



## SYDNEY FILM SCHOOL

Name	Application and Enrolment		
<b>What is the purpose of this policy?</b>	To describe Sydney Film School's ( <b>SFS</b> ) selection criteria for its courses and the steps taken to enrol a student, both domestic and International, in accordance with current legislation.		
<b>Version</b>	#4	<b>Next review</b>	July 2018
<b>What law applies?</b>	The National Code 2007 (ESOS): Standard 2 and 3. The RTO Standards 2015: Standard 5 - Clause 5.1 and 5.2.		
<b>Who is affected by this policy?</b>	<b>Who has rights?</b>		<b>Who has responsibilities?</b>
	Applicants Students		Student Services Manager Marketing Manager Registrar Education Staff (interviews)

### Policy

SFS will ensure that, throughout the process of selection and admission, applicants are treated fairly, courteously and expeditiously.

SFS will conduct at least one face-to-face interview in person or over the internet prior to admitting a student.

Students will be selected on the published selection criteria.

Entry criteria and application procedures are published in the SFS's marketing material and on the SFS's website for the information of students and persons seeking to enrol with the School.

SFS will check a student's language proficiency, experience, suitability and qualifications (where relevant), to ensure that these are appropriate for the course in which they wish to enrol.

SFS does not require a prospective student to hold any formal qualifications.

SFS will assess whether its entry requirements are satisfied based on information provided by the student in their application and at the interview SFS will conduct with them.

SFS enters into written agreements with prospective students, setting out the services to be provided, fees payable and information in relation to refunds of course money.

SFS will carry out a withdrawal interview with enrolled students wish to withdraw from courses of study at any time during term.

## **Selection Criteria**

### ***Diploma of Screen and Media (CUA51015, 068333F)***

An applicant will be granted entry to SFS' Diploma course provided the applicant is aged at least 18 years or will be aged at least 18 years by the time course commences and provided that the applicant demonstrates that they meet the following selection criteria:

- a commitment to enquiry and study;
- an interest for a career in, or pursuing knowledge of, the film industry;
- an enthusiasm for collaboration and team work;
- a commitment to work hard and make good use of their time at SFS;
- an ability to communicate competently in English; and
- Satisfies Language Literacy & Numeracy regulations.

### ***Advanced Diploma of Screen and Media (CUA60615, 074037G)***

In addition to the Diploma criteria, an Advanced Diploma applicant will need to demonstrate that they meet the following additional selection criteria:

- existing filmmaking experience;
- an aptitude for their nominated specialisation (cinematography, sound, producing, editing, or production design);
- a passion for filmmaking; and
- aptitude as a writer and director.

## **English language proficiency**

International students must have a minimum level of English. The required English level is dependent on the applicant's Student Visa Assessment Level determined by the Department of Immigration and Border Patrol:

- **Visa Level 1 & 2:** The required proof of English is up to the discretion of SFS. SFS will observe in its interview whether the student has demonstrated an appropriate understanding of English including written, listening and speaking skills. SFS will then decide whether the student is required to complete further English studies. Previous studies in English undertaken by the student at school or a provider of higher education will also be taken into consideration.
- **Visa Level 3:** Students who have a visa assessment level of 3 will be required to submit formal proof of English proficiency. The following forms of testing and outcomes are accepted by SFS:
  - [IELTS] International English Language Testing System Certificate with a score of (i) 5.5 or above for direct entry into a course or (ii) 4.5 if an ELICOS course is to be taken before entry. An applicant can study a preliminary English course for up to 20 weeks.
  - Refer to table at <https://www.border.gov.au/Trav/Stud/More/Student-Visa-English-Language-Requirements> for equivalent TOEFL, PTE, CAE scores.

## Procedure

### **Application**

#### ***Diploma of Screen and Media (CUA51015, 068333F)***

To apply for the Diploma of Screen and Media, applicants (or their agents) need to submit the following documents to SFS through the online application on the SFS website or by fax, e-mail or mail:

- completed application form;
- curriculum Vitae (CV)/resume;
- one page personal statement;
- satisfies Language Literacy & Numeracy regulations;
- for International applicants, a photocopy of their passport data page and proof of English proficiency (if required).

#### ***Advanced Diploma of Screen and Media (CUA60615, 074037G)***

In addition to the steps outlined above, the applicant will need to:

- submit a DVD showreel (or link to website) of examples of their work in writing, directing and their nominated specialisation; and
- include in their CV a filmography with credited roles.

### **Incomplete Applications**

If the applicant submits an application that is missing one of the requirements the Registrar will contact the applicant asking them to provide the missing information. Until the missing information is provided, the application will be placed on hold.

### **Interview**

Once the applicant's complete application has been received by SFS, the Marketing Manager will contact the applicant to arrange a time for an interview with one of SFS's Education team.

Prior to the interview, the applicant will be requested to complete an Interview Questionnaire form, which will form the basis of discussion at the interview.

The purpose of the interview is to assist SFS in ensuring that the applicant is fully informed about the course that they are enrolling in and to determine the student's suitability for the course.

### **Assessment of Applications**

The Registrar, together with the staff interviewer, will assess each application (including performance during interview) to ensure that the applicant's experience, qualifications and English Language Proficiency are appropriate for the course they are applying for, refer to Selection Criteria above. This is achieved by successful completion of the Student Selection Checklist.

### **Confirming Enrolment**

### **Successful Applicants**

If the application meets the selection criteria, the Registrar will send the applicant (with a copy to their Agent if represented) a Letter of Offer for a place in the course and a Student Agreement.

In order for the applicant to accept their place in the course, the applicant will need to return a signed copy of the Student Agreement within 14 days. International students will be required to pay a deposit and if applicable provide payment for their overseas health cover.

Once these items have been received, the Registrar will send an email confirming the student's enrolment. For International applicants, the Registrar will issue an electronic Confirmation of Enrolment to the applicant and send with a receipt for the payments made and an invoice for the balance of school fees.

If the applicant has Learning, Literacy and/or Numeracy needs, the Registrar will advise the Head of Film who will implement the SFS's Language, Literacy & Numeracy policy for the duration of the student's studies.

### **Unsuccessful Applicants**

Unsuccessful applicants will be notified by the Registrar via email within 14 days.

### **Student Agreement**

SFS enters into a written agreement with the student, signed or otherwise accepted by that student, concurrently with or prior to accepting course money from the student. SFS will not accept money from a student unless SFS has received a student agreement signed by the student.

The agreement:

- identifies the course or courses in which the student is to be enrolled and any conditions on their enrolment
- provides an itemised list of course money payable by the student
- provides information in relation to refunds of course money
- sets out the circumstances in which personal information about the student may be shared between SFS and the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition, and
- advises International students of their obligation to notify SFS of a change of address while enrolled in the course.
- advises students where SFS' policies and procedures are located.

SFS includes in the written agreement between International students the following information, which is consistent with the requirements of the ESOS Act, in relation to refunds of course money in the case of student and provider default:

- amounts that may or may not be repaid to the student (including any course money collected by education agents on behalf of SFS)

- processes for claiming a refund
- a plain English explanation of what happens in the event of a course not being delivered, and
- a statement that “This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws”.

Historical versions of Student Agreements are kept on student electronic files for compliance purposes.

## Version Control

Approved by	Version #	Date
Policy and Procedure Committee	1	2 April 2015
Education Operations Interface	2	1 July 2015
Policy and Procedure Committee	3	26 April 2016
Senior Management Meetings	4	22 September 2017