

## ACPE Limited

### Admissions Information Set

ACPE Limited trading as [The Australian College of Physical Education](https://www.acpe.edu.au)

#### 1. About ACPE Limited

- Campus: Sydney (Olympic Park) – 10 Parkview Drive, Sydney Olympic Park, NSW  
For full campus details please see our [website](https://www.acpe.edu.au/future-students/study/options/campus-locations) (<https://www.acpe.edu.au/future-students/study/options/campus-locations>)
- Open days – held regularly, advertised on our website when scheduled  
<https://www.acpe.edu.au/about-us/events>  
To book a one-on-one campus tour, please call our Admissions Advisers (1300 302 867) or email [newstudents@acpe.edu.au](mailto:newstudents@acpe.edu.au).
- Important dates – outlined on the relevant student calendars every year  
[On Campus Calendar](#)  
[Online Calendar](#)
- Contact details – Admissions enquiry online: <https://www.acpe.edu.au/contact-us>  
Admissions Live Chat online – direct from our website ([www.acpe.edu.au](http://www.acpe.edu.au)).  
Phone: 1300 302 867  
Email: [newstudents@acpe.edu.au](mailto:newstudents@acpe.edu.au)  
In person: drop into our campus (above) to chat to an Admissions Adviser in person.

#### 2. About ACPE Courses

Information about ACPE's courses is available here:  
<https://www.acpe.edu.au/future-students/study>

#### 3. A) Admission Criteria – Undergraduate courses

As outlined in the [Admissions Policy – Undergraduate](#).

Courses to which the criteria below apply:

- Associate Degree of Applied Fitness
- Associate Degree of Sports Business
- Bachelor of Applied Fitness
- Bachelor of Dance Education
- Bachelor of Dance Practice
- Bachelor of Education (Physical and Health Education)
- Bachelor of Health and Movement
- Bachelor of Health Science (Dance)
- Bachelor of Health Science (Exercise)
- Bachelor of Health Science (Fitness)
- Bachelor of Sports Business (Leadership)
- Bachelor of Sports Coaching (Strength and Conditioning)
- Bachelor of Sports Coaching (Management)
- Diploma of Applied Fitness

*i. Applicants with higher education study*

Applicants with any previous completed higher education study will be required to provide evidence of this study in the form of an academic transcript and testamur.

Applicants with any previous incomplete higher education study will be required to provide evidence of this study in the form of an academic transcript.

If the higher education study was completed in a country other than Australia, the applicant must provide evidence that the qualification has been assessed as equivalent to an Australian higher education qualification.

If you wish to apply for credit for previous study, they must submit an [Application for Recognition of Prior Learning form](#) along with all the relevant third party documents to support the claim.

Please send your completed RPL form and the accompanying third party documents to your enrolment advisor.

For information about Recognition of Prior Learning refer to:

<https://acpe.edu.au/admissions/educational-pathways/recognition-of-prior-learning/>

All applicants must attend a final admissions interview upon submission of their enrolment paperwork. Admissions interviews may be conducted face to face, by other verbal medium (e.g. teleconference or Skype) or a combination of these mediums.

All applicants for entry to any course must meet minimum computer literacy standards as determined by the College and have unrestricted access to the internet and a personal email account.

Domestic applicants must be 18 years of age or turn 18 within their first semester of study.

International applicants must be 18 years of age or older.

All applicants must meet the minimum English language requirements for their chosen course of study.

For those courses that involve work integrated learning where students may deal with children (i.e. under 18 years of age) such as education courses, the applicant must be aware that a valid Working with Children Check must be supplied to the College prior to the student undertaking the relevant coursework. If the applicant knows of any reason why they will not pass a Working with Children Check, they should not apply for entry to these courses.

*ii. Applicants with vocational education and training (VET) study*

Applicants who have completed an AQF qualification of Certificate IV or above or a Tertiary Preparation Certificate may be considered eligible for entry.

Applicants with any previous completed VET study will be required to provide evidence of this study in the form of an academic record and testamur.

Applicants with any previous incomplete VET study will be required to provide evidence of this study in the form of an academic record or a statement of attainment.

If the VET study was completed in a country other than Australia, the applicant must provide evidence that the qualification has been assessed as equivalent to an Australian qualification.

If you wish to apply for credit for previous study, they must submit an [Application for Recognition of Prior Learning form](#) along with all the relevant third party documents to support the claim.

Please send your completed RPL form and the accompanying third party documents to your enrolment advisor.

For information about Recognition of Prior Learning refer to

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Domestic applicants must be 18 years of age or turn 18 within their first semester of study. International applicants must be 18 years of age or older.

All applicants must meet the minimum English language requirements for their chosen course of study.

For those courses that involve work integrated learning where students may deal with children (i.e. under 18 years of age) such as education courses, the applicant must be aware that a valid Working with Children Check must be supplied to the College prior to the student undertaking the relevant coursework. If the applicant knows of any reason why they will not pass a Working with Children Check, they should not apply for entry to these courses.

*iii. Applicants with recent secondary education (within the past two years)*

Applicants to ACPE who have completed Year 12 must have a minimum NSW HSC average of 60 (calculated from the average of the highest 6 units completed), or equivalent.

Applicants who have completed Year 12 with a HSC average lower than 60 may be considered eligible for entry with other post-school study (e.g. Tertiary Preparation Certificate, VET study, one year study at another higher education institution).

All applicants must attend a final admissions interview upon submission of their enrolment paperwork. Admissions interviews may be conducted face to face, by other verbal medium (e.g. teleconference or Skype) or a combination of these mediums.

All applicants for entry to any course must meet minimum computer literacy standards as determined by the College and have unrestricted access to the internet and a personal email account.

Domestic applicants must be 18 years of age or turn 18 within their first semester of study. International applicants must be 18 years of age or older.

All applicants must meet the minimum English language requirements for their chosen course of study.

For those courses that involve work integrated learning where students may deal with children (i.e. under 18 years of age) such as education courses, the applicant must be aware that a valid Working with Children Check must be supplied to the College prior to the student undertaking the relevant coursework. If the applicant knows of any reason why they will not pass a Working with Children Check, they should not apply for entry to these courses.

#### *iv. Applicants with work and life experience*

Applicants who may not meet the educational requirements outlined above but who can demonstrate some educational disadvantage in schooling, will be considered on a case by case basis.

Mature age students (21 years or over) who have not completed Year 12 and who have relevant work or life experience that indicates they would be able to manage the level of coursework required will be considered for admission on a case by case basis.

All applicants must attend a final admissions interview upon submission of their enrolment paperwork. Admissions interviews may be conducted face to face, by other verbal medium (e.g. teleconference or Skype) or a combination of these mediums.

All applicants for entry to any course must meet minimum computer literacy standards as determined by the College and have unrestricted access to the internet and a personal email account.

Domestic applicants must be 18 years of age or turn 18 within their first semester of study. International applicants must be 18 years of age or older.

All applicants must meet the minimum English language requirements for their chosen course of study.

For those courses that involve work integrated learning where students may deal with children (i.e. under 18 years of age) such as education courses, the applicant must be aware that a valid Working with Children Check must be supplied to the College prior to the student undertaking the relevant coursework. If the applicant knows of any reason why they will not pass a Working with Children Check, they should not apply for entry to these courses.

### **B) Additional Admission Criteria – Dance courses**

Courses to which the criteria below apply:

ACPE Limited trading as The Australian College of Physical Education  
(NSW CRICOS Provider #01822J)

- Bachelor of Dance Education
- Bachelor of Dance Practice
- Bachelor of Health Science (Dance)

Students applying to enter these courses must meet the requirements under one of the categories above at section 3A) and will be required to attend an audition and achieve a satisfactory outcome. Following is the published criteria for Dance applicants:

Prospective students need to demonstrate skills and attributes at an audition in order to achieve a satisfactory outcome for entry into the qualification.

The criteria for a successful Dance audition and acceptance into a Dance course is linked to standards of dance technique and dance composition. Students are evaluated on their ability to achieve the minimum standard required for Year 1. These criteria include:

- Fitness for dance: (strength, endurance, flexibility)
- Alignment, coordination and self-use
- Ability to learn and remember new movement patterns and sequences
- Accuracy and clarity of execution
- Performance presence / quality
- Composition: inventiveness and readiness generating unique movement relative to an idea.

### **C) Additional Admission Criteria – Education courses**

Courses to which the criteria below apply:

- Bachelor of Dance Education
- Bachelor of Education (Physical and Health Education)

Applicants for initial teacher education (ITE) courses must additionally meet BOTH the academic entry requirements of the New South Wales Education Standards Authority (NESA) or their equivalent AND be able to demonstrate to the satisfaction of the College their suitability for entry into an ITE program.

#### *Academic Requirements*

Applicants to ITE courses may be granted either **direct** or **indirect** entry.

#### *Direct Entry*

To be admitted directly into an ITE course, applicants must meet one of the following requirements:

- a minimum of three (3) NSW HSC Band 5 results, including one in English; or
- the completion of bridging units equivalent to a minimum of 3 Band 5 HSC results, including English, as approved by NESA; or
- the completion of a Bachelor-level or higher degree at an accredited higher education institution; or
- the completion of a NESA approved alternative entry pathway.

#### *Indirect Entry*

An applicant for an ITE degree who does not meet the above criteria for direct entry may be permitted to enrol in a linked undergraduate degree at ACPE and apply for transfer at the end of the first year of study under the following conditions:

- pass all first-year subjects in the designated ACPE degree with an overall credit average; or
- if a credit average is not attained, have successfully completed all first year subjects of the designated ACPE degree and pass the Australian Council of Educational Research (ACER) Literacy and Numeracy test for Initial Teacher Education students (LANTITE) (at their own cost); or
- a credit average in a full year of academic studies at another institution in a degree with ACPE-equivalent and relevant discipline subjects.

In addition, all applicants for ITE courses must sign a letter acknowledging that AITSL and NESAs regulations require them to demonstrate literacy and numeracy capacities commensurate with the top 30% of the population through the LANTITE test by ACER (at their own cost) prior to commencing final professional experience and complete a suitability for entry into an ITE program.

#### *Suitability for entry into an ITE program*

The College reserves the right to refuse entry to any applicant based on an individual's inability to demonstrate to its satisfaction suitability for entry into an ITE program.

To demonstrate suitability for entry into an ITE program, candidates must achieve a satisfactory outcome in the *Suitability for Teaching Application*. The College will assess the *Suitability for Teaching Application* on a Satisfactory / Unsatisfactory basis. A successful outcome will depend upon an applicant's demonstration of reasonable prospects of success in the course and as a teacher, based on a combination of the following non-academic attributes:

1. **Communication Skills** – e.g. variety of effective communication skills in a variety of contexts.
2. **Emotional Intelligence** – e.g. self-awareness, self-confidence, self-control, empathy, developing others, conflict management.
3. **Growth Mindset** – e.g. willingness to learn, willingness to invest time and effort, creativity, risk-taking, openness.
4. **Physical / Health / Movement Literacy** – e.g. demonstration of movement / physical literacy, understanding of health and movement concepts.
5. **Passion / Motivation for Teaching and Subject Area** – e.g. goal orientations, high expectations of all children, educative value of subject.
6. **Resilience** – e.g. coping with change, coping with challenges, handling setbacks, adaptability.
7. **Teamwork / Collaboration** – e.g. working with others to enhance teaching and learning, seeking out professional learning opportunities, problem-solving.

#### **D) Admission Criteria – Postgraduate courses**

As outlined in the [Admissions Policy – Postgraduate](#).

Course to which the criteria below apply:

- Graduate Diploma of Sports Administration

- i. Applicants with higher education study*

Students entering postgraduate study are expected to have completed a relevant bachelor's degree in Australia or a recognised overseas qualification demonstrated to be equivalent to an Australian bachelor's degree.

All applicants must attend a final admissions interview upon submission of their enrolment paperwork. Admissions interviews may be conducted face to face, by other verbal medium (e.g. teleconference or Skype) or a combination of these mediums

All applicants for entry to any College must meet minimum computer literacy standards as determined by the College and have unrestricted access to the internet and a personal email account.

Domestic applicants must be 18 years of age or turn 18 within their first semester of study. International applicants must be 18 years of age or older.

All applicants must meet the minimum English language requirements for their chosen course of study.

Students entering through these admission criteria are required to complete the nested Graduate Certificate before undertaking the final four units that comprise the Graduate Diploma.

- ii. Applicants with vocational education and training (VET) study*

Applicants who may not meet the educational requirements outlined above but who can demonstrate achievement of an Advanced Diploma, Diploma or higher-level VET certificate in a cognate area with **additional** relevant work experience, will be considered on a case by case basis.

All applicants must attend a final admissions interview upon submission of their enrolment paperwork. Admissions interviews may be conducted face to face, by other verbal medium (e.g. teleconference or Skype) or a combination of these mediums.

All applicants for entry to any College must meet minimum computer literacy standards as determined by the College and have unrestricted access to the internet and a personal email account.

Domestic applicants must be 18 years of age or turn 18 within their first semester of study. International applicants must be 18 years of age or older.

All applicants must meet the minimum English language requirements for their chosen course of study.

Students entering through these admission criteria are required to complete the nested Graduate Certificate before undertaking the final four units that comprise the Graduate Diploma.

- iii. Applicants with recent secondary education (within the past two years)*

Applicants with no undergraduate qualifications or extensive relevant experience will not be accepted into these courses.

*iv. Applicants with work and life experience*

Applicants who may not meet the educational requirements outlined above but who can demonstrate extensive relevant work experience demonstrating potential to undertake studies at postgraduate level will be considered on a case by case basis.

All applicants must attend a final admissions interview upon submission of their enrolment paperwork. Admissions interviews may be conducted face to face, by other verbal medium (e.g. teleconference or Skype) or a combination of these mediums.

All applicants for entry to any College must meet minimum computer literacy standards as determined by the College and have unrestricted access to the internet and a personal email account.

Domestic applicants must be 18 years of age or turn 18 within their first semester of study. International applicants must be 18 years of age or older.

All applicants must meet the minimum English language requirements for their chosen course of study.

Students entering through these admission criteria are required to complete the nested Graduate Certificate before undertaking the final four units that comprise the Graduate Diploma.

#### **4. Additional Information**

*i. Domestic applicants with overseas qualifications*

Applicants seeking admission based on undergraduate qualifications from overseas must provide evidence that the undergraduate qualification achieved is equivalent to the relevant Australian qualification requirements for admission. Each State government has a separate Overseas Qualification Unit to undertake such assessments of qualifications; further information can be found here:

<https://internationaleducation.gov.au/services-and-resources/pages/qualifications-recognition.aspx>

An applicant seeking admission who cannot provide documentary evidence of previous qualifications due to special circumstances (e.g. refugee) must provide a statutory declaration stating the qualification and the reasons for the inability to obtain the documentation.

*ii. English language proficiency*

Higher Education applicants for whom English is an additional language including permanent residents must show evidence of English language proficiency for higher education study at the levels specified below. These levels have been set to ensure the student will have the ability to successfully engage in study in their selected field. Refer to the [English Proficiency](#)



[Policy – Higher Education](#) for further details. At the discretion of each College, prospective students may be required to undertake an assessment of English language at their own cost and, depending on the course of enrolment, achieve a result at least equivalent to:

**All courses excluding Education qualifications:**

- IELTS 6.5 (overall score)
- Cambridge English: Advanced (CAE 176-184)
- Pearson (PTE) Academic Score of 59 (overall score)
- Paper based (PBT) TOEFL (Test of English as a Foreign Language) score of 577
- Internet based (iBT) TOEFL score of 90.

**All Education Degrees:**

- IELTS 7.5 (overall score) with no score below 7.0 and a score of no less than 8 in speaking and listening.

*iii. Advanced standing / academic credit / recognition of prior learning – Educational Pathways*

Applicants wishing to apply for advanced standing / academic credit / recognition of prior learning should submit an [Application for Recognition of Prior Learning form](#) along with all the relevant third party documents to support the claim.

Please send your completed RPL form and the accompanying third party documents to your enrolment advisor.

For information about Recognition of Prior Learning <https://acpe.edu.au/admissions/educational-pathways/recognition-of-prior-learning/>

**How to Apply**

Refer to the College Calendar for commencement dates  
<https://www.acpe.edu.au/current-students/important-dates>

**Application Checklist**

- Application Form
- HSC results (if applicable)
- Previous study - certified copies of transcript(s) and testamur(s) (if applicable)
- Proof of citizenship/age – certified copies of birth certificate or current passport

Detailed information on the enrolment process can be found on our website:

<https://www.acpe.edu.au/future-students/admissions/how-to-apply>

[Apply directly online](#) here (Domestic Students)

Talk to us:

ACPE's team of friendly Admissions Advisers are on hand to answer any questions and to assist with your enrolment.

Call us on **1300 302 867** during the following times:

ACPE Limited trading as The Australian College of Physical Education  
(NSW CRICOS Provider #01822J)

Monday to Friday – 9:00am to 5:00pm AEDST

You can also submit an online Course Enquiry and we will contact you:

<https://www.acpe.edu.au/contact-us>

### **International Students**

Please read the international Admissions information and download your [International Student Application form here](#).

Submit your completed form and supporting documentation to:

[international@acpe.edu.au](mailto:international@acpe.edu.au) or post your completed application and supporting documents to:

International Admissions Office  
ACPE Locked Bag 2000  
Concord West NSW 2138

### **Enrolment**

After all paperwork has been submitted and your admissions interview is completed, you will receive an offer letter.

- To accept your offer and proceed with your enrolment, you must sign and return your acceptance of offer.
- International students must accept their offer of enrolment by signing and returning the Written Agreement.
- Applications for advanced standing / academic credit / recognition of prior learning submit an [Application for Recognition of Prior Learning form](#) along with all the relevant third party documents to support the claim. Send your application and all relevant third party documents to your enrolment advisor.
- Any domestic student wishing to defer their start date or suspend their studies after the start date, should advise the College in writing by emailing Student Services at [studentservices@acpe.edu.au](mailto:studentservices@acpe.edu.au).
- If an international student wishes to defer their start date, they should advise the College in writing by emailing [international@acpe.edu.au](mailto:international@acpe.edu.au). International students should also refer to the following policies as financial penalties may apply, depending on the timing of their request to defer their start date:
  - [Deferring, Suspending or Cancelling Enrolment Policy – International Students](#)
  - [Refund Policy – Domestic and International Students](#)
- All fees and charges for students are outlined on the website at: <https://www.acpe.edu.au/future-students/admissions/fees>
- Policies relating to fees and any changes to fees for domestic and international students are the:
  - [Fees Policy](#)
  - [Refund Policy – Domestic and International Students](#)
  - [Remission of Financial Liability Due to Special Circumstances Policy](#)

- Fees are subject to change throughout the life of the course. Fee changes will be published with appropriate notice and will be made available on the website and relevant student documents.

## 5. Student and Campus Services

Services available for students include:

- Orientation Week programs occur in the week before the commencement of each semester.
- Library Services – the campus has its own hard copy library including a number of computers to access digital library services. For more information, see the website: <http://library.acpe.edu.au/home>
- Careers Services – ACPE has its own Career Development Service to support student and you can discuss your career concerns one-on-one. Careers Services will also assist with the work integrated learning aspects of relevant courses. For more information, visit: <https://www.acpe.edu.au/future-students/student-life/career-development-services/>
- Counselling Services – ACPE employs a qualified Counsellor who can assist and support students during difficult and challenging periods. Students can contact Student Services for information about visiting the counsellor.
- Access to computers is provided at the campus and in the library. An IT support team is available on campus to assist you.
- Student Mentor Program – new students can register as part of this program and be allocated a Student Mentor to support new students through their first semester at ACPE. Contact the Student Services team to register.
- Elite Athlete and Coaches Program – ACPE is recognised by the Australian Institute of Sport as an Elite Athlete Friendly University; elite athletes and coaches are supported by this program which provides athletes and coaches flexibility in their study and additional support where required. For more information see the website: <https://www.acpe.edu.au/future-students/admissions/elite-athlete-program>
- Student Learning Services – the SLS is a resource centre for academic and career-related skills that are essential to professional development and student success. Staff hold workshops during orientation week and throughout the semester and are available one-on-one for further assistance throughout your studies. For more information see the website: <https://www.acpe.edu.au/future-students/student-life/student-learning-services>
- Academic assistance - Our Academic team offer academic consultation for students, outside of class time, who may need some more support in their on campus or online subjects. Discuss your request for academic assistance with your lecturer or email the relevant Head of Department to make an appointment.
- The College Student Engagement and Student Service staff are available on campus and support the extra-curricular sport and social activities of students. For more information, see the website: <https://www.acpe.edu.au/future-students/student-life> and <https://www.acpe.edu.au/current-students>.

## 6. Financial Assistance

- FEE-HELP – Domestic students studying any of our courses may be eligible to access FEE-HELP, a tuition loans scheme offered by the Federal government. FEE-HELP allows students to defer all or part of the cost of their study and pay it off through the taxation system once they are working full time. See our website for more information: <https://www.acpe.edu.au/future-students/admissions/fee-help>
- Austudy – ACPE’s degrees are approved for Austudy, for those students with a minimum 75% study load. See our website for more information: <https://www.acpe.edu.au/future-students/admissions/financial-assistance>
- Abstudy – Abstudy is a living allowance for Indigenous secondary or tertiary students, for which local ACPE students may be eligible. See our website for more information: <https://www.acpe.edu.au/future-students/admissions/financial-assistance>

## 7. Student Profile - Figures are indicative of annual intake numbers and are subject to annual variance

Applicant Background 2019 New Students	Semester 1 & Semester 2 2019	
	Number of Students	Percentage of all students
(A) Higher Education Study	27	10.3%
(B) Vocational Education and Training (VET) Study	40	15.3%
(C) Work and Life Experience	26	10%
(D) Recent Secondary Education (Admitted on the basis of other criteria only and ATAR was NOT a factor)	166	63.7%
International students	2	0.7%
<b>All students</b>	<b>261</b>	<b>100.00%</b>

## 8. Where to get further information

- Higher Education Registration and Accreditation status of ACPE – TEQSA register: <https://www.teqsa.gov.au/national-register/provider/ACPE-Limited>
- Quality Indicators for Learning and Teaching (QILT) for ACPE: <https://www.qilt.edu.au/institutions/list/institution/the-australian-college-of-physical-education>
- Accreditation with NESAs (NSW Education Standards Authority) – Initial Teacher Education courses: <http://educationstandards.nsw.edu.au/wps/portal/nesa/teacher-accreditation/how-accreditation-works/higher-ed-providers-ite/accredited-teaching-programs>
- Fee-Help information: <http://studyassist.gov.au/sites/studyassist/helppayingmyfees/fee-help/pages/fee-help->
- Information on appeals and grievance processes Domestic & International students: [Grievance, Complaints and Appeals Policy](#)
- **Course related admissions data is available in each Course Information Page** – start your course search here: <https://acpe.edu.au/future-students/study/>