

# STUDENT APPLICATION AND ADMISSIONS POLICY AND PROCEDURE

Approving Authority	Academic Board Approved 21 <sup>st</sup> September 2020
Responsible Officer	Registrar
Version	V1.3a Reformatted. Approved by the Principal 15 <sup>th</sup> May 2021
Next Scheduled Review	Oct 2023
Related Legislation and Regulations	The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. Higher Education Standards Framework 2021, standard 1.1. Standards for Registered Training Organisations (RTOs) 2015, Standard 5 clause 5.3 and standard 7 clause 7.2 Education Services for Overseas Students Act 2000 TEQSA Admissions Transparency Checklist
Associated Documents	International Application Form Formalisation of Enrolment and Written Agreement Policy Engagement Prior to Enrolment Policy and Procedure Complaints and Appeals Policy and Procedure Student Fees and Charges Policy Refund Policy and Procedure Credit Transfer Policy and Procedure Transfer of Provider Policy and Procedure

## 1 SCOPE

This policy covers student applications and admission processes for domestic and international students for courses on offer from ACCS in accordance with the ESOS Act and the National Code.

## 2 PURPOSE

This policy and procedure aim to clarify the admissions regulations, and to establish and maintain a uniform process which ensures the efficient management of all student admissions and offers of a place in an ACCS course. It also seeks to standardise process for the application of admission requirements that are specific to the courses and those that reflect the higher education regulatory framework and the standards for vocational training governing both domestic and international student admissions. This will ensure transparency, equity and fairness in the treatment of all applicants.

## 3 DEFINITIONS

**ATAR:** Australian Tertiary Admission Rank

**Domestic Students:** Are students, or applicants to become students, who are Australian or New Zealand citizens or permanent residents who have the right to study in Australia without the requirement to hold a student visa. Asylum seekers on Bridging Visa A or E or a Temporary Protection Visa may have the right to study in Australia as domestic students. New Zealanders and asylum seekers do not have access to FEE-HELP.

**International Students:** Are those students, or applicants to become students, who have been issued with a valid and current student visa for the purposes of studying in Australia.

## 4 POLICY/PROCEDURE STATEMENT

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### ADMISSION REQUIREMENTS

#### 4.1 Required for English Educational Qualifications

##### 4.1.1 Vocational Certificate IV and Diploma

Be 18 years or older at the commencement of study.

Have satisfactorily completed Year 11 of high school in English

Previously completed a Certificate III or above vocational course in English or at least the first year of an undergraduate award in English.

Attained an IELTS of 5.5 with no band under 5.0 or equivalent.

##### 4.1.2 Diploma of Theology

Be 18 years or older at the commencement of study.

Have satisfactorily completed the final two years of high school in English

Mature age entry should be at least 21 years old.

Previously completed a Certificate IV or above vocational course in English or at least the first year of an undergraduate award in English.

Attained an IELTS of 6.0 with no band under 5.5 or equivalent.

##### 4.1.3 Associate and Bachelor degrees

Be 18 years or older at the commencement of study.

Satisfactory completion of satisfactorily completed the final two years of high school in English the applicant may be eligible for direct entry using their ATAR of 65.

**Disadvantage** - If you the applicant suffered hardship because of circumstances beyond their control.

**Equivalent Offer for Admission** - An offer will be given in an equivalent cognate area if:

- If the applicant received an offer to study at an Australian University; and
- The offer was given on the basis of an ATAR or selection rank; and
- Evidence of the offer is provided; and
- The offer is not more than a year old.

Higher School Certificate (HSC) English Score

Admission may be gained with a Higher School Certificate English score of Band 4 in the standard subject level, or higher.

Mature age entry should be at least 21 years old.

Previously completed a Certificate IV or above vocational course in English or at least the first year of an undergraduate award in English.

Attained an IELTS of 6.5 with no band under 6.0 or equivalent.

##### 4.1.4 Postgraduate awards

A three-year bachelor award in English or equivalent in any discipline.

A professional entry pathway is available for those not possessing an undergraduate degree. This entry requires the student to possess a minimum of five years relevant work experience in a leadership role in any senior pastoral role or associate pastor's role for eight years, alternatively any senior management role for five years.

Have attained an IELTS of 7.0 with no band under 6.5 or equivalent.

#### 4.2 REQUIRED FOR KOREAN EDUCATIONAL QUALIFICATION

ACCS offers the Bachelor of Social Science in Korean, prospective students are required to meet the follow entry requirements:

- Satisfactory completion of High School in Korea at a level that would gain admission into university, or
- Mature Age and Special Entry Admissions for those who have reached the age of 21, or
- Successfully completed a vocational award or any prior further education in Korean.

#### 4.3 KOREAN LANGUAGE REQUIREMENTS

Students studying the Bachelor of Social Science in Korean are required to be proficient in Korean to study at a higher education level and also have satisfactory English proficiency.

#### 4.4 KOREAN STUDENTS' ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

Korean students are required to demonstrate a proficiency of English reading, writing and speaking to effectively communicate with the College staff in English, by either:

- Demonstrating acceptance to study in English at an Australian Vocational or Higher Education course, or
- Satisfactory completing an English Language Course, or
- Satisfactory completing an English test approved by ACCS.

Where students have not been able to demonstrate a proficiency in English, they will be required to enrol in a minimum of two trimesters of English classes offered by ACCS. English classes can be undertaken while enrolled in the Bachelor of Social Science.

#### 4.5 ENGLISH LANGUAGE REQUIREMENTS

International Students are exempt from providing evidence of English language proficiency with their visa application if they meet one of the following categories:

- Students who have successfully completed their final two years of secondary education in English or studied at Certificate IV level or higher in Australia, or satisfactorily completed the first year of study in an Australian institution.
- Students who satisfactorily completed an English for Academic Purposes (EAP) with a minimum of 20 weeks of study.

All other students will need to provide evidence of English language proficiency (in the form of an English language test scores, see below).

ACCS uses the following English language tests to determine a student's English language proficiency:

- International English Language Testing System (IELTS)
- Test of English as a Foreign Language (TOEFL) internet-based test (paper-based test is accepted from limited countries)
- Pearson Test of English (PTE) Academic
- Cambridge English: Advanced (CAE)

The following identifies the minimum result requirements for each of the awards on offer:

Course	CRICOS Subject Code	IELTS	TOEFL	PTE	CAE
10742NAT Cert IV in Christian Ministry and Theology	083602J	5.5 with min 5.0	62	46	162
10743NAT Dip of Christian Ministry and Theology	083602J	5.5 with min 5.0	62	46	162
Diploma of Theology	0101037	6.0 with min 5.5	73	54	169
Bachelor of Social Science	0101040	6.5 with min 6.0	85	61	176
Bachelor of Ministry	0101039	6.5 with min 6.0	85	61	176

Bachelor of Theology	0101035	6.5 with min 6.0	85	61	176
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#### 4.6 RECOGNISED ENGLISH SPEAKING COUNTRIES

If students are planning to study from their own country through ACCS' online learning portal, and are a citizen or permanent resident of a recognised English-speaking country listed below and have completed secondary schooling in English, (up to Year 12 or equivalent) they may be considered to have met ACCS' English Language Requirements.

Antigua & Barbuda, Bahamas, Barbados, Belize, Botswana, Cook Island, Fiji, Gambia, Ghana, Gibraltar, Grenada, Guyana, Kenya, Kiribati, Lesotho, Liberia, Malawi, Mauritius, Namibia, Nigeria, Papua New Guinea, Samoa, St Kitts and Nevis, St Lucia, Sierra Leone, Singapore, Solomon Islands, South Africa, Tanzania, Tonga, Trinidad and Tobago, Uganda, Zambia, Zimbabwe.

Students must provide a birth certificate, passport, national identification or visa as proof of citizenship and/or residency.

ACCS may request students to complete an English test to determine their English proficiency.

#### 4.7 SPECIAL OR ALTERNATIVE CATEGORIES

4.7.1 Previous Acceptance for Admission at Another Institution: The applicant is invited to provide verifiable evidence of having been accepted for admission to a cognate course at an Australian university or accredited Higher Education Provider within the previous five years.

##### 4.7.2 MATURE-AGE

The relevant criteria are:

4.7.2.1 Attainment of 21 years; and

4.7.2.2 Evidence of completion of other studies or appropriate life experience, and a level of intellectual capacity and social maturity to engage in tertiary studies with commitment through submission of a portfolio.

##### 4.7.3 SPECIAL CIRCUMSTANCES

4.7.3.1 Applicants who have not achieved the necessary academic qualification for admission to an ACCS course may request special consideration on the grounds of educational disadvantage. The following circumstances may be considered when assessing the level of educational disadvantage:

- Socioeconomic reasons;
- Language difficulties;
- Learning difficulties;
- Disrupted schooling;
- Physical impairment;
- Serious family illness, or
- Excessive family responsibility.

Geographical isolation of home and/or school and lack of support time or facilities for study at home or school.

4.7.3.2 Aboriginal or Torres Strait Islander descent where the normal HSC entry path has not been followed;

4.7.3.3 Home schooling, provided that there is evidence of being able to manage higher education study; or

4.7.3.4 An IELTS result is forthcoming.

#### 4.8 PARTIAL COMPLETION OF PREVIOUS STUDIES AT HIGHER EDUCATION LEVEL

Applicants who have partially completed studies with an accredited Higher Education Provider may apply on the basis of admission to the partially completed award. Any advanced standing given will be based on the College's advanced standing policy.

**NOTE:** All special admission category (except for admission on the basis of evidence of being admitted to an accredited Higher Education Provider or partial completion of Higher Education award) are provisional in which the following special procedures will apply:

- students with provisional status shall be required to successfully complete a “qualifying period” whilst being permitted to enrol provisionally;
- the “qualifying period” may be undertaken full time or part-time and the number of years spent in completing it shall be counted toward the maximum term for completion of the relevant undergraduate degree;
- the “qualifying period” shall consist of successful completion of one trimester fulltime study of part time equivalent.

#### 4.9 OTHER ADMISSION CONSIDERATIONS

- **Assumed or prerequisite knowledge:** Owing to the Christian ethos of the College, (although not required) it is assumed that prospective students would have a basic understanding of the Bible and Christian ethics and principles.
- **Korean** prospective students studying the Bachelor of Social Science are expected to have spoken and written Korean appropriate for the pursuit of tertiary studies (Korean High School Graduation). The applicant's proficiency in this case will be assessed by the Korean Head of Counselling. It should be noted that the Bachelor of Social Science in Korean is not available to International students.
- **Computer literacy:** College policy is that all written assessments must be submitted via the College's e-learning site. Some subjects may also require internet research. While not prerequisite admission criteria, students are advised before enrolment that computer literacy and computer access are necessary.
- **Portfolio:** Portfolio entry is open to school leavers. Portfolio entry is ideal if you are a:
  - school leaver who is not eligible for an ATAR, or
  - non-school leaver electing portfolio entry or who did not qualify through another pathway.Prospective students will be required to present a portfolio of evidence to demonstrate their knowledge, skills and application in the area of planned study.

#### 4.10 ADMISSION PROCEDURES

4.10.1 New student enrolment applications are administered through the office of the Dean of Students. The Dean of Students will:

- appraise the capacity of the applicant to embark on a degree program;
- clarify the applicant's academic history and sight original qualifications if possible, if not, then certified copies need to be submitted;
- assess eligibility for advanced standing, if applicable;
- verify applicant's ID and entry qualifications;
- verify English/Korean-English requirements;
- verify any special needs the applicant may have (e.g. spoken and written language support, management of a recognised disability) and ascertain how best the College is able to address these needs;
- assess the eligibility of the applicant in the case of admission under special admission or alternative admission categories;
- clarify the applicant's academic history;

- consult the appropriate Faculty Head regarding suitability for the enrolled course as well as any further specific considerations deemed necessary by the Dean of Students;
- direct admission applications for the Social Science degrees to the Faculty Head for assessment and approval;
- notify the appropriate Head of Faculty of all new enrolment applications;
- incomplete applications will not be processed until all required documentation has been received;
- all supporting documents, must be certified as a true copy of the original;
- verify the authenticity of qualifications and related documents such as degree testamurs, related academic awards and, where relevant, character references, employers' testimonials, and certification or licenses to practice where professional registration bodies are relevant. Where necessary, the authenticity of overseas qualifications is verified through NOOSR;
- vocational students applying to study through a vocational pathway must have previous vocational qualifications verified through the qualifying RTO via email confirmation.
- on successful completion of the new application procedure, notify the prospective student through the Letter of Offer. Students are required to sign and return the Letter of Offer. Upon receipt of the signed letter of offer by International student, they will also be issued with a Confirmation of Enrolment/Enrolment Acceptance Agreement. The Enrolment Acceptance Agreement requires signing by the student and returned;
- should students wish to defer enrolment, an Enrolment Variation Request will be required prior to the current Census Date,
- notify any unsuccessful enrolment applicant, advising that the applicant may request a review of the application outcome.

#### 4.11 QUALITY ASSURANCE:

4.11.1 To ensure that this procedure is fit for purpose and meet the requirements of the HES Threshold Standards and Registered Training Organisations Standards the procedure will be:

1. internally approved by the Dean of Studies on development or reviewed;
2. externally reviewed as part of any independent review of the HES Threshold Standards/Registered Training Organisations Standards/CRICOS approved by the Governing Board, and
3. internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier).

## 5 ACKNOWLEDGEMENTS

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This policy acknowledges the following resources:

UNSW Admissions Policy  
WSU Admissions Policy  
Avondale University College Admissions Policy  
Oxford College Admissions Policy