

ADMISSIONS PROCEDURE – DOMESTIC STUDENTS

Section 1 - Purpose and Scope

- (1) This Procedure sets out the processes and responsibilities for implementing the *Admissions Policy - Undergraduate and Postgraduate Courses* as it applies to domestic applicants:
- a. Section 3 – the procedures for applicants into undergraduate courses (including the general admissions requirements, the process for admissions and becoming enrolled, and the Special Entry Degree Requirements for Dance courses and Initial Teacher Education courses);
 - b. Section 4 – procedures for applicants into postgraduate courses; and
 - c. Section 5 – procedural requirements applicable to undergraduate, postgraduate and non-award/cross-institution applicants.
- (2) International applicants should refer to the specific requirements that apply to them including the:
- a. International Students Support Services Policy; and
 - b. Marketing Policy – International Students.

Section 2 - Definitions

- (3) In addition to the definitions in the *Admission Policy – Undergraduate and Postgraduate Courses*:

Bridging course means a short course designed to provide applicants with additional foundation knowledge; for example, literacy and numeracy skills.

Direct application means that prospective students apply directly to the College for admission .

UAC application means that prospective students apply for admission with the College via the Universities Admissions Centre (UAC)

HSC means the New South Wales (NSW) Higher School Certificate, overseen by NESA.

ITE means Initial Teacher Education course.

LANTITE means the Literacy and Numeracy Test for Initial Teacher Education students, overseen by the Australian Council of Educational Research (ACER).

NESA means the NSW Education Standards Authority.

Section 3 – Procedures for Undergraduate applicants

Responsibilities

- (4) Responsibility for admissions decisions is delegated to the Admissions Manager through the Office of the CEO, subject to stated exceptions.
- (5) Data and Admissions Officers are:
- responsible for dealing with complicated applications and escalated enquiries; and
 - collating and ensuring that current and accurate admission and course information are published on ACPE, UAC and government platforms in a timely manner.
- (6) Student Enrolment Advisors are:
- responsible for dealing with applications professionally and ethically; and
 - accountable for following up applications requiring assessment or other input, including outstanding admission assessment items, to meet overall turnaround times.
- (7) Head of Department are:
- responsible for providing accurate, current and timely information required to assess applicants for admission; and
 - attending, if requested and reasonable, admissions interviews.
- (8) Registrar's Office staff are responsible for:
- validating admissions data; and
 - issuing personalised Welcome Packs; and
 - providing advice about accessing relevant College systems; and
 - processing applications for FEE-HELP.

Admission Requirements – General

- (9) The College sets the English proficiency standards and educational / academic requirements for admission into undergraduate courses. Approved English proficiency requirements can be found at the English Proficiency Policy. Academic requirements are set as follows:
- Applicants who have completed an Australian Year 12 must achieve the minimum Band requirements in relevant NSW HSC subjects; or have a minimum NSW HSC average of 60 (calculated from the average of the highest 6 units completed); or its equivalent (interstate or overseas qualifications).

Note: There are special degree entry requirements (academic requirements) for ITE courses.

- b. Applicants who have not completed an Australian Year 12 or overseas equivalent or who do not meet the above minimum standards may be eligible for admission with other post-school study.

Note: Examples include successful completion of a tertiary preparation certificate, Certificate IV, Diploma, or one year's study at another higher education institution.

- c. Applicants not meeting the educational requirements but who can demonstrate educational disadvantage, will be assessed on a case-by-case basis.
- d. Applicants who have completed English Studies as part of their HSC may still be eligible for admission but may require additional support and/or a reduced enrolment load.
- e. Applicants meeting the minimum requirements for admission but do not demonstrate sufficient background in English or Mathematics may require additional support including bridging courses and/or a reduced enrolment load.
- f. Mature age applicants (21 years or over) who have not completed Year 12 but who have relevant work or life experience, will be assessed on a case-by-case basis.
- g. Applicants who do not qualify for direct admission to degree study may be admitted to non-award study or enabling/pathway courses including diploma, associate degree study at the College.
- h. Applicants can also be considered for early entry via the College's Early Entry Programs based on Year 11 subject results and school recommendations. Student's enrolment load will be finalised upon completing Year 12 studies with the award of the HSC or its equivalent.

Special Degree Entry Requirements

- (10) Applicants for Dance degrees who have completed Dance as an HSC subject are not required to attend an audition. Students who did not do dance in the HSC will be given an audition at the start of session to assess the level of their dance skills and assign appropriate support and also screen for potential pre-existing injuries which may affect their study.
- (11) Applicants for Education (ITE) courses are required to meet the Special Degree Entry Requirements.

Special requirements for admission into Initial Teacher Education courses

- (12) Applicants for ITE courses must:
- a. meet the academic entry requirements stipulated by NESAs; and
 - b. be able to meet the non-academic entry requirements by satisfactorily

completing a Suitability for Teaching Application.

- (13) The Dean and Head of Department are responsible for assessing requests by applicants to enter an ITE course via an approved NESAs pathway course.
- (14) All applicants for ITE courses must:
- sign a letter acknowledging the regulatory requirements that they demonstrate literacy and numeracy capacities commensurate with the top 30% of the population through the LANTITE test (at their own cost) prior to commencing their final professional experience; or
 - undertake a LANTITE-comparable test, at their own cost, designed to determine the applicant's current level of literacy and numeracy (if LANTITE itself is not undertaken).

Academic requirements for an ITE course

- (15) Applicants for an ITE course must meet one of the following academic requirements:
- a minimum of three (3) NSW HSC Band 5 results, include one in English, or
 - the completion of bridging units equivalent to a minimum of three Band 5 HSC results, including English, as approved by NESAs; or
 - the completion of a Bachelor-level or higher degree at an accredited higher education institution; or
 - the completion of a NESAs-approved alternative entry pathway.
- (16) The College may permit an applicant not meeting the academic entry requirements to enrol in a linked undergraduate course and apply for a course transfer at the end of the first year, subject to the applicant achieving:
- an overall credit average in all first-year units in the designated award degree; or
 - if an overall credit average is not attained, having successfully completed all first-year units in the designated College degree and passed the LANTITE test (at their own cost); or
 - an overall credit average in a full year of academic studies at another institution in a degree with College-equivalent and relevant discipline units.

Suitability for entry into an ITE course

- (17) Students that apply through UAC for an ITE course should complete the UAC Suitability to Teach assessment.
- (18) Any student transferring to an education course through a pathway course is required to complete the ACPE STT survey (students are provided with a link to an ACPE Suitability for Teaching Assessment) when they are applying to transfer.

- (19) The College assesses the *Suitability for Teaching Application* on a Satisfactory / Unsatisfactory basis, and, reserves the right to refuse entry to any applicant if they do not demonstrate reasonable prospects of success in the ITE course and as a teacher (the *Suitability for Teaching Application*).

Admissions Process – all undergraduate courses

- (20) Applicants may apply directly to the College or via the Universities Admissions Centre (UAC).
- (21) During the application process, the Student Enrolment Advisor's role is to:
- Confirm whether the applicant meets the entry requirements for the selected course(s);
 - Provide information about course structure and progression and provide initial assistance with unit selection and study load;
 - Familiarise the student with the campus facilities, onboarding and support;
 - Provide information on tuition fee amounts; and method of payment;
 - Inform the student of key dates, handbooks, policies and procedures.
- (22) Where an applicant requests credit for prior learning:
- the Student Enrolment Advisor will provide guidance on the process and the required documentation in line with the Recognition of Prior Learning (RPL) Policy; and
 - noting that, no opinion or advice is to be given on specific credit assessment.

In coordinating an RPL request, student recruitment staff will:

- Direct the applicant to the Course unit descriptors on the College website to identify which unit/s the applicant believes that credit may be granted.
- Provide advice on compiling academic transcripts and unit outlines which set out the learning outcomes of previous studies.
- For non-formal learning, provide advice on compiling third-party documentation (such as position descriptions, examples of claimed work outcomes, employment reports and references etc).
- Provide advice on completing the Application for Recognition of Prior Learning Form and the directions provided on the form.
- Provide advice on providing certified copies of documents.
- Send the Recognition of Prior Learning Form and supporting evidence to the Registry team for assessment.
- Convey the assessment result to the applicant once advice has been received from the Registry team of the RPL assessment outcome.

Enrolment process

- (23) The steps below set out the enrolment process for successful applicants:
- a. The College issues the offer letter, which may include conditions for enrolment.
 - b. To proceed with enrolment, the applicant must accept the offer and agree to the College's Terms and Conditions.
 - c. Following acceptance of the offer, the Registrar's Office is responsible for:
 - (i) updating the admissions data on the Student Management System;
 - (ii) organising student access to the Student Management System;
 - (iii) issuing the Welcome Pack; and
 - (iv) ensuring applications for FEE-HELP have been processed by the Commonwealth Government's eCAF system.
 - d. Applicants are required to provide evidence demonstrating that they meet any outstanding condition of offer to finalise their enrolment prior to the start of the session.
 - e. The Student Enrolment Advisor is responsible to follow up successful applicants who have not completed their enrolment into their initial units of study.
- (24) For course transfer, deferment, intermission and discontinuation of enrolment, refer to the Course Enrolment Variation Policy and Procedure.

Provisional Admission or Enrolment

- (25) The College may admit an applicant on a provisional basis where:
- a. admission is under an Educational Access; Early Entry Programs or Special Admissions Scheme;
 - b. they have a record of failure or suspension/expulsion from the College or another tertiary institution;
 - c. admission is under the general authority accorded to Academic Board as the peak academic body of the College; or
 - d. they are seeking Recognition of Prior Learning or Advanced Standing in a specific course and are subject to the relevant assessment process.
- (26) The College may request applicants being considered for provisional admission or enrolment to provide evidence demonstrating they have a reasonable likelihood of success.
- (27) An applicant (or existing student) who is provisionally admitted (or enrolled) due to previous academic performance:
- a. may have additional conditions attached to their enrolment such as:
 - (i) a reduced study load;
 - (ii) satisfactory completion of further literacy and/or numeracy training or tests;or
 - (iii) achieving a certain grade in specified units undertaken in the first semester;

and

- b. will have their academic progress reviewed at the end of the first semester. If progress is unsatisfactory, the provisional admission is withdrawn and the student is not permitted to continue.

Ineligible applicants

- (28) Where an applicant does not meet the entry requirements, the College may recommend they pursue alternative study pathways such as:
 - a. enrolling in a relevant Vocational qualification or higher as a pathway to higher education; or
 - b. undertaking a suitable bridging course; or
 - c. undertaking non-award study at ACPE; or
 - d. be admitted to a relevant lower-level course.
- (29) The CEO may offer an applicant the opportunity to undertake one or more specified units as a non-award student. Non-award study:
 - a. is not eligible for FEE-HELP assistance; and
 - b. where the applicant successfully completes the non-award study, the unit/s may be credited to the student record in the form of academic credit.

Section 4 – Procedures for Postgraduate applicants

- (30) Applications for admission into a postgraduate course:
 - a. are normally assessed and approved by the relevant Head of Department, or delegated to the Admissions Manager in accordance with the agreed admissions standards; and
 - b. may be referred to the CEO for consideration and assessment.
- (31) The College may specify pre-requisite requirements for admission into a postgraduate course. Any pre-requisite requirements will be published on the ACPE official website.

General Admission

- (32) Applicants seeking admission into a postgraduate course must provide evidence that they meet the stated criteria set out at Schedule A.

Provisional Admission

- (33) The CEO has the authority to admit an applicant on the basis of provisional admission. An applicant's special circumstances will be considered as part of this assessment.

- (34) Applicants being considered for provisional admission may be requested to:
- a. provide evidence that they have a reasonable likelihood of success in their postgraduate studies; and
 - b. attend an interview.
- (35) If provisional admission is offered, applicants will:
- a. be advised of any conditions at the time the offer is made; and
 - b. have their academic progress reviewed at the end of each semester in order to determine whether admission is to continue.
- (36) Applicants who:
- a. have been excluded from an award course at another higher education institution, and who:
 - (i) have subsequently completed at least one semester of study at degree level subsequent to the exclusion; and
 - (ii) can provide a satisfactory explanation of the circumstances for the exclusion; or
 - b. have a record of failure at tertiary level and who can demonstrate that their progress was affected by circumstances beyond their control,
- may apply for admission and be considered on merit basis.

Section 5 – Procedural requirements - all undergraduate, postgraduate applicants, non-award/cross-institution applicants

- (37) All applicants must meet the minimum computer literacy standards and have unrestricted access to the Internet and a personal email account.
- (38) Applicants whose first language is not English or who have not completed an Australian educational qualification must provide proof of proficiency in English in accordance with the English Proficiency Policy and Procedure.

Elite Athlete Network

- (39) Applicants seeking recognition of their Elite Athlete status should submit the required application form (available on the ACPE official website) to the ACPE Elite Athlete Program at the time of applying for admission.

Note: The College is part of the Elite Athlete Network recognised by the Australian Institute of Sport and the NSW Institute of Sport.

Non-award study

- (40) Applicants may seek to enrol in non-award study as follows:
- In an undergraduate course, an applicant may enrol in up to four units, subject to meeting the required entry requirements.
 - In a postgraduate course, applicants are subject to an assessment by the College of their educational background and English language proficiency.

Cross-institutional study

- (41) Students enrolled at another higher education institution may apply to undertake College units to be credited for their award course (cross-institutional study), as agreed by the College and the home institution.
- (42) College students seeking to study one or more units at another institution (to be credited to their award course) must formally seek approval from the College:
- Undergraduate students – from the Head of Department; and
 - Postgraduate students – from the CEO.

Short Courses: Exchange and Study Abroad

- (43) Current students may apply directly with the College for a Student Exchange or Study Abroad program.
- Students must meet the selection criteria agreed between the College and the host institution overseas as well as local and overseas legislation requirements for admission to a Student Exchange or Study Abroad program.

Age requirements

- (44) The following requirements apply to applicants under the age of 18 years at the time of application:
- Applicants must turn 18 in their first enrolled semester of study or within 6 months of acceptance into the course.
 - Applicants must have their admission and enrolment paperwork witnessed by a parent or guardian.
 - High-performing applicants who fall under the age requirements will be considered on a case-by-case basis.

Exclusion

- (45) Applicants must not apply for admission to the College during a period of exclusion from any other tertiary institution.

(46) On completion of a period of exclusion from the College or other tertiary institution, applicants must provide:

- a. details of the exclusion penalties; and
- b. a show cause statement demonstrating why they should be considered for admission or readmission.

Verification of Qualifications

(47) Applicants must submit evidence of any relevant qualifications, such as a certified copy of an Academic Transcript or qualification certificate. In addition:

- a. The College reserves the right to verify the legitimacy of qualifications. This may include contacting the previous institution and disclosing personal details for this purpose.
- b. Documents not in English must have a certified official translation.
- c. Where an applicant is unable to provide documentary evidence due to special circumstances (for example, a refugee), they must provide a statutory declaration stating their qualification/s and the reasons for their inability to obtain the official document.
- d. Submission of fraudulent documents may result in termination of the student's enrolment and exclusion from the College.

SCHEDULE A: GENERAL ADMISSION CRITERIA FOR POSTGRADUATE APPLICANTS

A. Graduate Certificate	a. Bachelor degree in a cognate area; or
	b. Advanced diploma, Diploma or higher-level vocational certificate together with extensive relevant work experience.
	c. Extensive relevant work experience demonstrating potential to undertake studies within the cognate area; or
	d. A recognised overseas qualification and demonstrating potential to undertake studies within the cognate area at Graduate Certificate level and can demonstrate the required level of English language proficiency.
	a. Bachelor degree in a cognate area; or
	b. Advanced diploma, Diploma or higher-level vocational certificate together with additional relevant work experience.

B. Graduate Diploma	c. Extensive relevant work experience demonstrating potential to undertake studies within the cognate area; or
	d. A recognised overseas qualification and demonstrating potential to undertake studies within the cognate area at Graduate Diploma level and can demonstrate the required level of English language proficiency.
	Note: 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.

Related documents

This Procedure should be read in conjunction with:

- a. Admissions Policy – Undergraduate and Postgraduate Courses
- b. English Proficiency Policy and Procedure
- c. Course Enrolment Variation Policy and Procedure
- d. Diversity, Equity and Inclusion Policy
- e. Fees Policy
- f. Recognition of Prior Learning Policy and Procedure
- g. International Students Support Services Policy
- h. Marketing Policy – International Students
- i. Student Code of Conduct
- j. Grievances, Complaints and Appeals Policy

Legislation

- a. Higher Education Standards Framework 2021
- b. Tertiary Education Quality and Standards Agency Act 2011
- c. National Code of Practice for Providers of Education and Training to Overseas Students 2018

Document Administration

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Policy Owner	Admissions Manager
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Version 1:	Document substantially revised and implemented
Version 2:	<p>Further revision conducted. Changes made include replacing Data and Admissions 'Specialist' with 'Officers'.</p> <p>Special Degree Entry Requirements section also updated to eliminate previous special requirements for admissions into Dance courses. Dance degrees applicants who have completed Dance as an HSC subject are not required to attend an audition. Only those who have not, will be given an audition to assess level of dance skills.</p>

Unless otherwise indicated, this Policy will still apply beyond the review date.