

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 Higher Education Registrar is responsible for compliance with this procedure. For the purposes of selection, the Registrar also acts as the Selection Officer/Liaison 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 a TAC where relevant (depending on the state where student is enrolling) 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, public safety or security. 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) or selection rank in Queensland, but must satisfy the English Language pre-requisite in each state. 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:

- ATAR (this would normally need to be around 70 at least, but this is flexible) or selection rank in Queensland;
- Subjects completed in Year 12, particularly social sciences and humanities; and

- Study Scores or equivalent in individual subjects (at least 25 in Units 3 and 4 of VCE English (any) is a prerequisite in Victoria, and study scores in other subjects should to be at least 25 also).
 - Completion of a Personal Information Form (PI Form).
- 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.
 - Completion of a Personal Information Form (PI Form).
- 4.3.3 For Special Entry (Mature) applicants, selection is made on the basis of:
- Relevant work experience;
 - The information contained in the Special Entry Access Scheme (SEAS) *Access and Equity Application Form (VIC)*, Personal Competencies Assessment (QLD) and equivalent in NSW.
 - The results of Special Tertiary Admissions Tests (STAT) - Multiple Choice and/or Written English or equivalent.

Mature Age applicants applying directly complete NCPS's internal Personal 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 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. (See also Policy 5.2.1 – Relationship with a TAC) 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 Officers have access to these databases. This applicant information is known as the "Offer Worklist" or equivalent.
- 4.7 Applicant information is provided in alphabetical order rather than ATAR order, so the Selection Officers can look at each applicant and make selection decisions based on the range of factors listed above. ATAR or selection rank 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. TAC's prohibit 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 lower 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 by the date TAC applications are received. Applications are considered together once the last closing date for applications is passed.
- 4.10 TAC's 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 and Acceptance)
- 4.12 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**

Victoria

- 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 or equivalent.

- 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.

Direct Entry all States

- 5.5 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.
- 5.6 Upon receipt of an application, all relevant criteria are examined and selection decisions are based on the above criteria being met.
- 5.7 Students that have met the criteria are made an offer in accordance to 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

QTAC Guide

VICTER Guide/Tertiary Pre-requisites

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

- VTAC/QTAC 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/QTAC 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
27/11/09	Christine Ashton	Change from VTAC – TAC to 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.	Minor Change
01/02/10	Jodie Reeve	Inclusion of "selection rank" process for QLD applicants	Minor change