

## **Selection of Students – Master of Counselling**

### **Policy**

The Australian Institute of Professional Counsellors upholds the principle that all students and applicants seeking to enrol are treated fairly and equitably. To ensure this the Institute has open, fair, clear and transparent procedures that are based on clearly defined entry criteria for making decisions about the selection of students. Students will be selected on merit based on the published criteria. The Institute will ensure that throughout the process of selection and enrolment, applicants are treated courteously and expeditiously.

Enrolment and selection information is included in the Course Prospectus provided to prospective students prior to applying for enrolment and on the Institute's website so students are aware of the process both before and during enrolment.

### **Relationship to the Higher Education Support Act 2003**

In accordance with the Higher Education Support Act 2003 the Institute will have open, fair and transparent procedures that are based on merit for making decisions about:

1. the selection, from among persons who seek to enrol with the Institute in a unit of study who are, or would be, entitled to FEE-HELP assistance; and
2. the treatment of students who are, or would be, entitled to FEE-HELP assistance undertaking a unit study.

The above undertakings do not prevent the Institute taking into account, in making decisions about the selection and treatment of students, educational disadvantages that a particular student has experienced.

The opportunities and benefits of Commonwealth assistance will be made equally available to all eligible students upon enrolment.

### **Procedure**

There are two stages to the entry process into the Master of Counselling. They are:

1. Submission of a Course Application Form, necessary supporting documentation and a Personal Competency Essay.
2. Determination of application by the Program Leader.

### **Application for Course Enrolment and Entry Requirements**

To enrol into the Master of Counselling, applicants are required to submit their enrolment via the AIPC website, along with any supporting documentation that is required for entry to the course.

Course Application Forms and associated application documentation are received prior to the commencement of the Trimester and processed by Student Support Staff. Applicants are advised prior to the Trimester commencing of the outcome of their application. Late

applications during the first two weeks of the Trimester may still be accepted depending on subject availability and student numbers.

### **Standard Admission Requirements**

Applicants are required to have:

1. Completed a Bachelor degree in any field.

Applicants relying on a previous qualification are required to provide appropriate supporting documentation with their Course Application Form.

### **Personal Competency Essay**

All Course Application Forms are to be accompanied by a 300-word Personal Competency Essay, with applicants to cover:

- › attributes they will require to study counselling at the Masters level;
- › attributes they have which may adversely affect their study of Counselling; and
- › personal reflection on their attributes.

### **English Language Proficiency**

All prospective students who identify that English is a second language on their application form are required to supply evidence of a level of achievement in a recognised English Language Testing System with their application.

The levels of achievement required are:

- › IELTS: Overall Band Score of 6.5, with a minimum score of 6.0 in each band
- › TOEFL (paper-based): 570 with a minimum Test of Written English Score of 5
- › TOEFL (electronic): 230 with an essay rating of at least 5
- › TOEFL (internet): 90 or better with a minimum of 20 in each band.

### **Assessment of Applications**

Upon receipt, the Student Support Team will screen the application for its completion and correctness. Applications that do not contain all necessary supporting documentation, including the essay, will not be processed until all documentation is supplied.

All information about the applicant and supporting application documentation is then passed to the Program Leader who is the approving authority for an applicant's entry to the course.

The application and selection process will enable applicants to be rated on the following:

1. Satisfying minimum educational level for entry to the course,
2. An indication of the applicant's writing skills.

The application is assessed by the Program Leader who then determines if the applicant will be offered a place in the course.

All applications are assessed on a first in, first served basis and student numbers are limited so that a low lecturer-to-student ratio is maintained. A place in the course is offered subject to student numbers and availability of places.

Applicants are advised prior to the Trimester commencing of the outcome of their application.