

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 a 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 is not offered without appropriate supporting documentation.

International Visa Students

- An International student's English proficiency is required to be evidenced by a recognised English language testing score such as IELTS or equivalent.

A copy of the above English Proficiency Test score and other supporting documents are to be kept on student's files.

- The general English IELTS overall pass level minimum is 5.5, with no individual band lower than 5.0.
- A minimum overall score of 5.0 is acceptable if the student has completed 10 weeks of English Language Intensive Courses for Overseas Students (ELICOS).
- A minimum overall score of 4.5 is acceptable if the student has completed 20 weeks of ELICOS.

English language test providers	Minimum score	Minimum score and at least 10 weeks English Language Intensive Courses for Overseas Students (ELICOS)	Minimum score and at least 20 weeks ELICOS Courses for Overseas Students (ELICOS)
<u>International English Language Testing System (IELTS)</u>	5.5	5	4.5
<u>TOEFL internet-based test</u>	46	35	32
<u>Cambridge English: Advanced (Certificate in Advanced English)</u>	162	154	147
<u>Pearson Test of English Academic (PTE Academic)</u>	42	36	30
<u>Occupational English Test</u>	B for each test component	N/A	N/A

International Visa Students English exemptions

- If the student has successfully studied at an English-speaking college / university in an English-speaking country of UK, USA, Canada, NZ, Ireland, and South Africa. for 5 years this will satisfy the English Language Proficiency Requirement.
- Students holding a passport in the UK, USA, Canada, NZ, Ireland.
- Your visa application includes a pathway arrangement and your principal course is an ELICOS course.
- Within the 2 years prior to your visa application, you completed, in Australia (in English), the Senior Secondary Certificate of Education, or qualification or substantial component of a course at CIV level or above.

If the student displays a high level of English proficiency and does not comply under the above exemptions, then the college coordinator can make an assessment of the student's English Language Proficiency based on the student's writing and oral conversation through interview and correspondence. This may also be supported through other English tests not currently on the DHA list.

Domestic Students

- 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 is always upheld 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?

Interviews

- The Interviewer records the interview using the S5.1 INTERVIEW Form. The interviewer can give an offer to the student in the interview. If there is a rejection the interviewer must explain why to the applicant and 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 is deemed to require 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.