

## **POLICY TITLE:     Student Application and Admissions**

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### **Purpose**

This policy outlines the procedure for enrolment into VET courses provided by Photography Studies College (Melbourne).

The purpose of this policy is to outline Photography Studies College (Melbourne)'s approach to student application and admissions. 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).

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.

### **Procedures**

#### **1. PRE-ENROLMENT INFORMATION**

Prior to admission into Photography Studies College (Melbourne) courses, clear information is provided to students 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.

#### **2. APPLICATION**

Photography Studies College (Melbourne) offers two modes of training services – Fee for Service or Government subsidised funding.

Applicants can apply directly through contact with the College in consultation with the admissions staff.

Applicants can also apply to listed courses on VTAC and will be contacted directly by the admissions staff.

Applicants can determine whether they wish to undertake a course via a Fee for Service option, or apply for Government subsidies (if applicable).

### **3. ADMISSIONS**

Admissions into Photography Studies College (Melbourne)'s VET Course programs is done through a formal enrolment process. Applicants will be required to attend a face to face interview with the admissions staff and complete an enrolment form.

Applicants' details are recorded and held as per PSC's *Student Records Management Policy*.

If an applicant is eligible for government funding, information needs to be supplied by the applicant to prove eligibility, and applicants may be required to undertake a Pre-Training Review.

Applicants are advised of course requirements, including equipment and materials requirements.

Applications through VTAC for the Certificate IV and Diploma of Photography and Photo Imaging courses may be eligible to apply for Government subsidised funding through the Victorian Skills First Program.

#### **Fee for Service Training**

Where there is no Government subsidy funding available, students are provided with options to pay tuition and other fees upfront or by instalments.

#### **Government Subsidised Funding**

To apply for Government subsidies, applicants need to demonstrate their eligibility:

1. Minimum age 18 years. Applicants under 18 require parental permission to participate.
2. Photography Studies College (Melbourne) anticipates applicants to demonstrate an aptitude for photography or photo imaging and be able to demonstrate basic examples of using a camera. This is achieved through conversations with enrolment staff and completion of a Pre-Training Review (PTR), Language, Literacy and Numeracy (LLN) Indicator, and a Digital Literacy Review.
3. LLN profiling will be conducted prior to enrolment to identify the applicant's reading, writing, oral communication and numeracy levels against the Australian Core Skills Framework - Exit Level 3.

Additional support with LLN will be arranged for those that may require it.

### **ENTRY REQUIREMENTS**

For admission to the:

#### **Advanced Diploma of Photography**

Applicants must have a minimum of 18 years of age and have an interest in learning photography.

## **Certificate IV in Photography and Photo Imaging**

Applicants must have one of the following:

- current and/or previous Year 12 - VCAL and VCE or equivalent;
- other vocational study in photography or related area;
- work or relevant life experience;
- be mature age.

## **Diploma of Photography and Photo Imaging**

Applicants must have successfully completed all requirements for the Certificate IV in Photography and Photo Imaging.

## **APPLICATION PROCESS**

### **Full time study applications**

Applicants for the Certificate IV in Photography and Photo Imaging will apply directly through the College or through the Victorian Tertiary Admissions Centre (VTAC) at [www.vtac.edu.au](http://www.vtac.edu.au). Applications to VTAC open at the beginning of August and usually close at the end of September.

Applicants for the Diploma of Photography and Photo Imaging will apply through VTAC or directly to the college upon successful completion of the Certificate IV in Photography and Photo Imaging.

Applicants will also complete and return the Photography Studies College (Melbourne) Course Application Form directly to the college.

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 in respect to the specifics 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 upon admission for certain applicants seeking selection.

### **Part-time Study Applications**

Applicants for the Advanced Diploma of Photography apply directly through the college.

## **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 complete the Photography Studies College (Melbourne) Enrolment Form which confirms their acceptance of a place.

Students are required to provide their Unique Student Identifier number (USI) upon enrolment before training commences. This is a reporting obligation requirement under the Student Identifiers Act 2014. Photography Studies College (Melbourne) will not be able to issue a qualification or statement of attainment for any nationally recognised training without a verified USI, unless the student has applied and obtained an individual exemption in writing from the Student Identifiers Registrar. Refer to [usi.gov.au](http://usi.gov.au) website for further information.

At enrolment, the admissions staff 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 for all VET programs so tuition fees, or parts thereof, may be payable in accordance with the program, or eligibility.

At enrolment, students will make a choice regarding their tuition fee payment if applicable.

Applicants for the Certificate IV and Diploma of Photography and Photo Imaging programs may be eligible to apply for government subsidised funding through the Victorian Skills First Program.

Photography Studies College (Melbourne) ensures that the government-subsidised training is applied for in the manner as described by the Victorian Skills First Program contract.

## **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**

Dean  
Course Advisors  
Accounts  
Student Services Staff  
Interviewing staff (including Teaching 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  
Interview Form for relevant VET program  
Offer Letters  
Enrolment Forms  
Pre -Training Review and LLN  
Digital Literacy Review  
Student Handbook/s  
RPL Policy & Application Form  
Credit Transfer Application Form

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Julie Moss - Managing Director

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