COURSE GUIDE
2018/2019
On-campus and Online Student Guide
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NCPS undergraduate degrees cover the key subject areas:
• Criminal Law
• Criminology
• Sociology
• Policing
• Law Enforcement
• Psychology
• Corrective Services

Open Days and Information Sessions
NCPS welcomes visitors to its campus in April, August and December. At open days and information sessions you will discover more about course content from our teachers. Hear from current students and graduates about the learning experience and career outcomes. Family and friends are welcome to accompany prospective students to these events. Register your attendance at ncps.edu.au.

Campus location:
123 Lonsdale Street, Melbourne
Welcome to the Navitas College of Public Safety

Enriching lives to **unlock** opportunities

Established in 1990, the Navitas College of Public Safety (NCPS) is an Australian owned higher education provider offering undergraduate qualifications to students pursuing a career in the Criminology, Justice, Psychology, Policing, Law Enforcement or Security. NCPS is part of the Navitas Group, a leading global education provider that delivers courses to over 80,000 students through more than 120 institutions in 31 countries. NCPS is popular for its small campus, and culture of openness, enquiry and respect. Our teachers and support staff take pride in nurturing work-ready graduates who will contribute to making the world a safer place. Our academic faculty are selected for their active experience in the fields they teach.

NCPS has expanded its course portfolio to include three new courses in response to the demand for high quality credentials in the criminal justice and related sectors. From 2018, we offer the Associate Degree of Criminology and Justice, Bachelor of Criminology and Justice, Bachelor of Policing and Justice and the Bachelor of Psychological Science and Criminology.

Whether you are seeking to begin or advance a career in law enforcement, the legal system or corrections, NCPS will prepare you with an innovative and engaging education, for an exciting future in an ever-changing world.

We look forward to welcoming you to NCPS.
Why study at NCPS?

NCPS classes come to life with real-life case studies because many of our teachers have current professional experience in criminology, justice, policing and psychology.

A three year degree in two years
The three NCPS undergraduate degrees are delivered in trimester mode (three teaching periods per year), which means you can complete your degree and be ready to enter the workforce after two years of full-time study, by studying four units per trimester. See pages 7 to 9 for details of the applicable courses.

Teachers with industry expertise
Many NCPS teachers are qualified practitioners in the field. Some classes are taught by lawyers, police officers, criminologists, psychologists and other professionals who bring compelling real-life case studies to the classroom. The course content at NCPS matches current theory and workplace practise with the colour and intrigue of recent real-life examples, creating an engaging and motivational environment.

Work placement
Bachelor of Criminology and Justice students get the chance to roll up their sleeves and get to work in the field. The work placement unit is where students put theory into practise by applying new skills alongside industry professionals. Placement lets you sample your chosen field of work and make informed decisions about your future career direction. NCPS has links with many organisations willing to participate in work placement supervision of Bachelor of Criminology and Justice students.

Specialist electives
The electives in our undergraduate courses cover special interest subjects covering topics in law, forensic psychology, policing, terrorism, mental health and youth justice. NCPS students can choose electives to complement their talents and career aspirations, enhancing their employment prospects with focused knowledge relevant to their chosen professions.

Learning support
Our Student Support teams provide the essential services to help you through your studies and assist with any academic or personal issues you may face along the way. We offer:
- Learning and Academic Support
- Technology and IT Help Desk
- Student Welfare
- Counselling
- Student and Staff Consultative Committee
- AccessAbility (Disability) Service
- Resumes, cover letters and interview skills

Online study
Can’t attend class in Melbourne? Want to continue working while you study? There’s no need to delay study, just because you can’t attend classes.

Online study in full-time or part-time mode, provides the identical curriculum, qualification and recognition as an on-campus NCPS degree, with the convenience of helping you balance work, family and learning. Our remote students download coursework and support materials; contribute to student forums online; take part in live online tutorials by audio or video connection; and, communicate with teachers and support staff through the student portal, from any location.

Design your schedule
Our trimester course intakes are in February, May, and September each year. Choose from full-time or part-time study, on-campus, online, or combine a mixed-mode enrolment from these four options.

FEE-HELP available
Eligible students have access to the Commonwealth Government’s FEE-HELP loan scheme to assist with deferring tuition fee payment. For details, visit studyassist.gov.au or call an NCPS course adviser, on 1800 783 661.
Where can study at NCPS take me?

Our courses prepare you for work in the criminal justice field. NCPS qualifications are widely recognised by professional agencies and major employers. Our graduates are ready to commence and develop careers in a range of specialist areas within this exciting sector.

Police and Law Enforcement
NCPS graduates are employed by state and federal police, customs and border protection, investigation and intelligence agencies and in the court system. Our graduates’ knowledge of law, ethics and cultural diversity are valuable during justice sector workplace and police academy training. NCPS qualifications provide a grounding for career advancement to crime investigation, drug squad, forensics, police prosecutions, and border protection.

Private and government agencies
Agencies specialising in intelligence and investigations include the Australian Security and Investments Commission (ASIC) and Australian Security Intelligence Organisation (ASIO). ASIC is Australia’s corporate, markets and financial services regulator while ASIO’s role is to gather information and produce intelligence to warn the government about activities or situations potentially endangering Australia’s national security. AUSTRAC, WorkCover and private security companies also deal with criminal issues such as money-laundering, counterterrorism and fraud.

Law
NCPS graduates interested in the law are ready for entry positions in the legal system, with an advantage over many competitor candidates. Our graduates find employment as paralegals, in courtroom administration and in support roles for tribunals and at law firms. Our courses provide a significant understanding of the structure of the criminal justice system and excellent preparation for those wanting to study law.

Corrective Services
The corrective services sector describes a variety of functions typically carried out by government agencies involving the treatment and supervision of both youth and adult offenders. NCPS prepares graduates for operational occupations within this sector, as well as employment in the areas of rehabilitation, parole, case management and community corrections.

Further study
NCPS qualifications may be applicable when applying to courses such as law, criminology and psychology. Credits for units completed with NCPS may apply, reducing the time taken for you to complete related studies.

Van Sam Le, Bachelor of Criminology and Justice

“I actually look forward to coming to classes as the teachers can make the content relatable and enjoyable which suits my learning style.”
Courses

Associate Degree of Criminology & Justice

This pathway is for students exiting the Bachelor program, while enabling graduation with an AQF qualification. It requires successful completion of the first four trimesters of the six-trimester Bachelor of Criminology and Justice (see page 5). With full-time enrolment, the Associate Degree of Criminal Justice is completed in 16 months.

Overview

Availability
On campus (Melbourne) and online.

Duration
Four trimesters (16 months of full-time study) or part-time equivalent.

Units
16 (15 core units and one elective).

Entry requirements
• Current Year 12 prerequisites include a study score of at least 25 in units 3 and 4 of English (any) or equivalent, with additional consideration given to scores in individual subjects completed in Year 12.
• Non Year 12 applicants are assessed on criteria such as: prior Diploma study, ATAR, STAT, personal statement, relevant experience.

FEE-HELP

Who should apply?
This course suits:
• School leavers and mature-aged students who wish to pursue a career in criminal justice or a related field; and
• Those in occupations related to criminal justice and similar professions who wish to enhance their knowledge, professional capabilities and career prospects.

Workload
An average of nine hours of study per week for each unit is recommended, comprising lecture attendance, online tutorial, self-study, assessment preparation, general research and reading. Generally, students with a full-time on-campus study load can expect to attend classes three days per week.

Assessment
You will be assessed using a number of methods, including essays, exams, debates and quizzes.

Course structure
The following structure is currently offered*:

Trimester 1
• Academic Enhancement
• Criminal Justice
• Cultural Diversity
• Introduction to Psychology

Trimester 2
• Drugs and Crime
• Ethics
• Fundamentals of Law
• Theoretical Criminology

Trimester 3
• Abnormal Psychology
• Indigenous Peoples and Justice
• Issues in Criminal Justice
• Sentencing
• Typical second year

Trimester 4
• Applied Criminology
• Criminal Law and Procedure
• Transnational Crime
• Elective 1

*Course structure is correct at time of publication and is subject to change.
Bachelor of Criminology and Justice

The Bachelor of Criminology and Justice examines the criminal justice system by covering a number of interrelated but diverse disciplines including corrective services, criminal law, forensic psychology, law enforcement and justice-related issues such as ethics, drugs and crime, community safety and sentencing.

Overview

Availability
On campus (Melbourne) and online.

Duration
Six trimesters (two years full-time study) or part-time equivalent.

Units
24 (18 core units (including Practicum) and six elective units).

Entry requirements
- Current Year 12 prerequisites include a study score of at least 25 in units 3 and 4 of English (any) or equivalent, with additional consideration given to scores in individual subjects completed in Year 12.
- Non Year 12 applicants are assessed on criteria such as: prior Diploma study, ATAR, STAT, personal statement, relevant experience.

FEE-HELP

Who should apply?
This course suits:
- School leavers and mature-aged students who wish to pursue a career in criminal justice or a related field; and
- Those in occupations related to the operation and administration of criminal justice and similar professions who wish to enhance their knowledge, professional capabilities and career prospects.

Workload
An average of nine hours of study per week for each unit is recommended, comprising lecture attendance, online tutorial, self-study, assessment preparation, general research and reading. Generally students with a full-time, on-campus study load can expect to be in classes three days per week. The Practicum unit is undertaken in the final trimester of the course and includes a placement of 75 hours and 36 hours of associated class time, with assessment.

Work Placement
After successful completion of four trimesters, students are eligible for work placement. Our program offers hands-on work placement experience in a selection of organisations such as Victoria Police, the Department of Justice, in the court system or at law firms, in the community welfare sector, or at correctional centres. Work placement is a valuable practical learning opportunity to work beside industry professionals and it provides graduates with a significant addition to their resume showing evidence of job-readiness to prospective employers.

Assessment
You will be assessed using a number of methods, including essays, exams, debates and quizzes.

Course structure
The following units are currently offered*:

Typical first year
Trimester 1
- Academic Enhancement
- Criminal Justice
- Cultural Diversity
- Introduction to Psychology

Typical second year
Trimester 4
- Applied Criminology
- Criminal Law and Procedure
- Transnational Crime
- Elective 1 (choose from list below)

Trimester 5
- Research Methods
- Victimology
- Elective 2
- Elective 3

Trimester 6
- Practicum
- Elective 4
- Elective 5
- Elective 6

Electives
- Australian Law in Context
- Applied Research
- Case Management
- Corporate Crime
- Corrections
- Deviance
- Federal Criminal Law
- Forensic Psychology
- International Criminal Justice
- Investigative Processes
- Mental Health and Criminal Justice
- Police and Enforcement Studies
- Terrorism and Society
- Youth Justice

*Course structure is correct at time of publication and is subject to change. Not all electives may be offered each trimester. Students enrolled in the Bachelor of Criminology and Justice have the option to exit this qualification early with the award of the Associate Degree of Criminal Justice following completion of the first 16 units (15 core and 1 elective).
Bachelor of Policing and Justice

The NCPS Bachelor of Policing and Justice is a degree offering a distinct academic program with relevance to policing and contemporary law enforcement.

Overview

Availability
On campus (Melbourne) and online.

Duration
Six trimesters (two years full-time study) or part-time equivalent.

Units
24

Entry requirements
- Current Year 12 prerequisites include a study score of at least 25 in units 3 and 4 of English (any) or equivalent, with additional consideration given to scores in individual subjects completed in Year 12.
- Non Year 12 applicants are assessed on criteria such as: prior Diploma study, ATAR, STAT, personal statement, relevant experience.

FEE-HELP

Who should apply?
People looking to enhance their employment prospects in the police services, the risk and security sector and public agencies involved in law enforcement and security will benefit from having this qualification.

Workload
An average of nine hours of study per week for each unit is recommended, comprising lecture attendance, online tutorial, self-study, assessment preparation, general research and reading. Generally students with a full-time, on-campus study load can expect to be in classes three days per week.

Assessment
You will be assessed using a number of methods, including essays, exams, debates and quizzes.

Course structure
The following units are currently offered*:

Typical first year
Trimester 1
- Academic Enhancement
- Criminal Justice
- Police Studies
- Police and Diversity

Trimester 2
- Drugs and Crime
- Fundamentals of Law
- Police and Accountability
- Theoretical Criminology

Trimester 3
- Crime Prevention
- Issues in Criminal Justice
- Sentencing
- Global Policing

Typical second year
Trimester 4
- Criminal Law and Procedure
- Organised Crime
- Police and Indigenous Populations
- Policing and Mental Health

Trimester 5:
- Corporate Crime
- Investigative Processes
- Police and Young People
- Victimology

Trimester 6
- Contemporary policing issues
- Federal Criminal law
- Public Order Policing
- Terrorism and Policing

*Course structure is correct at time of publication and is subject to change.
Bachelor of Psychological Science & Criminology

This double major program comprises units from the ACAP disciplines of Psychological Sciences and Criminology*. The course increases graduates' employment and further study opportunities in careers and postgraduate studies related to both psychology and criminology.

Overview

Availability
Fully on-campus in Melbourne; Psychology units on-campus in Sydney with Criminology units studied online; or completely online.

Duration
Three years full-time or part-time equivalent.

Units
Three years full-time or part-time equivalent. Note: This course can be completed in two years full-time, by taking four units each trimester.

Entry requirements
- Minimum ATAR 65 or equivalent, or
- Mature age entry (aged 21 years or over) with 500-word statement
- Min. English language requirement for International Students - Academic IELTS minimum overall score of 6.5 with no sub-score less than 6.0 completed in the previous two years (or equivalent).

Professional recognition
This course is accredited by the Australian Psychology Accreditation Council (APAC), the body that sets the standards for psychology education in Australia.

Overview

Career options
Employment opportunities include jobs in the following sectors:
- Education
- Health and social welfare
- Social policy and research
- Market research
- Human services, including disability, ageing, mental health
- Youth justice
- Case management
- Community corrections
- Correctional facilities
- Immigration and refugee support services

Workload
An average of nine hours of study per unit, per week, made up of:
- Up to three hours of classes
- At least six hours of self-directed study, assessment preparation, general research and reading

Assessment
Most units involve the submission of two assignments and an exam.

Course structure
A typical course of study may include the following first-year units*:
- Psychology: An Evidence-Based Approach 1
- Introduction to Psychology: The Individual, Society & Culture
- Introduction to Psychology: Biology, Learning & Cognition
- Criminal Justice
- Cultural Diversity
- Drugs and Crime
- Fundamentals of Law
- Theoretical Criminology

Major streams
Psychology
The psychology major provides a comprehensive education in the theories and models underpinning critical and analytical thinking, research methodology, design and analysis necessary for conducting and evaluating psychological research. The psychology major also introduces students to the applications of psychological theory.

Criminology
The criminology major is concerned with approaches to criminal behaviour, the causes of crime, crime prevention, and responses to crime. The coverage of sociology in this major stream exposes students to the wider context in which criminal behaviour takes place and the role society plays in shaping crime and the criminal.

FEE-HELP

*Course structure is correct at time of publication and is subject to change. International students are required to study full-time. Psychology units are delivered by the Australian College of Applied Psychology (ACAP), with this component of the course subject to ACAP policies and guidelines. Visit acap.edu.au for details.
Additional information

Course Accreditation
Navitas Professional Institute, trading as Navitas College of Public Safety, has been granted Self Accreditation status by Tertiary Education Quality and Standards Agency (TEQSA). As accredited courses, NCPS programs are acknowledged in the Australian Qualifications Framework (AQF). AQF qualifications are recognised nationally in Australia and by other countries. For further information about quality and accreditation at NCPS, please visit our website at ncps.edu.au.

Credit/Recognition of Prior Learning
Non-year 12 applicants may be granted exemptions from some units in the course because of subjects completed at another tertiary institution. Each application for credit will be considered on its merits by the Course Co-ordinator. The units being considered must be at Diploma level or above and must be part of an accredited course in the same field of study as the one in which credit is being sought. Credit will not be granted for relevant life/work experience and no more than 50 percent of the enrolled course will be exempted. Credit should be applied for when submitting an enrolment application.

International Students
International students are those without Australian or New Zealand citizenship and who do not have permanent residency status in Australia.

For further details please refer to the International Student section of the NCPS website at ncps.edu.au.

Fees and charges

Domestic students
Tuition fees are charged per enrolled unit of study on census date of that trimester. For a full-time student enrolled in 4 units per trimester (12 units per year), the annual fees will be the unit price x 12. Current fees are available on the NCPS website at ncps.edu.au.

Payment methods
Students may choose to pay these fees directly to the College or to apply for FEE-HELP assistance from the Commonwealth Government to cover part or all of the tuition fees for the course. All students who are Australian citizens are eligible to apply for FEE-HELP, and may be enrolled in full-time or part-time study. For information about the government's FEE-HELP scheme refer to the Department of Education's website at studyassist.gov.au.

Technology
The NCPS course requires access to the internet. Therefore costs associated with internet access as well as computing and printing should be taken into account.

Textbooks
For some units, you are required to work with a recommended textbook, which you may wish to purchase, or access through the library. Textbooks cost between AU$50 and AU$150 each.

Annual tuition fee increases
The College reserves the right to adjust tuition fees annually to take into account increases in costs.

Refunds
Unspent tuition fees will be refunded if the enrolment is cancelled, withdrawn or deferred on or prior to the applicable trimester census date. After this date all incurred trimester tuition fees will be payable unless special circumstances can be evidenced. Further details are available from Student Administration on (03) 8327 2600 or the NCPS website at ncps.edu.au.

Tuition Assurance Scheme
NCPS is a member of an approved Australian Students’ Tuition Assurance Scheme for domestic students. NCPS also conforms to the requirements of the Tuition Protection Service (TPS) established by the Australian Government for overseas students.

These arrangements assure current and intending students of NCPS courses leading to a NCPS-issued AQF award and that students will be offered a suitable alternative course or have unspent fees refunded if NCPS cannot provide the course for which the student has paid. Further information about NCPS’s tuition assurance arrangements is available on the NCPS website at ncps.edu.au.

NCPS scholarships
NCPS offers scholarships to assist students. Eligible students must be Australian citizens or holders of a permanent humanitarian visa.

Each year, up to three scholarships are available to students undertaking the Associate Degree of Criminology and Justice, the Bachelor of Criminology and Justice and the Bachelor of Policing and Justice. The scholarships cover 50 per cent of the recipients’ NCPS course fees.

Students may apply for:
• The NCPS Criminology and Justice Excellence Scholarship (up to two scholarships available)
• NCPS Regional and Rural Scholarship (up to two scholarships available)
• NCPS Aboriginal and Torres Strait Islander Scholarship (up to two scholarships available)

To apply, go to: ncps.edu.au/future-student/criminology-and-justice-scholarships
Navitas provides you with the education you need, to get where you want to be in life. From English language skills and courses to help you enter university, to training for the workplace, Navitas colleges and campuses in 28 countries will support you every step of the way.

With over 120 Navitas and SAE Institution locations across the globe, and over 80,000 students currently studying with us, we understand the world’s learning needs. We’ve become one of the most trusted providers of education and training in the world.

Navitas offers to students, professionals and migrants from around the world, the following opportunities:

- English language training
- High school studies
- University preparation and programs
- Post-secondary education for creative media technology
- Career advancement programs
- Student recruitment
- Internship programs
- Migrant settlement services

We also offer customised workplace training for companies, and a range of training and settlement services for the Australian Government. Wherever you are, and wherever you want to be, the knowledge and resources of our staff around the world will ensure your success.

**Africa**
- SAE Institute, South Africa

**Asia**
- ACB – Edith Cowan University, Sri Lanka
- Curtin Singapore (The Singapore Campus of Curtin University)
- SAE Institutions – Indonesia, Malaysia, Thailand

**Australia**
- ACAP (Australian College of Applied Psychology)
- CELUSA (Centre for English Language in the University of South Australia)
- Curtin College – Curtin University, Perth
- Curtin University Sydney
- Deakin College – Deakin University, Melbourne
- ECC – Edith Cowan University, Perth
- Eynesbury – The University of Adelaide and University of South Australia
- Griffith College – Griffith University, Brisbane, Gold Coast
- Hawthorn-Melbourne
- La Trobe Melbourne – La Trobe University
- La Trobe University Sydney Campus
- Navitas English
- Navitas Health Skills Australia (HSA)
- Navitas College of Public Safety (NCPSS)
- Navitas Professional
- NIC – The University of Newcastle
- SAE Institutions – Adelaide, Brisbane, Byron Bay, Melbourne, Perth, Sydney
- SAIBT – University of South Australia, Adelaide
- SIBT, Sydney
- Western Sydney University Sydney Campus
- Western Sydney University The College
- UC College – University of Canberra

**Canada**
- FIC – Simon Fraser University, Vancouver
- ICM – the University of Manitoba, Winnipeg

**Central America**
- SAE Institute, Mexico

**Europe**
- SAE Institutions – Austria, Belgium, France, Germany, Greece, Italy, Netherlands, Romania, Serbia, Slovenia, Spain, Sweden, Switzerland, Turkey

**Middle East**
- SAE Institutions – Jordan, Saudi Arabia, UAE

**New Zealand**
- SAE Institute, Auckland
- UCIC – University of Canterbury, Christchurch

**United Kingdom**
- BCUIC – Birmingham City University
- CRIC – Anglia Ruskin University, Cambridge
- EIC – Edinburgh Napier University
- HIC – University of Hertfordshire, Hatfield
- ICP – University of Portsmouth
- ICRGU – Robert Gordon University, Aberdeen
- ICWS – Swansea University
- LBIC – Brunel University London
- PUC – University of Plymouth
- UNIC – The University of Northampton

**United States of America**
- Florida Atlantic University
- Global Student Success Program
- Richard Bland College of William & Mary
- Global Student Success Program
- SAE Institutions – Atlanta, Chicago, Los Angeles, Miami, Nashville, New York, San Francisco
- University of Idaho Global Student Success Program
- University of Massachusetts Boston
- International Student Success Program
- University of Massachusetts Dartmouth
- Global Student Program
- University of Massachusetts Lowell
- Global Student Success Program
- University of New Hampshire
- Global Student Success Program