

Admissions Application and Selection Procedure



Procedure Preamble

This procedure describes the process used by Australian College of Sport (ACS) for student selection and recognises the principles of fair treatment and equal benefits and opportunities as noted in Schedule 1A of the Higher Education Support Act (HESA) and the assistance provided by our organisation to all persons seeking to enrol in ACS education programs.

Procedure Statements

Requirement to Make an Application for Admission

Before enrolling in an ACS course of study, a person must make an application by completing ACS's application form to be admitted into that course of study. This requirement does not apply to re-enrolling students, or students re-enrolling after an approved leave of absence.

Eligibility for Admission

Only eligible applicants can be admitted into a VET program of study with ACS.

Eligibility may be conditional upon:

- Providing evidence of completion of Year 12 or displays competence at or above Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy*
- Providing evidence of nominated sport playing history
- Providing evidence of nominated sport competition results
- Providing details of nominated sport experience and any coaching history
- Providing nominated sport or character references

ACS's Executive Training Committee is responsible for assessing all applications. Eligibility for admission is considered separately from selection. That is, an eligible applicant is not automatically guaranteed a place in any ACS course. The Executive Training Committee may refuse admission or disqualify an applicant, should the applicant provide any information that is false or misleading, or not meet the specified conditions.

*ACS utilises the Core Skills Profile for Adults (CSPA) as the Exit Level 3 assessment tool and requires that the process be conducted with honesty and integrity.

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Selection of Applicants into a Course of Study

Eligible applications are selected from meeting the eligibility criteria as detailed above.

Notwithstanding the criteria above, in granting admission ACS may take into account any special circumstances that may have educationally disadvantaged a particular applicant provided such a decision is:

- supported, where applicable, by documentary evidence; and
- made in consultation with the Executive Training Committee

Admission into a Course of Study

Provided an applicant has fulfilled the requirements of eligibility, an applicant will be made a formal offer in writing before being admitted into a course. Offers shall only be made by the Office Manager or as prescribed by the Chief Executive Officer. ACS can refuse or revoke an applicant's admission into a course of study if the applicant provides any information that is false or misleading.

Enrolment and Payment Procedures

Upon acceptance of the formal offer by ACS, the applicant will be provided with an Enrolment Form to complete. At this time, the relevant policies and procedures that the applicant must be aware of, and acknowledged, prior to enrolment, will be provided and explained to the applicant.

Payment options are available to domestic students.