



The Australian College of Physical Education

Policy Document

ACPE Undergraduate Admissions Policy

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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 tertiary 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 undergraduate 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 undergraduate admissions policy, practice and requirements for all College award courses and a framework for other programs of study 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 *Application Form for New Students (form 1a)*

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) a formally approved program of study which can lead to an academic award granted by the College
- (b) an integrated dual VET sector and ACPE concurrent course of study leading to a higher education award granted by the College and one or more VET awards issued by a Registered Training Organisation.

Cross-Institutional Study 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.

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

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| Dean | The Dean of the College or nominee |
| Domestic Student | 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. (Department of Education, Employment and Workplace Relations [DEEWR], 2008. <i>Administrative information for higher providers: student support</i> , p.18). |
| Non Specific Credit | 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 |
| Overseas Student | An overseas student is a person who is not a person entitled to stay in Australia, or to enter and stay in Australia, without any limitation as to time, or 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 dependant relative of such a representative) and is enrolled in a course of study with a provider. Students who are in Australia on a temporary visa, including temporary protection visa, are overseas students (DEEWR, 2008, <i>Administrative information for higher providers: student support</i> , p.62). |
| Recognition of Prior Learning | 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. |
| Specific Credit | Specific credit means the recognition of previously completed studies as directly equivalent to units of study. |
| 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 undergraduate 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 program of study and the standard of the examinations are considered to be equivalent to either:
- (a) the program and standard required for candidates for the NSW Higher School Certificate; or
 - (b) the completion of a first year undergraduate program of study at the ACPE.

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 Normal admission to the College is based on a combined range of factors, including merit, academic performance, and a student interview. The College recognises that some applicants are not able to demonstrate their full potential for success at tertiary level study through the normal qualifying examinations. The College, therefore, provides means for such applicants to enter courses.
- 5.5 The College shall take into account the educational disadvantage experienced by a particular applicant when determining selection and admission.
- 5.6 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 Interview

Under normal circumstances candidates for admission to the College will be required to participate in an interview and achieve a satisfactory outcome.

6.2 Academic Achievement

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

The applicant has:

- a) a minimum NSW HSC (Higher School Certificate) average of 65 (calculated from the average of the highest 10 units completed), or a minimum ATAR of 68, or equivalent International Baccalaureate; or
- b) a qualification from a recognised Australian higher education institution; or
- c) a recognised VET provider qualification, either an Associate Degree, Associate Diploma, Advanced Diploma, Diploma or Tertiary Preparation Certificate. Students wishing to enter through Certificate IV must have completed Year 11 or equivalent.
- d) completed at least one year full-time or equivalent in a degree course at an Australian university; or
- e) satisfied entry requirements specified under formal articulation arrangements determined by Academic Board at the time of approving the arrangement which were designed to achieve comparability of admissions standards across the various student cohorts admitted to an award course; or
- f) 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 12.2; or
- g) demonstrated to the Dean's satisfaction that he or she:
 - (i) has good selection prospects as a student (for example, relevant work experience and motivation to study); and
 - (ii) is not eligible to compete for admission based on the academic achievement criteria (a) to (f).

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.
- 7.2 Audition - Candidates for the Bachelor of Education (Dance Education) course will be required to attend an audition and achieve a satisfactory outcome.
- 7.3 Special English Literacy Requirements at Admission – Domestic Applicants
 - 7.3.1 All courses
 - a) Applicants with an HSC mark of below 65 in the NSW Higher School Certificate English courses, or equivalent, will be granted Provisional Admission (see Section 8).
 - b) As part of the conditions of their Provisional Admission, such applicants may be required to complete successfully the Foundations of Academic Literacy (FOAL) unit provided by the College.
 - 7.3.2 Pre-Service Teacher Education
 - a) Domestic applicants seeking admission to an undergraduate teacher education degree course, such as the Bachelor of Dance Education, must additionally provide evidence to the College that they have attained an

English proficiency of Band 4 or higher in the courses Standard English or Advanced English or English as a Second Language in the NSW Higher School Certificate, or equivalent.

- b) An applicant who does not display this level of proficiency at the point of admission may be granted Provisional Admission (see section 8) on the understanding that he or she will only be permitted to progress into the second year of the course upon his/her provision of evidence to the College that he or she has achieved the required English proficiency level.
- c) The College will provide structured support to students who enter education degrees without the Band 4 English pre-requisite and who have been granted Provisional Admission as specified at Item 7.3.2 (b). The onus lies with the student to take whatever steps are necessary to achieve the required level of performance.

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 and/or the Special Degree requirements specified in Section 7 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 such as:
 - a) he or she may be required to undertake a reduced or part-time rather than a full-time load. A regular full-time load is 4 units of study per semester;
 - b) he or she must attain a minimum pass grade in all units of study undertaken in the first 2 semesters of enrolment in the course; and/or
 - c) he or she must satisfactorily complete all English literacy requirements as described in Section 7.3.
- 8.5 An applicant’s special circumstances shall be considered in the determining of Provisional Admission and the conditions of Provisional Admission, such as:
 - (a) Elite Athletes who can demonstrate that their training and/or competitive commitments have affected their academic achievement.
 - (b) Applicants who can demonstrate that they have experienced educational disadvantage due to circumstances beyond their control. These disadvantages could be:
 - disabilities;
 - serious or chronic illness;
 - disrupted education;

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- lack of support for study;
 - serious family problems; and/or
 - excessive family responsibilities.

(c) Aboriginal and Torres Strait Islander people, in recognition of the past exclusion and current disadvantage in these peoples' experience.

- 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 Recognition of Prior Learning (RPL)

- 9.1 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.
- 9.2 Assessment of prior learning for all applicants must be done by expert staff nominated by the College.
- 9.3 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.
- 9.4 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.
- 9.5 The Registrar's Office shall maintain a record of RPL granted.
- 9.6 Notwithstanding any credit granted on the basis of work completed or prior learning in another award course at the ACPE or in another institution, in order to qualify for an award a student must, for undergraduate award courses, complete a minimum of the equivalent of fifty percent of the award course at the College.
- 9.7 Within the context of 9.6 it is normally expected that students applying for credit will complete at least 50% of the final year of the degree.
- 9.8 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.
- 9.9 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.
- 9.10 The Academic Board may establish embedded academic sequences in closely related associate degrees, diplomas and degrees (and at a later time, 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.

10 Recognition of Elite Athlete Status

10.1 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.

10.2 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

10.3 An Elite Athlete who falls outside of these organisations may still request recognition by the College as an Elite Athlete.

10.4 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.

11 Failure and Exclusion

11.1 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.

11.2 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.

12 Overseas Applicants

12.1 Overseas 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 equal to that applying to local 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.

12.2 English Language Requirements

- (a) An international applicant who has not completed an Australian educational qualification must provide proof of proficiency in English through:
 - (i) a record of satisfactory achievement in secondary/tertiary studies in which the language of instruction was in English, including an official document certifying that English was the medium of instruction; or
 - (ii) 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).
- (b) An overseas applicant who has completed the International Baccalaureate and who has gained the diploma can be regarded as having met the College's minimum English requirements, provided he or she has met one of the following criteria:
 - (i) completion of two Languages A1 in English at Higher or Standard Level; or
 - (ii) completion of Language A2 English as a Group 2 subject at either Higher or Standard Level; or
 - (iii) completion of Language B English at Higher Level with Grade 4 or more; or completion of Language B English at Standard Level with a Grade 5 or more.
- (c) In the absence of records of achievement as specified in Sections 12.2(a) and (b), overseas applicants may be required to provide evidence of English language proficiency through the satisfactory completion of a recognised English Literacy test.
- (d) Overseas applicants who cannot demonstrate satisfactory English language proficiency may be granted Provisional Admission to the College (see Sections 7 and 8.4). As part of the conditions of their Provisional Admission, such applicants will be required to complete successfully the Foundations of Academic Literacy unit provided by the College.
- (e) Overseas applicants to teacher education programs should be aware of the NSW Institute of Teachers' stipulation that demonstration of a minimum overall result of 7.5 in IELTS, with a minimum of 7.0 in reading and writing is required prior to employment as a teacher in NSW schools. In order to meet this requirement, overseas students may take part in the College's English literacy programs and provisions for domestic students, including the Foundations of Academic Literacy unit.

13 Cross-Institutional Study (ACPE Home Institution)

- 13.1 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.
- 13.2 The Dean has authority to determine the conditions applying to cross-institutional study, where the ACPE is the Home Institution.

14 Cross-Institutional Study (ACPE Host Institution)

- 14.1 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.
- 14.2 The Dean has authority to determine the conditions applying to cross-institutional study, where the ACPE is the Host Institution.

15 Non-Award Studies

- 15.1 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.

16 Verification of Qualification

- 16.1 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.
- 16.2 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.
- 16.3 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.
- 16.4 The Registrar's Office may engage external experts to provide assistance with cases of document verification.

17 Monitoring of Standards

- 17.1 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.
- 17.2 The Registrar has overall responsibility for maintaining a register of admissions equivalents for all courses and categories of student.

17.3 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 undergraduate course. For courses in which student numbers are sufficient, comparisons between student cohorts may be made.

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

18 Administration

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