

5.2.13 Entry Requirements for Admission into Undergraduate and Graduate Courses

Operating Policy and Procedures

1. Policy

It is the policy of the Navitas College of Public Safety that applicants for undergraduate and graduate 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 VRQA;
- all applicants who have met the College's entry requirements are considered for places in the courses;
- the College complies with VTAC requirements regarding minimum tertiary entrance requirements and comparable qualifications;
- 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 the VTAC Guide (for undergraduate applicants), course brochures and the website.

3. Responsibility

The Higher Education Registrar is responsible for compliance with this procedure.

4. Guidelines - General

- 4.1 This policy should be read in conjunction with Policy 5.2.2 *Prospective Student Applications for Higher Education Programs*, which explains the application process and applicant categories, and Policy 5.2.3 *Selection of Students for Admission into Undergraduate and Graduate 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 does not apply to overseas applicants – refer to Policy 5.10.2 *Applications for Admission into Higher Education Programs* – for policies related to entry requirements for overseas students.
- 4.4 Only undergraduate courses are listed in the VTAC Guide; therefore all references to VTAC throughout this policy only relate to the College's undergraduate courses.

5. Guidelines – Undergraduate Courses

- 5.1 There are three levels of entrance requirements which students must meet to be eligible for consideration for selection for a course:
- I. minimum tertiary entrance requirements (as stated by VTAC);
 - II. Navitas College of Public Safety institutional requirements; and
 - III. Navitas College of Public Safety course requirements.

Minimum Tertiary Entrance Requirements

5.1.1

5.1.1.1 In order to be eligible to apply for NCPS degree courses, applicants must meet Victorian minimum tertiary entrance requirements or hold comparable qualifications or apply under a special entry scheme.

5.1.1.2 The level of education required to apply to courses is called the minimum tertiary entrance requirement.

5.1.1.3 For all Victorian universities and independent tertiary colleges listed in the VTAC Guide, the minimum tertiary entrance requirement is: the satisfactory completion of both the VCE 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 and in the same calendar year.

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

5.1.1.5 Comparable Qualifications

If students do not have the qualifications listed above, they may still meet minimum tertiary entrance requirements if they have any of the comparable qualifications listed below.

5.1.1.6 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.

5.1.1.5.1 *Previous Year 12 qualifications:*

Although the minimum tertiary entrance requirement is phrased in terms of the current Year 12 qualification (i.e. VCE), 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 VTAC 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 minimum tertiary entrance requirements for 2006. Similarly, if they matriculated in 1967 with four subjects including English Expression and met the minimum university entrance requirements, then they will meet the minimum requirements for 2006.

5.1.1.5.2 *Interstate Year 12 qualifications:*

Applicants who meet the requirements for tertiary entrance in their home state will meet the minimum requirements in Victoria.
Note: an English study is required for most courses.

5.1.1.5.3 *International Baccalaureate (IB):*

IB students meet minimum tertiary entrance requirements if they satisfy the requirements for the award of the diploma.

5.1.1.5.4 *Tertiary qualifications:*

The successful completion of subjects or units comprising the equivalent of either: 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 associate degree, advanced diploma, diploma or Certificate IV, meets minimum Victorian tertiary entrance requirements.

5.1.1.5.5 *Overseas qualifications:*

Applicants who hold overseas qualifications will meet minimum tertiary entrance requirements if these are assessed by VTAC as comparable to the required Victorian qualifications.

VTAC 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 National Office of Overseas Skills Recognition (NOOSR), the Victorian Curriculum and Assessment Authority (VCAA) and other tertiary admissions bodies.

VTAC will advise the institutions to which students have applied whether the minimum requirement has been met. If a student has also undertaken other/additional overseas studies (complete or incomplete), VTAC will advise institutions of the level of the award in terms of the Australian Qualifications Framework according to 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 VTAC website.

5.1.2 **Navitas College of Public Safety requirements**

This is an institution specific requirement. The Navitas College of Public Safety has only one institution specific requirement – the English Language Requirement.

All applicants must meet the English language requirements of the College to be eligible to be offered a place in any of the undergraduate degree courses.

5.1.2.1 *Locally Qualified Applicants*

5.1.2.1.1 Australian citizens, New Zealand citizens or permanent residents of Australia who are locally qualified can meet the College's English language requirements in a number of ways.

5.1.2.1.2 Satisfactorily complete English studies in the Victorian Certificate of Education (VCE) at the specified level ie: a study score of at least 25 in Units 3 and 4 of English (any).

5.1.2.1.3 Satisfactorily complete English studies in a secondary qualification in a State or Territory of Australia (other than Victoria) or New Zealand at a level deemed by the VCAA to be at least equivalent to that required of applicants for the course who have completed the VCE.

5.1.2.1.4 Satisfactorily complete English or English B in the International Baccalaureate at grade 5 or higher if taken at Standard Level, or grade 4 or higher if taken at Higher Level.

5.1.2.2 *Applicants with overseas qualifications, including year 12 or its equivalent, and tertiary qualifications.*

5.1.2.2.1 Australian citizens, New Zealand citizens or permanent residents of Australia with overseas qualifications who are applying for undergraduate programs and who meet VTAC's minimum entry requirements, may satisfy the English language requirements in a number of ways.

5.1.2.2.2 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.)

5.1.2.2.3 Obtaining a grade in the General Paper or General Studies at the General Certificate of Education AO/AS levels which is deemed to be at least the equivalent of applicants for the course who have completed the VCE.

5.1.2.2.4 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.

5.1.2.2.5 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.

5.1.2.2.6 Obtaining a pass of VG (grade 4) in English in the Norwegian Vitnemal or the Swedish Avgangsbetyg.

5.1.2.2.7 Meeting the College's IELTS (academic test) requirements within the 24 months preceding application ie: an overall band score of 6.0 or more in the International English Language Testing System (IELTS) including the completion of the Academic

Reading and Academic Writing modules. A minimum score of 6.0 must be achieved in the Academic Writing module.

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.

For more information about IELTS, please refer to the IELTS website.

5.1.3 **Course Specific requirements**

If course specific requirements are not met, applicants cannot be considered for selection. The following course specific requirements apply to all NCPS undergraduate courses.

5.1.3.1 **Prerequisites**

Units 3 and 4 – a study score of at least 25 in English (any).

This prerequisite does not apply to non-year 12 applicants with tertiary qualifications – refer to paragraph 5.1.1.5.3 above – or to mature age students applying under the Access and Equity Scheme – refer to paragraph 5.1.4.1 below.

5.1.4 **Applicants not meeting minimum entry requirements – Special Entry Access Schemes**

Applicants who do not meet the entry requirements listed above may apply under a special entry access scheme (SEAS) managed and facilitated by VTAC.

The only applicants NCPS will consider for selection under this scheme are:

1. SEAS – Access and Equity Category 1: Mature Age Entry
2. SEAS – Special Year 11/12 Consideration

5.1.4.1 **Mature Age Entry**

5.1.4.1.1 Applicants must:

- 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.

5.1.4.2 **Special Year 11/12 Consideration**

This scheme is aimed at assisting current Year 12 students who have experienced circumstances that can be demonstrated to have had an adverse impact on the final two years of their secondary school performance.

5.1.4.3 Applicants applying under either Special Entry Scheme must:

- apply as normal through VTAC; and
- submit an SEAS application to VTAC ; and
- sit a STAT Test (mature age applicants only).

5.1.4.4 Refer to Policy 5.2.2 *Prospective Student Applications for Higher Education Programs*,

which explains the application process and requirements in detail, and the VTAC Guide and SEAS booklet for detailed information on the SEAS schemes.

6 Guidelines – Graduate Courses

6.1 *Minimum entry requirements for the Graduate Certificate*

The minimum entry requirement is an undergraduate degree in any discipline* OR at least 5 years of documented** relevant*** professional or work experience in a relevant field such as security management, risk management or event management.

6.1.1 * The undergraduate degree must be an accredited course from an accredited and recognised Australian tertiary institution. If an applicant's degree is from a country other than Australia, it must be a NOOSR recognised tertiary institution, and the applicant must include an official qualification assessment with their application. An assessment of overseas tertiary qualifications may be obtained by applying to the Overseas Qualifications Unit in the Department for Victorian Communities.

6.1.2 **Documented relevant professional or work experience means proof of this relevant work experience, such as a statement from an employer including the types of duties performed and the level at which the applicant operates/ed.

6.1.3 ***Relevant professional or work experience means:

- In the case of the graduate programs in law enforcement - in a field such as policing, compliance, regulatory agencies, corrections or courts.
- In the case of the graduate programs in security operations - in a field such as security management, risk management or event management.

Referees' reports to assess the applicant's eligibility may be required.

6.2 *Minimum entry requirements for the Graduate Diploma*

The minimum entry requirement is an undergraduate degree in any discipline.

6.2.1 6.2.1 The undergraduate degree must be an accredited course from an accredited and recognised Australian tertiary institution. If an applicant's degree is from a country other than Australia, it must be a NOOSR recognised tertiary institution, and the applicant must include an official qualification assessment with their application. An assessment of overseas tertiary qualifications may be obtained by applying to the Overseas Qualifications Unit in the Department for Victorian Communities.

6.3 *Navitas College of Public Safety requirements*

The English Language requirements are the same as for the undergraduate courses. Refer to paragraph 5.1.2 above.

6.4 *Course Specific requirements*

The only course specific requirement for the graduate courses is the completion of a Graduate Courses Application form (A588) and the associated documentation required regarding previous qualifications and/or relevant work experience.

7. Procedure

7.1 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.

7.2 Entry requirements must be submitted for inclusion in the VTAC Guide by the deadlines prescribed by VTAC in its annual Guide Timeline. This timeline is made available a year in advance and is emailed to Liaison Officers and published on the VTAC website.

7.3 Upon receipt of applications (for undergraduate courses the VTAC Applicant List and associated documentation and Offer worklist 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.

- 7.4 If entry requirements have been the applicant is eligible to be considered for selection.
- 7.5 If entry requirements have not been met the applicant is not eligible to be considered for selection.
- 7.6 If an applicant is to be considered for selection, Policy 5.2.3 – *Selection of Students for Admission into Undergraduate and Graduate Courses* applies.

8. **Authority**

Authorised by the General Manager (Public Safety)

9. **Approved**

Approved by the Higher Education Board on 13 September 2005

Related Policies

5.2.1 – *Relationship with VTAC*

5.2.2 – *Prospective Student Applications for Higher Education Programs*

5.2.3 – *Selection of Students for Admission into Undergraduate and Graduate Courses*

Procedural Forms and Documents

NF588 – *Graduate Courses Application Form*

Other documentation

- VTAC Guide and website (www.vtac.edu.au)
- NCPS application information contained in the undergraduate and graduate course brochures for prospective students and on the Prospective Students pages of the NCPS website at www.NCPS.edu.au/pstudent.
- NCPS 2003 re-accreditation application and associated documentation, which includes the minimum entry requirements for the graduate programs – this process was approved by the Department of Education’s accreditation panel when reaccreditation was granted.
- VTAC’s SEAS booklet – available from the VTAC website.

Amendments

Date	Modified by	Sections amended/added	Approved by HEB (if required)
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