

ADMISSION PROCEDURE: CCSC; EDUCATION

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1. PURPOSE

To outline the admissions procedure for students enrolling into courses under the Faculty of Education and the Faculty of Counselling, Chaplaincy and Spiritual Care (CCSC).

2. DEFINITIONS

The following definitions apply for the purpose of this procedure:

Key Term - Acronym	Definition
CCSC	Faculty of Counselling, Chaplaincy and Spiritual Care, including Professional Supervision
Dean	Faculty dean
GTE	Genuine Temporary Entrant questionnaire
DSS	Director of Student Services
MC	Morling College
PRISMS	Provider Registration and International Student Management System

3. SCOPE/CONTEXT

This procedure is relevant to all anyone applying to a course of study in the Faculty of CCSC or the Faculty of Education at Morling College (MC), and those staff processing the enrolments. This procedure does not apply to applications in the Faculty of Bible and Theology.

4. STEPS

STEP 1 – COMPLETE AND SUBMIT APPLICATION FOR ADMISSION FORM

- 4.1 Applicants are required to complete the relevant faculty online application form, available from the MC website.
- 4.2 All required supporting documentations must be certified copies of the original documentations. Where documentation shows a different name from that under which the applicant wishes to enrol, they must supply evidence in support of their change of name, e.g., a certified copy of a marriage certificate.
 - 4.2.1 Certified copies of the original official academic transcripts and award certificate of previous tertiary studies.
 - 4.2.2 Resume.
 - 4.2.3 Personal statement.
 - 4.2.4 Certified copy of either birth certificate or passport.
 - 4.2.5 Two references (a pastor's reference and a professional referee). The Dean has discretion to vary this requirement. The applicant must ensure that a referee be someone who can attest to their experience and character profile to study at MC.
 - 4.2.6 Working With Children Check Number (CCSC only).
 - 4.2.7 Certified copy of an academic IELTS score, or evidence of tertiary education completed solely in English. Tertiary education completed in countries appearing on the current list of English Language Proficiency requirement of the [Australian Universities Admissions Centre](#) will be approved as completed in English (overseas or permanent resident applicants living in Australia, overseas applicants, or applicants with a non-English speaking background).
 - 4.2.8 Current visa documentation (overseas or permanent residents applicants living in Australia or overseas applicants).
 - 4.2.9 A clear passport-sized photo.
 - 4.2.10 Psychometric testing (Counselling only). These tests are available from applications@morling.edu.au.
 - 4.2.11 The applicant submits the completed online application form, along with the required supporting documentation. Original certificates

must not be sent as these will not be returned; only certified copies will be accepted. Applicants are allowed to bring in original certificates and documents onsite for MC staff member to certify. The following are eligible to certify your documents:

- An accountant (i.e. a member of a recognised professional accounting body or a Registered Tax Agent).
- A person listed on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner.
- A barrister, solicitor, or patent attorney.
- A police officer.
- A postal manager.
- A principal of an Australian secondary college, high school or primary school.
- A medical practitioner.
- A Justice of the Peace (with a registration number in the State in which they are registered).
- A minister of religion (registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961).

4.3 Documentations can be submitted to

4.3.1 122 Herring Road, Macquarie Park NSW 2113, Australia; or

4.3.2 20 Hayman Road, Bentley, WA 6102, Australia; or

4.3.3 applications@morling.edu.au.

STEP 2 – CHECK SUBMITTED APPLICATION FOR COMPLETEDNESS

4.4 The application is checked for completeness including all required supporting documentation and referee reports received by the Future Student team.

4.5 If the application is incomplete, the applicant will be notified of the outstanding documentations required to proceed with their application.

4.6 The application is checked to verify that all the course entry requirements are satisfied.

4.7 If the applicant does not meet the defined course entry requirements, the application is rejected, and the applicant is notified.

4.8 If the applicant meets the defined course entry requirements, their application will proceed to the interview (where applicable) and assessment process.

STEP 3 – INTERVIEW APPLICANTS (CCSC ONLY)

- 4.9 Psychometric tests (Counselling applicants only) are submitted with the application form, reviewed prior to the interview and discussed only if necessary.
- 4.10 The aim of the interview is to:
- 4.10.1 Discuss with the applicants their commitment to counselling/ chaplaincy / professional supervision. This part of the interview focuses on the applicant’s goal upon completion of the course. This will create the opportunity for the interviewers to be open about the nature of this program of study and to ensure that it is likely to assist the applicant achieve her/his goals.
- 4.10.2 Determine the applicant’s level of relational maturity and resilience to deal with some of the unique challenges that are inherent in the counselling, chaplaincy, and professional supervision professions. If major concerns arise during the interview process, then discussion about the applicant’s suitability will be undertaken with the Dean.

STEP 4 – ASSESS THE APPLICATION FOR ADMISSION

- 4.11 MC assesses the information contained in the application form, the required supporting documentation against the defined entry requirement for the respective course and all the results from the interview process and referee reports.
- 4.12 MC may request students complete an Academic Suitability test as part of the admission and assessment process.
- 4.13 The following selection and guidance criteria are used in the assessment of the application:
- 4.13.1 Basic requirements – reviewed from the application forms
- Confirmation of identity
 - Academic competency
 - English language competency
 - Citizenship/resident visa status
 - Submitted documentation
- 4.13.2 Tertiary qualifications and references
- Certified copies of original official transcripts/testamurs or sufficient evidence for Special Entry conditions
 - Referee reports – one professional and one pastoral referee reports

- 4.13.3 Personal statements
- 4.13.4 Result of the interview process
- 4.13.5 Resume

STEP 5 – OVERSEAS STUDENTS (CRICOS COURSES ONLY)

- 4.14 Overseas students are required to fill in the Genuine Temporary Entrant (GTE) questionnaire which may require the applicant to submit further supporting documentation as evidence.
- 4.15 The GTE is assessed by the Director of Student Services (DSS).
- 4.16 Overseas applicants may be required to have an interview with the DSS to assess the genuine intention of studying at MC as an overseas student.
- 4.17 Once the overseas applicant has been approved, the applicant will be issued an Overseas Written Agreement Form which must be signed, dated, and returned.
- 4.18 Once the Overseas Written Agreement form is completed and returned, the student will be issued their Confirmation of Enrolment (CoE) from PRISMS, which will enable them to submit their student visa application.
- 4.19 The overseas applicant must notify the Academic Services team on the outcome of their student visa application as soon as possible.

STEP 6 – APPLICANT NOTIFIED

- 4.20 Successful applicants are notified of their acceptance and are sent a Letter of Offer into the course, MC Welcome Letter, New Student Guide, and an online enrolment form to proceed with their enrolment.
 - 4.20.1 Students must complete and sign the acceptance page of their Letter of Offer.
- 4.21 Unsuccessful students are notified as such.

STEP 7 – ENROLMENT PROCESS

- 4.22 The student completes and submits an online Enrolment Form for their unit selection(s) of the coming study period.
- 4.23 Students needing assistance of their unit selection must contact the relevant Course Advisor (detailed in the New Student Guide).
 - 4.23.1 For CCSC, counselling@morling.edu.au
 - 4.23.2 For Education, education@morling.edu.au
- 4.24 Enrolment data is entered, recorded, and processed by the Academic Service's office.

- 4.25 Students are provided with a student number and Morling Online (Moodle) login details to access their unit material and resources.

5. RELATED DOCUMENTS AND LEGISLATION

Internal

- Admission Requirements CCSC
- Admission Requirements Education
- Admissions Policy CCSC; Education

External

- Education Services for Overseas Students Act 2000
- Higher Education Standards Framework (Threshold Standards) 2021

6. REFERENCES

Nil

7. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
3.00	Vice-Principal (Academic)	12 January 2024	12 January 2024	Admission Procedure CCSC V2.00 and Admission Procedure Med (Lead), Med and GradDipEd V2.00 merged, reviewed and updated.
2.00	Academic Board	17 October 2018	17 October 2018	Procedure extracted from Admissions Requirements for Counselling Courses 2014 and formatted into new template.
1	Academic Board	April 2015	April 2015	

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