

STUDENT ENTRY PROCEDURE PP

Purpose

The purpose of this policy is to outline Latrobe College of Art & Design's approach to domestic student application and admissions through its entrance and course specific requirements. This policy should be read in conjunction with the selection procedures stated in the Fair Treatment and Equal Benefits and Opportunity Policy.

Policy

Latrobe College of Art & Design is committed to ensuring a balance is met between principles of fairness and equal benefits and opportunity and the student's merit in admission to Latrobe College of Art & Design. Latrobe College of Art & Design will ensure that all incoming students to its qualifications are made aware of the admission requirements and their obligations in being a student at Latrobe College of Art & Design.

Procedures

There are specific academic entry requirements for all applicants to the Diploma and Advanced Diploma qualifications at Latrobe College of Art & Design. Students who are eligible for admission will have met all the selection requirements, have completed an Application Form, been interviewed, completed and submitted an Acceptance Agreement Form and selected a fee payment option for their designated year of entry.

ACADEMIC ENTRY REQUIREMENTS

For admission to the Advanced Diploma of Photography, Photography Studies College (Melbourne) requires applicants to have successfully completed the Victorian Certificate of Education (VCE) or an equivalent qualification. Photography Studies College (Melbourne) gives consideration to applicants who can demonstrate they have not been able to reach their full potential due to life circumstances or circumstances beyond their control.

APPLICATION PROCESS

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

SELECTION

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.

DIPLOMA'S OF VISUAL ART, GRAPHIC DESIGN and PHOTOGRAPHY and PHOTO IMAGING

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 student's 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

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

OFFERS & ENROLMENT

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 a Letter of Offer and an Acceptance Agreement Form which must be filled in and returned to the college. 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.

SEQUENCE OF EVENTS FOR APPLICATION PROCESS

1. Student enquires or applies directly to the college online (not through VTAC)
2. If the student enquires they are sent: Student is sent/ given:
 - Directed to the website or given an Application Form
 - Course brochure
 - International Student Kit (for International students only)
3. Student is interviewed by the coordinator or delgated interview staff member and told during the interview whether they will receive a course offer. International students overseas must have at least one telephone conversation with the LCAD:
Students should bring to the interview or presnt with their applications:
Their own artwork
High School Certificate
(if they havent completed Y12 or cannot find their Certificate they must sit a language, litracy and numeracy CSPA test at a designated time, if they accept a Letter of Offer)
Any other supporting documents
International students:
Their own artwork
Copy of their passport
ILTS's test pass score of 5.5 or more if English is a second language.
4. If the student is successful in the interview they emailed an Letter of Offer with attached Acceptance Agreement Form.
5. Once the college receives the student's completed Acceptance Agreement Form and deposit or payment the student will receive a Confirmation of Enrolment letter (replaces the Welcome Letter) and advice of Orientation Day 1-2 weeks before classes start. International Students will also be issued with a COE in which to apply for their Study Visa.
6. The fees or minimum deposit to be submitted with the Acceptance Form are:

ENROLMENT & ACCEPTANCE AGREEMENT FORM

After the student has been interviewed they will be advised whether they will be offered a place in the course. To accept and confirm their enrolment the student must complete and return the **Acceptance Agreement Form** to the college accompanied with a minimum payment deposit of \$300 (this will be subtracted from their course fees), or their full trimester payment. Fees information is listed on the Acceptance Agreement Form as well as in the Student Manual and Course information on the website.

International Visa Students

The Acceptance Agreement must be accompanied with a payment deposit of \$1000 (this will be subtracted from their course fees), or their full trimester payment. Full trimester or instalment fees are listed on the Acceptance Agreement Form.

SINGLE SUBJECT ENROLMENT STUDENTS

To complete Enrolment the student needs to submit to the college a Single Subject Enrolment Form as soon as practicable. The form must accompanied with a minimum deposit of \$250, or an instalment payment or full fee.

FEES

See fees details under Courses within the website as well as the Student Manual under the website, under Policies.

VET STUDENT LOANS

Students are now able to defer a majority of their tuition fees with the government initiated VSL program. Students must be enrolled either full-time or part-time (2 or more units of study) to access this program.

Students must have Australian citizenship and have not used up their lifetime allowance, which is approximately \$100,000 per person. The loan is not means tested and student who have completed previous higher education and are planning lower level study can still access the loan. Students must also produce their High School Certificate to access their loan. If the student is not able to do this or they have not completed year 12 they can sit an ACER CSPA test which is conducted at Latrobe College of Art & Design. The CSPA is an approved assessment tool for VET Student Loans LLN entry requirements. (Please go to www.studyassist.gov.au for more information or see admin for a brochure.

The Vet Student Loans cap is \$10,000 for each Diploma and Advanced Diploma course. The fee gap must be paid by the student through other means. Students are welcome to use only part of the cap if they wish to and pay a higher amount upfront.

The enrolment period is trimester to trimester. There are three trimesters per year. Fees are charged at the start of each trimester.

The college will give the student an Application Form for Vet Student Loans occur at Orientation. Student must submit the completed application at this time. They must also have their Tax file number.

Late applications are not accepted.

Domestic Non VSL STUDENTS

If payments or instalments are not made by due dates, a student may be suspended from attending classes until outstanding fees have been paid. In addition a late fee of 5% per week will be levied on late payments. This rises to 10% on any payments that are over a month late.

If financial hardship is experienced and it is not possible to meet payment due dates, it is important to contact the Course Coordinator as soon as possible to discuss alternative payment schedules.

Students with outstanding debts cannot be issued their results or academic statements or be able to graduate, until such time as all outstanding debts have been paid.

ORIENTATION

See detailed information in the Student Manual for students orientation procedures.

RECOGNITION OF PRIOR LEARNING (RPL) AND/OR CREDIT TRANSFER

Latrobe College of Art & Design 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 Latrobe College of Art & Design. Two types of learning may be recognised to enable students to gain credit towards their course at Latrobe College of Art & Design 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 and in the Student Manual.

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.