

## Selection of Students into Undergraduate Courses Policy

### SCOPE

This policy applies to all undergraduate students at all AFTT campuses and includes domestic and international applicants

### PURPOSE

The purpose of this policy is to determine and govern rules of selecting students for admission into the AFTT's undergraduate courses in a fair, transparent and equitable manner, adhering to the AFTT's selection guidelines and the relevant state-based selection system rules and timelines.

Student selection is merit based, taking into consideration a student's capacity to succeed regardless of their background.

### DEFINITIONS

For definitions not listed here please refer to AFTT's Glossary.

### POLICY

The AFTT Academic Board is responsible for determining the selection criteria and conditions of admission. Selection into AFTT higher education courses is based on processes that:

- are fair, transparent, equitable and consistent,
- encourage diverse and broad access to its courses, taking into consideration possible social or educational disadvantage,
- identify students with academic suitability with the capacity to succeed,
- is merit based.

### GUIDELINES

- All applicants must formally apply to AFTT before commencing their studies.
- All applicants must complete the AFTT Application for Enrolment and attend an interview with the responsible officer at AFTT
  - At interview, the student will be asked to provide information on their aspirations and goals to pursue a career in the creative industries,
  - At interview the student will be asked to demonstrate their ability to successfully complete the course by providing information regarding their academic history and learning background,
  - At interview the student will be asked to demonstrate their aptitude for academic study which apart from academic background may include providing information regarding student's health. The physical and emotional health of students are important factors in selection to some of the AFTT's courses. If AFTT has any concerns relating to health issues students may be requested to supply further information, i.e. Medical Certificate, which indicates that they are able to cope with the demands of the course,
  - International Students located offshore will be required to have a face-to-face videocall for their interview.
- Selection criteria, process and relevant dates are published in:
  - The AFTT website,
  - The AFTT brochure for Prospective Students,
  - The AFTT International Prospectus.

### SELECTION CRITERIA

Selection into AFTT higher education courses is based on the entry requirements and criteria for each course, as determined by the AFTT Academic Board.

These are as follows:

#### Normal Entry Pathway

##### Domestic Students

All domestic applicants seeking placement in AFTT undergraduate programs must have a proficiency in English and:

either A

- be at least 17 years of age, and
- have satisfactorily completed:
  - year 12 in the Australian school system, or
  - equivalent with a Senior Secondary Certificate pass in General English, or

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Updated on 20.8.2020 to reflect JMC Pty Ltd's business name of the Academy of Film, Theatre & Television (AFTT)

Academy of Film, Theatre & Television is the business name of:

International Film School Sydney Pty Ltd (IFSS) ABN 50 108 452 062 | RTO Code: 91143 | CRICOS No: 02660C

JMC Pty Ltd ABN 53 003 572 012 | CRICOS No: 01259J

- a similar qualification
- ❖ Certificate IV (or above) – for Bachelor program applicants

or B

- be over 21 years of age.

A resume or statement of intent may be requested for non-year 12 applicants.

### **International Students**

International students are required to submit evidence of successful completion of a senior Secondary School certificate (transcripts and certificate must be translated and certified) and are required to be over 18 years of age. Please refer to the 'Entry Requirements by Country' document for a list of relevant certificates.

For all undergraduate programs minimum English requirements must be satisfied: Academic IELTS 6.0 overall (with no single band score below 5.5) or equivalent. Please refer to the Assessing English Language Proficiency Policy and Procedure for more detailed English language requirements.

It is also the responsibility of the International Services team dealing with the admission of international students to ensure that students who are studying at another Australian provider, and who have not yet completed six months of their principal course, are not enrolled into an AFTT course unless the student has been released by their existing provider.

### **Alternate Entry Pathway**

Alternate entry is available to applicants who have not completed the requirements outlined above.

Applicants for alternate entry must either:

- demonstrate high likelihood of successful completion of studies with evidence provided in writing and demonstrated at interview. Individual conduct at interview must show strong evidence of aptitude with supporting evidence of prior studies and/or relevant creative and/or workplace experience, which will be used to ascertain suitability for entry to the course.

On successful application for alternate entry, students will be allocated to the Diploma course which forms the first two trimesters of the degree program. Upon completion of the required 48 credit points of study for the award of the Diploma, students may subsequently articulate into the relevant bachelor's degree.

If an applicant meets most of the requirements for alternative entry to the Diploma, with a reasonable likelihood of success, further consideration may be given to other equity criteria. Provision for reasonable adjustment can be negotiated for socially and educationally disadvantaged people.

Individual applicants may be disadvantaged for various reasons including:

- Disability
- Serious illness
- Disrupted education
- Serious family problems
- Social disadvantage
- Misadventure and other individual factors

The relevance of additional criteria, and the likely impact on the potential success of the student in their preferred field of study, is assessed on a case-by-case basis and the case for reasonable adjustment must be fully documented on the student file. The letter of offer for conditional entry that takes account of any secondary considerations must specify the nature and limits of the reasonable adjustment that AFTT is willing/able to accommodate, along with the previously negotiated and agreed expectations and conditions that such students must abide by as a condition of admission to AFTT.

### **English Language Proficiency**

Entry to all courses requires applicants to satisfy the English Language Proficiency requirements of the relevant course. Prospective students who have not studied secondary level English must demonstrate that they meet the minimum requirements prior to admission. Please refer to the Assessing English Language Proficiency Policy and Procedure for more detailed English language requirements.

### **Documentation**

AFTT requires original or certified copies of documents prior to enrolment. Domestic students will be required to provide proof of identity and proof of citizenship (Australian and NZ citizens) or proof of residency for permanent residents of Australia. International students will be advised by the International Services Department of the necessary requirements during their application process.

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In addition, AFTT may request additional documents such as proof of previous study or evidence of work experience. It also reserves the right to verify the authenticity of any documentation submitted.

#### COMPLAINTS and APPEALS

Applicants may access the Student Complaints and Appeals Policy and its associated procedures to appeal against any decisions made under this policy.

#### POSITIONS RESPONSIBLE

- Campus Managers
- Administration
- Student Recruitment and Admissions
- International Admissions and Inquiry Manager
- Director of Education
- Academic Board

#### RELATED LEGISLATION

This Policy supports AFTT's compliance with the following legislation:

- Higher Education Support Act 2003 (Cth),
- Higher Education Standards Framework (Threshold Standards) 2015,
- Education Services for Overseas Students (ESOS) Act 2000 (Cth),
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018
  - o ESOS National Code 2018, Part B, Standard 2