



SYDNEY FILM SCHOOL

Name	Application, Selection and Enrolment of Students		
What is the purpose of this policy?	To describe Sydney Film School's (SFS) selection criteria for its courses and the steps taken to enrol a student, both domestic and International, in accordance with current legislation.		
Version	#5	Next review	February 2019
What law applies?	The National Code 2018 (ESOS): Standard 2 and 3. The RTO Standards 2015: Standard 5 - Clause 5.1 and 5.2.		
Who is affected by this policy?	Who has rights?		Who has responsibilities?
	Applicants Students		Director Student Services Manager & Registrar Admissions Officer Head of Film Education Staff (interviews)

Policy

SFS will ensure that, throughout the process of selection, admission and enrolment, 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 ensure that information about this process in advertising and promotional material (including on its website) is accurate, current, comprehensive and in plain English.

SFS recruitment practices adhere to the conditions contained within the *SFS Marketing and Recruitment Policy and Procedure*, and (where Education Agents are used) within the *SFS Education Agents Policy and Procedure*.

SFS does not enrol overseas students under the age of 18.

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

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 offers to Recognise Prior Learning in accordance with its *SFS Assessing and Recording RPL and Granting Course Credit Policy and Procedure*.

SFS enters into written agreements with prospective students, consistent with the requirements of the 2018 National Code and ESOS Act 2000, setting out the services to be provided, fees payable and information in relation to refunds of course money.

Selection Criteria

Diploma of Screen and Media (CUA51015, 068333F)

An applicant will be granted entry to SFS' Diploma course 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 make good use of their time at SFS;
- an ability to communicate competently in English; and
- satisfies Language Literacy & Numeracy requirements.

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 (equivalent to graduates of a Diploma of Screen and Media);
- an aptitude for their nominated specialisation (cinematography, sound, producing, editing, or production design);
- a passion for filmmaking; and
- aptitude as a writer and director.

Overseas Students

In addition overseas students wishing to study at the SFS must meet the minimum English language requirements as published from time to time on the Australian Government's Department of Home Affairs website:

<https://www.homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements>

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 e-mail or mail:

- completed application form;
- curriculum Vitae (CV)/resume;
- one page personal statement;
- 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(s); 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 Admissions Officer 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 Admissions Officer 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 and Medical Information form, which will provide 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.

Interviewers will fill out a Student Enrolment Checklist, indicating whether or not the applicant meets the selection criteria, and whether or not the student has any perceived Language, Literacy or Numeracy difficulties.

Assessment of Applications

The Admissions Officer, 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 sufficient for the course they are applying for. This is achieved by successful completion of the Student Enrolment Checklist against the published criteria (listed above).

Confirming Enrolment

Successful Applicants

If the application meets the selection criteria, the Admissions Officer 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. 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 Student Services Manager and Registrar will send an email confirming the student's enrolment. For International applicants, the Student Services Manager and 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 Student Services Manager and 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 Admissions Officer 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 prerequisites, conditions on their enrolment (if applicable)
- provides an itemised list of course money payable by the student
- provides information in relation to refunds of course money in accordance with the *SFS Refund Policy and Procedure*.
- 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..
- advises overseas students of their obligation to notify SFS of current contact details, any change of contact details, and who to contact in an emergency, while in Australia and studying at SFS
- advises students of *SFS Complaints and Appeals Policy and Procedure*.
- advises students where SFS' policies and procedures are located on the website.

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)

- a plain English explanation of what happens in the event of a course not being delivered, including the role of the Tuition Protection Service (TPS) 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, as well as receipts of payments made under the written agreement, are kept on electronic files for compliance purposes.

Upon a student's acceptance of a student agreement, the Student Services Manager and Registrar will issue:

- a copy of the Student Handbook / Welcome Pack, and
- (for overseas students who have requested that SFS arrange Overseas Student Health Cover on their behalf) a letter detailing instructions relating to their Overseas Student Health Cover

Visa Approvals

The Student Services Manager and Registrar will monitor the visa status for each student. In the instance where a visa is rejected the Student Services Manager and Recruiter will be responsible for commencing the *SFS Refund Policy and Procedure*.

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
Course Improvement Committee	5	18 July 2018