

LATROBE COLLEGE OF ART AND DESIGN

POLICY & PROCEDURE

ESOS National Code of Practice 2018, 2.2 /
Standards for RTO's 2025 / VET Student Loans Act 2016
Section 12

ASSESSING APTITUDE OF APPLYING STUDENTS

POLICY

The interviewer, who may be the coordinator or a delegated teacher, will assess all students' enrolment applications to ensure they meet the course's entry requirements and can complete the qualification.

PROCEDURE

The college ensures that prospective students can enrol in the course by conducting interviews and assessing and recording each applicant's suitability.

Online students provide the interviewer with a written statement explaining why they wish to pursue the course and what they hope to achieve by studying it. The statement will help the interviewer determine whether the student is suitable to study the course.

The coordinator or delegated teaching member will also conduct an interview in person, by telephone, or by email and ask to see examples of their student's artwork.

The student's language, literacy, numeracy and digital (LCAD) levels are assessed for course entry competency.

The applicant's existing skills or qualifications are also assessed to see if RPL or CT can be offered.

Interviewers will note potential needs or assessment variations, whether physical, learning or cultural.

There are many variables, so each applicant must be assessed on a case-by-case basis. The college's interview process enables the interviewer to evaluate and make their independent judgment of the student's capability based on their industry experience.

Applicants are advised whether they will be given a course offer during the interview. The interviewer must recommend alternative study options or institutions if the applicant's application is rejected.

See [Student Enrolment Procedure](#)

See [LLND](#) for domestic students

See [English Proficiency Proof](#) for overseas students

See [Access & Equity](#)

See [Overseas Student Info](#) kit