

LATROBE COLLEGE OF ART AND DESIGN

POLICY

ESOS National Code of Practice 2018

ENC Standard 2

RECRUITMENT OF AN OVERSEAS STUDENT

POLICY

- 2.1 Before accepting an overseas visa student into the college's courses, LCAD will provide the student with comprehensive, current and plain English information on:
 - 2.1.1 The course entry requirements for an overseas visa student, including the minimum level of English language proficiency, educational qualifications or work experience required, and Recognised Prior Learning (RPL) or course credit (Credit Transfer (CT)) if applicable.
 - 2.1.2 The CRICOS course code, course content and study modes including any compulsory online and/or work-based training, placements, other community-based learning and collaborative research training arrangements, and assessment methods.
 - 2.1.3 The course duration and holiday breaks.
 - 2.1.4 The course qualification, award or other outcomes.
 - 2.1.5 The campus locations, facilities, equipment, and learning resources available to students.
 - 2.1.6 The details of any arrangements with another provider, person or business who will provide the course or part of the course.
 - 2.1.7 Indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of a course and LCAD's cancellation and refund policies.
 - 2.1.8 The grounds for the overseas visa student's enrolment may be deferred, suspended or cancelled.
 - 2.1.9 The ESOS framework, including official Australian Government material or links to this material online.
 - 2.1.10 Where relevant, the policy and process LCAD has in place for approving the accommodation, support and general welfare arrangements for younger overseas students.
 - 2.1.11 Accommodation options and indicative costs of living in Australia.
- 2.2 LCAD has and implements a policy and process for assessing whether the overseas visa student's English language proficiency, educational qualifications or work experience is sufficient to enable them to enter an LCAD course.

- 2.3 LCAD has and implements a policy and process for assessing and recording recognition of prior learning (RPL) and granting and recording course credit (Credit Transfer (CT)). LCAD will preserve the integrity of the award to which it applies and comply with the requirements of the underpinning educational framework of the course.
- 2.4 When LCAD grants RPL or CT to an overseas visa student, a written record of the decision is given to the overseas visa student. This written record is kept for two years after the overseas visa student has completed their study at LCAD.
- 2.5 When LCAD grants the overseas student RPL or CT that reduces the overseas visa student's course length, the college will:
- 2.5.1 Inform the student of the reduced course duration following the granting of RPL or CT and ensure the Confirmation of Enrolment (CoE) is issued only for the reduced duration of the course.
 - 2.5.2 Report any change in course duration in PRISMS if RPL or CT is granted after the overseas student's visa is granted.

PROCEDURE

Application Process

The applicant expresses interest in studying at LCAD. They are directed to the college website's course and application section at www.lcad.edu.au to complete an application. Applications are open for entry in either February, June or September – see website for entry dates.

International visa study applications must be for full-time study only. Full-time study at LCAD is normally 3 days per week.

On receipt of an application, LCAD will email the applicant:

- a course brochure
- a Student International Info Kit.

The above will provide the student with information on LCAD's courses and facilities, as well as a guide to living costs and staying in the college's city location, including accommodation opportunities and information on schooling and fees for school-aged dependents.

The Student International Info Kit will also list the college policy and procedure locations for:

Application and Enrolment Details
College location & Facilities
Qualification and CRICOS Codes
Course Details
Timetables
Fees
Progress and Attendance
English Proficiency
Transferring Providers
ESOS Framework
Younger Students
Accommodation and Living in Australia location of information
Refunds,
Deferment, Suspension, Withdrawing
ESOS Framework description
Complaints and Appeals
3rd Party Arrangements

Folio & Interview

The student will be contacted by phone and or email by the coordinator or delegate and interviewed. This is an opportunity for students to gain further information about the course and studying at LCAD. It is also a time for the interviewer to determine that the course is the correct field of study that matches the student's interest. The interviewer will also determine whether, in their opinion, the student is capable of undertaking the study effectively.

International students must attend an interview in person if they are onshore and living in the college location or have at least one telephone conversation with the LCAD. Email interviews will be conducted if speaking by phone is not possible.

Students should bring to the interview or present with their application:

- Their own artwork or artwork folio or examples of creative work – which does not need to be in the same media of the discipline they are applying for (see details below).
- High School Certificate (or higher award, Certificate IV or higher), if they can.
- Copy of their passport (photo page)
- IELTS or equivalent test pass score of 6.0 or more if English is a second language (the applicant can complete this at any time before the course starts. A CoE can be issued prior to them obtaining this).

Other requirements

- The student will need to provide to the college proof of Overseas Student Health Cover (OSHC) for the period of their enrolment. This must be given to the college before the student lands in Australia if they are offshore or before classes start if they are onshore.
- If the student is not yet 18 years of age, they must complete a Younger Overseas Student Form and provide evidence that welfare (guardianship and accommodation) arrangements are in place.

See policy: ENC 5 Younger Students

Folio or Examples of Creative Work Guide

The student must demonstrate knowledge and skills by submitting a folio of artwork, which may include drawings and/or paintings, visual diaries and/or photography studies, video, 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, Photography and Game Art qualifications and recommended for the Visual Art qualification.

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

- Selection for school leavers is based on completing 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 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 coordinator, to undertake the Diploma of Visual Art successfully. If under 21, the student must have year 11 as a minimum.
- International students with English as a second language must achieve an English Proficiency IELTS (or equivalent) level 6.0 (with no individual band less than 5.5).
- The interviewer, in consultation with the coordinator, can decide on applicants who fall outside of the above conditions based on a combination of folio work, experience and interview.
- Advanced Diploma applicants must have completed a Diploma level course in the same field or discipline before entry or demonstrate suitably advanced skills and experience.

Successful selection

Is based on the interviewer's professional opinion and will consider the following: previous education, prior experience, artwork, interview discussion, appropriateness of the course or qualification against the evidence supplied by the student, and any recommending factors.

Credit or RPL

During the interview, the interviewer will also assess whether LCAD can offer any form of study credit or study recognition of the applicant's experience or study history.

Course Offers

The College will notify applicants at the time of their interview whether they have been successful in their application. Interviews will be conducted by phone or email; the student will be advised by email. Students will be sent:

- S8 Letter of Offer
- S10 Acceptance Agreement Form
- S4 Enrolment Details Form

Student Accepts the Offer

To accept and confirm their enrolment, the student must complete and return the Acceptance Agreement Form and Enrolment Details Form to the college, along with a payment deposit or their full-term payment. Fee information is listed in the Acceptance Agreement Form and on the website.

Confirmation of Enrolment (CoE)

On receipt of the Agreement and Enrolment forms as well as payment, the college will issue the student a CoE. This document requires the student to apply for their study visa through Home Affairs (Australian Immigration).

Induction and Orientation

One week before classes start, the student will attend an Orientation session where they will receive information for their studies:

- Facilities and resources, including ready resource
- Dropbox details for campus students
- Private lockers
- Pigeonhole details for visual art students
- Private studio details for advanced visual art students
- Various software logins and computer details for game art students
- Timetable and year planners, public and term holidays
- Materials and or KITS
- Studio and classroom orientation
- Emergency procedures and Health and Safety
- Study unit outlines and assessment
- Student manual
- Teachers