



## POLICY AND PROCEDURE

---

<b>Name:</b>	<b>SELECTION AND ADMISSIONS POLICY</b>
<b>Policy No:</b>	PP3120
<b>Approved by:</b>	ACER Academic Board
<b>Last reviewed:</b>	August 2018
<b>Responsible Division/</b>	Professional Resources Division/ ACER Institute

### 1. Purpose

To set requirements for enrolment, selection and admission into ACER Higher Education Courses.

### 2. Scope

This policy applies to all Staff Members and Students.

### 3. Definitions

See [Glossary of Terms](#)

### 4. Legislation and Related Documents

Disability Discrimination Act 1992 (C'wealth)

Equal Opportunity Act 1995 (Vic)

Racial Discrimination Act 1975 (C'wealth)

[Australian Qualifications Framework \(AQF\) 2<sup>nd</sup> edn. \(Jan 2013\)](#)

[Disability Standards for Education 2005](#)

[Higher Education Standards Framework \(Threshold Standards\) 2015](#)

[ACER Student Policies](#)

### 5. Enrolment Process

The enrolment process has four phases:

- i. Eligibility
- ii. Application
- iii. Selection
- iv. Admission.

## 5.1 Eligibility

Eligibility requirements for admission will be clearly expressed and publicly available. To be eligible for consideration for admission to a Higher Education Course offered by ACER, a candidate must:

- i. Have successfully completed (at least) a Bachelor degree in a relevant discipline from an approved tertiary institution.
- ii. Be in a position to work closely in an educational setting.
- iii. Meet the minimum English language entry requirements. If you are not a native English speaker and/or if your degree is not gained in Australia, New Zealand, United Kingdom, United States of America, or The Republic of Ireland, the English language requirements are:
  - ▶ An International English Language Testing System (IELTS) (Academic) assessment with an average band score of 7.5 across all four skill areas of listening, speaking, reading and writing - with no score below 7 in any of the four skills areas and a score of no less than 8 in speaking and listening; or
  - ▶ An International Second Language Proficiency Ratings (ISLPR) assessment with a score of level 4 in all four areas of listening, speaking, reading and writing, such assessments to be deemed valid only if provided by approved testing sites where the assessment is teacher focused; or
  - ▶ A Professional English Assessment for Teachers (PEAT) assessment of A in all four areas of listening, speaking, reading and writing.

## 5.2 Application

- i. Applications need to be completed on the ACER Application for Enrolment Form which is available for downloading from the ACER website or by request to the Institute at [courses@acer.edu.au](mailto:courses@acer.edu.au).
- ii. Applicants will be required to provide copies of original documents:
  - a. Certified copy(s) of stated qualification(s) and if relevant, IELTS/ISLPR/PEAT scores
  - b. Teacher registration number (if applicable), and
  - c. Evidence of current role in relation to schools, such as a letter from employer.
- iii. All copies of original documents must be certified by persons authorised to witness statutory declarations under the Victorian Evidence (Misc. Provisions) Act 1958 - Section 107A or under the legislation of the state they reside in. See page 6 of this document.
- iv. Applicants who wish to apply for Recognition of Prior Learning and/or Credit should provide ACER with documentation at the time of application, as outlined in the ACER PP3110 Course Rules Policy and the ACER PP3112 Credit and RPL Policy.

### 5.3 Admission

- i. The Director has the delegated responsibility for the decision to admit a Student. Confirmation of admission to an ACER Higher Education Course shall be made in writing. Verbal confirmation shall not be made or accepted.
- ii. ACER will provide all information necessary for applicants to accept an offer, and the confirmation of admission shall outline all procedures necessary for admission, including payment of tuition fees.
- iii. Changes to minimum entry requirements will not disadvantage any Students with an existing, open offer of admission from ACER.
- iv. ACER reserves the right to withdraw an offer of admission and/or cancel the enrolment of a Student where such an offer:
  - a. was made on the basis of incomplete or inaccurate information supplied by the applicant or a certifying authority, or
  - b. would be contrary to Australian law.

### 6. Deferring a Place

Students who have been offered a place and who need to defer the offer due to circumstances beyond their control may do so by submitting a written request to the Director.

### 7. Withdrawal by Students Refer

- i. A Student may withdraw from a Course without penalty provided such withdrawal is made before the Course commencement date. See also ACER PP3110 Course Rules.
- ii. A Student who withdraws from a Course or Unit after the Census Date but without obtaining an Approved Leave of Absence will have their enrolment lapsed and will forfeit all tuition fees. In addition, a grade of Fail will be recorded for the Units not completed on the official academic transcript. Once enrolment has lapsed, the Student will need to re-apply for enrolment.
- iii. A Student may apply to withdraw from a Course or Unit late, without academic or financial penalty through application to the Course Coordinator, providing the reasons for withdrawal and proposal for a resumption of studies at a later date.
- iv. If an application for late withdrawal from a Course or Unit without penalty is Approved, the Student will be deemed to have withdrawn from the Course and shall be recorded as “Approved withdrawal” on the enrolment record.
- v. If an application for late withdrawal from a Course or Unit without penalty is not Approved, the enrolment will stand, and a grade of Fail will be recorded for the Units not completed on the official academic transcript. The Student may appeal the grade received in accordance with ACER PP3118 Academic

Appeals Policy.

## 8. Appeal

An applicant whose application for admission is unsuccessful may appeal by submitting a formal written appeal within five (5) working days of notification of the unsuccessful outcome to the Director. The Director will respond within five (5) working days confirming and providing reasons for the denial of admission, or reversing the decision and offering admission to the Course applied for.

## 9. Dispute Resolution

Should a dispute arise in relation to the interpretation or application of this policy or its procedures a Grievance may be notified and managed in accordance with the ACER PP3111 Student Grievance Resolution Policy.

## 10. Awareness of policy

The Director will take reasonable steps to disseminate and explain this policy to Staff Members and Students who may be affected by it.

The policy will be available online at:

<https://www.acer.org/professional-learning/postgraduate/students/policies>

## 11. Version Control

Authorised by: ACER Academic Board  
Maintained by: Director ACER Institute  
Written: March 2013  
Review: August 2019  
Version: 6

Version Control	Date Effective	Amendments by	Amendment
1.	24/1/2013	E. Hartnell-Young	Logo, Page Numbers, Scope
2.	13/03/2013	C. Kemp	Last Review date updated, Version Control detail included, formatting
3.	21/05/2014	E. Hartnell-Young	Inclusion of English language entry requirements
4	12/11/2015	G. Appleby	Definitions, Purpose, Scope, Awareness of Policy, Version Control details, formatting

5	17/8/2016	P. Taylor-Guy	<p>Specific English language requirements added.</p> <p>Clarification of existing policy clauses.</p> <p>Checked against HES Framework 2015.</p> <p>Right to withdraw an offer added.</p> <p>Student withdrawal added with reference to course rules.</p> <p>RPL and credit cross-referenced.</p> <p>Remove table of Definitions and add link. Update Legislation and Related Documents. Update Version Control</p>
6	1/8/2018	P. Taylor-Guy	<p>Updated version control</p> <p>Updated links.</p>

**Persons Authorised to Witness Statutory Declarations Under the *Victorian Evidence (Misc. Provisions) Act 1958 – Section 107A***

- a justice of the peace or a bail justice
- a public notary
- An Australian lawyer (within the meaning of the Legal Profession Act 2004)
- a clerk to an Australian lawyer
- the prothonotary or a deputy prothonotary of the Supreme Court
- the registrar or a deputy registrar of the County Court
- the principal registrar of the Magistrates' Court or a registrar of deputy registrar of the Magistrates' Court
- the registrar of probates or an assistant registrar of probates
- the associate to a judge of the Supreme Court or of the County Court
- the associate of an Associate Judge of the Supreme Court or of an associate judge of the County Court
- a person registered as a patent attorney under Chapter 20 of the Patents Act 1990 of the Commonwealth
- a member of the police force
- the sheriff or a deputy sheriff
- a member or former member of either House of the Parliament of Victoria
- a member or former member of either House of the Parliament of the Commonwealth
- a councillor of a municipality
- a senior officer of a Council as defined in the Local Government Act 1989;
- a registered medical practitioner registered under the Health Professions Registration Act 2005
- a registered dental practitioner registered under the Health Professions Registration Act 2005
- a veterinary practitioner
- a pharmacist registered under the Health Professions Registration Act 2005
- a principal in the teaching service
- the manager of an authorised deposit-taking institution
- a member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants
- the secretary of a building society
- a minister of religion authorised to celebrate marriages
- a person employed under Part 3 of the Public Administration Act 2004 with a classification that is prescribed as a classification to which this section applies or who holds office in a statutory authority with such a classification
- a fellow of the Institute of Legal Executives (Victoria).