

Admissions to Master of Creative Industries by Coursework Program Procedure

1. PURPOSE

This procedure is pursuant to the *Admissions to Master of Creative Industries by Coursework Program Policy*. The procedures outlined in this document address applications for admission to the Master of Creative Industries by Coursework Program.

2. SCOPE

This procedure applies to all prospective students wishing to enrol in the Master of Creative Industries by Coursework program.

3. DEFINITIONS

Please refer to *JMC Academy Glossary*.

4. PROCEDURE

4.1 ADMISSION PROCESS

4.1.1 Application for enrolment

- Applicants complete the Application Form either online or in person on campus.
- In the first instance, processing applications is the responsibility of Student Admissions for domestic applicants and International Services for international applicants. These two offices are responsible for checking that the application form has been correctly and completely filled out, liaising with the applicant if necessary. All initial applications must include:
 - The completed application form,
 - Certified documentary evidence (translated into English if necessary) demonstrating academic suitability and/or creative industries experience,
 - Evidence of English Language Proficiency if required, as stipulated in the *Admissions to Master of Creative Industries by Coursework Program Policy*,
 - Request for Credit Transfer or Recognition of Prior Learning (RPL) if desired by the applicant.
- For international applicants, a member of the International Services team conducts an interview with the applicant to determine eligibility for enrolment. For students from high risk migration countries, this interview includes questions designed to assist International Services staff to assess an applicant's Genuine Temporary Entrant bona-fides.
- For international applicants, the International Services team ensures 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 a JMC Academy course unless the student has been released by their existing provider.
- Student Admissions or International Services, as appropriate, advise the applicant to contact the Head of Department to discuss any matters relating to the application if the applicant wishes to clarify issues relating to the application or matters of credit and recognition.
- Once the application is complete, Student Admissions or International Services, as appropriate, determines whether the applicant is to be considered for standard entry or non-standard entry [Note: An applicant whose application meets only some but not all criteria for standard entry must be considered for non-standard entry.]

4.1.2 Evaluation of the Application

The Head of Department has overall responsibility for the evaluation and approval of all applications for enrolment in the MCI program. The Head of Department may delegate to Student Admissions (for domestic students) and International Services (for international students) approval powers for certain applications for enrolment as stipulated in the *Admissions to Master of Creative Industries by Coursework Program Policy*

4.1.2.1 Head of Department

- The Head of Department or delegate (see 4.1.2.2 below) reviews all documentation submitted as part of the application process.
- For standard entry applications the Head of Department or delegate (see 4.1.2.2 below) may in special circumstances waive the requirement that the Applicant attend an interview, typically where (a) the Applicant is a JMC graduate whose academic background is fully understood, and (b) there are no other aspects of the Applicant's documentation that require clarification.
- For non-standard entry applications the Head of Department evaluates all documentation submitted, which may include but is not limited to:
 - evidence of academic or other formal study completed,
 - evidence of industry experience (see 4.2 below),
 - professional or academic reference.
- For all applications (whether for standard or non-standard entry) that require an interview, the Head of Department normally conducts the interview with the applicant.
 - In special circumstances this responsibility may be delegated by the Director of Education or Chief Executive Officer to another person who (a) is associated with the Master of Creative Industries by Coursework Program, (b) has an appropriate postgraduate qualification and (c) has relevant industry experience.
- The Head of Department informs Student Admissions of one of the following outcomes of the evaluation of each applicant:
 - Approval for admission into the MCI program,
 - Request for further information and/or meetings,
 - Rejection of the application, with reasons for this decision.
- Where required, the Head of Department arranges for the applicant to provide further information or to attend further in-person meetings (including auditions, etc).
- In cases of approval or rejection of an application, Student Admissions or International Services, as appropriate, communicates the outcome to the Applicant.
- Applicants whose application has been rejected are given the reasons for this outcome and are informed of their right to appeal the decision if they wish to do so (see 5 below).
- Applicants whose admission has been approved are identified to Student Services, who enrol the student.

4.1.2.2 Delegation of admissions decisions

- The Head of Department may in certain cases delegate admissions decisions to Student Admissions for domestic applicants, and to International Services for international applicants, following the *Guidelines for Delegations, Admissions to Master of Creative Industries by Coursework Program* [Note: each of these two offices is referred to as 'the delegate' for its respective category of Applicants].
- The delegate reviews all the documentation submitted as part of the application process for delegated applications.

- The delegate may consult with the Head of Department about the delegated application if required.
- The delegate evaluates the delegated application according to administrative criteria approved by the Head of Department in the *Guidelines for Delegations, Admissions to Master of Creative Industries by Coursework Program*.
- The delegate informs the applicant of one of the following outcomes of the evaluation:
 - Approval for admission into the MCI program,
 - Request for further information and/or meetings,
 - Referral of the application to the Head of Department for review.
- For applicants whose admission has been approved, the delegate informs Student Services who enrol the student.
- Applications referred to the Head of Department are handled in accordance with the relevant provisions of 4.1.2.1 above.

4.2 ASSESSING INDUSTRY EXPERIENCE

In assessing an applicant's industry experience, the following criteria are taken into account:

- Level of experience,
- Experiential learning,
- Quality and duration of work,
- Relevance of field/discipline area/industry to proposed studies,
- Type of evidence provided,
- Other.

4.2.1 Level of Experience

In the assessment of an applicant's previous experience, the admissions process looks at work undertaken either on a paid or unpaid basis.

Assessment of the applicant's work experience seeks to determine the degree to which the applicant's workplace tasks and activities may have led to the acquisition of skills and knowledge analogous to those acquired through study at an AQF level aligned to the entry requirements of the program they are applying for.

Each episode of employment is assessed by applying the Professional Practice Rubric (Appendix 1 below). This rubric is aligned to frameworks used in Industry Awards as well as the descriptors set out in the AQF.

4.2.2 Experiential Learning

Admissions evaluations also seek to assess the applicant's life-long learning skills which will be critical to the successful completion of the program, especially in practice-focused postgraduate programs. In particular, the evaluation process seeks to assess the degree to which the applicant's experiential learning is equivalent to life-long learning skills acquired while undertaking a bachelor's degree.

The applicant must demonstrate that their prior learning experiences are:

- Equivalent to learning at AQF levels 5-7 or above,
- Balanced between theory and practice,
- Directly related to the program applied for.

4.2.3 Quality and duration of work

Assessments of quality of work consider such factors as the individual's level of responsibility, the standard of work done, evidence of appreciation or satisfaction from relevant audiences, consumers or

supervisors, and the extent of sustained effort. Duration is assessed according to the nature and intensity of the work – from the development of creative output in one’s own time and without a deadline, at one extreme, to the completion of a demanding project within a short timeframe, at the other extreme. Where important differences in the nature and intensity of work are not a factor, the applicant may be able to demonstrate a volume of experience calculated in individual episodes, measured by hours per year (e.g. a 2-day per week part-time role for 6 months is calculated as (approx.) 14 hours per week x 26 weeks = 364 hours).

4.2.4 Relevance of field/discipline area/industry

Experience in creative industries is considered most relevant. However, industry experience in any field together with relevant creative ability is also taken into consideration.

4.2.5 Discipline areas within the scope of the Master of Creative Industries by Coursework Program

Disciplines within the scope of the Master of Creative Industries by Coursework Program are those taught at the undergraduate level at JMC Academy.

4.2.6 Relevant related discipline areas

Including, but not limited to: Architecture, Writing and Publishing, Advertising and Marketing, Creative Software Applications, Dance and Choreography, Performance Art, Virtual Reality System Design.

Please refer to appendices at the end of this document.

5. 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.

6. POSITIONS RESPONSIBLE FOR IMPLEMENTING PROCEDURE

- Director of International Services
- Student Admissions
- Director of Education
- Campus Manager
- Student Services
- Director of Postgraduate Studies and Research
- Head of Department
- International Admissions and Inquiries Officer
- International Communications Manager

7. RELATED DOCUMENTS

- Admissions to Master of Creative Industries by Coursework Program Policy
- Assessment Management Procedure
- Awarding of Credit Points for Prior Learning Policy
- Diversity Equity and Inclusion Policy
- English language requirements for international students (postgraduate)
- Student Complains and Appeals Policy
- Student Complains and Appeals Procedure
- Orientation for International Students Policy

- International Student Fee Refund Policy
- JMC Academy Glossary

8. RELATED LEGISLATION

This Procedure supports JMC Academy'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
 - ESOS National Code 2018 Part B, Standard 2

9. PROCEDURE REVIEW DATE

9th August, 2022

10. VERSION CONTROL TABLE

Title	<i>Admissions to Postgraduate Programs by Coursework Procedure</i>			
Maintained By	Education Team			
Approving Authority	Academic Board			
Approved Date	09/08/2019			
Version Number	Modified By	Modifications Made	Date Modified	Status
1.0				Superseded
1.1	P. Gainey	Updated 'Application for enrolment' section	30/08/2018	Superseded
1.2	G. Jedlinska	Reformatted, updated positions,	18/09/2018	Superseded
1.3	M. Hafda	Updated section 5, Complaints and Appeals	11/10/2018	Superseded
1.4	G. Jedlinska M. Cass R. Albury	Amended process to clarify delegated roles. Replaced DoPSR with HoD. Alternative evidence of English language proficiency added. Statement on assessment of quality of work added.	27/07/2019	Current Approved by the Academic Board on 09/08/2019

APPENDICES

Appendix 1 Professional Practice Rubric

Level	Authority and accountability	Judgment and problem solving	Specialist knowledge and skills	Management skills	Interpersonal skills
Low	<p>Provides professional and/or specialist technical services to complete assignments or projects in consultation with other employees.</p> <p>May work with a team of employees requiring the review and approval of more complex elements of the work.</p>	<p>Problems require assessment of a range of options having elements of complexity in reaching decisions and making recommendations. Precedent is available from the employer’s internal sources, and assistance is usually available from other professional and/or specialist technical employees in the work area.</p>	<p>Positions require considerable knowledge and a level of skill in a specific area to resolve issues having elements of complexity which may not be clearly defined.</p>	<p>Technical and administrative employees at this level may manage minor projects involving employees in lower levels and other resources. Professional employees at this level are not expected to perform such management functions.</p>	<p>Persuasive skills are required to participate in technical discussions to resolve problems, explain policy and reconcile viewpoints. Employees may write reports in the field of their expertise and/or prepare external correspondence.</p>
Min	<p>Provides a specialist service in the completion of work and/or projects which have elements of complexity (composed of many parts that may be more conceptual than definite).</p>	<p>Positions require the interpretation of information and development of suitable procedures to achieve satisfactory outcomes. The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent. Decision making requires analysis of data to reach decisions and/or determine progress.</p>	<p>Positions require the application of extensive knowledge and a high level of skill in a specific area to resolve issues having elements of complexity.</p>	<p>Technical employees at this level may manage more complex projects involving people and other resources.</p> <p>Professional employees at this level may manage minor projects involving employees in lower levels and other resources.</p>	<p>Interpersonal skills in leading and motivating employees in different teams/locations may be required, as well as persuasive skills to resolve problems or provide specialised advice.</p>

Level	Authority and accountability	Judgment and problem solving	Specialist knowledge and skills	Management skills	Interpersonal skills
Ideal	Accountable for the effective management of major sections or projects within their area of expertise. Provides a professional advisory role to people within or outside the employer on major areas of policy or on key issues of significance to the organisation. Such advice may commit the employer and have significant impact upon external parties dealing with the employer. The position's influence would have an important role in the overall performance of the function.	Employees have a high level of independence and determine and/or oversee the framework for problem solving or set strategic plans. At this level, the position may represent management or the employer in the resolution of problems.	Positions require knowledge and skills for the direction and control of a key function of the employer or major functions within a department. Positions require expert knowledge and skills involving elements of creativity and innovation in addressing and resolving major issues.	Employees may direct professional or other staff in the planning, implementation and review of major programs, as well as participating as a key member of a functional team. Positions at this level may also be required to manage staff, resolve operational problems and participate in a discrete management team to resolve key problems.	Interpersonal skills in leading and motivating staff will be required at this level. Positions require the ability to persuade, convince or negotiate with staff, clients, members of the public, tribunals and persons in other organisations in the pursuit and achievement of specific and set objectives. Communication skills may be required to enable provision of key advice both within and outside the employer and to liaise with external bodies.

Appendix 2 Applying the Professional Practice Rubric

For each employment episode, the Applicant explains how their experiences contribute the following criteria:

Employment episode	Authority and accountability	Judgment and problem solving	Specialist knowledge and skills	Management skills	Interpersonal skills

Appendix 2 Experiential Learning Evaluation Form

In addition to specific industry skills and knowledge, applicants must demonstrate their capacity to:

	Example 1	Example 2	Example 3
think critically and reflectively			
demonstrate values, knowledge, skills and attitudes appropriate to the discipline and/or profession			
solve problems in a variety of settings taking local and international perspectives into account			
work both autonomously and collaboratively			
locate, organise, analyse, synthesise and evaluate information			
demonstrate effective communication in oral and written English language and visual media			
utilise information and communication and other relevant technologies effectively			