



The Australian College of Physical Education

Policy Document

ACPE Post Graduate Admissions Policy

1 Policy

The Australian College of Physical Education will endeavour to make admissions accessible to a diversity of students who demonstrate potential for success in post-graduate study. Special consideration will be given to applicants who have been disadvantaged in their education but who exhibit good academic potential.

2 Purpose and Scope

The College is committed to ensuring that its admissions policies and practices support its mission and functions. Part of this commitment is the formulation of this policy which will provide a framework to ensure that admission of students is supported by fair, transparent, consistent and timely procedures.

This policy provides information about admissions policy, practice and requirements for all College post-graduate award courses which may be introduced from time to time.

3 Definitions

Admissions	Admissions means the process of applying for, being made an offer, accepting the offer of admission and being admitted to an award course or a program of study at the College. This process is triggered by a candidate by submitting to the College a completed <i>Application Form for New Students (form 1a)</i>
Advanced Standing	See Recognition of Prior Learning
Applicant	Applicant means a candidate who has applied to the College or its agent for admission to an award course or a program of study at the College
Award Course	An award course means a formally approved program of study which can lead to an academic award granted by the College

Cross-Institutional Study	<p>Cross-institutional study means the enrolment of a student in a unit or units offered at one (or more) higher education institutions for the purpose of attaining credit that can be transferred to an award course that he or she is admitted into at another higher education institution.</p> <p>The higher education institution at which the award course is to be completed is referred to as the “home” institution. The higher education institution at which a unit or units of study are being undertaken for the purpose of attaining transferable credit is referred to as the “host” institution</p>
Dean	The Dean of the College or nominee
Domestic Student	<p>Domestic students are Australian citizens, New Zealand citizens (including a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative) or holders of a permanent visa.</p> <p><i>(Administrative information for providers: student support, April 2006)</i></p>
International Student	See Overseas Student
Local Student	See Domestic Student
Non Specific Credit	<p>Non-specific credit means ‘block credit’ for a specified number of credit points at a particular level. These credit points may be in a particular subject area but are not linked to a specific unit of study offered on the current schedule</p>
Overseas Student	<p>An overseas student is a person who is not an Australian citizen, a New Zealand citizen (including a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative) or the holder of a permanent visa, and is enrolled in a course of study with a provider. Students who are in Australia on a temporary visa, including a temporary protection visa, are overseas students</p> <p><i>(Administrative information for providers: student support, April 2006)</i></p>
Recognition of Prior Learning	<p>Recognition of prior learning (RPL) means credit towards a course in recognition of prior learning in another award course at the College or at another institution or in other non-educational contexts. The advanced standing is expressed as credit points granted towards the award course. Credit may be granted as specific credit or non-specific credit</p>

Specific Credit	Specific credit means the recognition of previously completed studies as directly equivalent to units of study offered on the current schedule
Unit of Study	A unit of study means the smallest stand-alone component of a student's award course for which a grade is assigned on a student's transcript. Units of study have an integer credit point value, normally in the range 3-24

4 Background and Context

- 4.1 The College's post-graduate admissions policy is the responsibility of the College Board. The Academic Board has been delegated responsibility for the provision of advice on the policy to the College Board, and the authority for monitoring the performance of the implementation of the policy. The Academic Board has resolved that selection criteria should be clearly expressed so that, as far as possible, decisions can be taken by administrative staff.
- 4.2 Recognition of institutions, programs and courses is the responsibility of the Academic Board. Programs and courses may generally be recognised for the purposes of admission to candidature where the applicant's academic or professional background is consistent with relevant principles described in the Australian Qualifications Framework.

5 Admission Requirements: General Principles

- 5.1 Processes for the selection and admission of students shall be governed by the following overarching principles:
 - Fairness
 - Consistency
 - Transparency
 - Timeliness
 - Merit
- 5.2 Processes shall be in accord with the College's Mission Statement, Philosophy and Strategic Plans.
- 5.3 The College reserves the right to place an admissions quota on any course it offers.
- 5.4 The College shall take into account the educational disadvantage experienced by a particular applicant when determining selection and admission.
- 5.5 The Academic Board has resolved that weightings applied to selection criteria must be made public and be the same for all applicants in a course.

6 General Admission Criteria

6.1 Graduate Certificate

Applicants must provide evidence that demonstrates that he or she meets at least one of the following criteria to be considered for admission to a Graduate Certificate.

- (a) a bachelor degree, sometimes with relevant professional practice required;
- (b) an advanced diploma, diploma or higher-level vocational Certificate together with extensive relevant work experience; or
- (c) on the basis of extensive relevant work experience demonstrating potential to undertake work at this level.
- (d) a recognised overseas qualification and can demonstrate proficiency in English (if the qualification is from a country where English is not the standard language of instruction) that satisfies the Special English Requirements specified at Item 13.2.

6.2 Graduate Diploma

Applicants must provide evidence that demonstrates that he or she meets at least one of the following criteria to be considered for admission to a Graduate Diploma.

- (a) a bachelor degree in a cognate area.
- (b) an advanced diploma, diploma or higher-level vocational certificate in a cognate area with additional relevant work experience.
- (c) extensive relevant prior experience demonstrating potential to undertake work at the Graduate Diploma level. Students entering through these admission criteria would be required to complete the nested Graduate Certificate before undertaking the final four units that comprise the Graduate Diploma.
- (d) a recognised overseas qualification and can demonstrate proficiency in English (if the qualification is from a country where English is not the standard language of instruction) that satisfies the Special English Requirements specified at Item 13.2.

6.3 Masters (Coursework)

Applicants must provide evidence that demonstrates that he or she meets at least one of the following criteria to be considered for admission to a Masters degree (coursework).

- (a) Bachelor Degree, a Bachelor Honours Degree or a Graduate Diploma.
- (b) a professional coursework Masters Degree program, which may involve a work-based project, specifically designed for entry on the basis of a relevant qualification and professional experience or extensive relevant professional experience
- (c) a recognised overseas qualification and can demonstrate proficiency in English (if the qualification is from a country where English is not the standard language of instruction) that satisfies the Special English Requirements specified at Item 13.2.

7 Special Degree Requirements

- 7.1 The College reserves the right to specify pre-requisite requirements for any award that it offers. Any special entry requirements will appear in a schedule attached to this policy.

8 Provisional Admission Criteria

- 8.1 An applicant seeking admission who is unable to demonstrate that he or she satisfactorily meets the General Admission Criteria will be considered by the College for provisional admission.
- 8.2 The Dean has the authority to admit an applicant under the terms of “*Provisional Admission Criteria*”.
- 8.3 An applicant should be aware that if he or she is being considered for provisional admission that he or she may be requested to:
- (a) provide evidence that will demonstrate to the Dean’s satisfaction that he or she has a reasonable likelihood of success in their studies with the College; and
 - (b) attend an interview with the Dean.
- 8.4 An applicant should also be aware that conditions, as determined by the Dean, would normally be attached to a provisional admission.
- 8.5 An applicant’s special circumstances shall be considered in the determining of provisional admission and the conditions of provisional admission.
- 8.6 An applicant shall be advised of any conditions that apply to his or her provisional admission at the time of offer of admission in a course on a provisional basis.
- 8.7 An applicant who has been admitted to a course on a provisional basis will have his or her academic progress reviewed at the end of each semester of enrolment and his or her provisional admission status reviewed at the end of the advised provisional admission period. These reviews will be undertaken in accordance with Item 7 of the College’s *Academic Board Coursework Rules* policy.

9 Reporting

The Dean will provide an annual admissions report to the Academic Board with specific reference to candidates admitted under provisional conditions (Section 8).

10 Recognition of Prior Learning (RPL)

- 10.1 An applicant may apply for an assessment of their prior learning at the time of applying for entry to an award course of the College.
- 10.2 Assessment of prior learning for all applicants must be done by expert staff nominated by the College.
- 10.3 Where possible, RPL shall be assessed prior to admission of a candidate and shall be a part of the formal offer of a place at the College. Such applicants may or may not be

granted RPL in the form of full or partial credit transfer, unit exemptions or unit substitution.

- 10.4 Where it is not possible to give candidates a definitive assessment of RPL prior to admission, the College shall indicate a minimum level of recognition which the candidate will receive on admission, as part of the formal offer of a place at the College. In such cases a definitive assessment of the recognition to be granted and the associated specific unit exemptions shall normally be confirmed at enrolment, after an interview with the student and provision of additional relevant documentation
- 10.5 The Registrar's Office shall maintain a record of RPL granted.
- 10.6 The credit granted on the basis of work completed at an institution other than the ACPE normally should not exceed one-half of the overall award course requirements.
- 10.7 These requirements may be varied where the work was completed as part of an embedded program at the College or as part of an award course approved by the College in an approved conjoint venture with another institution.
- 10.8 The Academic Board may establish embedded academic sequences in closely related post-graduate courses (eg postgraduate certificate, postgraduate diploma and master's degree award courses). In such embedded sequences, a student may be granted credit for all or some of the units of study completed in one award of the sequence towards any other award in the sequence, irrespective of whether or not the award has been conferred.

11 Recognition of Elite Athlete Status

- 11.1 **General:**

The Australian College of Physical Education is recognised by the Australian Institute of Sport and the New South Wales Institute of Sport as an Elite Athlete Friendly Institution. This is a component of the National Athlete Career and Education (ACE) program. It signifies that the Australian College of Physical Education has responded to the specific needs of elite athletes by developing and promoting policies and practices which assist these athletes to undertake sporting opportunity whilst pursuing and achieving academic excellence.
- 11.2 The College recognises elite athletes who have been identified and recognised by one of the following organisations as an Elite Athlete:
 - Australian Institute of Sport
 - State Institutes or Academies of Sport
 - AFL Players' Association
 - Australian Cricketers' Association
 - Rugby Union Players' Association
 - Rugby League Professionals' Association
 - Australian Professional Footballers' Association
 - National senior squad members from ACE supported sports
- 11.3 An Elite Athlete who falls outside of these organisations, may still request recognition by the College as an Elite Athlete.

- 11.4 An applicant seeking recognition by the College of his or her Elite Athlete status should indicate this at the time of applying for admission to the College. The National Coach and Athlete Career and Education (NCACE) manager will act as a representative from the Australian Sports Commission to investigate and verify the Elite Athlete status claims and will make a recommendation to the College.

12 Failure and Exclusion

- 12.1 An applicant who has been excluded from an award course of any institution, such as a diploma, advanced diploma, associate degree or degree of bachelor, and who has successfully completed at least one semester of study at degree level subsequent to the exclusion or can provide a satisfactory explanation of the circumstances for the exclusion may be allowed to compete for admission.
- 12.2 An applicant with a record of failure and/or exclusion at tertiary study and who can demonstrate his or her studies have been affected by circumstances beyond their control may be allowed to compete for admission.

13 International Applicants

13.1 International Applicants – General Provisions

- (a) An international applicant must hold an appropriate immigration authority enabling them to undertake courses of study in Australia.
- (b) An international applicant will be considered for entry to the College on admission criteria equivalent to that applying to domestic students.
- (c) An international applicant must provide evidence at the time of application that will demonstrate to the Dean's satisfaction that he or she has a reasonable likelihood of success in their studies with the College.

13.2 English Language Requirements

An international applicant who has not completed an Australian educational qualification must provide proof of proficiency in English through:

- (a) a record of satisfactory achievement in secondary/tertiary studies in which the language of instruction was in English; or
- (b) a record of the attainment of an overall band score of 6.0 in the International English Language Testing System (IELTS), with a minimum of 6.0 in each of the reading, writing and listening subtests and a minimum of 5.5 in the speaking subtest;; or an equivalent record of English proficiency attainment in an English language test that is recognised by the College. (Scores older than two years are not accepted).

14 Cross-Institutional Study (ACPE Home Institution)

- 14.1 The Dean may permit a student to complete a unit or units of study at another university or institution and have that unit or those units of study credited to the student's award course.

- 14.2 The Dean has authority to determine the conditions applying to cross-institutional study, where the ACPE is the Home Institution.

15 Cross-Institutional Study (ACPE Host Institution)

- 15.1 The Dean may permit a student enrolled in an award course or program of study at an Australian Higher Education Provider other than the ACPE to complete a unit or units of study at the ACPE, where the student can provide evidence of his or her home institution's permission for cross-institutional enrolment into the requested unit or units of study at the ACPE.
- 15.2 The Dean has authority to determine the conditions applying to cross-institutional study, where the ACPE is the Host Institution.

16 Non-Award Studies

- 16.1 Applications may be made to ACPE for admission as a non-award student in order to undertake certain units from an award course without being admitted to the course itself. An application for admission as a non-award student will be assessed according to the applicant's educational background (including English proficiency) appropriate to the unit/s applied for.

17 Verification of Qualification

- 17.1 An applicant seeking admission to the College must submit evidence of his or her qualifications, such as certified copy of the academic transcript and degree/diploma/certificate, which will be verified by the College at its discretion.
- 17.2 The College admissions staff must sight a certified copy of the academic transcript and the degree/diploma/certificate, as well as a certified official translation of any document not in English.
- 17.3 An applicant seeking admission who is a refugee who cannot provide documentation of previous educational qualifications due to circumstances existing in their home country must provide a statutory declaration stating the qualification and his or her inability to obtain documentation.
- 17.4 The Registrar's Office may engage external experts to provide assistance with cases of document verification.

18 Monitoring of Standards

- 18.1 The Associate Dean (Programs & Quality) is responsible for the determination of admissions equivalents for all courses and categories of student, and advising the Academic Board of new equivalents at yearly intervals.
- 18.2 The Registrar has overall responsibility for maintaining a register of admissions equivalents for all courses and categories of student.
- 18.3 As part of annual monitoring of Course Performance, the Associate Dean (Programs &

Quality) shall provide a report to Academic Board showing relationships between entry levels and annual course outcomes, such as retention rates for students in each post-graduate course. For courses in which student numbers are sufficient, comparisons between student cohorts may be made.

- 18.4 The Academic Board may recommend adjustments to admission standards for some cohorts on the basis of trend data from these annual reports.

19 Administration

POLICY NUMBER ACAD/012: ACPE Post Graduate Admissions Policy	
Information Officer	Registrar
Approval Date	6 October 2009
Version Number	1.1
Approval Authority	CEO
Commencement Date	15 January 2011
Last Amended	2 December 2010
Date of Next Review	October 2013