

5.2.3 – Selection of Students for Admission into Undergraduate Courses

Operating Policy and Procedures

1. **Policy**

It is the policy of the Navitas College of Public Safety that students are selected for admission into the College's undergraduate courses in a fair and equitable manner, adhering to any TAC selection system rules and timeline (where relevant) and NCPS Selection guidelines.

2. **Purpose**

The purpose of this policy is to enable appropriate selection of students for NCPS undergraduate courses, and to ensure that selection officers conduct selection in accordance with:

- the NCPS selection criteria that is published in any TAC Guides or other publications and College publications and website;
- TAC's system rules and privacy policy guidelines; and
- TAC's annual Undergraduate Selection Timetable.

3. **Responsibility**

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

For the purposes of selection, the Manager of Study Programs (or delegate) acts as the Selection Officer.

4. **Guidelines**

All applicants for admission into undergraduate degree courses must apply through a TAC where relevant or by direct application.

4.1 Selection into NCPS higher education courses is based on an applicant's aptitude for academic study, their ability to successfully complete the course, and their interest in the subject areas covered by the course, as well as their aspirations to pursue a career in criminal justice. To ascertain these factors, a range of selection criteria are utilised in making selection decisions including previous academic qualifications and the completion of a Personal Information Form.

4.2 For current Year 12 applicants, selection for NCPS Undergraduate Programs is not dependent solely on the Australian Tertiary Admission Rank (ATAR). , but must satisfy the English Language pre-requisite. Completion of other subjects such as Psychology and Legal studies are advantageous.

4.3 **Selection Criteria**

4.3.1 For current year 12 students, selection is made on the basis of:

- A study scores of at least 25 (or equivalent) in Units 3 and 4 of VCE English (any)
- Study scores achieved in subjects relevant to the course of study. For example, should an applicant be seeking entry to the Bachelor of Social Science (Criminal Justice), his/her score/s in Legal Studies and/or Psychology may be considered.
- Overall ATAR score achieved,
- Completion of a Personal Information Form (PI Form), and/or

- Completion of a Special Entry Access Scheme (SEAS) application if appropriate.
- 4.3.2 For non-year 12 applicants, selection is made on the basis of:
- Other tertiary courses, complete or incomplete, undertaken and results in subjects completed in those courses Completion of a Personal Information Form (PI Form)
 - Completion of a Special Entry Access Scheme (SEAS) Application form or equivalent.
- 4.3.3 For mature age applicants, selection is made on the basis of:
- Relevant work experience, and/or
 - The information contained in the Special Entry Access Scheme (SEAS) *Access and Equity Application Form (VIC)* or equivalent, and or
 - The results of Special Tertiary Admissions Tests (STAT) - Multiple Choice and/or Written English or equivalent.

Mature age applicants applying directly to the College complete NCPS's internal Personal Information form to allow for assessment of their academic writing ability and capabilities of completing the course they have applied for.

- 4.3.4 For International applicants, refer to Policy 5.10.6 – International Students - Selection and Offers
- 4.4 The selection criteria, process and relevant dates are published in:
- The TAC Guides;
 - The VICTER Guide/Tertiary Pre-requisites or
 - NCPS course brochures provided to prospective students; and
 - The Prospective Students Page of the NCPS website.
- 4.5 TAC's provide an Undergraduate Selection Timetable at least 12 months ahead. This timeline is posted on the TAC website. All dates must be strictly adhered to, and the College selection timetable is planned around these dates. TAC's also provide comprehensive information on their system website to assist selection officers, as well as training sessions which are compulsory to attend.
- 4.6 TAC's provide applicant information on their databases, including ATAR and study scores or selection rank, depending on designated selection times. Only the NCPS Selection Officer and Liaison Officer have access to these databases.
- 4.7 Applicant information is provided in alphabetical order rather than ATAR order, so the Selection Officer/s can look at each applicant and make selection decisions based on the range of factors listed above. Factors outside of the published selection criteria must not be taken into account in the selection processes. This includes the position of NCPS courses in applicants' preference lists, the date TAC applications are received, or any applicant contact with the College, for example at open days or information sessions.
- 4.8 Offers are made to all students fulfilling the above criteria. (Refer to Policy 5.2.4 – Offers and Acceptance)

4.9 The College must provide an assurance to TAC's in writing that the College's selection officers will conduct selection in accordance with published selection criteria and the agreed system rules and TAC's privacy policy guidelines. TAC's request this assurance each year. The assurance is legally binding.

5. Procedures

5.1 Victoria

Upon receipt of the offer work list from VTAC, all relevant criteria are examined, and selection decisions made prior to adding information to the work list.

All applicants who fulfil the selection criteria are selected.

Detailed procedures for using the VTAC Offer worklist are contained in the Selection Officer's menu on the VTAC Omega website or equivalent.

5.2 Direct Entry - all states

Applicants can apply directly to the College if the applicable state is not using a TAC for student selection or it is for entry when the TAC does not operate. For further information on direct entry, refer to College policy 5.2.14 *Selection of Students for Direct Entry into Undergraduate Courses*.

6. Authority

Authorised by the Principal and General Manager

7. Approval

Approved by the Academic Council on 14 December 2004

8. Amendments

Date	Modified by	Sections amended/added	Approved by Academic Council (if required)
03/12/04	RG	4.4.3 – amended to reflect that selection of Mature Age applicants is also based on the SEAS form and results of a STAT test.	14/12/2004
03/12/04	RG	4.4.3 and 4.13 – quota amended to include 5% mature age students (amendment pursuant to HEB recommendation at August 3 meeting)	14/12/2004
30/11/07	Christine Ashton	All references to the Supplementary Information Form removed as is no longer an extra requirement.	
22/05/09	Jodie Reeve	Logo change	Minor change
06/11/09	Christine Ashton	Change of logo and name	Minor change
27/11/09	Christine	Change from VTAC – TAC to	Minor Change

	Ashton	incorporate other admission centres in other states. Change of ENTER to ATAR - ATAR is a number (not a mark) that indicates a student's position in relation to their Year 12 cohort, including students who did not complete Year 12. The ATAR is calculated solely for use by institutions, either on its own or in conjunction with other selection criteria, to rank and select school leavers for admission to tertiary courses.	
01/02/10	Jodie Reeve	Inclusion of "selection rank" process for QLD applicants	Minor change
04/01/13	Matthew Thurgood	Change of titles: Higher Education Registrar to Manager of Study Programs; General Manager to Principal and General Manager Removal of reference to QTAC and Queensland applicants Simplification of procedures	Minor change