

P02: ADMISSIONS PROCESS

Overseer: PBC Dean of Students

Approval Authority: PBC Academic Council

Review Schedule: 3 yearly

Next Review Due:

Aug 2018

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. 6.11 added.	Adam Niven
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 Provisional Entry Admission	Hanlie van Rooyen

Preamble

All students seeking to undertake studies at Perth Bible College are required to complete an application for course enrolment and supply all the required supplementary materials. The admission requirements are required to be met for the duration of a student's enrolment. Should an application be found to have been approved on the basis of fraudulent information or materials, the enrolment would be cancelled immediately. Should an application be found to have contained misleading information or non-disclosed information relevant to the admission criteria the student's enrolment would be reviewed and revised as required.

1. Australian Students

- 1.1. An Australian Student is either a citizen of Australia or a Permanent Resident of Australia (including Permanent Humanitarian Visa holders).

2. Overseas Students

- 2.1. An "Overseas Student" is a non-resident who has applied to study at Perth Bible College in Australia and who requires a "Student Visa" from the Australian Government in order to study.

3. International Students (non-student visa students)

- 3.1. An "International Student" is a non-resident of Australia who has entered Australia on any other visa that permits Part Time or Full-Time study to be undertaken at Perth Bible College. The study permitted is dependant on the stipulations of the applicant's particular visa.

4. Part Time Students

- 4.1. Due to the number of part time students who complete only single units for professional or personal development, part time students are permitted to be admitted with provisional standing so long as they meet the Academic Requirements (section 7.1).
- 4.2. Part time students seeking such admission may be admitted on the basis of a completed enrolment form and provision of any required documentary evidence for the enrolled study level.
- 4.3. Part time students admitted provisionally in this manner will be required to complete a full application process (section 6) before being admitted to a second semester of study.

5. Equality of access

- 5.1. Perth Bible College does not discriminate in the admission to any of its programmes and activities on the basis of handicap, age, gender, marital status, pregnancy, political conviction, race, colour, national or ethnic origin or denominational affiliation.

6. Application Process

- 6.1. All Applications should be addressed to the Dean of Students.
- 6.2. Applicants may attend the college to discuss the application process with the Dean of Students:
 - 6.2.1. This face to face discussion is primarily for the benefit of the student, to provide information about the courses, the contents of units, the requirements of the study programmes, and to enable them to become familiar with the facilities and procedures of the college.
 - 6.2.2. Selection criteria may be discussed and clarified during the discussion but no new selection criteria are included.
- 6.3. The Dean of Students will assess each application to ensure that all relevant materials have been received. Required materials are outlined in the Australian Student Prospectus and the Overseas Student Prospectus.
- 6.4. PBC will reply to the applicant letting him/her know that the application and specified fees have been received.
- 6.5. The Dean of Students will then send a request for referral and a PBC referral from to the applicants nominated referees.
- 6.6. Once all required documents are received and all applications fees are paid the application will be processed.
- 6.7. Applicants that meet the above requirements are then interviewed (if possible) by the Dean of Students.
 - 6.7.1. The Interview: An interview is only undertaken if a face to face discussion is geographically possible. The interview is primarily for the benefit of the student, to provide information about the courses, the contents of units, the requirements of the study programmes, and to enable them to become familiar with the facilities and procedures of the college.
 - 6.7.2. Selection criteria may be discussed and clarified during the interview but no new selection criteria are included for discussion at the interviews.

- 6.8. The application is then either approved or declined by the Dean of Students in consultation with one other faculty member, preferably the College Principal or the Academic Dean in line with the requirements for entry criteria.
- 6.9. Students are notified of the approval or declination decision within 14 days of receipt of a completed application. All students will also be sent a formal "Letter of Offer".
- 6.10. All students will then be required to complete and return the "Acceptance of Offer" (included with the "Letter of Offer" along with all required fees before a "Conformation of Acceptance" and "Overseas Student Confirmation of Enrolment" (CoE), which shows that PBC has notified the Australian Authorities that the applicant has been accepted to a particular study program, will be issued.
- 6.11. Should an applicant be unsatisfied with the determination of their course enrolment application the applicant may apply to have the decision reviewed by following the processes outlined in P22 Grievance Policy.

7. Requirements for Entry

7.1. Academic Requirements

Students will be required to demonstrate that they are able to meet the academic requirements as outlined below for each course application.

Course	Entry Requirements
Diploma of Ministry	<p>Every candidate must either:</p> <ul style="list-style-type: none">a) have completed year 12 in the Australian school system or equivalentb) have other acceptable post-secondary qualifications completed 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.d) qualify for <i>Provisional Admission</i>¹ <p>All students will also be required to demonstrate English Proficiency, which is equivalent to an academic IELTS band of 6.0 overall with a minimum of 5.5 in each subtest. This can be demonstrated by either:</p> <ul style="list-style-type: none">a) Evidence of the completion of studies undertaken only in the English languageb) Evidence of the completion of English studies undertaken at TAFE or an equivalent institutionc) Completion of an external assessment of English language, for example an IELTS (Academic Version) for overseas studentsd) For domestic students, the completion of the Written English section of the STAT test with a minimum score of 130.

	<p>All domestic students must be 17 years old or above to enrol. All overseas students must be 18 years old or above to enrol.</p>
Advanced Diploma of Christian Ministry	<p>Every candidate must either:</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 b) have other acceptable post-secondary qualifications completed in Australia (e.g. any VET Diploma, PBC Diploma of Ministry) 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. <p>All students will also be required to demonstrate English Proficiency, which is equivalent to an academic IELTS band of 6.0 overall with a minimum of 5.5 in each subtest. This can be demonstrated by either:</p> <ul style="list-style-type: none"> d) Evidence of the completion of studies undertaken only in the English language e) Evidence of the completion of English studies undertaken at TAFE or an equivalent institution f) Completion of an external assessment of English language, for example an IELTS (Academic Version) for overseas students g) For domestic students, the completion of the Written English section of the STAT test with a minimum score of 130. <p>All domestic students must be 17 years old or above to enrol. All overseas students must be 18 years old or above to enrol.</p>

Bachelor of Ministry Degree	<p>Every candidate must either:</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 b) have other acceptable post-secondary qualifications (e.g. PBC Diploma of Ministry with credit average), 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. <p>All students will also be required to demonstrate English Proficiency, which is equivalent to an academic IELTS band of 6.5 overall with a minimum of 6.0 in each subtest. This can be demonstrated by either:</p> <ul style="list-style-type: none"> d) Evidence of the completion of studies undertaken only in the English language e) Evidence of the completion of English studies undertaken at TAFE or an equivalent institution f) Completion of an external assessment of English language, for example an IELTS (Academic Version) for overseas students g) For domestic students, the completion of the Written English section of the STAT test with a minimum score of 140. <p>All domestic students must be 17 years old or above to enrol. All overseas students must be 18 years old or above to enrol.</p>
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Graduate Diploma of Ministry	<p>Every candidate must have:</p> <ul style="list-style-type: none"> a) completed a bachelor level award in any field apart from theology or ministry <p>All students will also be required to demonstrate English Proficiency, which is equivalent to an academic IELTS band of 7.0 overall with a minimum of 6.5 in only one subtest. This can be demonstrated by either:</p> <ul style="list-style-type: none"> b) Evidence of the completion of studies undertaken only in the English language which included a significant portion of written essay submissions c) Evidence of the completion of English studies undertaken at TAFE or an equivalent institution d) Completion of an external assessment of English language, for example an IELTS (Academic Version) for overseas students e) For domestic students, the completion of the Written English section of the STAT test with a minimum score of 140. <p>All domestic students must be 17 years old or above to enrol. All overseas students must be 18 years old or above to enrol.</p>
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¹ *Provisional Entry Admission*

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.

Students admitted by Provisional Entry have a Course Status of Provisional Standing (see P21 Academic Progress). It is compulsory for a provisional student to complete a Study Ready unit (Effective Academic Communication; Semester 1 and Theological Thinking and Writing; Semester 2) prior to, or in conjunction with their first year of study. It is compulsory for a first-year student, who is not enrolled for a Study Ready unit, to complete the Study Skills unit and attend other support services as necessary. Should your application be successful, all your obligations as a provisional entry student will be outlined in your formal "Letter of Offer" (see 6.10 above).

Prospective students seeking admission via the Provisional Entry pathway should submit a portfolio containing the following:

- a) The PBC Application Form
- b) A cover letter outlining your motivation and reasons for seeking entry. The letter should reflect commitment, preparation and commitment to successfully complete the course.
- c) A Resume outlining your work and/or ministry experience, both paid and volunteer, that supports your application.
- d) Academic Records for any and all education and training to date. This includes workplace or ministry training and courses.

Prospective students applying for Provisional Entry will be required to complete an interview as outlined in section 6.7 above.

Under section 6.8 above, in the case of a Provisional Application, after the interview, the Dean of Students will make their informed judgement on the demonstrated reasonable likelihood for satisfactory completion of the course, and outline the reasons for this decision and any further conditions on the entry (e.g. any compulsory support services). The decision will then be reviewed by the Academic Dean or the Principal prior to being finalised.

In the case of provisional entry students, the prior experience reviewed would not qualify for Recognised Prior Learning credit as the prospective student's inability to enter the course via a direct pathway provides no grounds for demonstrating achieved outcomes at the level or rigour of the course.

7.2. Personal and Spiritual Requirements

Students will be required to meet the following criteria:

HIGHER EDUCATION COURSES:

- 1. Confess their faith in Christ in accordance with the PBC Statement of Faith.
- 2. Be involved regularly in a local church.
- 3. Express a desire to be involved in Christian ministry.
- 4. Have a capacity for studying in a tertiary institution.
- 5. Agree to abide by PBC policies, procedures and Code of Conduct.

7.3. Overseas Students must be above the age of 18 to be permitted entry into a PBC course.

7.4. Domestic students must be above the age of 17 if they have not completed Year 12 to be permitted entry into a PBC course.