

## **POLICY TITLE: Fair Treatment and Equal Benefits and Opportunity**

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### **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 Higher Education courses.

FEE-HELP is available to assist eligible students studying higher education qualifications to pay their tuition fees. In order to be eligible for FEE-HELP, students must be an Australian Citizen or permanent humanitarian visa holder (resident in Australia for the duration of the unit).

### **Policy**

The College will treat fairly all of its students and all prospective students seeking to enrol with Photography Studies College (Melbourne). 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 adequate 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 courses and the College for their individual needs.

The College 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

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

### Undergraduate Course Applicants

The College is a participant in the Victorian Tertiary Admissions Centre (VTAC) application process. Domestic applicants applying for full time study are directed to apply through VTAC. Some exceptions apply. Student selection is based on each applicant meeting minimum tertiary entrance requirements or equivalent.

Undergraduate Course Applicants (with a completed qualification of the Advanced Diploma of Photography) are required to apply directly to the College

Each applicant is required to attend an interview and present 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 the College 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.

All International Course Applicants are required to apply directly to the College. For applicants not in Australia, an interview will be arranged by phone or video link.

Including the above stated requirements; evidence of achieving one of the following levels of English language proficiency will be required:

- International English Language Testing System (IELTS) Academic Module: Overall score of 6.0 (no band less than 6.0);
- TOEFL Internet: Test score 65 (minimum writing score 21);

- Pearson Test of English (PTE): Overall score 50 -57 (no section score less than 50);
- University of Cambridge – Advanced (CAE): Total score of 169;
- Evidence of ability to pay the international tuition fees, overseas student health cover cost, equipment requirement costs, other course material costs and living expenses

### **Graduate Course Applicants**

For full details of the application and admissions process for graduate programs at the College, prospective applicants should refer to the *Master of Arts Photography application selection and admissions policy*.

Details of application and interview process are as follows. All applicants are required to apply directly to the college, each applicant is required to attend an interview and present evidence of current creative practice including a project proposal and personal statement. Applications should be accompanied by a professional experience statement, resume/CV, and certified copies of testamur/s and transcripts.

**Evidence of current creative practice:** A submission of selected 20 to 30 images evidencing your current creative practice;

This, together with the applicant's project proposal (up to 500 words) and a personal statement (100 words) 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 the the College's Higher Education Course Director and Teacher/s. Each applicant will be provided with the opportunity to demonstrate an objective, critical and reflective relationship to their work. In viewing and discussing the applicant's creative practice, the interview is used to assess the extent to which a candidate demonstrates

- a thoughtful and responsible approach to practice
- their capacity for independent research / professional practice
- appropriate critical and reflective abilities
- an awareness of the cultural and social context within which they practice
- appropriate communication skills
- a preparedness to participate collaboratively in debate, practice and presentation.

Each applicant will be provided with the opportunity to ask questions, tour the college, view facilities and current student work.

For International applicants not in Australia, an interview will be arranged by phone or video link.

Including the above stated requirements; evidence of achieving one of the following levels of English language proficiency will be required:

- International English Language Testing System (IELTS) Academic Module: Overall score of 6.5 (no band less than 6.0);
- TOEFL Internet: Test score 79 (minimum writing score 21);
- Pearson Test of English (PTE): a minimum overall score of 58 (no section score less than 50);

- University of Cambridge – Advanced (CAE): minimum overall score of 175;
- Evidence of ability to pay the international tuition fees, overseas student health cover cost, equipment requirement costs, other course material costs and living expenses

### **Exclusion**

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

- a) The student requires delivery in a language other than that being offered by the College.
- b) 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 domestic students upon enrolment.

### **Responsibility**

Prospective and Current students  
Higher Education Course Director  
Future Students and Communications staff  
Academic Staff

### **Related Documentation**

#### **Policies**

Master of Arts Photography, Application, Selection and Admissions  
Student Application and Admissions (Domestic Students)  
RPL and Credit Transfer

#### **Related Forms and Documents:**

Photography Studies College (Melbourne) Course Guide  
Tuition Fee information sheet  
Expenses Other Than Tuition Fees information sheet  
Applying for Entry Information Sheet  
Applicant Interview Form  
RPL Application  
Student Handbook

## Publishing Details

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Julie Moss - Managing Director

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A handwritten signature in black ink, appearing to read 'Julie Moss', is positioned below the name 'Julie Moss - Managing Director'.