach to 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 PSC Fair Treatment and Equal Benefits and Opportunity Policy.

Policy
Photography Studies College (PSC) 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 PSC. PSC 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 PSC.

Procedures
There are specific academic entry requirements for all applicants to the Bachelor of Photography course. Students who are eligible for admission to PSC 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 Bachelor of Photography, PSC requires applicants to have successfully completed the Victorian Certificate of Education (VCE) or an equivalent qualification. PSC 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 PSC Course Application Form directly to PSC via mail or via online submission through our website www.psc.edu.au

PSC 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 PSC Fair Treatment and Equal Benefits and Opportunity Policy. At application, PSC will also seek to ensure it gains an understanding of any extra learning requirements that may be required for each individual applicant. 
PSC’s Special Entry Assistance Scheme (SEAS) allows extra consideration to be granted for certain applicants seeking selection. PSC will ensure that throughout the process of selection and admission, applicants are treated courteously and expeditiously. Student selection procedures are published in PSC’s Course Guide and on PSC’s website.

Enrolment
Once a student has been offered a place from VTAC, they are required to attend PSC on specified enrolment days and complete the PSC 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 PSC RPL and Credit Transfer Policy

Fees
Students are able to study at PSC in a fee paying place. PSC has been deemed eligible to offer Commonwealth assistance through FEE HELP for other courses it has on offer, and will seek approval to offer similar assistance to its Higher Education students following approval of the Bachelor of Photography. Subject to approval, at enrolment, students will make a choice regarding their tuition fee payment which will be made either as an upfront payment, or by submitting an application for FEE HELP

Recognition of Prior Learning (RPL) and/or Credit Transfer
PSC 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 PSC. Two types of learning may be recognised to enable students to gain credit towards their course at PSC These are:

- Recognition of Prior Learning (RPL)
- Credit Transfer

Details of the policy and procedures relating to RPL and Credit Transfer applications are contained in the PSC 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 Information Sheet
Applying for Entry Information and Application Checklist
Interview Form for B Photog
Offer Letters
Enrolment Forms
Student Handbook
FEE HELP Guide & Application Form
RPL Policy & Application Form
Credit Transfer Application Form

Publishing Details

Policy number: HED_ST004_V1.0_25/05/2011  Status: Final
Approved: 22/12/2011  Review Date: June 2013
Julie Moss - Managing Director  Published: 10 January 2012