

LATROBE COLLEGE OF ART AND DESIGN

PROCEDURE

APPLYING AND ENROLLING

See Policies:

ENC 3 Formalising Enrolment
VSL Rules 80-83 Student Entry
LCAD Student Information & Transparency
LCAD Students Protected and Informed
Student Handbook

Entry Conditions

The diploma courses are open to Year 12 graduates, mature-aged applicants (over 21), and U18 applicants who meet certain entry conditions. Course acceptance is based on suitability to study, the merits of their application, interview, and examples of artwork and/ or other related or non-related experiences.

Year 12 graduates and Mature Age

Year 12 graduates and mature age have no entry conditions other than suitability to study their diploma of choice.

Mature age

For mature-age applicants, a Year 12 state-based certificate must be provided to LCAD, or a level 3 LLND pass must be achieved, to obtain VSL support for their studies.

18 to 21 without Year 12

Applicants over 18 and not yet 21 without Year 12 must take an LLND test and achieve a level 3 pass. Course acceptance will be assessed based on their folio artwork or other evidence displaying sufficient suitability to undertake the course.

Exceptional under 18 Applicants

Exceptional under 18 applicants will be assessed for their ability to undertake an LCAD course on a case-by-case basis. Year 10 is regarded as an absolute minimum if the student is under 21. Examples of artwork, a written statement, as well as a level 3 LLND pass, is required for entry.

U18 Applicants deemed unsuitable

Under 18 applicants deemed not to be suitable will be offered the short foundation course offered by LCAD or recommended to enrol in another certificate level course before reapplying to LCAD.

Previous LCAD Students

Past students with LCAD will be accepted into LCAD courses without condition and will not need to be interviewed. The student will need to submit to the CT/RPL process to receive recognition or credit for any relevant past study with LCAD.

Campus Single Subjects

Applicants wishing to enrol in a single subject or unit can do so directly and will not need to submit to the interview process. They will need to meet the above conditions if they wish to gain a qualification credit for the study. VSL is not available for single subject study.

Overseas Visa Student Applicants

Overseas visa student applicants with English as a second language must achieve an English Proficiency test score. See above for details. They do not need to complete a Level 3 LLND pass or Year 12 certificate. They will need to demonstrate they are sufficiently suitable to study the course.

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.

Applying

Applicants apply directly to LCAD through the college's website at www.lcad.edu.au and choose a suitable qualification to study and an entry date.

(See below for applicants applying for online course study).

On receipt of the application, a staff member will:

- Direct the applicant to the course application section (if they have not already applied).
- Send them a course brochure, and if they are an overseas visa student applicant, they will be sent an [Overseas Student Info](#) pack.
- Local applicants will be invited to visit the college to ask questions about the course and to view the college.
- Distance applicants will be invited to ask questions via the phone or email.
- Students interested in support will be sent VSL information

Online Course Applications

Interested people will be sent course information from the marketing team they meet at conferences, expos or shopping centre information booths will submit their details at that time and will be sent detailed course information.

If the applicant expresses interest in enrolling after this time, they will be interviewed, and if deemed suitable to study, they will be sent a letter by email that will include their application form and Letter of Offer with instructions on what documents they need to complete their enrolment. The letter will also include a link to tuition fees and VSL information.

On completion, the applicant will be sent an Enrolment Confirmation.

Applicants should bring to the interview or present with their applications:

- Their own artwork or artwork folio, if they can.
- A state-issued Secondary School Certificate (or Certificate IV or higher award), if they have one. (If they have not completed Year 12 or cannot find their certificate, they must complete and pass a LLND test prior to enrolment. See below for details.
- USI
- Passport or Birth Certificate or Citizenship Certificate (if they wish to obtain VSL support).
- If requiring VSL support, they will need a tax file number (TFN) or TFN application proof. This information is not to be given to the college (if they wish to obtain VSL support).
- VSL U18 Parent Consent Form if they are under 18
- Active email address
- Any other supporting documents required.

Overseas Visa Students

Will need:

- High school certificate or qualification higher than Certificate IV level in Australia, if they have one.
- Passport
- completed [Enrolment Details Form](#)
- [Younger Overseas Student Form](#) (if under 18)
- IELTS 6.0 pass (or equivalent English proficiency test) required before the beginning of their classes.
- OSHC insurance is required before the applicant arrives in Australia and for the whole period of their study.

Folio & Interview

The applicant must be interviewed by an appropriate, experienced staff member delegated to interview. The applicant is asked to bring a folio or examples of their artwork, or verified prior experience, to the interview. The interviewer records the interview using the [Interview Form](#).

If the applicant cannot produce examples of their own artwork, the interviewer will talk to the applicant about their experiences, interests, travel, ideas, and anything else that will help determine whether they are suitable to study the course.

The interviewer identifies whether the applicant has completed Year 12 and has a state-based certificate or requires an LLND test (an Overseas Visa Student is only required to complete an IELTS test - see below). They will determine whether the applicant will need forms of assistance due to physical or cultural differences requiring the college to prepare a flexible training plan.

Successful selection is based on the interviewer's professional opinion of the applicant's genuine intention, previous experience, artwork evidence if available, previous education, interview discussion, appropriateness of the course or qualification against the evidence supplied by the applicant, and other recommendations.

Overseas Visa Student must have at least one telephone conversation with the LCAD. If this is not possible, then interviews will be conducted through digital methods such as email. They will be sent an [Overseas Visa Student Info Kit](#) to help them with Information.

If the application is rejected, 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 will uphold the college policy to be fair and transparent with the interviewee and will hold a non-discriminatory approach regardless of gender, race, disability, age, religion, sexual orientation, or socio-economic background. They will also give special consideration, and reasonable adjustments can be offered if possible.

On completion of the interview, the interviewer advises admin of the outcome, and if the applicant has been offered a place.

Folio Guide, Evidence of Experience

To enter the qualifications delivered by LCAD, the applicant must demonstrate knowledge and skills by submitting a folio of artwork or examples that may include drawings, paintings, visual diaries, photography studies, digital artwork 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 game art qualifications and is recommended for visual art study.

The college is still interested in speaking with applicants who have limited experience to enter LCAD courses. Alternative evidence might include other forms of life experiences. Travel is a highly valued asset in applicants.

Selection Criteria

Submitted artwork or artwork folio can be in any medium. 10 artworks are recommended, but fewer if the submitted work is elaborate or time-consuming.

The interviewer is interested in seeing work that is self-initiated or exploratory. They are particularly interested in rough sketches that may have led to more developed artwork or ideas.

Drawing work is considered the basis of a folio, but some applicants may submit a strong photographic or painting folio with little or no drawing, which is acceptable. A single artwork submitted for an interview is adequate, but preference will be given to folios with more artwork that shows more experience. Judgement will not be made on the quality of the drawing. The interviewer is looking for experience and whether the applicant is making creative decisions.

The applicant will be asked how the artwork (s) evolved and how they came to make it. Is the applicant aware or interested in the work of other artists or designers? What or who inspires them the most? What other interests do they have? Questions will also be about why the applicant wishes to study art and what they want to do once they have finished their course. 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.

The interviewer or assessor must ask themselves: is the applicant a genuine applicant? Are they realistic about studying 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 applicant mature or developed enough to undertake a diploma? Should they be directed to a short course or Certificate IV level course? Is the applicant able to cope with the written, oral and numeracy components of the course?

Advanced Diploma entry

Applicants must have completed a diploma-level course in the appropriate qualification before entry to the advanced diploma qualification of their choice or demonstrate suitably advanced skills and experience, of which the interviewer will determine the proper level.

Graduating LCAD students continuing onto an advanced diploma are automatically accepted. Students can also study both diploma and advanced diploma studies concurrently if they have demonstrated the ability to do so.

Course Offer

The College will notify applicants at the time of their interview whether they have been successful in their application. Applicants who are interviewed by phone or email will be advised by email.

Applicants will be sent:

- Letter of Offer
- Acceptance Form
- Enrolment Details Form
- VSL Info (domestic students)

If the applicant is applying for a single subject class, they only need to fill in the enrolment form and return it to the college with payment of fees. Single-subject applicants must be contacted by the coordinator or delegated staff, which does not need to be recorded.

LLND Requirement

Applicants who have not achieved a recognised Year 12 or cannot locate their state-based Year 12 Certificate (individually issued high school-issued certificates are not valid) will be asked to complete LCAD's LLND (Learning, Literacy, Numeracy and Digital) and achieve a level 3 pass if they wish to obtain VSL support for their studies.

The test results will be sent to the student as soon as practical. LCAD will also report the results of such tests to the Secretary of the Department of Employment and Workplace Relations (DEWR) when required.

Special Requirements

If there are special requirements from the applicant or special needs that the college must know, this will be recorded on their enrolment form.

VSL Check

Applicants seeking VSL support must be checked they meet the following criteria:

Fee Limit

- The applicant does not cause the college to exceed its Provider Fee Limit.
- The loan amount does not exceed the applicant's remaining VET Student Help Balance.

Citizenship/Residency

- Be an Australian citizen, or
- Hold a permanent humanitarian visa and usually reside in Australia, or
- Be a New Zealand Special Category Visa (SCV) holder who meets the required residency criteria.

RPL and CT

The Interview Form will identify applicants who might possess prior experience or previous qualifications. The interviewer will recommend or accept an application from the prospective student enrolling in a qualification at LCAD to formally recognise the applicant's relevant experience against parts of the course being enrolled in. The two forms of recognition that LCAD offers are recognition of prior learning (RPL) and credit transfer (CT).

See further details in LCAD's policies and procedures:

RTO 1.6-1.7 RPL and CT

RPL Procedures

CT Procedures

Accepting an Offer

To accept and confirm their enrolment, the applicant must complete and return the Acceptance Form or Enrolment Form or Subject Enrolment Form to the college accompanied by a payment deposit or their full-term payment. Fee information is listed on the Acceptance Form, as well as on the website. The Acceptance Form must include:

- Course and qualification
- Personal details
- USI
- Payment/ tuition details with option to select VSL
- Payment method plus a form for giving credit card details
- Advice on securing their place
- Location of college policies and a list of important ones including refunds and complaints policies
- Census date
- Protection of tuition fees statement
- RPL/CT statement
- Withdrawing, Deferring, Suspension of Enrolment statement
- Student Support Services statement
- VSL statement and how to apply
- Tuition fees details
- Declaration statement
- Signature and date place
- Checkbox that the applicant has understood the conditions of enrolment

Enrolment Process

Once the applicant has provided the college with their signed Acceptance Form and necessary documents An Enrolment Confirmation is sent to them no later than the start of the course.

An Enrolment Confirmation will include:

- Qualification details, dates
- Advice about Orientation
- Likely Timetable
- Materials and equipment advice
- Units of Competency mapped to study units

Orientation

Occurs 1 week prior to the start of the course. See Latrobe College Students Orientation for details. The students are taken through their course, assessment, materials requirements and introduced to how to use the school and access facilities:

Campus Orientation should include:

College Facebook and Instagram
Admin
Dropbox
Student cards
Being absent / arriving on time / attending classes regularly
Mobiles
Materials
Storing artwork and equipment
Lockers
Library and college equipment
Studio access
Storeroom (visual art) & workshop (basement)
Computer lab
Adobe
Printing fair use policy
door lock
Ventilation
Smokers
Eating/ tea & coffee
Emergency and safety
student manual your fellow students
Teachers
Visitors
Notice boards
PTV
Student support services
Study unit outlines
Assessment
Folio week tutorials
ECAFS

Online Study Orientation should include:

Software access
Checking computer power
ECAF
Monitoring
Attendance
Online learning etiquette
Discord registration and use
Good study habits:
Asking for help
Study groups
Loan computers
Digital Readiness Survey

eCAF

The college's SMS system automatically enters the student into the VSL eCAF.

The eCAF system emails the student and asks the student to complete a few questions about their enrolment. The student must respond for their VSL to be confirmed. If the student doesn't respond before Census, they will not receive their loan. This must be done each term of the student's course.

Once completed and submitted by the student, the college is advised or receives an indication on the eCAF system that the student's VSL enrolment is complete.

Admin must follow up with the student.

TCSI

LCAD SMS will automatically enter a domestic student studying at LCAD into the **TCSI** system within 7 days of Enrolment Confirmation.

eCAF

The college's SMS system automatically enters the student into the VSL eCAF system through the eCAF portal in week 1 before Census Day, in each term of the student's enrolment.

The student receives an email from eCAF asking them to complete some questions.

VSL Statement of Covered Fees and Fee Notice

For VSL students, a VSL Statement of Covered Fees and Fee Notice must be sent to the student 2 weeks before Census. This includes a summary of their term VSL loan and student contribution if they are using part VSL.

Census Day

Census day enables a domestic Australian student to withdraw from their course or study units without incurring a FEE-HELP debt. It is approximately 20% of the way into a given study unit. If a student withdraws before Census Day (see CENSUS below), they must do so in writing by 5 pm on Census Day.

Census Days are published on the college's website <https://lcad.edu.au/policies-and-information/>

Reference to Census Dates is in the Student Handbook

Late applications for VSL cannot be accepted after Census Day.

Deferral, Suspension, Withdrawal

Students withdrawing or suspending their studies are detailed within the Deferral, Suspension, Withdrawal policy and procedures: <https://lcad.edu.au/policies-and-information/>.

CANs

LCAD emails the student a **CAN** (Commonwealth Assistance Notice) within 28 days after Census Day or normally 2 weeks after Census Day.

Verification that the student is studying

At some point during the term, the student will be sent a request by the eCAF system asking them to confirm they are still studying and understand they are incurring a VSL debt. The Department of Employment and Workplace Relations (DEWR) may contact the student to give them information about their studies.

Continuing Enrolment

Campus students continuing their enrolment into the following term are given a Continuing Enrolment Form to complete and return to admin at the end of term.

Changes to Agreed Services

Students will be advised by the college, as soon as practicable, of any changes to their agreement or enrolment because of a change of college ownership, management, location or any third-party arrangements that may affect the student's learning or engagement.

Records Management

Retain academic suitability evidence, LLND results, acknowledgements and eCAF records securely in the student file in the SMS for at least five years (5) under VSL Rules or two years (2) from when the student ceases being an LCAD student.

- Applicant's full name and date of birth
- Citizenship, Australian passport, Australian birth certificate, or appropriate visa.
- USI
- Academic suitability evidence
- Loan amount being requested
- Enrolment details, including course and units
- eCAF completion and acknowledgement
- Confirmation the applicant has been informed of their rights and obligations
- Any other required information under the Rules or requested by the Department.
- Interview Record
- Assessment Details