POLICY TITLE: Fair Treatment and Equal Benefits and Opportunity

Purpose

This policy has been designed to outline Photography Studies College (Melbourne)'s (the College) commitment to access, equity and fair treatment.

This policy is relevant to Domestic and International students seeking to enrol in the College"s vocational courses.

Policy

The College will treat fairly all of its students and all prospective students seeking to enrol in a vocational course with the College. The College 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

The College will ensure that prior to enrolment, prospective students receive clear, current and accurate information regarding the course, training, assessment, student services and Commonwealth assistance provided by the College to enable them to make an informed decision about the suitability of the course and the College for their individual needs.

The College will provide clear information to each student, prior to enrolment in regard to:
- course information, including full course code and title and educational and career outcomes;
- venue, length and modes of delivery and/or assessment;
- entry requirements - student selection, enrolment and orientation procedures;
- student support services;
- fees and charges, including refund policy;
- funding entitlements;
- consumer rights – including appeals and complaints procedures;
- recognition of prior learning (RPL) arrangements and credit transfer;
- information about the Unique Student Identifier (USI) collection.

Student Selection

The College upholds the principle that all applicants seeking to apply are treated fairly and equitably.

The College recognises that certain groups in the community are underrepresented in tertiary education and values a diverse and inclusive student population.

The College 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.

The College's Special Entry Assistance Scheme (SEAS) allows extra consideration to be granted for certain applicants seeking selection. The College will ensure that throughout the process of selection and admission, applicants are treated courteously and expeditiously. Student selection procedures are published in the College's Course Guide and on the College's website.

Student Selection Process

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

Full time applicants (Certificate IV in Photography and Photo Imaging and Diploma in Photography and Photo Imaging Courses)

Full time applicants may apply through VTAC or directly to the College. Student selection is based on each applicant meeting the course entrance requirements (as specified in the *Student Application and Admissions Policy* and on the College's website and relevant Course Guide), attend an interview and present a folio of their work.

The Interview: The Future Students Officer 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. Each applicant will be provided with the opportunity to ask questions, tour the college, view facilities and current student work.

The Folio: All folios should contain 8–10 images and show a range of creative work demonstrating an exploration of ideas and themes. 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.

Part time applicants (Advanced Diploma of Photography)

Part time applicants apply directly to the college. 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 the College.

c) The student requires special services or facilities, and provision of such would cause unjustifiable hardship to the organisation.

State Government Assistance

Information about the opportunities and benefits of Victorian Government fee assistance through the *Skills First* program will be made available to all eligible students upon enrolment.

Specific additional entry requirements may apply in order to meet the Victorian Government's requirement for financial assistance to participate in the course

Related Documentation

Policies
Student Application and Admissions (Domestic Students)
RPL and Credit Transfer
Support for Students

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, Education and Training Reform Act 2006 (Vic) & *Skills First* Quality Charter.

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