Entry Requirements and Student Selection Policy and Procedures

Policy ID	T006
Previous versions	4 September 2013; 14 November 2017; 8 April 2021; 7 October 2021
Current version	Approved by Academic Board on 11 March 2025
Scheduled review date	March 2028
Threshold Standard	1.1
Appendix A	List of amendments

1. Introduction

This policy describes the entry requirements for ACSA's accredited award courses.

2. Purpose

This policy provides a framework for managing and processing applications for ACSA's accredited award courses. This policy also provides applicants with information on the application requirements and process.

3. Scope

This policy applies to domestic applicants who are applying to undertake an accredited award course at ACSA.

4. Policy

4.1 General Entry Principles

Adelaide Central School of Art will admit suitably qualified applicants to its accredited award courses. In doing so, it will:

- consider both academic factors and non-academic factors in making decisions about whether to accept applicants;
- treat all applicants in a fair and equitable manner;
- seek to ensure that each applicant accepted into its accredited award courses will have a good chance of completing the course successfully.

4.2 Entry requirements for the Bachelor of Visual Art (BVA) and nested courses, the Associate Degree of Visual Art (ADVA) and the Diploma of Visual Art (DVA)

4.2.1 Academic Entry Requirements

The following is normally required:

- Completion of the South Australian Certificate of Education (SACE) with a minimum ATAR score of 60 (or the equivalent certificate and score from an Australian secondary school) within the last 5 years OR
- Completion of the International Baccalaureate Diploma within the last 5 years OR
- Attainment of a qualification of AQF Level 5 or above within the last 10 years

4.2.2 Alternative Entry Requirements

The following are normally required:

- Attainment of a qualification of AQF Level 5 or above more than 10 years ago OR
- Completion of the South Australian Certificate of Education (SACE) with a minimum ATAR score of 60 (or the equivalent certificate and score from an Australian secondary school) more than 5 years ago OR
- Completion of the South Australian Certificate of Education (SACE) with an ATAR score below 60 (or the equivalent certificate) OR

- Partial completion of a recognised higher education program at a recognised higher education institution OR
- Completion of a recognised Vocational Education & Training (VET) Certificate OR
- Completion of a recognised Foundation Studies Program, OR
- Previous non-formal visual art study or practice

4.2.3 Portfolio Interview

All applicants are required to attend a portfolio interview. The portfolio interview assists ACSA to determine an applicant's readiness and suitability for their chosen course. Applicants receive advice on preparing their portfolio as part of the application process.

Applicants under the age of 18 will be provided with the option of having their parent/guardian present at the interview and will be advised that parent/guardian consent is required upon enrolment.

During the portfolio interview, the panel will assess applicants against the following criteria:

- Work examples in portfolio
- Communication
- Commitment to learning/study

The interview panel will assess the extent to which an applicant has demonstrated each criteria and allocate a score from 1 to 4 using the application interview rubric: 1: Developing, 2: Functional, -3: Proficient, and 4: Advanced. 4.

To be offered a place in the DVA, ADVA or BVA, applicants must achieve a passing score of 6 or above in their portfolio interview. If an applicant receives a score lower than 6 and the panel wishes to offer that applicant a place, the panel must justify this decision by providing additional written reasoning on the interview record, as well as identify academic risks (if any) and corresponding support strategies.

The interview scores will also be used to rank applicants if required, as detailed below.

4.2.4 Ranking Criteria

In the event that applications exceed places in courses, the following ranking system of 1-6 is used:

ACADEMIC ENTRY

1. Full time applicants with ATAR score >60 (within 5 years) OR a qualification of AQF Level 5 or above (within 10 years)
2. Part time applicants with ATAR score >60 (within 5 years) OR a qualification of AQF Level 5 or above (within 10 years)

ALTERNATIVE ENTRY

3. Previous visual art study, including:
   - Tertiary level study in visual art (can be incomplete) OR
   - Certificate IV in visual art
4. Qualifications achieved outside of the timeframe for academic entry, including:
   - ATAR score >60 (more than 5 years old) OR
   - Tertiary qualifications in any area (more than 10 years old)
5. Other formal academic study, including:
   - Partial completion of tertiary level course in any area OR
   - Completion of the South Australian Certificate of Education (SACE) with an ATAR score <60 OR
   - VET Certificate in any area OR
   - Foundation Program
6. Non-formal visual art study AND/OR personal art practice

Applicants will be ranked according to category, and then (if required) by portfolio interview score within each category. Applicants that fail to meet the application requirements (e.g. received a score lower than 6 in the interview) will be ranked last overall, rather than within their entry category.

4.3 Entry requirements for the Bachelor of Visual Art (Honours) (BVA (Hons))

To apply for the Bachelor of Visual Art Honours, applicants are required to have completed an undergraduate degree in visual art (or equivalent qualification) with a credit average or higher.

4.3.1 **Application Interview**

All applicants to the BVA (Hons) are required to attend an application interview. The interview assists ACSA to determine an applicant's readiness and suitability for their chosen course. Applicants receive advice on preparing for the interview as part of the application process.

During the interview, the panel will assess applicants and the submitted application against the following criteria:

- Application proposal and work examples
- Communication
- Commitment to learning/study

The interview panel will assess the extent to which an applicant has demonstrated each criteria and allocate a score from 1 to 4 using the application interview rubric: 1: Developing, 2: Functional, -3: Proficient, and 4: Advanced.

To be offered a place in the BVA (Hons), applicants must achieve a passing score of 6 or above in their interview. If an applicant receives a score lower than 6 and the panel wishes to offer that applicant a place, the panel must justify this decision by providing additional written reasoning on the interview record, as well as identify academic risks (if any) and corresponding support strategies.

4.3.2 Ranking Criteria

The application rubric covers both the submitted application and interview process. The rubric scores will be used to rank applicants.

5. Responsibilities

5.1 The Academic Administration Manager is responsible for ensuring that academic and administration staff members comply with the policy.

5.2 The Student Services Officer is responsible for ensuring that applicants meet the admission and application requirements prior to commencing a course of study at the School.

6. Application Procedures

6.1 For admission into the DVA, ADVA or BVA, applicants are required to submit the online application form, supporting documentation (including identity documents and evidence of Australian citizenship or permanent residency), and 300 word review by the prescribed due date. For further information on the application requirements, please refer to the New Student Application Form.

6.2 For admission into the BVA (Hons), applicants are required to submit the online application form, supporting documentation (including identity documents, evidence of Australian citizenship or permanent residency, and evidence of meeting the academic entry requirements), a 500-word proposal, curriculum vitae, and digital portfolio.

6.3 Applicants for the DVA, ADVA or BVA who wish to apply for Recognition of Prior Learning (RPL) are required to submit the RPL Application Form and supporting documentation by the prescribed new student application due date. For further information, please refer to the RPL Application Form.

6.4 All applicants are invited to attend a portfolio interview with a minimum of two suitably qualified staff members, one of which must be an academic staff member.

6.5 Applicants are notified of the outcome of their application by email. Applicants who are accepted into a course of study receive a Letter of Offer and Enrolment Pack. Applicants who are not accepted into a course of study receive written notification.

6.6 Late applications incur a fee as detailed in the New Student Application Form. Adelaide Central School of Art reserves the right not to accept late applications.

6.7 Applicants who are dissatisfied with the outcome of their application are referred to the School's Student Grievance Policy and Procedures, available on the website.

7. Related Documents

- New Student Application Form
- RPL Application Form

Appendix A – Policy Amendments

1. Version 1: Approved by Academic Board on 4 September 2013.
2. Version 2: Approved by Academic Board on 8 October 2014.
3. Minor amendment (position title change). Approval not required. 28 September 2016.
4. Version 3: Amended the minimum entry requirement for previous tertiary study from AQF Level 6 to AQF Level 5, in line with the feedback from TEQSA from the 2016/17 reaccreditation process. Minor updates to wording under Item 4 Policy.
5. Version 4: Policy reviewed and updated to include the recently accredited Diploma of Visual Art; a time limit for use of the ATAR for academic entry (valid for 5 years from completion); a more detailed ranking system to improve admissions transparency.
6. Version 5: Update to wording of academic entry requirements to recognise all qualifications of AQF Level 5 or above.
7. Version 6: Update to BVA/ADVA/DVA entry requirements to interview all applicants. Inclusion of entry requirements for the BVA (Hons).