

## Undergraduate Admissions Policy for Domestic Students

### Purpose

This policy establishes the principles and processes in which Australia College of the Arts Pty Limited (Collarts) will assess domestic student applications.

International students seeking admission to a course of study at Collarts should refer to the college *Admissions Policy for International Students*.

### Scope

This policy applies to all domestic applicants who seek admission to an undergraduate course of study at Collarts. You are considered a domestic applicant if you meet one of the following categories:

- Australian citizen;
- New Zealand Citizen;
- Australian permanent resident;
- Australian permanent humanitarian visa holder

If you don't hold one of the above visas or citizenships, you will apply as an international student. Refer to the ***Admission Policy for International Students***

### Criteria for Admission

1. For an application to be considered, applicants must meet one of the following eligibility requirements:
  - A. Recent Secondary Education;
  - B. Work and Life Experience;
  - C. Higher Education Study;
  - D. Vocational Education and Training (VET) Study
2. Attend an Admissions Interview

All applicants are required to attend an admissions interview to discuss their experience in the creative industry and area of interest. The admissions interview is intended to assess the applicant's aptitude and understanding of their chosen course of study and the requirements of tertiary study.
3. Additional course specific requirements where relevant (refer to *Table A: Additional admission requirements by course*, in the attached Appendix)

## **A. Applicants with Recent Secondary Education (within the past two years)**

### *Year 12 Applicants*

Year 12 Applicants must have completed a Senior Secondary Certificate (Year 12) or equivalent within the last two years.

Students who have completed Year 12, senior level of the Victorian Certificate of Applied Learning (VCAL) will be eligible for entry into the diploma level courses. Upon successful completion of the diploma, they may continue into the bachelor's degree pending approval by the Head of their course. Students may use the diploma as a pathway into the bachelor's degree.

There is no minimum ATAR requirement.

## **B. Applicants with Work and Life Experience**

Applicants who have completed year 12 more than two years prior to their application, or have not completed VET or higher education study, or have not completed year 12, may gain entry into a course of study at Collarts based on professional experience (minimum two years) and/or any non-formal courses undertaken in preparation for tertiary education or that are relevant to the intended course of study.

**To be considered for admission based on work and life experience, applicants must be at least 20 years old** at the commencement of the trimester they intend to begin study at Collarts.

Evidence of Work/Life Experience must be provided at the admissions interview. Applicants should outline their reasons for undertaking the intended course of study and addressing any of the following admission criteria:

- Academic Background
- Employment Background
- Knowledge and Skills
- Personal Qualities
- Equity Access or Other Special Considerations (if applicable)

## **C. Applicants with Higher Education Study**

Higher Education Applicants must have undertaken a relevant tertiary qualification within the last two years. Applicants must present evidence of their qualification(s) and academic results.

Applicants with Higher Education qualifications will be considered eligible if they have completed at least one (1) successful full-time study period in an Australian Qualifications Framework Level 5 course (Diploma) or higher.

## **D. Applicants with Completed Vocational Education and Training (VET) Study**

### *VET Applicants*

VET Applicants must have completed a relevant VET qualification within the same field/industry as the course they are applying for at a Certificate IV level or higher within the last two years. Applicants must present evidence of their VET qualification(s) and academic results.

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VET Applicants who have completed the relevant VET study but have not completed a senior secondary certificate and are under the age of 20, will be eligible for entry into the diploma. Upon successful completion of the diploma, they may continue into the bachelor's degree of the course pending approval by the Head of their course. Students may use the diploma as a pathway into the bachelor's degree.

## Additional Information

### Indigenous Australian Entry Scheme

Collarts actively encourages applications from Aboriginal and Torres Strait Islander peoples. Collarts recognises that there is inequality in education opportunities for Aboriginal and Torres Strait Islander peoples. Collarts supports and encourages applications from within the Aboriginal and Torres Strait Islander community.

The Indigenous Australian Entry Scheme enables Aboriginal and Torres Strait Islander people to apply for entry to a course of study at Collarts based on previous study, work and life experience and/or any other transferable skills that support their potential to succeed in their studies.

### Domestic Applicants with Overseas Qualifications

All overseas equivalent qualifications will be verified using the Australia Education International, National Office of Overseas Skills Recognition Database (Country Education Profiles Online known as CEP Online).

## How to Apply

### 1. Enquiry

Applicants who have questions about studying at Collarts or seeking course advice prior to making an application, can contact the Recruitment Team using one of the following methods:

Telephone: 1300 818 777 (+61 3 9281 8888) select Option 1

Online: [collarts.edu.au/ask-a-question](https://collarts.edu.au/ask-a-question)

In Person: Wellington St Campus:  
208 Wellington Street, Collingwood, Victoria, 3066

All course enquiries are handled by the Recruitment Team in consultation with the Head of Program who is available to provide any specific course advice.

## 2. Application

Applications to study at Collarts can be made directly on the Collarts website or via the Victorian Tertiary Admissions Centre (VTAC).

- **Via Direct Application:** Complete the Online Application Form which can be accessed via Collarts' website at [collarts.edu.au/apply](https://collarts.edu.au/apply)
- **Through VTAC:** Complete the VTAC Application Form which can be accessed via [www.vtac.edu.au](https://www.vtac.edu.au).

If a student is in Year 12, they must use a VTAC application to apply for a Collarts course.

## 3. Admissions Interview

All applications are processed by the Recruitment Team who issue an acknowledgement of receipt and schedule an admissions interview. The admissions interview is intended to assess the applicant's aptitude and understanding of the chosen course of study.

## 4. Additional Admissions Criteria

Auditions, written submissions, portfolios or evaluations may also be required as part of the course admissions. Refer to the attached Appendix, *Table A: Additional admission requirements by course* for individual course requirements.

## 5. Evidence of Educational Qualifications

Applicants must present evidence of completion of an Australian Senior Secondary Certificate (or equivalent) or past qualifications and academic records as applicable.

Applicants must provide their evidence as either original documents or certified copies of original documents. Original documents will be copied by Collarts staff and the original returned to the applicant:

- Senior Secondary Certificates are accepted from all Australian jurisdictions
- International Baccalaureates will be checked against authorised schools in the Online Country Index
- Australian qualifications will be checked against the *National Register of Higher Education Providers* and *National Register of VET*
- Overseas qualifications will be checked using the *Australia Education International, National Office of Overseas Skills Recognition Database (Country Education Profiles Online* known as CEP Online)

Applicants may also be asked to provide evidence of English Language Proficiency Scores.

## 6. Assessment

Completed applications are assessed against the relevant Admission Criteria as outlined in this policy and successful applicants are sent a formal Letter of Offer for a place at Collarts if they meet the admission criteria.

Applicants may not meet the admission criteria if:

- They do not meet the aptitude needed to undertake the course
- They do not understand their chosen course of study
- They do not meet the additional requirements for the course regarding the audition, written submission, and/or portfolio as outlined in Table A
- Their additional requirements do not meet the standard needed for entry into the course
- They cancel or reschedule the admissions interview three times or more
- Their English proficiency does not meet necessary standards to undertake course work

Where applicants don't meet the aptitude to undertake a full bachelor's degree, an offer for the diploma may be given at the discretion of the Admissions Manager or the Head of their course.

If the applicant has not met the admission criteria, they may re-apply for their course of interest one year after their initial rejection unless otherwise discussed. They will need to complete the admissions process for each new application.

## 7. Letter of Offer

The Letter of Offer is a formal written agreement outlining the contractual arrangements between the student and Collarts that confirms the course of enrolment, duration, campus location, and course-related fees and identifies policies associated with the protection of their rights as a consumer.

## Enrolment

### Acceptance of Offer

The Letter of Offer requests that applicants carefully read through the document to ensure their personal and intended course of enrolment details are correct and that they understand the conditions of enrolment at Collarts. If the applicants have any questions or concerns, they are encouraged to make contact with the Recruitment Team to clarify before accepting their offer to study.

To formally accept their offered place, applicants are required to complete and return the *Agreement Acceptance Declaration*, with a digital signature at Section D of the Letter of Offer. They will also need to complete the Online Enrolment Form and provide 100 points of ID as detailed in the Letter of Offer.

## Confirmation of Enrolment

On completion of the enrolment process, the Registrar will issue an Enrolment Confirmation with details of their enrolment. Students will also be notified of their orientation details. The Orientation Program is compulsory for all students to attend. It is held at the commencement of each trimester to welcome all new students and provide them with information to support their transition to tertiary studies.

## Course Credit & Recognition of Prior Learning

For more information on how to make an application for course credit in recognition of prior learning, please refer to the college *Course Credit for Recognition of Prior Learning Policy*.

## Deferment

Where a student wishes to defer their enrolment and delay their commencement of study date, the student must lodge an *Application to Defer the Commencement of Study* form outlining the reasons for the request. An *Application to Defer the Commencement of Study* form can be provided by contacting the on 1300 818 777.

For more information on how to make an application to defer, please refer to the college *Deferral, Suspension or Cancellation of Enrolment Policy*.

A student may defer their course for up to one year from their initial intake offer. If the student chooses not to commence their course within one year, they will need to reapply and re-complete the admissions requirements for the course.

If a student withdraws from their course prior to the census date and then applies for Collarts again, they will need to submit a new application form and re-complete the admissions requirements for the course.

A student will be considered a 'non-genuine' applicant if they defer and/or withdraw three times within a period of one-year without commencing the course. At the discretion of the admissions manager, a new application will not be considered for a period of one year. After this time, the student may reapply for the College and will need to re-complete the admissions requirements for their course of choice.

## Fees

The indicative tuition fees for each course of study at Collarts can be found at the 'Fees' tab under the FAQs section of the college website.

Students must meet the liability for tuition fees by Census Date each trimester, having either:

- a) Deferred their entire tuition fee liability through FEE-HELP assistance;
- b) Paid part of their tuition fees upfront and deferred the balance through FEE-HELP assistance;
- c) Paid in full, all tuition fees up-front

## **FEE-HELP Loan Assistance**

Domestic students, who do not wish to pay their tuition fees upfront, may be eligible for the Australian Government FEE- HELP loan assistance program to pay their fees. FEE-HELP is available to full-time and part-time domestic students enrolled in a course of study in at Collarts.

Students who are entitled to FEE-HELP assistance have until Census Date to submit a *FEE-HELP Form* which can be obtained by contacting the Office of the Registrar on 1300 818 777. The 'FEE-HELP Information Booklet' provides additional information and can be downloaded from the Collarts' website on the FAQs section of the website.

## **Fee Refunds**

For more information about tuition fee refunds and re-crediting a FEE-HELP balance, please refer to the *Tuition Fee Refund Policy for Domestic Students* and the *Deferral, Suspension and Cancellation of Enrolment Policy*. If you have any questions about tuition fee refunds or deferring your enrolment, please contact the Office of the Registrar on 1300 818 777.

## **Grievance & Appeals**

All students or prospective students seeking to enrol in a course of study at Collarts are entitled to access the grievance procedures set out in the college *Grievance & Appeals Policy*, regardless of the campus location, their place of residence or the mode in which they intend to study. The policy establishes the principles and processes by which Collarts will investigate, hear and determine grievances to ensure a fair and equitable outcome with regard for college rules, the TEQSA Threshold Standards 2015, and the *Education Services for Overseas Students (ESOS) Act 2000*.

## **Student Profile**

For information regarding the number of commencing students for Collarts refer to *Table B: Student Profile* in the attached Appendix.

## **Further Information**

Admissions Information [www.collarts.edu.au/faq](http://www.collarts.edu.au/faq)

QILT [www.qilt.edu.au/](http://www.qilt.edu.au/)

TEQSA National Register [www.teqsa.gov.au/national-register](http://www.teqsa.gov.au/national-register)

Victorian Tertiary Admissions Centre [www.vtac.edu.au/](http://www.vtac.edu.au/)

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## Related Policies

This policy should be read in conjunction with the following college policies:

- *Admissions Policy for International Students*
- *Course Credit for Recognition of Prior Learning Policy*
- *Deferral, Suspension or Cancellation of Enrolment Policy*
- *Tuition Fee Refund Policy for Domestic Students*
- *Grievance & Appeals Policy*
- *Diversity Policy*

All college policies and any associated forms referenced in this document can be downloaded from the college website and the MyCollarts Student Portal at <http://mycollarts.edu.au/login/index.php>.

## Further Information

Author:	Recruitment Manager Quality & Compliance Manager Dean	Policy owner:	Academic Board
Approver:	Academic Board	Next review due:	November 2023
Approved:	11 November 2020	Current status:	Approved



## Appendix to Undergraduate Admissions Policy for Domestic Students

Table A: Additional admission requirements by course.

In addition to the generic admission requirements outlined in Section A Criteria for Admission of the *Admissions Policy for International Students*

Course	Additional Admission Requirements
<b>Animation and VFX</b> (Diploma & Bachelor)	<b>Portfolio</b> All applicants are required to present a portfolio of creative work. The portfolio is further intended to assess the applicant's aptitude and understanding of their chosen course of study and the requirements of tertiary study.
<b>Arts (Audio Production) and Applied Business (Entertainment Management)</b> (Double Degree)  <b>Arts (Music) and Applied Business (Entertainment Management)</b> (Double Degree)	<b>Statement</b> All applications are required to submit a written statement of 300 words outlining their reasons for undertaking this course of study, and how their study, experience and skills will support their potential to succeed in their studies.
<b>Arts (Music)</b> (Diploma & Bachelor)	<b>Audition</b> All applicants must complete an audition. The audition process will assess musicianship skills and the applicant's aptitude and understanding of their chosen course of study. <ul style="list-style-type: none"> <li>• <b>Performance:</b> As part of the audition process, applicants will perform two contrasting pieces that demonstrate their ability and style as a performer. These pieces may be performed solo, but the use of accompanist(s), or a quality backing track, is preferred. Applicants should bring all elements required for their performance (instrument, guitar leads etc) to the audition.</li> <li>• <b>Music Theory:</b> Applicants will be asked to complete a short, written music theory test, to assess their level of understanding. It is not a pass/fail but a means to assess what theory stream applicants will be placed in upon successful audition.</li> <li>• <b>Interview:</b> The audition will conclude with a short informal interview to discuss an applicant's experience in the creative industry and areas of interest.</li> </ul>

Course	Additional Admission Requirements
<b>Arts (Comedy)</b> (Diploma & Bachelor)	<b>Interview and Audition</b> All applicants are required to attend a short informal interview to discuss their experience in the creative industry and area of interest. The interview is intended to assess the applicant's aptitude and understanding of their chosen course of study and the requirements of tertiary study. Applicants will then be required to present a SHORT comedic performance piece (a stand-up routine, song, or monologue), and submit a writing or video sample.
<b>Applied Business (Entertainment Management)</b> (Diploma & Bachelor)	<b>Personal Statement</b> All applicants are required to submit a written statement of 300 words outlining their reasons for undertaking this course of study, and how their study, experience and skills will support their potential to succeed in their studies.
<b>Design (Fashion &amp; Sustainability)</b> (Diploma & Bachelor)	<b>Statement</b> All applicants are required to submit a statement of engagement with Fashion and Sustainability.
<b>Entertainment Journalism</b> (Diploma)	<b>Personal Statement &amp; Portfolio of Work</b> All applicants are required to submit a written statement of 300-500 words outlining their reasons for undertaking this course of study. Applicants are also required to include a portfolio of work including examples of written publications, social media engagements and video/audio content
<b>Arts (Interior Design)</b> (Diploma & Bachelor)	<b>Portfolio</b> All applicants are required to present a brief portfolio of interior design-related work. The portfolio is further intended to assess the applicant's aptitude and understanding of their chosen course of study and the requirements of tertiary study.
<b>Photography</b> (Diploma & Bachelor)	<b>Portfolio</b> All applicants are required to present a portfolio of creative work in the form of ten photographic images. The portfolio is further intended to assess the applicant's aptitude and understanding of their chosen course of study and the requirements of tertiary study.

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Course	Additional Admission Requirements
<b>Screen &amp; Media</b> (Diploma & Bachelor)	<b>Personal Statement</b> All applicants are required to submit a written statement of 300 words outlining their reasons for undertaking this course of study, and how their study, experience and skills will support their potential to succeed in their studies.

**Table B: Student Profile**

The table below provides data on commencing domestic and international students at Collarts for the given year. It provides data on students who commenced undergraduate study and remained enrolled at Census Date of their first trimester.

<b>STUDENT PROFILE 2020 – COLLARTS</b>		
<b>Applicant Background</b>	<b>Number of Students</b>	<b>Percentage of All Students</b>
<b>A. Applicants with Higher Education Study</b> <i>(Includes bridging courses, and internal articulation by credit transfer)</i>	53	7%
<b>B. Applicants with Vocational Education &amp; Training (VET) Study</b>	41	5%
<b>C. Applicants with Work and Life Experience</b> <i>(Admitted on the basis of previous achievement, not in the other three categories)</i>	363	45%
<b>D. Applicants with Recent Secondary Education</b>		
<ul style="list-style-type: none"> <li>Admitted solely on the basis of ATAR  <i>(Regardless of whether this includes the impact of adjustment factors such as equity or bonus points)</i> </li> </ul>	N/A	N/A
<ul style="list-style-type: none"> <li>Admitted where both ATAR and additional criteria were considered  <i>(For example: portfolio of work, audition, extra test, early offer conditional on minimum ATAR)</i> </li> </ul>	N/A	N/A
<ul style="list-style-type: none"> <li>Admitted on the basis of other criteria only and ATAR was not a factor  <i>(For example: special consideration, audition alone, school recommendation scheme with no minimum ATAR requirement)</i> </li> </ul>	314	39%
<b>International Students</b>	20	4%
<b>All Students</b>	<b>791</b>	<b>100%</b>