National Academy of Professional Studies (NAPS) Student Selection and Admissions Policy and Procedure

Related Documents	SS016 Recognition of Prior Learning (RPL) Policy SS003 Student Transfer Policy
HE Standards Framework 2021	1.1 Admissions 1.2 Credit and Recognition of Prior Learning 2.2 Diversity and Equity 2.4 Student Grievances and Complaints 7: Information for Prospective and Current Students

Contents

1. Policy Rationale

The admission of high-quality students whose academic record and experience reflect an ability to pursue a professional qualification is essential to the academic programs of NAPS. This policy constitutes an integral element of the Academy's framework to enhance student participation and attainment. The rationale is to establish guidelines that ensure that the Academy's selection and admission processes are transparent and implemented fairly and consistently.

2. Overview and Application

NAPS' admission standards support its mission and professional values. NAPS is dedicated to offering students the highest quality education leading to a professional career. The Academy also realises that education is a lifelong journey. NAPS is further committed to diversity in the professions and welcomes applications regardless of age, gender, ethnicity, or other backgrounds.

The Academy is committed to transparency in its operations and subscribes to the view that admissions transparency enables prospective students to find good quality admissions information that allows them to compare courses and providers and make informed study choices. This policy applies to the admission procedures and requirements for both domestic and international applicants and to applicants who apply for non-award courses.

The Academic Board shall determine the general admission requirements for the Academy and may make changes from time to time, as it deems appropriate.

This policy provides a broad framework for admissions. It must, therefore, be read together with the specific admissions criteria for each course offered by the Academy and with related policies and procedures.

3. Definitions

Academic merit means a measure or indication of an applicant's academic achievement in previous studies as based on their ATAR or relevant equivalent qualification.

Admission includes selection procedures and processes in the application and approval to undertake a course of study at NAPS.

AQF means the Australian Qualifications Framework.

ATAR means Australian Tertiary Admission Rank.

Capacity means the potential for an applicant to succeed in a given course of studies offered by the Academy.

DHA means the Department of Home Affairs.

Domestic student means a student who is:

- an Australian citizen; or
- a New Zealand citizen or a diplomatic or consular representative of New Zealand, or a member of the staff of such a representative or the spouse or dependent relative of such a representative; or
- a permanent humanitarian visa holder as defined by the DHA; or
- an Australian permanent resident as defined by the DHA.

0292da2d233b4a1f7a49179144d1caa65c6eb785c0f0690151fbd1c898621c9b

ESOS Act means the Education Services for Overseas Students Act.

Threshold Standards means the Higher Education Standards Framework (Threshold Standards, 2015).

International student means a student who is not a domestic student. It includes:

- a Temporary Resident of Australia, or
- a Resident or Citizen of a country other than Australia.

RPL means Recognition of Prior Learning defined in the AQF as the recognition of an applicant's relevant prior learning and knowledge base.

4. Principles Governing Admission

4.1   A student must be formally admitted to NAPS to study in the Academy.

4.2   The basis for admission into the Academy shall be fair and equitable without any form of discrimination and shall be based on:

    a.   academic merit,

    b.   the capacity for study at a tertiary level; and

    c.   the likelihood of success in completing a course of studies.

4.3   The requirements for admission and the criteria for entry into any course shall be published and accessible on the Academy's website, and Student Handbook.

4.4   Where an applicant has undertaken previous equivalent study, the applicant may apply for RPL in accordance with the RPL policy of the Academy. The Academy will grant credit for such study subject to the RPL policy and subject to ensuring that the student is not disadvantaged.

4.5   To enhance the likelihood of success, the Academy shall ensure that students begin their chosen course of studies with appropriate background and skills to achieve the learning outcomes for the course, and consistent with relevant graduate attributes in the AQF in the time allocated for the course.

4.6   The minimum eligible age for admission is 18 years.

4.7   A student cannot be admitted into the Academy unless they demonstrate the minimum English language proficiency requirements for a course as determined by the Academic Board. Information on the minimum language proficiency requirements for a particular course is provided in the Student Handbook and on the Academy's website.

4.8   International students must meet additional criteria set by the DHA and the ESOS Act for student visas to be eligible for admission.   Information on the additional criteria is available at the DHA website and through links on the Academy's website under Prospective Students.

4.9   The admission criteria for each course differs. The minimum admission criteria for each is available on the NAPS website.

4.10 The same academic merit admission conditions and requirements apply to students with disabilities. Whenever practicable the Academic shall provide support to students with disabilities to enable them to pursue their course of studies. It is, however, essential for a student with a disability to indicate their disability in the admission application to enable the Academy to make suitable arrangements for them in the event of their admission.

4.11 To ensure equity of access, the Academy supports alternative entry admission schemes. The Academic Board may approve such admissions to:

   a. encourage and assist indigenous students ie those with an Aboriginal or Torres Strait Islander background, to enrol into studies; or
   b. provide access to the educationally or socially disadvantaged; or
   c. address the under-representation of designated groups.

4.12 Where an applicant who has been excluded from another institution applies for admission, the Academy may consider the applicant subject to the following conditions:

   a. they meet the conditions specified under section 4.2 of this policy; and
   b. provide the Dean with a study plan based on their proposed course of study.

5. Selection and Admission Procedure

5.1 To be considered for admission, an applicant must complete and lodge a Domestic Student or an International Student application form that is available online through the Academy's website, or lodge the completed application form physically at the NAPS office or deliver it by post to the Academy.

5.2 All applications must be accompanied by relevant supporting documents. If the supporting documents are academic transcripts, a Justice of the Peace must certify them. Where the supporting document is a testamur, the Academy will request to sight the original copy of the testamur for verification. Where an applicant provides false or misleading information in their application or withholds information relevant to their application, the Academy may reject the application. If an offer of admission has been made, or the applicant has begun his or her studies, the offer may be withdrawn or cancelled.

5.3 The Admissions Team is responsible for processing all admission applications. Upon receipt of an application, the Admission Team shall notify the applicant of receipt of the application within 48 hours. Such notification shall include a request to the applicant for further documentation or information if needed.

5.4 Admission to the Academy is subject to the Academy's capacity limits and relevant government regulations. Accordingly, eligibility for admission by meeting relevant criteria does not guarantee admission. The Academy may rank applicants who are eligible for admission in an order of merit and offer admissions in accordance with the ranking.

5.5 An applicant can only be considered for admission if they meet the selection criteria for the course of study they have applied for.

All applications are reviewed by the Admissions Committee that ensures consistent, fair and equitable implementation of the admission rules and eligibility criteria. The Admissions Committee shall work under the direction of the Dean or his or her nominee.

5.6   Once the Admissions Committee determines that an applicant is eligible, the Chair of the Committee shall make a recommendation to the Dean or his or her nominee that the applicant be admitted. The recommendation shall be entered on the relevant form as part of the student's record and be forwarded to the Admissions Team.

5.7   Where an application for admission includes an application for RPL, the Admissions Committee working under the Direction of the Dean or his or nominee shall make a determination as to the volume of credits, if any, that may be granted to the student and advise the Admissions Team accordingly.

5.8   Upon receipt of the recommendation for admission, the Admissions Team shall make a formal offer of admission to the student. The offer may be made by email, post or phone, and may specify an expiry date or deadline for acceptance. Where an offer is made by phone, the Admission Team shall confirm the offer in writing within 48 hours.

5.9   The Offer Letter sent to an applicant must contain the details of the course of study and relevant information concerning the pattern of study, duration and applicable fees. Where the application also includes an application for RPL, the Offer Letter must also include details of any credits to be granted to the applicant. The Offer Letter must include an Acceptance of Offer form. Where the applicant is an international student, the Offer Letter must include information for international students on DHA regulations and ECOS Act requirements for student visas.

5.10   An offer of admission is not complete unless the applicant signs the Acceptance of Offer form and lodges it accompanied by the applicable tuition fees or evidence of payment of the fees. However, the offer of admission will be considered complete where an applicant signs the Acceptance of Offer form but requests to delay or defer payment of the applicable fees and the NAPS Finance Officer, or his or her nominee, agrees.

5.11   An applicant who is offered admission to the Academy may request a deferral of commencement of his or her course of study for a period of no longer than one academic year. Applications for deferrals are to be addressed and submitted to the Admissions Team which has the discretion to decide on deferral applications. Any decision on a deferral application must be communicated to the applicant in writing.

5.12   An applicant who is refused admission to the Academy may appeal the decision. An Admission Appeal must be made in writing and addressed to the relevant Dean. The Dean may review the decision of the Admissions Committee and direct that an offer be made to the applicant, or he or she may affirm the decision of the Admissions Committee and reject the appeal.

6. Policy and Procedure Review

NAPS is committed to good Governance. Accordingly, the Academy will review this policy at least every three years to ensure that it is still relevant and promoting best practice in this area. Staff who wish to make any comments about this policy may forward their suggestions to the NAPS Registrar.

7. Further Assistance

Staff members who require assistance in understanding this policy may consult the NAPS' Registrar.

8. Additional Resources

TEQSA 'Advice on Admission Transparency' (Feb 2018) https://www.teqsa.gov.au/latest-news/publications/advice-admissions-transparency

NAPS

0292da2d233b4a1f7a49179144d1caa65c6eb785c0f0690151fbd1c898621c9b