

# LATROBE COLLEGE OF ART AND DESIGN

## ASSESSING APTITUDE OF APPLYING STUDENTS PP

Standards for RTO's 2015, 1.2 / ESOS National Code of Practice 2018, 2.2 / VET Student Loans Act 2016 Section 12

### 1. Policy

Course Coordinator or delegated teacher will assess all students' enrolment applications to ensure they meet the entry requirements of the course and to ensure their ability to complete the qualification.

### 2. Procedure

- All enrolment applications are received by Student Administration.
- Students are interviewed and assessed by the Course Coordinator or delegated teaching staff.
- Local students must have a personal interview with a portfolio or examples of their work. Distance and overseas students can be interviewed via email conversation
- Students must include copies of their highest qualification. Overseas students must follow the requirements listed in the S1 International Student Info Kit or S8 Letter of Offer
- Students are to be advised whether they will be given an course offer during the interview. Students must be given recommendation if their application is rejected.
- Interviewers must note potential needs or variations during interview, be it Deferment of Study, RPL, LLN or physical or cultural needs.
- Enrolment applications are not accepted without appropriate supporting documentation. All International students, where English is their second language, are required to submit evidence of English proficiency with their application form:
- An International student's English proficiency is required to be evidenced by a recognised English Language testing score such as IELTS. The IELTS pass level is 5.5, with no individual band lower than 5.0. A copy of the above English Proficiency Test score and other supporting documents are to be kept on student files. If the student has previously successfully studied at an approved English speaking college / university in Australia for 3 years within the last 7 years that in itself will satisfy the English language proficiency requirement.
- A local student must be able to demonstrate their Language, Literacy and Numeracy skills is at the minimum of a level of 3 in all areas outlined in the Australian Core Skills Framework.
- **Any applicant that does not have a high school certificate, proving they have completed year 12 ( an ATAR is not required) must sit a CSPA (Core Skills for Adults) test at the college at a pre-arranged time. The approved test is completed online through the ACER portal. The college is to pay all fees involved. The instructions are kept in the hard folder marked CSPA. See document " Undertaking the Core Skills Profile for Adults.**
- On completion of the CSPA test the student must be informed of their results as soon as practicable..

**Further information:** <https://www.acer.org/au/cspa/faqs>

- The college ensures that students are at a sufficient level by conducting interviews and assessing and recording each applicant's suitability to undertake the course.
- To satisfy the requirements of VET Student Loans Act 2016 Section 12, the college must ensure that the integrity of its entry requirements are upheld at all times and that in no way does the college assist in producing or minimising the entry requirements for applying students.
- Each Applicant is to submit a folio of artwork or examples of artworks in a variety of mediums which is preferred or a single medium. There should be at least 10 works but this might be less if the submitted work is very elaborate or time consuming. The interviewer will not prefer specific content or medium but they would be interested to see work that was self-initiated or exploratory in nature or work that initiated other work. Drawing work is considered a basis of a folio but some students may submit a strong photographic or painting folio with little or no drawing and this is acceptable. A single artwork submitted for interview is considered inadequate but the interviewer must make their own judgement as the nature of that work. Computer familiarity is a must for Graphic Design applicants and some form of familiarity with digital design software is recommended.

Essential are the questions to the student with their work. The student must be able to talk about how the work/works evolved, how they came to make it? Are they aware of work of other artists or designers? What or who inspires them the most? What other interests do they have? Questions should be about why the student wants to study art, what do they want to do once they have finished their qualification? The applicant is given the opportunity to ask any questions about studying, the course, the college itself including teaching staff, studying in Australia and anything else they wish to know.

The interviewer or assessor must ask themselves is the student genuine? Are they realistic about studying in the course? Are their intentions a match for the course? Should they be encouraged to look at another course? Is the work they are submitting theirs? Is there any question of authenticity? Is the student mature or developed enough to undertake the Diploma? Should they be directed to a Certificate IV level course? Is the student able to cope with the written, oral and numeracy components of the course?

- The Interviewer records the interview using the S5.1 INTERVIEW Form. The interviewer is able to give an offer to the student in the interview. If there is a rejection the interviewer must explain why to the applicant and also make suitable recommendations. They are invited to build on their skills with a Cert III or Cert IV and apply again later.

The Interviewer must record on the Interview form whether the student may need LLN assistance in the course or if there may be physical or cultural differences that require the school allow for flexibility in its delivery. Special needs are picked up in the colleges Extra Information Form that each student completes of accepting their place in the course.

On completion of the interview the interviewer advises admin of the outcome and if the student has been offered a place they will be sent a Letter of Offer and Acceptance Agreement Form.