

Selection of Students – AIPC Professional

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 Guide 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 relevant AIPC Professional Graduate Certificate or Graduate Diploma. 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 AIPC Professional, 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 Term and processed by Student Support Staff. Applicants are advised prior to the Term commencing of the outcome of their application. Late applications during the first two weeks of the Term may still be accepted depending on subject availability and student numbers.

Standard Admission Requirements

Applicants are required to have:

1. A Bachelor's Degree (AQF Level 7) in any field.

Applicants are to supply a certified copy of the qualification with their Course Application Form.

Where a specific AIPC Professional course has additional entry requirements, applicants are also required to satisfy the entry requirements specified for that course.

Personal Competency Essay and Supporting Documentation

All Course Application Forms are to be accompanied by a 300-word Personal Competency Essay addressing why the applicant is interested in studying the particular course, and what they are aiming to achieve once qualified.

Applicants may also be required to provide the following documentation where entry is sought through a relevant pathway:

- › A Curriculum Vitae including work history, management, supervisory, technical or professional experience, duties and responsibilities for each role, and start and end dates of employment; and
- › Written references or statements of service from employers and/or line managers/supervisors confirming roles held, responsibilities and duties, and dates and length of employment.

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 Term commencing of the outcome of their application.