

## **5.2.13 Entry Requirements for Admission into Undergraduate Courses**

### Operating Policy and Procedures

#### 1. **Policy**

It is the policy of the Navitas College of Public Safety (NCPS; or, the College) that applicants for undergraduate courses must meet specified entry requirements in order to be eligible for consideration for selection into a course.

#### 2. **Purpose**

The purpose of this policy is to ensure that:

- NCPS adheres strictly to the entry requirements as stated in the application for accreditation and approved by the relevant body;
- all applicants who have met the College's entry requirements are considered for places in the courses;
- the College complies with the Tertiary Admission Centre (TAC) requirements regarding minimum tertiary entrance requirements and comparable qualifications if a TAC is utilised for application and selection processes;
- a scheme exists whereby mature age applicants and year 12 students not meeting entry requirements may still be eligible to apply;
- entry requirements are communicated clearly to applicants in any TAC publication (for undergraduate applicants), course brochures and the website.

#### 3. **Responsibility**

The Manager of Study Programs is responsible for compliance with this procedure.

#### 4. **Guidelines**

4.1 This policy should be read in conjunction with Policy 5.2.3 *Selection of Students for Admission into Undergraduate Courses*, which explains the criteria used in the process of selecting applicants to be offered a place.

4.2 Meeting entry requirements does not guarantee an offer; applicants must still apply correctly and meet selection criteria for an offer to be made.

4.3 This policy applies to all applicants, whether they apply directly to the College or via the TAC.

4.4 Only undergraduate courses are listed in TAC Guides (where utilised for admission and selection purposes); therefore all references to a TAC throughout this policy only relate to the College's undergraduate courses.

#### 5. **College Entrance Requirements**

5.1 The level of education required to apply to courses is called the minimum tertiary entrance requirement. For entry into NCPS, the minimum tertiary entrance requirement is: the satisfactory completion of the Victorian Certificate of Education (VCE) or equivalent, and Units 3 and 4 of English (any). Any of the four VCE English subjects - English, ESL, Literature or English Language - satisfies this requirement; however these units must be completed in sequence.

- 5.1.1 Equivalent qualifications that may be considered should an applicant not meet the stated minimum tertiary entrance requirements are as follows:
- Interstate Year 12 qualifications, including satisfactory completion of Year 12 English (any)
  - Previous Year 12 qualifications
  - Satisfactory completion of the International Baccalaureate (IB)
  - Tertiary qualifications
  - Overseas qualifications

NOTE: The College does not accept applicants with equivalent senior secondary completion, such as Senior VCAL, as having met minimum tertiary entrance requirements.

5.1.2 Interstate Year 12 qualifications:

Applicants who meet the requirements for tertiary entrance in their home state will meet the minimum requirements in Victoria. Study score equivalency is based on information provided by the Victorian TAC in its annually published 'Current School Leaver Prerequisite checking for selection'.

5.1.3 Previous Year 12 qualifications:

In assessing whether applicants meet minimum tertiary entrance requirements, there are no time limits on any previous Year 12 qualification or any previous attempt at tertiary study.

Although the minimum tertiary entrance requirement is phrased in terms of the current Year 12 qualification (i.e. VCE or equivalent), applicants with previous Year 12 qualifications can still meet this requirement. If students previously qualified for tertiary entrance under any circumstances or any provision contained in a previous TAC or course publication, they will hold their status. For example, if a student met the minimum university entrance requirements in 1985 when they completed HSC with four Group 1 subjects (including English) then they will meet the current minimum tertiary entrance requirements. Similarly, if they matriculated in 1967 with four subjects including English Expression and met the minimum university entrance requirements, then they will meet the current minimum requirements.

5.1.4 International Baccalaureate:

Satisfactorily complete English or English B in the International Baccalaureate at grade 4 or higher if taken at Standard Level, or grade 4 or higher if taken at Higher Level.

5.1.5 Tertiary qualifications:

The successful completion of units of study comprising the equivalent of at least six months of full-time study of an Australian Qualification Framework (AQF) accredited degree or at least one year of full time study of an AQF accredited diploma, advanced diploma or associate degree meets minimum tertiary entrance requirements.

5.1.6 Overseas qualifications:

Applicants who hold overseas qualifications will meet minimum tertiary entrance requirements if these are assessed by a TAC as comparable to the applicable state qualifications.

The TAC will make an assessment on behalf of institutions to determine if students have met minimum tertiary entrance requirements. The assessments are based on information from organisations including the Australian Education International - National Office of Overseas Skills Recognition (AEI-NOOSR), the Victorian Curriculum and Assessment Authority (VCAA) and other tertiary admissions bodies.

The TAC will advise the institutions to which students have applied and whether the minimum

requirement has been met. If a student has also undertaken other/additional overseas studies (complete or incomplete), the TAC will advise institutions of the level of the award in terms of the AQF according to AEI-NOOSR guidelines. The individual course authorities will then gauge whether a student's particular level of achievement is suitable for entry into that course.

A full list of overseas qualifications that meet minimum tertiary entrance requirements is available on the TAC website.

- 5.1.6.1 Satisfactorily completing the final two years of secondary studies in an approved secondary school with English as the language of instruction and gaining a satisfactory pass in English in the final year.
- 5.1.6.2 Within the last 2 years completing at least the first year of an approved tertiary program taught and assessed in the English language in an institution where English is the language of instruction and assessment for the entire institution. Please provide formal advice from the institution to support your claim that you have satisfied this requirement.
- 5.1.6.3 Satisfactorily completing secondary studies in a country where English is the official language and gaining a satisfactory pass in an approved final year English. (Applicants from countries with more than one official language may be required to meet IELTS requirements.)
- 5.1.6.4 Meeting the College's International English Language Testing System (IELTS) requirements within the 24 months preceding application, i.e.: an overall band score of 6.0 or more in the academic IELTS including the completion of the Academic Reading and Academic Writing modules. A minimum score of 6.0 must be achieved in all sub-bands.

The original IELTS test report form must be lodged with the College by the closing date for applications for undergraduate courses. Certified copies and examiner's score records are not accepted.

### **Special Consideration**

- 5.1.7 Applicants failing to meet the minimum tertiary entry requirements but who have experienced adverse circumstances which affected their ability to attain these requirements, may be granted special consideration. Applicants seeking special consideration pertaining to entry to the College are required to submit a Special Entry Access Scheme (SEAS) form (Victoria) or equivalent with their application.
  - 5.1.7.1 Applicants applying under Special Entry Access Scheme must:
    - apply as normal through VTAC; and
    - submit an SEAS application to VTAC ; and
    - submit a Personal Information Form.
  - 5.1.7.2 Generally, educational disadvantage is described as circumstances beyond an applicant's control that have affected his/her previously satisfactory academic results. Applicants who believe that they have suffered disadvantage in their academic performance for reasons beyond their control, and that this disadvantage has not been adequately compensated by the school or educational institution concerned, may request special consideration in their application.
  - 5.1.7.3 Information submitted relating to Special Consideration must show the extent to which the circumstances exceeded 'normal risk' and were therefore beyond the applicant's control. The educational disadvantage incurred as a result of circumstances could include: absence from school; inability to concentrate; inability to submit written work, or undertake oral or other examinations.

- 5.1.7.4 Applicants must attach full supporting documentation including contact details of referees with appropriate professional knowledge of the special consideration case, prepared to give statements on the extent of the disadvantage and the extent to which such disadvantage was or was not compensated by the school/educational authority. Applications that do not have supporting documentation will not be assessed.

### **Mature Age Entry**

- 5.1.8 To be eligible for mature age entry, applicants must meet the following criteria:
- a) be 21 years or more by January 1 in the year for which they are seeking entry; and
  - b) have not satisfied minimum tertiary entrance requirements and do not hold comparable qualifications; and
  - c) be able to demonstrate relevant life/work experience and skills. This relevant experience need not be in the criminal justice, public safety or security field. The intention is for applicants to be able to show that they have the requisite skills to successfully undertake a degree level course. These skills include organisational ability, time management skills, an enthusiasm for the field of study and commitment to achieving set goals. A wide range of work environments and other experiences may demonstrate these skills.

### **Specific Course Entry Requirements**

- 5.2 Applicants seeking entry into specific courses at NCPS may be required to fulfill requirements additional to those listed above. These are as follows.
- 5.3.1 Bachelor of Social Science (Criminal Justice)

To be considered for entry into the Bachelor of Social Science (Criminal Justice), applicants must meet the following prerequisite requirement: a study score of at least 25 in English (any) in Units 3 & 4 (Victoria) or equivalent.

Study scores achieved in Units 3 & 4 level subjects relevant to the course may also be considered. Relevant subjects include Legal Studies, Psychology, Sociology and other humanities subjects.

- 5.3.2 The prerequisite requirement does not apply to applicants seeking Special Consideration (refer section 5.1.7) or mature age applicants (refer section 5.1.8).

## **6. Procedure**

- 6.1 Entry requirements must be published in all relevant brochures, course guides and on the Prospective Students pages of the College website in advance of the opening date for applications for the next academic year.
- 6.2 Entry requirements must be submitted for inclusion in the TAC Guide by the deadlines prescribed by TAC in its annual Guide Timeline. This timeline is made available a year in advance and is emailed to Liaison Officers and published on the TAC website.
- 6.3 Upon receipt of applications (for undergraduate courses the VTAC Applicant List and associated documentation and offer work list which is available in December; for graduate courses the Graduate Courses Application form and associated documentation), the NCPS selection officer will assess whether entry requirements have been met.
- 6.4 If entry requirements have been met the applicant is eligible to be considered for selection.
- 6.5 If entry requirements have not been met the applicant is not eligible to be considered for selection.

6.6 If an applicant is to be considered for selection, Policy 5.2.3 – Selection of Students for Admission into Undergraduate and Graduate Courses applies.

7. **Authority**

Authorised by the Principal and General Manager

8. **Approved**

Approved by the Academic Council on 25 January 2013

9. **Amendments**

<b>Date</b>	<b>Modified by</b>	<b>Sections amended/added</b>	<b>Approved by Academic Council (if required)</b>
22/05/09	Jodie Reeve	Logo changed	Minor change
09/11/09	Christine Ashton	Change of name and logo	Minor change
26/11/09	Jodie Reeve	Amended supporting document references	Minor change
27/11/09	Christine Ashton	Change to support courses being offered in other states – added the word 'or equivalent' to cover other states' requirements.	Minor Change
01/02/10	Jodie Reeve	Clarification of QLD admission requirements	Minor change
11/01/13	Matthew Thurgood	Change of policy title: Requirements for Admission into Undergraduate and Graduate Courses to Requirements for Admission into Undergraduate Courses  Changes of title: Higher Education Board to Academic Council; Higher Education Registrar to Manager of Study Programs; General Manager (Public Safety) to Principal and General Manager  Section 6 and all references to Queensland and graduate courses removed	Major change – AC approval given 25/01/13