

## Selection of Students into Undergraduate Courses Procedure

### SCOPE

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

### PURPOSE

The purpose of this procedure is to provide guidelines on selecting students for admission into the AFTT's undergraduate courses in a fair, transparent and equitable manner, adhering to the AFTT's Selection of Students into Undergraduate Courses Policy. 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.

### PROCEDURE

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

or B

- be over 21 years of age.

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

Successful applicants for alternate entry will be allocated to the Diploma course upon either:

- demonstrating a 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 vocational studies and/or relevant creative and/or workplace experience, which will be used to ascertain suitability for entry to a Diploma course.

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

Candidates can apply to study at the AFTT campus of their choice at any time of the year by completing an application form and attending an interview, audition (if required) as well as meeting any other Selection Criteria for their course.

If the applicant has met all the selection criteria, the Student Admissions Officer can offer the applicant a place. Upon receiving a letter of offer, successful applicants are then required to complete their Enrolment Form to reserve a place in the next course.

Upon receipt of an Application for Enrolment prospective students are requested to 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 video call for their interview.

### PUBLISHING OF INFORMATION

The selection criteria, process and relevant dates are published in:

- AFTT course brochures provided to prospective students, and
- AFTT web site.

#### 1 AFTT: Selection of Students into Undergraduate Courses Procedure

Updated 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

### FOR INTERNATIONAL APPLICANTS

International applicants, who are 18 years of age or older, can apply to study at the AFTT campus of their choice by submitting an application to the International Services Department by post, email or via the AFTT website. Applications via Recruitment Agents are also accepted.

The application process is as follows:

1. Applicant (or agent on behalf of applicant) submits application form.
2. Applicant (or agent on behalf of applicant) submits supporting documents:
  - Certified and translated (if originals are not in English) copies of school transcripts showing satisfactory completion of senior high school,
  - An original or certified copy of English test score results, evidencing IELTS 6.0 (with no single band below 5.5) or equivalent; (where English language requirements are not clearly met, the applicant may be offered a pathway package with one of AFTT's ELICOS provider partners),
  - Original or certified copy of passport;
  - Original or certified copy of current visa, if currently in Australia,
  - Applicants from high risk immigration level countries as determined by the Department of Home Affairs may be required to submit a Financial Declaration Form.
3. AFTT International Enquiries and Admissions Officer will arrange and conduct an Interview with the applicant, either in person or via video conference. The interview will help the Admissions team determine the genuineness of the applicant and the suitability of the course for which they are applying. Questions related to determining the Genuine Temporary Entrant intentions of the applicant are asked at this stage, varying depending on the risk rating of the country of which the applicant is a national.
4. The International Enquiries and Admissions Officer may work with the relevant Head of Department and/or the Director of International Services to determine whether a candidate is suitable for entry. Students who are not accepted will receive notification in writing either directly or to their representative agent, along with a reason or the rejection. If accepted, an offer letter, invoice and Enrolment Acceptance Agreement will be issued to the applicant. If rejected, an email supplying reasons for rejection will be sent.

Successful applicants should then complete an Enrolment Acceptance Agreement Form, Checklist, Financial Declaration form (if not already received) and pay their Registration and first trimester's Tuition Fees, to reserve a place in their preferred intake.

All steps in this process, and associated documentation submitted and issued, are recorded in the client management database, with documentation stored on the AFTT network and in a physical folder by the International Enquiries and Admissions Officer.

It is also the responsibility of the International Services team dealing with 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.

### FOR SOCIALLY AND EDUCATIONALLY DISADVANTAGED APPLICANTS

These applicants can apply to study at AFTT at any time of the year by completing an Application Form, attending an interview and meeting the Selection Criteria which includes AFTT determining if we have all necessary support networks available to the student in order to be successful for completion of their course.

Successful applicants should then complete and Enrolment Form to reserve a place in the next course.

### COMPLAINTS and APPEALS

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

### POSITIONS RESPONSIBLE

- Administration
- Student Recruitment and Admissions
- International Services
- Heads of Department
- Campus Managers
- Academic Board

### RELATED LEGISLATION

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

- Higher Education Support Act 2003 (Cth),

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- 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
  - ESOS National Code 2018, Part B, Standard 2