

Imagination Creativity Innovation



Photography Studies College
Advanced Diploma of Photography

FULL TIME STUDENT HANDBOOK

photography
studies
college





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Welcome to Photography Studies College...

INTRODUCTION

This handbook attempts to explain all the things you need to know about undertaking a course with Photography Studies College commonly referred to as PSC, to gain the Advanced Diploma of Photography. In this handbook, we explain the responsibilities and obligations of PSC and the responsibilities of you the student.

This handbook should be read together with the relevant Course Information Guide.

Photography Studies College is a Registered Training Organisation. To view its scope of registration contact the Student Relations Officer.

ACCESS AND EQUITY¹

PSC recognises that adult learning is a need and right for all adults. It exists with a primary commitment to fair access and equity provision of its course and will not discriminate on the basis of age, race, gender, religious orientation, nationality or sexual preference. A range of course delivery modes is employed at PSC to meet the varying needs of students. Reasonable adjustments will be made to support students with special needs.

Discrimination, Harassment and Bullying

Photography Studies College is committed to the principles and practices of equal opportunity for all its students. This means we will do our best to ensure that no student is subjected to discrimination, harassment or bullying in connection with his or her studies at the Photography Studies College.



¹ All students enrolling at PSC do so on a fee for service basis. This section of the code must be understood within that context. PSC receives no government funding for any programs offered and is therefore not able to offer financial concessions to any persons.

Examples of discrimination may include:

- Refusing to provide information to someone
- Taunting or putting down a person because of their ethnicity, colour or race
- Mocking a person's customs or culture

Examples of harassment may include:

- Unwelcome physical contact
- Repeated unwelcome invitations
- Insulting or threatening language or gestures
- Images, graffiti or posters which are offensive, obscene or objectionable

Examples of bullying may include:

- Behaviour that intimidates, degrades or humiliates a person
- Aggression, verbal abuse and behaviour which intimidates
- Overt or passive violent behaviour which threatens a student or staff member

COURSE INFORMATION

Course entry

Applicants for full time study are required to apply through the Victorian Tertiary Admission Centre (VTAC) AND complete the PSC Course Application Form attending an interview with folio. Selection is based on the interview and presentation of a folio.

Applicants for part time study apply directly to the college. The college has a number of intakes that occur throughout the year. Each applicant must attend an appointment with the Student Relations Officer where the course is explained and your interest assessed.

International applicants must apply directly to the college ensuring that the checklist of requirements on the International Application Form is addressed. International Applicants in Australia are required to attend an interview; those overseas will be required to complete an email or telephone interview.

At your interview or appointment or during Open Day you will be shown the relevant facilities and amenities at PSC. Please read this information in conjunction with the relevant PSC Course Guide.

Course Fees and Charges

The course at PSC is a tuition fee-paying course, where tuition fees are payable annually. The Advanced Diploma is offered over three years of full time study. PSC does not receive government funding or assistance for its courses. All prospective students should peruse the [Annual Tuition Fee Structure Payment Options](#) schedule for the relevant year and period of enrolment. A copy of this schedule is provided in every information package. Before enrolling, prospective students should ensure they have discussed the preferred fee option with the Student Relations Officer. These fees cover the cost of tuition only. Facility access fees and individual equipment and materials costs are payable in addition to tuition fees. These costs are discussed at your interview or appointment with the Student Relations Officer.

Enrolment

Information on the course and other relevant information is available from the Student Relations Officer and given to all prospective students prior to enrolment. To undertake a course at PSC, you are required to complete and sign an annual Enrolment Form where the Terms and Conditions of Enrolment are outlined and pay your required tuition and administration fees. A copy of the Enrolment Form will be issued with each student's confirmation of enrolment.

Refund Policy

At enrolment all prospective students will be made aware of the PSC refund policy. This policy is listed in Section 3 of the Terms & Conditions of Enrolment.

Deferment

The PSC Deferment policy is referred to in the Terms and Conditions of Enrolment and available from the Student Relations Officer.

International Students

Deferral of studies (for a maximum of 28 days) may be permitted only in compelling or compassionate circumstances such as serious illness or death in the family. Evidence of such circumstances will be required. Students must firstly discuss any such circumstances with the Student Relations Officer. Any permission given to defer studies in such circumstances may affect a students' student visa. If a student applies to defer studies for a longer time period than that mentioned, the student will be required to suspend his or her studies and will be expected to depart Australia. The suspension of studies must be notified to DEST and will cancel the students' student visa.

Fee Protection

PSC maintains a Trust Account for safeguarding student fees. The Trust Account is a legally established account, maintained with the College's bank.

For International students PSC is a member of the Australian Council for Private Education and Training's Overseas Student

Tuition Assurance Scheme. This assures tuition in the event that PSC is unable to continue to provide the service.

PSC also contributes to the Educational Services for Overseas Students assurance fund operated by Price Waterhouse Coopers on behalf of the Commonwealth of Australia.

Learning Materials & Equipment

Students require their own 35mm digital SLR camera together with two external hard drives, relevant soft ware packages and access to their own computer to commence the Advanced Diploma of Photography course. Students are also required to provide their own materials for each unit and module of the course including but not limited to memory cards, printing costs, paper, mount board and other materials as required. Students should at all time be aware of the rapid rate of technological change in the photography industry and the impact this may have on equipment requirements. As students progress through the course, equipment and material requirements will vary. All students during relevant classes have the use of equipment and facilities for course requirements.

Semester Dates

Semester dates will be available from the Student Relations Officer prior to enrolment and printed in the student diary.

Recognition of Prior Learning (RPL)

PSC recognises that students may have previous experience, either in the photography industry or a related industry. These skills may have been gained through previous learning, work and life experience, through employment and/or previous formal education and training. You may be able to gain recognition of the skills you have developed during that time.

If you have appropriate evidence, you may be assessed as competent on the basis of that evidence. Full details of PSC's RPL policy and application forms are available from the Student Relations Officer. If a student applies for RPL a charge per module applies.

Mutual Recognition

The qualification issued by PSC will be nationally recognised. PSC recognises the AQF qualifications and statements of attainment issued by any other registered training organisation.

Language, literacy and numeracy

PSC acknowledges that all vocational education and training includes language, literacy and numeracy tasks. Any students experiencing difficulty with language, literacy and numeracy are encouraged to seek assistance from their teachers. Arrangements will be made for further support where it is required.

Student Welfare

The environment offered at PSC endeavours to ensure that students are supported and guided as they progress through

the course. Students who are experiencing difficulties should speak with their teacher in the first instance or the year level coordinator, or may make an appointment with the Student Relations Officer.

The appointment with the Student Relations Officer, may take the form of general student welfare and support, advice, study skills assistance, practical help or referral to a professional counselling service. This counselling is provided in accordance with the organisations privacy policy.

Professional counselling referral may be required for but not restricted to:

- Relationship issues
- Stress and coping
- Grief
- Personal problems

Learning Facility Access

PSC facilities are provided for undertaking College work only including assessment tasks, assignments, projects and folios. As a full time student an annual fee is levied for this access and paid for at the time of enrolment. Part time student's access is on a user pay basis.

All students are issued with the Digital Centre Student Procedures Handbook in their digital imaging classes and are required to adhere to the digital centre use as outlined in that handbook.

The PSC Internet Policy is explained to all students accessing the digital centre when logging onto the PSC Student Intranet. Students are required to adhere to the requirements as stated in the policy.

Course Delivery

The Advanced Diploma of Photography is delivered in a variety of modes including classroom based lectures and demonstrations, interactive workshops, group tutorial discussions, practical and group exercises; industry placements, presentations, guest lectures and other activities which enable students to achieve their goals.

In order to be eligible for the Advanced Diploma of Photography qualification, students are required to successfully complete:

- All core modules and units
- All modules from one of the specialisations:
Commercial Photography, Art Photography or Photojournalism
- The required number of elective units*

*PSC will deliver certain electives according to the specialisation

Student evaluations

At various times throughout the Advanced Diploma course students will be requested to complete evaluation forms. These forms are important ways for PSC to obtain student feedback and ensure quality control and continuous improvement.

YOUR RIGHTS AND RESPONSIBILITIES AS A STUDENT

Privacy

PSC values the privacy of every individual's personal information. All personal information will be handled in accordance with the PSC Privacy Policy. As a requirement of some agencies and for our own purposes, PSC requests personal information from students. This includes:

- name and address
- date of birth
- employment status
- education achievement
- ethnicity

PSC will use your name and address for communication purposes. This may be to send out information about your course, enrolment, results or invoices.

Current postal address

It is the responsibility of the student to ensure that the College has your correct and current postal address for each semester.

Responsible behaviour

As an adult student, you are expected to fully participate in the course at all times and conduct yourself in a courteous and respectful manner. It is our expectation that you will respect the rights of others, including all PSC staff members and your fellow students.

Respect for your fellow students includes your attitude to them, not making any derogatory comments either about them or their opinions and not engaging in any behaviour that limits or reduces the learning opportunities of others. Students are required to dress in a manner that is neat and does not offend others. It is expected that you will obey all laws in relation to Sexual Harassment, Equal Opportunity and Occupational Health and Safety. Serious misconduct will be dealt with in accordance with relevant state or commonwealth laws.

PSC is a smoke alcohol/drug free zone – no smoking/ alcohol/ drugs are permitted in any area of the College. The consumption, use, sale of or distribution of alcohol or prohibited drugs by any student is strictly forbidden. Any student found to be in breach of this policy is subject to strict disciplinary action and will be required to attend a disciplinary interview. Suspension or expulsion from the course may result.

Responsible behaviour in class

To ensure that all classes are conducted safely and in a way that fosters learning and development for everyone, all students are required to adhere to the following:

- All mobile phones must be turned off during class time.
- No food or drink to be taken into the class rooms or digital centre – small breaks will be allocated to allow time for eating and drinking.

- All rooms must be left clean and tidy and rubbish deposited in the bins.

Disciplinary Interviews

Any student who fails to abide by the above standards of behaviour or any student, who has a complaint lodged about him or her, will be the subject of a Disciplinary Interview. Attendance at a Disciplinary Interview is mandatory for a student. A Disciplinary Interview will be notified in writing at least 2 weeks prior to the date set down for the Interview and will be attended by two or more PSC staff members.

Any student required to attend such an interview may invite another person to attend as well and such person may make representation to the interview on behalf of the student. A decision may be made to suspend or expel a student due to unacceptable behaviour and /or breach of responsible behaviour. The results and outcomes arising out of any disciplinary interview will be conveyed to the student by mail within 5 working days of the completion of the interview. A student will have the right to appeal a decision made in a disciplinary interview, using the PSC Grievance Policy, and will have 20 days to do so. After that time the decision of the disciplinary interview stands.

Attendance

All students must attend all classes and meet the minimum 80% attendance requirement as per the PSC Attendance Policy – this policy requires attendance at all classes in each module and unit. Attendance records are kept for all classes in each unit and module of the course. As PSC encourages a respectful and cohesive learning environment, students are requested to arrive on time for the commencement of classes. Students are requested not to make appointments for whatever reason during class time. Lateness to class may result in a student being marked absent. If students leave class early he or she may be marked absent.

Any absences must be notified by phone to the relevant teacher prior to the scheduled class and medical certificates must be supplied for periods of absence due to illness. International students must also notify the Student Relations Officer.

Any student falling below the 80% attendance requirement (without formal notification to PSC with documentary support such as doctor's certificate) will be sent an "At Risk" letter. Students will be required to discuss their absence with the appropriate staff and undertake to remediate the situation via the PSC Intervention Strategy.

International Students

As per the above but if following the implementation of Intervention Strategy the student is deemed to not have met the 80% attendance requirement as per the PSC Attendance Policy, then the student will be sent a "Breach letter".

This letter will notify the student of PSC's intention to report

him or her to DEST due to unsatisfactory attendance and the student may have his or her student visa cancelled. In this case the student can appeal the decision and will have 20 days to do so, he or she must do so via the PSC Grievance Policy. The Student Relations Officer has information on this process, email: aharvey@psc.edu.au

Concerns

PSC encourages those with concerns to raise these with an open mind and to attempt to resolve any problems initially through discussion and conciliation. If a student has any concerns regarding course delivery, assessment or the quality of teaching, please discuss this with the relevant teacher in the first instance. If the concern is about results please contact the Assessment & Administration Coordinator. If the concern is not resolved at this point or is about another matter the student should make an appointment with the Student Relations Officer to discuss. If the concern/s are not satisfied in these initial discussions, the student may wish the matter to become a grievance issue. Students should contact the Student Relations Officer to make an appointment for discussion or for a copy of the PSC grievance policy, email: aharvey@psc.edu.au

Grievances

The PSC Grievance Policy provides an avenue for academic or non – academic grievances to be addressed and appeals heard. The policy is available from the Student Relations Officer, email: aharvey@psc.edu.au. Initially any grievance must be referred to the Student Relations Officer who will then refer the grievance for action as per the policy.

ASSESSMENT

PSC is committed to ensuring all submission requirements are assessed competently, fairly and consistently across the course. Assessment modes vary according to the modules and units. All assessment requirements are issued and discussed at the commencement of each module and unit; any questions regarding assessment should be directed to the appropriate teacher.

Students are required to pass each module and unit in each semester of each stage of the course in order to progress to the next stage and to be eligible for the Advanced Diploma qualification. If a student fails a module or unit, that module or unit must be repeated and students are required to enrol and repeat that module or unit at the applicable fee rate.

Grading & Marking Details

Assessment in the vocational education & training sector is largely competency based. However, as part of our formal agreement with RMIT University, PSC is committed to graded assessment. Modules and units for each semester or stage of the course will be marked out of 100. Students' results will be recorded as grades. Details available in module and unit Learner Guides.

Submission Requirements

Submission dates for all assessment tasks for each unit and module of the course must be strictly adhered to - please note late submission and non submission will result in a fail grading. If a student is experiencing difficulty or illness he or she must speak to their teacher and seek an extension on the given submission date. Meeting deadlines is an essential part of this course and an essential requirement of the photography industry.

Plagiarism

Plagiarism is the presentation of another person's work, images, ideas, or creations as your own, without acknowledging the original source of the work. This means that you are taking credit for someone else's work. PSC does not condone plagiarism in any form. If you have used someone else's work without acknowledging your source, you have plagiarised. All plagiarism is viewed seriously by PSC and can incur penalties. Any student suspected of plagiarism will be given the opportunity to explain in the company of their teacher and the Student Relations Officer or Year level Coordinator or Manager Student Relations. If the Manager Student Relations believes that plagiarism has occurred, the student may receive a fail grading for the work in which plagiarism has occurred and may be required to attend a Disciplinary Interview.

Extensions

Extensions are to be applied for no later than 7 days prior to the submission deadline. Application forms for extensions (Extension Application Form) can be obtained from your teacher. The form must be dated and signed by yourself and your teacher. A copy of the extension application will be kept in your file. Submissions must be received by the Revised Submission Date on the Extension Form. If the required submission is not received by the revised submission date a fail grade will result. The student will then be required to repeat the module or unit.

Please note: Advanced Diploma level external assessment – as this is a panel assessment no extensions will be granted.

Supplementary Work Requirements

Students who receive a pass or higher grade do not have the opportunity to undertake supplementary work, repeat or do additional work to gain a higher grade. Fail grades do not qualify for supplementary work.

Students who receive a PF (provisional fail) grade will be required to undertake supplementary work to endeavour to gain a pass grading. For a student to be eligible for supplementary work the initial submission must have been submitted by the due date. (Extra charges may be incurred for supplementary submissions).

If a student is required to undertake supplementary work (having received a PF grade) the student will be advised and

given a Supplementary Work Requirement document by the relevant teacher, at that time the student will be required to sign a receipt of Supplementary Work Requirements form. The Supplementary Work Requirement document will note the work requirements and submission due date for these work requirements.

The Supplementary Work Requirements submission must be received by the due date as shown on the Supplementary Work Requirements document. If this work is not received by the due date the grade will automatically revert to a Fail grade.

Supplementary work that is satisfactory will not receive more than a pass level grade. If the supplementary work submitted is not satisfactory the student will receive a Fail grade and no further supplementary work will be given.

Students who receive a fail grade must repeat the particular unit or module in another semester at the appropriate course fee rate.

Course Progression – Procedure to Next Stage

Students may proceed to the next stage of the course provided they have passed all modules and units for that stage. (Under exceptional circumstances students may be permitted to proceed to the next stage – if they have not successfully completed some units – however they must repeat any failed modules and units when the timetable permits and students may not be permitted to exceed a normal full time course load). Being enabled to proceed to the next stage in the course in no way implies or infers that modules and/or units have been completed or passed for eligibility for the Advanced Diploma qualification. Students may be deemed ineligible for the Advanced Diploma if they have failed folio modules or units more than twice. Students may also be deemed ineligible for external assessment in the final year major specialisation stream if all course and relevant submission requirements for that major have not been met. The Course Progress Committee will meet and call on the required teacher and student for information in making any relevant decision in this matter.

Course Progress Committee

PSC has a Course Progress Committee which oversees the progress of students. This committee convenes twice yearly to receive results from the Administration & Assessment Coordinator and meets with students as required. If a student has unsatisfactory progress they may be deemed to be ineligible to proceed due to unsatisfactory course progress. (see Course Progression)

Academic Progress for International Students

International students are required to maintain satisfactory course progress throughout the duration of the course - unsatisfactory course progress (without compassionate or

compelling circumstances) in consecutive semesters of a year may result in the student being reported to DEST.

Stage level meetings involving teachers and the Year Level Coordinator will occur regularly throughout the semester. At these meetings all matters concerning your course progress will be discussed. If you are deemed to be “at risk” in any course progress areas, you will be required to meet with the teacher/s concerned and the Student Relations Officer for a counselling session and to implement the appropriate intervention strategy. At the conclusion of each semester you will receive a report on your academic progress and a Statement of Attainment. You are always encouraged to contact your individual teachers or the Student Relations Officer, if you are experiencing any difficulties in your course or require extra assistance.

You are reminded that you are not able to repeat a module or unit more than once. Also you are required to complete your course within the expected duration.

Awarding of Advanced Diploma

Students must successfully complete and pass all modules and units for each stage of the course to be eligible for the Advanced Diploma qualification. Students will not be accepted into the Advanced Diploma level of the course if they have not successfully completed and passed all first and second year modules and units. Advanced Diploma level major stream modules are assessed by a PSC assessor, an external academic assessor and an external industry assessor. The Course Progress Committee will deem who is eligible or ineligible for Advanced Diploma level assessment.

The graduation ceremony will be held in May or June of each year.

Review of Results

All students receive a Statement of Attainment by mail, each semester. Any request for a review of results must be submitted in writing within 30 days of the date of postage of results. The request must be addressed to the Administration & Assessment Coordinator. The Administration & Assessment Coordinator must issue a letter of receipt within 5 working days. The Administration & Assessment Coordinator will raise the request with management, who may decide (according to the nature of the review request) to view the review as a grievance thus implementing the Grievance policy or convene the Course Progress Committee. The student will be advised accordingly of the course of action. If the decision is made to convene The Course Progress Committee the student may be required to attend a meeting of same with a view to resolving the matter. If a further/additional assessment is deemed to be required by the Course Progress Committee the Administration & Assessment Coordinator will organise same and inform the student. The student will be notified of the outcome of the review in writing within 14 working days.

ADDITIONAL INFORMATION

Code of Practice

PSC has an established Code of Practice that underpins all procedures. Any queries regarding the information contained in this Code of Practice may be directed to Tom Salamouras, General Manager on tsalamouras@psc.edu.au

Public Liability Insurance

All students are covered by our public liability insurance.

Staff contact details:

You can contact staff by email, phone or fax. If contacting by phone, you may leave a message with your contact details, with the Reception desk if the staff member is unavailable.

Student Relations Officer: Angela Harvey
email: aharvey@psc.edu.au

Angela is available for appointments during normal hours of operation.

Phone: (03) 9682 3191 Fax: (03) 9686 1601

Reception Hours of Operation (during normal semester times)

9.00am-7.00pm Monday-Thursday

9.00am-4.30pm Friday

(The college is closed on public holidays)

Website

The PSC website address is: www.psc.edu.au

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Photography Studies College
(Melbourne)

65 City Road, Southbank 3006 Victoria, Australia

Tel 03 9682 3191 Fax 03 9686 1601

Email: info@psc.edu.au www.psc.edu.au