

POLICY TITLE: VET Student Application and Admissions (Non Govt. Funded Courses)

Purpose

This policy outlines the procedure for enrolment into the VET accredited courses owned and provided by Photography Studies College (Melbourne) that are not training package courses and are not subject to the contract requirements of the Victorian Governments Skills First funding or any other Government funding.

Photography Studies College (Melbourne) owns copyright of and delivers one accredited VET course, the Advanced Diploma of Photography. This course is only delivered in a part time delivery mode. There are no government subsidies available for this course, so it is a fee for service course. The purpose of this policy is to outline the approach to student application and admission into this course. 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, the tuition fees and any additional costs, the training and assessment methods and the student services available 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

Applicants for the Advanced Diploma of Photography apply directly to the College

3. ENTRY REQUIREMENTS

Applicants for the Advanced Diploma of Photography course must have a minimum of 18 years of age and have an interest in learning photography.

4. ADMISSIONS

Admission into the Advanced Diploma of Photography course is through a formal enrolment process.

(a) Interview

Applicants will be required to attend a face-to-face interview with the admissions staff to determine the suitability of the course for their needs and interests and any learning needs. Applicants are advised of course requirements, including equipment and materials requirements. Applicants are expected 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 Digital Literacy Review.

(b) Tuition Fee Payments

Students are provided with options to pay tuition fees upfront or by instalments.

5. ENROLMENT

There are a number of intakes for the Advanced Diploma of Photography annually. Once a student has chosen the course intake dates that best suit their needs, they are required to complete the Photography Studies College (Melbourne) Enrolment Form which confirms their acceptance of a place in that course.

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 website for further information.

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.

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*.

Responsibility

VET Training Manager
Future Students/Admissions staff
Accounts
Student Services Staff

Definitions

VET – Vocational Education and Training

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
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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