NCPS delivers an undergraduate degree in criminal justice, our key subject areas include:

- Psychology and Corrective Services
- Criminal Law
- Policing and Law Enforcement
- Criminology and Sociology

Read on to find out more about studying at NCPS.
ABOUT NAVITAS COLLEGE OF PUBLIC SAFETY (NCPS)

Established in 1990, the Navitas College of Public Safety is an Australian owned independent tertiary education provider offering a degree in criminal justice. NCPS is part of the Navitas Group, a global education provider offering an extensive range of services for students and professionals including university programs, English language programs and internships.

Message from the Principal and Executive General Manager

Welcome to Navitas College of Public Safety (NCPS). At NCPS we pride ourselves on producing graduates that make the world a safer place. We do this through providing a relevant, innovative and excellent educational program that empowers students and prepares them for work in the criminal justice system.

Our team of experienced academics and industry professionals come from a diverse range of backgrounds and are committed to delivering an educational experience that is engaging, exciting and includes the latest workplace practices. The College has a culture of openness, enquiry and mutual respect where the close relationship between staff and student is key.

NCPS has a specialised learning environment with like-minded students studying towards a common goal. Whether you are looking to go onto a career in law enforcement, the legal system or corrections, our aim is to prepare you for a diverse and ever changing world.

Our trimester mode structure will give you a head start on your career by allowing you to complete a three year degree in just two years, so whether you are looking to enhance your current professional capabilities or you are just beginning your journey to a career in criminal justice; our degree will place you on the right path.

I look forward to welcoming you to NCPS.

Andrew Little
Principal and Executive General Manager
Why choose NCPS?

Complete your degree in two years
The NCPS degree is delivered in trimester mode (three teaching periods per year) so you can complete your degree after just two years of successful full-time study and enter the workforce earlier.

Dedicated teaching team with substantial practitioner experience
NCPS teaching staff are highly qualified, many are practitioners in the field meaning they bring their work experience to their teaching and pass on not only the latest information but also real life examples. This means some of your classes will be taught by lawyers, police officers, criminologists, psychologists and other professionals in the field.

Gain experience while you study
At NCPS we include a work placement in our Bachelor of Social Science (Criminal Justice) meaning you get the chance to practise your skills in a work environment, to meet professionals working in the industry and to get experience on your resume before you graduate. Work placement is a vital part of the degree as it gives you the opportunity to develop a real understanding of the industry in which you want to work. It also lets you take your learning from the classroom and apply it to real situations. NCPS has links with many organisations giving you the opportunity to choose a workplace that matches your interests.

Supportive teaching and learning environment
Our Student Support Unit offers a range of support services to help you through your studies and to manage any academic and personal issues you may face along the way.

Some of the services we offer include:
• Learning and academic support
• Student welfare
• Counselling support
• Job readiness

Convenient Melbourne CBD location
Our centrally located Melbourne campus, at 123 Lonsdale Street, is easily accessible by public transport and just a short walk from cafes, shopping districts and entertainment venues. The NCPS campus is a fully equipped educational facility. It features a number of teaching rooms, student lounges, a course-specific library, a well-equipped IT lab, and wireless broadband internet throughout the campus.

FEE-HELP available
Eligible students can access FEE-HELP to assist with their studies.
Careers in Criminal Justice

The Bachelor of Social Science (Criminal Justice) at NCPS will provide you with great preparation for a career in the field of criminal justice. Graduates of the course have a qualification that is widely recognised by professional agencies and major employers within various fields.

Graduates of our Criminal Justice degree are able to develop careers in a wide range of areas:

**Police and Law Enforcement**
Many students graduate from NCPS to gain successful careers in law enforcement. Graduates can obtain roles in organisations like State and Federal Police, Customs and Border Protection as well as investigation and intelligence agencies.

Our graduates find the NCPS Criminal Justice degree becomes invaluable during their initial training in policing, customs and law enforcement. Instead of focusing on subject areas like law and ethics, NCPS graduates are just refreshing their memories and are able to concentrate on other areas of their training.

Having the NCPS Criminal Justice degree to your name can be an advantage when first applying for a position in law enforcement but may also help down the track when you want to advance your career and move into specialised divisions such as crime investigation, drug squad, forensic investigations, police prosecutions, border protection and more.

As part of the law enforcement arm of Criminal Justice there is also a vast range of private and government agencies which specialise in intelligence and investigations including agencies like ASIC (Australian Security and Investments Commission) and ASIO (Australian Security Intelligence Organisation). ASIC is Australia’s corporate, markets and financial services regulator while ASIO’s main role is to gather information and produce intelligence that will enable it to warn the government about activities or situations that might endanger Australia’s national security.

There are many other agencies involved in investigations and intelligence including Austrac, Australia Post and Workcover to name a few. These agencies often deal with issues such as money laundering, counter terrorism and fraud.

**Law**
After successfully completing NCPS’s Criminal Justice degree graduates are well equipped to pursue a career in the legal system. Graduates often find employment as paralegals, working in courts, tribunals and law offices. Our degree gives students a deep understanding of the various areas of the criminal justice system and is excellent preparation for those wanting to work or complete further study in law.

**Psychology and Corrective Services**
Within the criminal justice system corrections describes a variety of functions typically carried out by government agencies involving the treatment and supervision of persons who have been convicted of crimes. The NCPS Criminal Justice degree will prepare you for the vast array of occupations within corrections including the operation of prisons through to rehabilitation, parole, case management and community corrections with both youth and adult offenders. The hands on nature of the degree will give you the chance to practise techniques and strategies used when working with offenders.

**Further study in Criminal Justice**
The Bachelor of Social Science (Criminal Justice) may be used to transition into other university courses such as law, forensics, counter terrorism, criminology and psychology, in both undergraduate and postgraduate programs. Graduates may receive credit for various subjects they have completed with NCPS which allows them to significantly reduce time taken to complete subsequent degrees.
Bachelor of Social Science (Criminal Justice)

“Criminal justice” is the term used to cover interrelated but diverse disciplines which include criminology, criminal psychology, criminal law, law enforcement, corrections, and justice related issues such as ethics, drugs and crime, community safety and support and sentencing.

The criminal justice system comprises three branches:
• Law enforcement
• Courts and legal work
• Corrective services

The course is aimed at:
• School leavers and mature age students who wish to pursue a career in criminal justice or a related field; and
• People involved in occupations related to the operation and administration of criminal justice and related professions, who wish to enhance their knowledge, professional capabilities and career prospects.

Workload
NCPS recommends an average of nine hours of study per week for each subject studied.

This is typically broken down to:
• Three contact hours on campus per subject made up of a lecture and/or tutorial
• Six hours per week of self study, assessment preparation, general research and reading

Generally students with a full time, on campus study load can expect to be in classes 2–3 days per week.

The practicum subject is undertaken in the final trimester of the course and includes a placement of 75 hours and 33 hours of associated class and assessment time.

Assessment
During the course you will be assessed using a number of methods including essays, exams, debates, court reports and class presentations. Students will also have the opportunity to complete a major research project which is designed to extend research, written, analytical and critical thinking skills.

Course structure
Typical first year
Trimester 1
• Academic Enhancement
• Criminal Justice
• Cultural Diversity
• Introduction to Psychology

Trimester 2
• Drugs and Crime
• Ethics
• Fundamentals of Law
• Theoretical Criminology

Trimester 3
• Abnormal Psychology
• Indigenous Peoples and Justice
• Issues in Criminal Justice
• Sentencing

Typical second year
Trimester 4
• Applied Criminology
• Criminal Law and Procedure
• Transnational Crime
• Elective 1 (choose from list below)

Trimester 5
• Research Methods
• Victimology
• Elective 2 (choose from list below)
• Elective 3 (choose from list below)
• Elective 4 (choose from list below)
• Elective 5 (choose from list below)
• Elective 6 (choose from list below)

Elective subjects
(Students complete six electives from the following list*):
• Applied Research
• Australian Law in Context
• Case Management
• Corporate Crime
• Corrections
• Deviance
• Federal Criminal Law
• Forensic Psychology
• International Criminal Justice
• Investigative Processes
• Mental Health and Criminal Justice
• Police and Enforcement Studies
• Terrorism and Society
• Youth Justice

For further information on each of our subjects visit the NCPS website at ncp.edu.au

Availability
On-campus (Melbourne)

Duration
6 trimesters (2 years) full time study or part-time equivalent

Units
24 (18 core units (including Practicum) and six elective units)

Standard entry requirements
NCPS has general requirements of entry which applicants are required to meet in order to demonstrate their capacity to successfully complete the Bachelor of Social Science (Criminal Justice).

Current Year 12 prerequisites include a study score of at least 25 in units 3 and 4 of English (any)

FEE-HELP available

*Not all elective options may be offered each trimester
I love the fact that NCPS educators have so much experience behind their knowledge. The support you receive from teaching staff is great; they are always there to help you achieve the best you possibly can.”

My NCPS: Nathan Watkins, Bachelor of Social Science (Criminal Justice)
Entry and selection

Entry requirements
To be eligible to apply for NCPS’s Bachelor of Social Science (Criminal Justice), you must:

1. Meet Victorian minimum entry requirements: These are usually met by satisfactory completion of VCE and units 3 and 4 of English (any), or by previously qualifying for university or college entrance.
2. Hold comparable qualifications: examples are interstate year 12 qualifications, or at least 6 months full time study of an accredited Degree or Advanced Diploma, or at least 1 year of study of an accredited Diploma or Certificate IV course.
3. Apply for mature age entry: Applicants must have satisfied entry requirements and must be 21 years or over by the year of first enrolment. Such applicants must submit a personal statement in English that satisfies the College as to the applicant’s ability and aptitude to successfully undertake study of this type and level.

Prerequisites
Current Year 12 applicants must obtain a study score of at least 25 in Units 3 and 4 of English (any), or equivalent.

Extra requirements
Applicants who apply through the VTAC system will need to complete a personal statement online (previously known as PI form). This form can be accessed via your VTAC user account after you have submitted your VTAC course application. It will provide selection officers with extra information which will assist in the selection process, including your motivations to study with NCPS.

Selection criteria
In selection, a range of criteria is used. ATAR (Australian Tertiary Admission Rank) scores are important, but selection decisions are also based on:
• An applicant’s ability to cope with academic study and to satisfy the requirements of the course; and
• An applicant’s goals, career aspirations and level of commitment.
Selection is based on the following criteria:

Current Year 12 applicants
1. ATAR (although there is no established clearly-in ATAR, the NCPS degree course is primarily academic in nature and therefore a reasonable ATAR is an indicator that an applicant has a greater chance of succeeding in the course);
2. A study score of at least 25 in units 3 and 4 of English (any) – this is a prerequisite;
3. Study scores in individual subjects, especially Legal Studies and Psychology, if undertaken in Year 12.
4. Information contained in the VTAC Personal Statement
5. Any information contained in a VTAC SEAS (Special Entry Access Scheme) application (if applicable)

Non-year 12 applicants
Depending on individual circumstances, selection is based on a range of criteria, including some or all of the following:
1. Any tertiary courses, complete or incomplete (in this case a tertiary course means a Certificate IV level course or above), and the results received in the completed subjects;
2. ATAR;
3. Individual study scores in previous year 12 subjects;
4. Results of the STAT (Special Tertiary Admissions Test) multiple choice test;
5. Information contained in a SEAS (Special Entry Access Scheme) application (if applying through VTAC);
6. Information contained in a personal statement (for both VTAC and direct applications);
7. Relevant work and/or life experience.

Applying to study at NCPS

Current Year 12 students
Apply through VTAC (refer to the latest VTAC Guide or VTAC website for details.)

Non-year 12 applicants
Students with qualifications such as previous Year 12 qualifications, overseas qualifications, or some (complete or incomplete) tertiary (Certificate IV and above) qualifications may apply through VTAC for the Term 1 intake, and must include supporting documentation such as tertiary courses undertaken and results.

Mature age entry
Applicants who have not completed Year 12 or its equivalent; and have not undertaken any tertiary study, and will be 21 years or over by the year of first enrolment may apply via VTAC for the Term 1 intake under the Access and Equity category. To do so, applicants must:

1. Complete a SEAS application form available on the VTAC website
2. Sit a STAT test – refer to the VTAC Guide for details and dates of this test.

Direct applications
For the Term 1 intake, NCPS will consider applications made directly to the College for non-year 12 students. Applications made for study commencing in Terms 2 or 3 should be made directly to the College through the NCPS website.

Overseas applicants
Overseas students may only be enrolled on a full-time basis. Refer to the International Student section of the NCPS website for further details. Please note that NCPS courses are not open for admission to international students who require a student visa for study in Australia.

Negotiated and second round offers
A limited number of places are reserved for irregular and second round offers. Please refer to the VTAC Guide for detailed information on negotiated offers.

Offers
• VTAC: Successful applicants will be notified by VTAC regarding the success of their application. If an application is successful, applicants will be notified about the enrolment process at the time the offer of admission is made.
• Direct: If making a direct offer (not through VTAC), successful applicants will be notified by the College.
“Placement was fantastic; I was able to apply my knowledge learnt in the classroom to a real-life work situation. Since graduating from NCPS I have landed a job at one of Australia’s leading law firms and I’m also studying a Master of Laws – completing the work placement at NCPS helped me decide for sure that I wanted a career in law.”
Additional information

VTAC Guide

The VTAC Guide is available by the end of July each year. It is available from careers teachers, most Victorian newsagents and from the VTAC website at vtac.edu.au. The VTAC Guide includes instructions on how to apply using the VTAC Infornet, and detailed information on the entire application process, as well as information on all the courses offered through VTAC. It is vital that applicants consult the VTAC Guide in order to apply correctly.

Credit/Recognition of Prior Learning

Non-year 12 applicants may be granted exemptions from some subjects in the course because of subjects completed at another tertiary institution. Each application for credit will be considered on its merits by the Manager of Study Programs after enrolment. The subjects being considered must be part of a diploma level or above course and must be part of an accredited course in the same field of study as the one in which credit is being sought. Credit will not be granted for relevant life/ work experience and no more than 50 percent of the enrolled course will be exempted. The College currently has no formal articulation arrangements with any other tertiary institution, so there is no automatic articulation into a particular year level. Credit should be applied for when applying for enrolment.

Deferment

Applicants offered a place in an NCPS course may defer their studies for a period of up to one year. The deferment must be requested in writing and submitted to the College within seven days of receiving an offer from VTAC, or the offer will be forfeited. The deferment form is available from the NCPS website at ncps.edu.au.

Fees and charges

Tuition fees are charged per enrolled unit of study. You pay trimester by trimester, paying for all units in which you are enrolled as at the trimester census date. A full time student enrolls in 4 units per trimester (12 units per year), so the annual fees will be the unit price x 12. Current fees are available on the NCPS website at ncps.edu.au/course-fees.html.

Students may choose to pay these fees directly to the College or to apply for FEE-HELP assistance from the Commonwealth Government to cover part or all of the tuition fees for the course. All students who are Australian citizens are eligible to apply for FEE-HELP, and may be enrolled in full time or part time study. For information about the government’s FEE-HELP scheme refer to the Department of Industry, Innovation, Climate Change, Science, Research and Tertiary Education (DIISRTE) website at studyassist.gov.au.

International students

International students are those without Australian or New Zealand citizenship and who do not have permanent residency status in Australia. Please note that NCPS courses are not open for admission to international students who require a student visa for study in Australia.

Technology

The NCPS course requires access to the internet, therefore costs associated with internet access as well as computing and printing should be taken into account.

Annual tuition fee increases

The College reserves the right to annually adjust tuition fees to take into account increases in costs.

Textbooks

Some units will require you to work with a designated textbook which you may wish to purchase. Textbooks can cost between $50 and $150 each. Typically the total cost will be around $350 per trimester.

Fee refunds

Unspent tuition fees will be refunded if enrolment is cancelled, withdrawn or deferred on or prior to the applicable Trimester census date. After this date all incurred trimester tuition fees will be payable unless special circumstances can be evidenced. Further details are available from Student Administration on (03) 8327 2600 or the NCPS website at ncps.edu.au.

Tuition Assurance Scheme (TAS)

NCPS is a member of the Australian Students Tuition Assurance Scheme (ASTAS). This ensures that, should the College no longer be able to provide the course, students will be entitled to a choice of either: being relocated with minimal disruption to a comparable course with another tertiary education provider with credit awarded for comparable subjects completed in the course, or a full refund of any unspent up-front tuition fee payments. For more information refer to NCPS’s Statement of HE Tuition Assurance published online at ncps.edu.au/forms-policies.html.

Further information

For further information about studying with NCPS please visit our website at ncps.edu.au.
Navitas provides you with the education you need, to get where you want to be in life. From English language skills and courses to help you enter university, to training for the workplace, Navitas colleges and campuses in 28 countries can support you every step of the way.

With over 100 Navitas and SAE Institution locations across the globe, and over 55,000 international students currently studying with us, we understand the world’s learning needs. We’ve become one of the most trusted providers of education and training in the world.

Navitas offers to students, professionals and migrants from around the world, the following opportunities:

• English language training
• High school studies
• University preparation and programs
• Post-secondary education for creative media technology

Members and affiliates of Navitas:

Australia
• ACAP (Australian College of Applied Psychology)
• ACN – La Trobe University, Sydney
• ATTC (Australian TESOL Training Centre)
• CELUSA (Centre for English Language in the University of South Australia)
• Curtin College – Curtin University, Perth
• Curtin University Sydney
• Cytech Intersearch
• Eynesbury – The University of Adelaide and University of South Australia
• Hawthorn-Melbourne
• La Trobe Melbourne – La Trobe University
• MIBT – Deakin University, Melbourne
• MQC – Macquarie University, Sydney
• Navitas English (formerly ACE/ACL)
• Navitas Health Skills Australia
• NCPS (Navitas College of Public Safety)
• Navitas Professional
• NIC – The University of Newcastle
• PIBT – Edith Cowan University, Perth
• QIBT – Griffith University, Brisbane and the Gold Coast
• SAIE Institutions/Gamtq Colleges
• SAIBT – University of South Australia, Adelaide
• SIBT – Macquarie University, Sydney

Canada
• FIC – Simon Fraser University, Vancouver
• ICMP – the University of Manitoba, Winnipeg

United Kingdom
• BCUC – Birmingham City University
• CRIC – Anglia Ruskin University, Cambridge
• EIC – Edinburgh Napier University
• HIC – University of Hertfordshire, Hatfield
• ICP – University of Portsmouth
• ICRGU – Robert Gordon University, Aberdeen
• ICWS – Swansea University
• LIBT – Brunel University, London
• PUI – Plymouth University
• SAIE Institutions/Gamtq College

United States of America
• Navitas at UMass Boston – University of Massachusetts Boston
• Navitas at UMass Dartmouth – University of Massachusetts Dartmouth
• Navitas at UMass Lowell – University of Massachusetts Lowell
• Navitas at UMass Lowell – University of Western Kentucky (WKU)
• Navitas at UNH – University of New Hampshire
• Navitas English Services Pty Ltd

Africa
• SAE Institute, South Africa
• AUSI – Edith Cowan University, Kenya

Asia
• ACBT – Edith Cowan University, Sri Lanka
• Curtin Singapore (The Singapore Campus of Curtin University)
• MIBT Indonesia – Deakin University
• SAIE Institutions – India, Indonesia, Malaysia, Singapore, Thailand/Qanmt College – Singapore

Europe
• SAIE Institutions/Qanmt Colleges – Austria, Belgium, France, Germany, Greece, Italy, Netherlands, Sweden, Switzerland, Slovenia, Spain, Turkey

Middle East
• SAIE Institutions – Jordan and Kuwait

New Zealand
• SAIE Institute, Auckland

Central America
• SAIE Institute, Mexico

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• PUI – Plymouth University
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United States of America
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• Navitas at UMass Dartmouth – University of Massachusetts Dartmouth
• Navitas at UMass Lowell – University of Massachusetts Lowell
• Navitas at WKU – Western Kentucky University (WKU)
• Navitas at UNH – University of New Hampshire
• Navitas English Services Pty Ltd

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Europe
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Middle East
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New Zealand
• SAIE Institute, Auckland

Central America
• SAIE Institute, Mexico