

## Selection of Students into Undergraduate Courses Procedure

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### 1. PURPOSE

The purpose of this procedure is to provide guidelines on selecting students for admission into the JMC Academy's undergraduate courses in a fair, transparent and equitable manner, adhering to the JMC Academy'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.

### 2. SCOPE

This procedure applies to all undergraduate students at all JMC Academy campuses and includes domestic and international applicants

### 3. DEFINITIONS

Please refer to *JMC Academy Glossary*.

### 4. PROCEDURE

All domestic applicants seeking placement in JMC Academy 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
    - Certificate III (or above) – for Diploma 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, or
- having obtained a Certificate III at JMC Academy.

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

Candidates can apply to study at the JMC Academy 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 JMC Academy

- 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 JMC Academy's courses. If JMC Academy 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.

#### 4.1 PUBLISHING OF INFORMATION

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

- JMC course brochures provided to prospective students, and
- JMC Academy web site, and
- UAC (NSW)/QTAC (QLD) and VTAC(VIC) guides and websites.

#### 4.2 VICTORIAN APPLICANTS

In Victoria, all current Year 12 applicants seeking admission into JMC Academy's Melbourne Campus undergraduate courses must apply through the VTAC system. Mature aged applicants in Victoria who have completed year 12 are also encouraged to apply through this system.

##### *VTAC System*

- VTAC provides comprehensive information to assist JMC Academy's selection officers during this process as well as relevant training.
- Appropriate applicant information is provided to the selection officers to allow for selection decisions to be based on the Selection Criteria for each course.
- The position of JMC Academy courses in an applicant's preference list is not permitted to be a factor taken into consideration when making selection decisions. In doing so VTAC ensures that decisions are made only with reference to the published selection criteria, thereby encouraging a fair, transparent and equitable process that is merit based.
- Selection decisions are not to be influenced in any way by the date of application or whether the applications are classified as Timely, Late, Very Late or Change of Preference (VTAC classifications).
- Selection officers are required to ensure that all potential students are contacted and invited to meet with them.
- The same selection criteria are used to select applicants in each of the three rounds of simulations initiated by VTAC.
- Offers are made to all students fulfilling the selection criteria.
- Potential students who choose to take up the JMC Academy's offer are required, if they have not already done so, to complete an enrolment form.

### 4.3 FOR INTERNATIONAL APPLICANTS

International applicants, who are 18 years of age or older, can apply to study at the JMC Academy campus of their choice by submitting an application to the International Services Department by post, email or via the JMC Academy 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 JMC Academy'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. JMC Academy 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. Additional course-specific evidence may be requested:
  - Music performance applicants must book an audition in person or submit an audition video. The audition must include 2 songs in different genres. One original track may be submitted. The applicant's face must be clearly shown on screen.
  - Songwriting applicants may choose between an audition or a portfolio submission. The songwriting portfolio may include song lyrics, recordings, or other related original creative work,
  - Animation, Games or Digital Design applicants must submit a portfolio of visual artwork. At least 2 recent pieces must be submitted for review.
5. 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 JMC Academy network and in a physical folder by the International Enquiries and Admissions Officer.

It is also the responsibility of the International Services staff 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 a JMC Academy course unless the student has been released by their existing provider.

#### 4.4 FOR SOCIALLY AND EDUCATIONALLY DISADVANTAGED APPLICANTS

These applicants can apply to study at JMC Academy at any time of the year by completing an Application Form, attending an interview and meeting the Selection Criteria which includes JMC Academy 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.

### 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:

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

### 7. RELATED DOCUMENTS

- Transfer between Registered Providers Procedure
- Transfer between Registered Providers Policy
- Diversity Equity and Inclusion Policy
- Entry Requirements by Country
- Assessing English Language Proficiency Policy
- Assessing English Language Proficiency Procedure
- Selection of Students into Undergraduate Courses 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

18<sup>th</sup> April, 2022

## 10. VERSION CONTROL TABLE

Title	<i>Selection of Students into Undergraduate Courses Procedure</i>			
Maintained By	Education Team			
Approving Authority	Governing Council			
Approved Date	07/05/2020			
Version Number	Modified By	Modifications Made	Date Modified	Status
2.0	S. Stanford	Updated to new template and incorporating new and additional information provided by Director of Sales.	06/12/2017	Approved by the Academic Board on 22/03/2018 Superseded
2.1	G. Jedlinska	Reformatted, added related documents and related legislation sections, names updated	12/09/2018	Superseded
2.2	L. Te	Provided additional information on the sections regarding international students	4/10/2018	Approved by G. Markakis as a health Check on 17/10/2018 Superseded
2.3	G. Jedlinska G. Markakis	Removed ATAR/OP as an entry requirement subsequent to Academic Board decision. VTAC statement updated	18/04/2019	Approved by G. Markakis as a Health Check on 18/04/2019 Superseded
2.4	G. Jedlinska	Amended section 4 – minimum age added	07/05/2020	Approved by G. Markakis as a health Check on 07/05/2020 Current