LATROBE COLLEGE OF ART AND DESIGN

APPLICATION & ENROLLING PROCEDURE PP

Policy

The purpose of this policy and procedure is to detail the steps that Latrobe College of Art & Design's (LCAD) takes receiving student application, enrolment and demonstrating how the college informs students of their rights and responsibilities. See S11.9 Enrolling Informing and Protecting Student PP about hot the college is obliged to inform and protect its enrolling students.

Sequence of Events for Application Process

Application Process

All applicants apply directly to Latrobe College of Art & Design and not through VTAC. Applications are open for entry in either February, June or September – see website for entry dates. Applications can be made directly through the college website, www.latrobecollege.edu.au, or directly to the college.

Student enquires to the college and is
- Directed to the college website Application section or given a pdf Application Form.
- Given a course brochure or sent by email
  Given an International Student Kit (for International students only) or sent by email.

Folio & Interview

The student is required to have an interview with the Course Coordinator or delegated teaching staff and bring with them a folio or examples of artwork, or verified prior experience prior to selection into LCAD courses. Successful selection is based on the interviewer's professional opinion and will take into account the following: previous education, prior experience, artwork, interview discussion, appropriateness of the course or qualification against the evidence supplied by the student, and any recommendations.

International students overseas must have at least one telephone conversation with the LCAD. If this is not possible then email interviews will be conducted, which is often more than one:

Students should bring to the interview or present with their applications:
- Their own artwork or artwork folio
- High School Certificate (or other higher award, Certificate IV or higher).
- (if they have not completed Y12 or cannot find their Certificate they must sit a language, literacy and numeracy CSPA test at a designated time, at Latrobe College, if they accept a course offer)
- Any other supporting documents

International students:

will also need:

Copy of their passport

ILTS's test pass score of 5.5 or more if English is a second language (this can be obtained prior to the beginning of the study period if they do not have one).

FOLIO or evidence guide

Diploma of Visual Art (CUA51120), Advanced Diploma of Visual Art (CUA60720, Graphic Design (CUA50720) and Photography and Digital Imaging (CUA50920)

To enter these qualifications the student must demonstrate knowledge and skills demonstrated by a submission of folio of artwork or examples of artwork that may include drawings and or paintings, and or visual diaries and or photography studies and or digital artwork and or artwork in 3D. The preference is for work in at least two of the suggested mediums. Computer experience is essential to enter the Design and Photography qualifications and recommended for the Visual Art qualification.

For all courses, the college is still interested in speaking with people with more limited experience. Alternative evidence might include other forms of life experiences. Travel is a highly valued asset in applicants.

- Selection for school leavers is based on successful completion of a year 12 certificate or equivalent.
- Or, Selection for mature age applicants is based on the merits of the student's application and examples of artwork and other related or non-related experiences outside of art and design.
- Or, If the student is over 18 and not yet 21 and has finished high school before year 12 the Course Coordinator will assess the students entry based on their folio artwork of artwork and /or skills within their artwork that displays sufficient ability, according to the opinion of the Course Coordinator , to undertake the Diploma of Visual Art successfully. The student must have completed year 11 as a minimum.
- Or, if the student has been successfully studying visual art and design with LCAD prior to LCAD's registration in Nov 2009 they will be accepted into the Diploma of Visual Art without condition and will not need to submit to the interview process. The student will, however, need to submit to the RPL process in order to receive recognition or credit for any appropriate past study with LCAD into the accredited courses.

- Students wishing to enrol in a single subject or unit can do directly and will not need to submit to the interview process. They must be over 18, or demonstrate experience in visual art at a level that satisfies interviewer.
- Students must be a minimum of 18 years of age, or turning 18 years of age within their first year of study.
- International students with English as a second language must achieve an English Proficiency IELTS level 5.5 (with no individual band less than 5.0) or equivalent.
- The interviewer, in consultation with the Course Coordinator, can make decisions on applicants who fall outside of the above conditions based on a combination of folio work, experience and interview.

Advanced Diploma of Visual Art (CUA60720)
Applicants must have completed a Diploma of Visual Art prior to entry to the qualification, or demonstrate suitably advanced skills and experience, of which the appropriate level will be determined by the experience of the interviewer. Students continuing onto the ADVA from the completed DVA at LCAD are automatically accepted.

Course Offers

The College will notify applicants at the time of their face to face interview whether they have been successful in their application. Interviews conducted by phone and email, the student will be advised by email. Students will be sent:
- S8 Letter of Offer
- S10 Acceptance Agreement Form
- S4 Enrolment Details Form
- S11 VSL Info (domestic Students)

If the student is applying for Single Subject place they only need to fill in the Enrolment Form and return it to the college with payment of fees. Single Subject students must be contacted by the CC or delegated staff which does not need to be recorded.
If there are special requirements from the student or special needs that the college must know, this will be recorded on their Enrolment Form.

Student Accepts the Offer

To accept and confirm their enrolment the student must complete and return the **Acceptance Agreement Form** or **Subject Enrolment Form** to the college accompanied with a payment deposit or their full term payment. Fees information is listed on the Acceptance Agreement Form as well as on the website. The student must also submit the following documents:

Fee paying domestic and non-visa students
- High School Certificate or any award above Certificate III or CSPA test pass result.
- USI
- Active email address
- completed S4 Enrolment Details form
- Student Photo
- S26 VSL Parent Consent Form (if student is U18)

VSL Students (for domestic students only)
If the student has elected to access VSL they can do so if they qualify and are enrolling either full-time or part-time (2 or more units of study).
- High School Certificate or any award above Certificate III or CSPA test pass result.
- Passport or Birth Certificate or Citizenship Certificate
- Proof of name consistency through original birth certificate and change of documentation such as Births, Deaths, Marriages (if applying for VSL)
- Physical address not a post office box
- Tax File Number
- USI
- Active email address
- completed S4 Enrolment Details form
- Student Photo
- S26 VSL Parent Consent Form (if student is U18)

International students Visa students
- High school certificate or qualification higher than certificate IV level or they can sit an ACER CSPA test which is conducted at Latrobe College of Art & Design.
- USI number
- Passport or birth certificate or citizenship certificate to prove citizenship
- Student Photo
- completed S4 Enrolment Details Form
- S23 Younger Overseas Student Form (if international visa student)
- IELTS 5.5 pass (or equivalent English proficiency test) required prior to the beginning of their classes.
- OSHC required prior to the student arriving into Australia and for the whole period of their study

Enrolment Process

S8.2 **Enrolment Confirmation** can be sent at any stage but no later than a month before classes begin (unless student is enrolling late. It will include:

- Dropbox. All students will need a free Dropbox account (please see attached guide).
- If you require a locker there is a $20 key deposit (you will receive a pigeon hole regardless).
- Please add the college email address to your address book - admin@latrobecollege.edu.au
- Please like the college Facebook page for student and college news - www.facebook.com/latrobecollege
- Your first term fees / or student contribution part of your VSL is due on or before Orientation. Timetable and year planner
- Materials and or KITS

If the timetable or Kits are not yet available they can be sent with the reminder below.

TCSI
From January 2020, LCAD must enter a student into the **TCSI** system within 7 days of **Confirmation of Enrolment**.

Reminder Email & S11.7 VSL Statement of Covered Fees and Fee Notice
see S11.6 Student Accessing VSL PP This includes a summary of their term VSL Loan and Student Contribution.) 1-2 weeks before classes start, the college will send a reminder email advice for students to attend ORIENTATION DAY on a day 1 week before classes start.

The Reminder will include the student's timetable and materials list if it was unable to be send with the Confirmation.

Orientation Day

Orientation is conducted for all students 1 week before term starts. The students are taken through the program, assessment and introduced to how to use the school and accesses facilities

- S12 STUDENT ORIENTATION INFO
- Studio and classroom orientation and WPS
- Discuss materials requirements
- Storage
- Discuss weekly timetable and year planner, holidays
- Discuss study unit outlines and assessment
- Advice about and help with DROPBOX
- Advice about PTV travel concession
- Student manual
- Teachers
- Fees due

eCAF
The College then enters the student into the **eCAF** system through the **eCAF portal** in week 1 of each term before Census Day. The student receives an email from eCAF that they enrolled in VSL.

Census Day
Census day enables a domestic Australian student to withdraw from their course or study units without incurring a FEE-HELP debt. It is approximately 20% into the study unit. If a student withdraws before CENSUS day (see CENSUS below) they must do so in writing, by 5pm Census day. The Census Day are detailed in the S11.6 Student Accessing VSL PP and students withdrawing or suspending studies is within See S14.1 Deferral, Suspension, Withdrawal PP on the college's website under Polices and Information.

Late applications for VSL cannot be accepted after Census Day.

CANs
LCAD emails the student a **CAN** (Commonwealth Assistance Notices) within 28 days after Census Day or normally 2 weeks after Census Day.

Verification that student is studying
At some point during the term, the student will be requested by VET student Loans to tell them that they understand that they are studying and incurring a VSL debt. The student may be contacted by the Department of Employment and Workplace Relations (DEWR) to give information about their studies.

S4 Continuing Enrolment
Students continuing their enrolment into the following term are given a S4 Continuing Enrolment Form to complete and return to admin at the end of term.