

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 the VTAC 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 the VTAC and VICTER Guides and College publications;
- VTAC's system rules and privacy policy guidelines; and
- The VTAC annual Undergraduate Selection Timetable.

3. **Responsibility**

The Higher Education Registrar is responsible for compliance with this procedure. For the purposes of selection, the Registrar also acts as the Selection Officer.

4. **Guidelines**

Refer also to Policy 5.2.2 Prospective Student Applications for Higher Education Programs. This policy includes information on minimum entry requirements.

All applicants for admission into undergraduate degree courses must apply through VTAC for trimester 1 commencement. NCPS will accept direct applications for trimester 2 and 3 intakes.

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, public safety or security. To ascertain these factors, a range of selection criteria are utilised in making selection decisions including previous academic qualifications.

4.2 For current Year 12 applicants, selection for NCPS Undergraduate Programs is not dependent solely on ENTER, and the only prerequisite is a study score of at least 25 in Units 3 and 4 of VCE English (any). Completion of Units 3 and 4 of VCE 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:

- ENTER (this would normally need to be around 70 at least, but this is flexible);
- Subjects completed in Year 12, particularly social sciences and humanities; and
- Study Scores in individual subjects (at least 25 in Units 3 and 4 of VCE English (any) is a prerequisite, and study scores in other subjects should be at least 25 also).

- 4.3.2 For non-year 12 applicants, selection is made on the basis of:
- Other tertiary courses, complete or incomplete, undertaken; and
- Subjects completed in those courses and results in those subjects.

- 4.3.3 For Special Entry (Mature) applicants, selection is made on the basis of:
- Relevant work experience;
 - The information contained in the VTAC Special Entry Access Scheme (SEAS) *Access and Equity Application Form*; and
 - The results of Special Tertiary Admissions Tests (STAT) - Multiple Choice and/or Written English.

Mature Age applicants applying directly for trimester 2 or 3 must complete NCPS's internal Supplementary Information form to allow for assessment of their academic writing ability and capabilities of completing the program 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 VTAC Guide;
- The VICTER Guide;
- NCPS course brochures provided to prospective students; and
- The Prospective Students Page of the NCPS website.

- 4.5 TAC provides an Undergraduate Selection Timetable at least 12 months ahead. This timeline is posted on the VTAC website. All dates must be strictly adhered to, and the College selection timetable is planned around these dates. (See also Policy 5.2.1 – Relationship with VTA.C) VTAC also provides comprehensive information on its Omega website to assist selection officers, as well as training sessions which are compulsory to attend.

- 4.6 VTAC provides applicant information on its database, including ENTER and study scores, from middle to late December. Only the NCPS Selection Officers have access to this database. This applicant information is known as the "Offer Worklist".

- 4.7 Applicant information is provided in alphabetical order rather than ENTER order, so the Selection Officers can look at each applicant and make selection decisions based on the range of factors listed above. ENTER must not be the presiding factor in selection decisions.

- 4.8 The position of NCPS courses in applicants' preference lists is never permitted to be a factor taken into consideration when making selection decisions. VTAC prohibits using this information to make selection decisions, which must be made only with reference to the published selection criteria. For example, an applicant who lists an NCPS course as 8th on their list of preferences is just as entitled to be selected for the course as an applicant who lists an NCPS course as 1st preference.

- 4.9 Selection decisions are not dependent in any way the date VTAC applications are received, or whether the applications are classified as Timely, Late, Very Late or Change of Preference (VTAC classifications). Applications are considered together once the last closing date for applications is passed.

- 4.10 VTAC closely monitors selection decisions and will query those it feels are not conforming to the published selection criteria.

- 4.11 Offers are made to all students fulfilling the above criteria. (Refer to Policy 5.2.4 – Offers

- 4.12 NCPS has a maximum quota of 130 first year students. In order to achieve this quota, approximately 250 applicants are selected for admission.
- 4.13 In November each year, the General Manager of the College must provide an assurance to VTAC in writing that the College's selection officers will conduct selection in accordance with published selection criteria and the agreed system rules and VTAC's privacy policy guidelines. VTAC requests this assurance each year. The assurance is legally binding.

5. **Procedures**

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

All applicants who fulfil the selection criteria are selected.

Please note that detailed procedures for using the VTAC Offer worklist are contained in the Selection Officer's menu on the VTAC Omega website.

- 5.2 Selection decisions for First Round offers are made and recorded on the offer worklist, over a four day period in early January. The vast majority of offers are made in first round.
- 5.3 Second Round offers are made in late January and are usually reserved for Irregular Offers. NCPS does not participate in early or third round offers. The same selection criteria are used to select applicants in second round.
- 5.4 Offers are made in mid-January and late January in accordance with Policy 5.2.4 – *Offers and Acceptance*.

6. **Authority**

Authorised by the General Manager (Public Safety).

Refer also to Policies:

5.2.1 – *Relationship with VTAC*

5.2.2 – *Prospective Student Applications for Higher Education Programs*

5.2.4 – *Offers and Acceptance*

Other documentation:

VTAC Guide

VICTER Guide

VTAC website - www.omega.vtac.edu.au (password protected), which includes

- VTAC annual Undergraduate Selection Timetable
- Selection Companion
- Selection Officers' Pages (including the Offer Worklist and all information necessary to perform the operational aspects of selection)
- VTAC Privacy Policy

NCPS application information contained in the course brochure for prospective students and on the Prospective Students page of the NCPS website at http://www.NCPS.edu.au/pstudent_degrees/index.html

Amendments

Date	Modified by	Sections amended/added	Approved by HEB (if required)
3/12/04	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
3/12/04	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