

Admissions Policy

1. Purpose

- 1.1 This policy provides the framework for the admissions process for Perth Bible College courses.

2. Scope

- 2.1 This policy applies to all students seeking admission to a Perth Bible College course, and the staff involved in the assessment of admissions.

3. Definitions

<i>Aboriginal and Torres Strait Islander</i>	A person of Aboriginal or Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander and is accepted as such by the community in which he or she lives (High Court of Australia (1983)).
<i>Appeal</i>	A request for a decision to be reviewed by an independent area.
<i>AQF</i>	The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training.
<i>Credit</i>	The recognition that the individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification.
<i>IELTS</i>	International English Language Testing System (IELTS) is an international standardised test of English language proficiency.
<i>Indigenous Peoples</i>	Specifically refers to the Indigenous people of Australia who are otherwise known as "Aboriginal and/or Torres Strait Islanders.
<i>International Student</i>	A student studying in Australia on a student visa issued by DoHA.
<i>Letter of Offer</i>	An offer for admission into a Perth Bible College course.
<i>Qualification</i>	The award for which a student has qualified through his or her study.
<i>Recognition of Prior Learning (RPL)</i>	RPL is the assessment process that involves assessment of an individual's relevant prior learning (including formal,

non-formal and informal learning) to determine the credit outcomes of an individual's application for credit).

4. Policy Provisions

4.1 Principles

- 4.1.1 Perth Bible College's Admissions process is applied fairly and consistently to all students.
- 4.1.2 The College's Admission standards:
- are appropriate for the AQF level of the program and required learning outcomes;
 - ensure that students have adequate prior knowledge and skills – including English language proficiency – to undertake the course successfully; and
 - have been approved by the Academic Council.
- 4.1.3 Perth Bible College offers Provisional Entry for Admission, as described in s. 4.5, for applicants unable to provide evidence of academic and/or English capability, providing an alternative pathway for those who cannot fulfill all admission requirements outlined in s. 4.4.
- 4.1.4 Perth Bible College does not discriminate in the admission to any of its programmes and activities on the basis of disability, age, gender, sexual orientation, marital status, pregnancy, political conviction, race, colour, national or ethnic origin, or denominational affiliation.

4.2 Application for Admission

- 4.2.1 All Applications should be addressed to the Dean of Students.
- 4.2.2 Applications must include all material as outlined in the *Australian Student Prospectus* and the *Overseas Student Prospectus* for international students.
- 4.2.3 The Dean of Students will assess each application as per the *Admissions Procedure*.

4.3 Requirements for Entry

- 4.3.1 Requirements for admission are based on standards applicable to the course as per the *Australian Qualifications Framework* (AQF) and include a level of acceptable English proficiency.

- 4.3.2 Students will be required to demonstrate that they are able to meet the academic requirements as outlined below for each course application.
- 4.3.3 Students who wish to enrol for flexible learning units should have adequate access to a computer or tablet and sufficient Internet bandwidth to view both simulcast and recorded lectures. Additionally, students will be required to demonstrate that they meet the Personal and Spiritual Requirements outlined in s. 4.6.
- 4.3.4 All domestic students must be 17 years old or above to enrol. All international students must be 18 years or above to enrol.
- 4.3.5 Domestic students who seek admission as an alternative learning pathway to completing year 12, who are 16 years old must satisfy the provisional entry requirements as outlined in s.4.5.

4.4 Requirements for Admission

Course	Entry Requirements	
	Academic	English/Other
Diploma of Ministry	<p>Students seeking admission must satisfy one of the following requirements:</p> <ul style="list-style-type: none"> a) Have completed Year 12 in the Australian school system or equivalent within the past 2 years; b) Have completed an AQF Level 4 qualification or higher in Australia (e.g. Cert IV or above in any field); c) Qualify for admission as a mature age student by obtaining a satisfactory grade in both the Written English (at least 130) and Multiple Choice (at least 125) sections of the Special Tertiary Admissions Test (STAT) conducted by the Tertiary Institutions Service Centre Inc. within the past 2 years; or d) Qualify for Provisional Admission as per s. 4.5 of this Policy. 	<p>The English requirements are to an academic IELTS band of 6.0 in the reading and writing subtests, and 6.0 overall.</p> <p>Domestic students who have completed Year 12 in the Australian Education system, as well as students from the United States of America, England, the Republic of Ireland and South Africa, meet these requirements.</p> <p>Students can demonstrate their English competency by satisfying one of the following:</p> <ul style="list-style-type: none"> a) Evidence of the completion of studies undertaken only in the English language on AQF Level 5; b) Evidence of the completion of English studies undertaken at TAFE or an equivalent institution; and/or c) Completion of the PBC Core Skills Profile for Adults (CSPA) test on an ACSF level estimate of working level 4 and exit level 3; d) Completion of an external assessment of English language, for example an IELTS

		<p>(Academic Version) for overseas students within the past 2 years; or</p> <p>e) For domestic students, the completion of the Written English section of the STAT test with a minimum score of 130 within the past 2 years.</p>
Advanced Diploma of Christian Ministry	<p>Students seeking admission must satisfy one of the following requirements:</p> <ul style="list-style-type: none"> a) Have completed Year 12 in the Australian school system or equivalent with an ATAR of 50 or equivalent within the past 2 years; b) Have other acceptable post-secondary qualifications completed in Australia (e.g., any VET Diploma, PBC Diploma of Ministry); or c) Qualify for admission as a mature age student by obtaining a satisfactory grade in both the Written English (at least 130) and Multiple Choice (at least 125) sections of the Special Tertiary Admissions Test (STAT) conducted by the Tertiary Institutions Service Centre Inc. within the past 2 years. 	<p>The English requirements are to an academic IELTS band of 6.0 in the reading and writing subtests, and 6.0 overall.</p> <p>Students can demonstrate their English competency by satisfying one of the following:</p> <ul style="list-style-type: none"> a) Evidence of the completion of studies undertaken only in the English language on AQF Level 5; b) Evidence of the completion of English studies undertaken at TAFE or an equivalent institution; and/or c) Completion of the PBC Core Skills Profile for Adults (CSPA) test on an ACSF level estimate of working level 5 and exit level 4; d) Completion of an external assessment of English language, for example an IELTS (Academic Version) for overseas students within the past 2 years; or e) For domestic students, the completion of the Written English section of the STAT test with a minimum score of 130 within the past 2 years.
Bachelor of Ministry Degree	<p>Students seeking admission must satisfy one of the following requirements:</p> <ul style="list-style-type: none"> a) Have completed Year 12 in the Australian school system or equivalent with an ATAR of 70 or equivalent within the past 2 years; 	<p>The English requirements are to an academic IELTS band of 6.5 overall with a minimum of 6.0 in each subtest.</p> <p>Students can demonstrate their English competency by satisfying one of the following:</p> <ul style="list-style-type: none"> a) Evidence of the completion of studies undertaken only in the English language on AQF Level 6;

	<ul style="list-style-type: none"> b) Have other acceptable post-secondary qualifications (e.g., PBC Diploma of Ministry with credit average); or c) Qualify for admission as a mature age student by obtaining a satisfactory grade in both the Written English (at least 140) and Multiple Choice (at least 135) sections of the Special Tertiary Admissions Test (STAT) conducted by the Tertiary Institutions Service Centre Inc. within the past 2 years. 	<ul style="list-style-type: none"> b) Completion of an external assessment of English language, for example an IELTS (Academic Version) for overseas students within the past 2 years; or c) For domestic students, the completion of the Written English section of the STAT test with a minimum score of 140 within the past 2 years.
Graduate Diploma of Ministry	<p>Students seeking admission must have:</p> <ul style="list-style-type: none"> a) Successfully completed an AQF Level 7 award (i.e. a Bachelor) in any field apart from theology or ministry. 	<p>The English requirements are to an academic IELTS band of 7.0 overall, with a minimum of 6.5 in only one subset.</p> <p>Students can demonstrate their English competency by satisfying one of the following:</p> <ul style="list-style-type: none"> a) Evidence of the completion of studies undertaken only in the English language which included a significant portion of written essay submissions on an AQF Level 7; b) Evidence of the completion of English studies undertaken at TAFE or an equivalent institution; c) Completion of an external assessment of English language, for example an IELTS (Academic Version) for overseas students within the past 2 years; or d) For domestic students, the completion of the Written English section of the STAT test with a minimum score of 140 within the past 2 years.

4.5 Provisional Entry for Admission

- 4.5.1 A student may be granted entry into any course on the basis of Provisional Entry if they are able to demonstrate a reasonable likelihood for satisfactory completion of the course requirements.
- 4.5.2 Students admitted by Provisional Entry will have a Course Status of Provisional Standing (as per the *Student Course Progress Policy*)
- 4.5.3 It is compulsory for a provisional student to complete the Study Ready unit prior to, or in conjunction with, their first year of study. However, a provisional student may be exempt from taking the Study Ready unit based on relevant evidence and the Principal's discretion.
- 4.5.4 Should the prospective student's application be successful, all obligations as a provisional entry student will be outlined in the formal *Letter of Offer*.
- 4.5.5 Prospective students seeking admission via the Provisional Entry pathway should submit a portfolio containing the following:
- The Perth Bible College Application Form;
 - A resume outlining work and/or ministry experience, both paid and volunteer, supporting their application; and
 - Academic records for any and all education and training to date, including workplace or ministry training and courses.
- 4.5.6 Prospective students applying for Provisional Entry will be required to complete an interview as outlined in the accompanying *Admissions Procedure*.
- 4.5.7 Prospective students applying for Provisional Entry will be required to complete the PBC Core Skills Profile for Adults (CSPA) under the instruction of the Dean of Students. Applicants will need to demonstrate an ACSF level estimate of working level 4 and exit level 3 for entry into the Diploma of Ministry.
- 4.5.8 Domestic students who wish to pursue entry into the Diploma of Ministry course instead of completing Year 12 will be regarded as provisional students and required to attend an interview with their parent or guardian, and satisfy the requirements outlined in this policy. Additionally, these students will need to complete a Notice of Arrangement with the Department of Education.

4.6 Personal and Spiritual Requirements for Admission

- 4.6.1 In addition to the requirements mentioned previously, students are required to meet the following criteria:

- Confess faith in Christ in accordance with the Perth Bible College's *Statement of Faith*;
- Regularly attend a local church;
- Express a desire to be involved in Christian ministry;
- Provide the contact details of two personal references who have known the prospective student for a minimum of 12 months.
- Agree to abide by Perth Bible College's policies, procedures and *Student Code of Conduct*.

4.7 Additional Requirements for Admission

- 4.7.1 Should there be any concern regarding a student's ability to complete any course, in addition to the admission requirements of this policy, the College may require an applicant to demonstrate fitness for admission as a candidate by meeting such medical requirements, carrying out such extra academic work, and/or sitting such examinations or tests, as the College may determine.

4.8 Admission of Australia's First Nations People

- 4.8.1 Perth Bible College acknowledges the unique circumstances and challenges First Nations people face. As such, cultural consideration will be given to Aboriginal and/or Torres Strait Islander people, as outlined in the *Indigenous Peoples Education Policy*.

4.9 Admission Outcomes

- 4.9.1 All applicants will receive a formal notification of the admission outcome from Perth Bible College's Dean of Students. This may be in the form of:
- a full Letter of Offer;
 - a conditional Letter of Offer; or
 - an unsuccessful application letter.

4.10 Offers

- 4.10.1 Students wishing to accept an offer will do so in accordance with the College's *Admissions Procedure* within the timeframe provided on the formal notification of admission.
- 4.10.2 Conditional Offers are issued with specific conditions authorised by the Dean of Students and Principal.

4.11 Commencement Deferral

- 4.11.1 An overseas student who accepts an offer to study and is issued a Confirmation of Enrolment but is unable to secure a visa to commence studies in the semester nominated, will be allowed to defer their

commencement and request a second offer and Confirmation of Enrolment for the following semester under the same application. Any further deferrals of commencement must be accompanied by a new application.

4.12 Withdrawal of a Letter of Offer and Enrolment

4.12.1 Perth Bible College reserves the right to withdraw a Letter of Offer where an error has been made in assessing an application or where the documentation provided by the applicant was misleading, false, or invalid.

4.12.2 The withdrawal of a Letter of Offer must be approved by the Principal.

4.12.3 Perth Bible College reserves the right to cancel the enrolment of a new student where an error has been made in assessing an application or where the documentation provided by the applicant was misleading, false, or invalid.

4.12.4 The withdrawal of enrolment must be approved by the Principal.

4.13 Appeals

4.13.1 Applicants may appeal the Admission outcome by lodging an appeal of the decision, as per the *Student Complaints and Appeals Policy* and accompanying procedure.

4.13.2 This policy and the availability of the *Student Complaints and Appeals Policy* and accompanying procedure does not remove the rights of the student to take action under Australia's consumer protection laws (including the *ESOS Act 2000*) or to pursue other legal remedies.

5. Policy Information

Date first approved: 29/06/2009	Date of effect: 29/06/2009	Date last amended: 13/08/2021	Date of next review: 13/08/2022
Approved by		Academic Council	
Authorised Officer		Dean of Students	
Supporting documents, procedures & forms of this policy		<i>Admissions Procedure</i> <i>Credit and Recognition of Prior Learning Policy</i> <i>Letter of Offer</i> <i>Student Complaints and Appeals Policy</i> <i>Student Course Progress Policy</i> <i>Statement of Faith</i>	

	<i>Code of Conduct</i>
Related Legislation and Codes of Practice	<u>Higher Education Standards Framework 2015, Part A: Standard 1.1</u> <u>Tertiary Education Quality and Standards Agency (TEQSA) Act 2011</u> <u>National Code 2018, Standard 3</u> <u>Australian Qualifications Framework</u> <u>Education Services for Overseas Students Act 2000</u>
Audience	Public

6. Version History

Review Table			
Date	Review Type <ul style="list-style-type: none"> Scheduled Policy amendment Admin update 	Summary of Changes	Review person/group
29/06/09	Admin Update	Conversion from Policy Manual to new format.	Adam Niven
26/03/10	Policy amendment	Section 4 added	David Smith Lindsay Ferguson Adam Niven
04/10/10	Grammatical & Updated terms	Section 7 Table	David Smith Adam Niven
12/10/10	Policy amendment	Section 2; Section 7 English Proficiency updated, 7.3 and 7.4 added	Adam Niven David Smith
31/03/10	Policy amendment	Section 6.9 & 6.10 updated to reflect required process	Adam Niven David Smith
16/11/12	Policy amendment	Section 7 updated from course review of entry requirements.	Adam Niven

		6.11 added.	
8/11/13	Policy amendment	Preamble added	Adam Niven/Gillian Dixon
25/06/15	Policy amendment	Section 7 added VET, updated mature age test, English proficiency	Hanlie van Rooyen
04/08/15	Policy amendment	Addition to 7.2.2	Gillian Dixon
08/12/15	Policy amendment	Personal and Spiritual Requirements	Board of Management
17/10/2016	Policy amendment	Removed VET from 7.1 & 7.2, adjusted STAT scores, updated Grad Dip title, expanded ¹ <i>Provisional Entry Admission</i>	Hanlie van Rooyen
04/05/18	Policy amendment	Addition of 7.5	Academic Council
09/08/18	Policy amendment	Minor grammar updates, removal of section 4, expansion of 7.1 to include currency of previous qualifications or entry tests, 6.0 requirement in IELTS	Academic Council

		reading and writing subsets, and addition of PBC CSPA test	
29/01/19	Policy amendment	Added "on AQF 5 level" to 6.1 under DipMin, AdvDipMin, AQF6 under BMin, and AQF 7 under GradDip Min's English Proficiency	Hanlie van Rooyen
19/08/2019	Policy amendment	New template and amendments made.	Natalie Tierney Capital Review Group consultant
13/08/2021	Admin update	Grammatical fixes and general clean up.	Chris Burton