

1. POLICY STATUS AND DETAILS

Policy Number	NAP_003
Approving Authority	Academic Board
Date Implemented	
Current Version	NAP_003_03_AB12_2022
Date of Review	January 2025
Contact Officer	Director Learning and Innovation
Related Policies, Procedures and Documents	<p>Student Handbook</p> <p>Assessment Sheets and Marking Rubrics</p> <p>NIDA Student Charter, including the NIDA Code of Conduct</p> <p>Non-Academic - Grievances, Complaints, Misconduct and Appeals Procedure</p> <p>Fee Policy - Domestic Students</p> <p>Fee Policy - International Students</p> <p>Credit Transfer and Recognition of Prior Learning Policy and Procedure</p> <p>Course Regulation Documents</p>

2. DEFINITIONS

Term	Definition
Accredited Program	A program that is recognised under the Australian Quality Framework (AQF) and is registered with one of the two main regulatory agencies, being TEQSA (Tertiary Education Quality Standards Authority) for Higher Education and ASQA (Australian Skills Quality Authority) for Vocational programs. An accredited course is one that leads to the conferral of a degree or the award of a certificate or diploma
Admissions	The process by which a prospective student applies for a place in an accredited NIDA program, is considered and selected or rejected
Applicant	An individual who has made an application to be considered for a place in an undergraduate, graduate program or vocational program at NIDA
Australian Qualifications Framework	The AQF is the national policy for regulated qualifications in the Australian education and training system.
Confirmation of Enrolment (CoE)	Document stating an international student is enrolled at NIDA. It is the document required by Border Security to process an application for a student visa

Credit	The value assigned for the recognition of equivalence in learning outcomes between different types of learning and/or courses. Credit, if granted, reduces the amount of study required to achieve a higher education degree
Credit Transfer	A process that provides students with agreed and consistent credit outcomes for components of a higher education degree based on identified equivalence in learning outcomes between comparable higher education degrees
Documentary Evidence	Certified transcripts, portfolios, references, work statements, photographs, Curriculum Vitae, referees
Formal learning	The attainment of formal qualifications achieved through study at an accredited education provider within the Australian Qualification Framework
NIDA Code of Conduct	Framework outlining the rights and responsibilities of all members of the NIDA community in terms of behavior whilst at NIDA, working for NIDA or involved in NIDA related activities offsite
NIDA Student Charter	A document that establishes the expectations for student conduct for the duration of their enrolment. It includes the NIDA Code of Conduct
Offer	The written advice to an applicant that NIDA is offering them a place in an accredited program of study
Recognition of Prior Learning	An assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit
Selection Criteria	Characteristics used to select applicants for a particular course which will be made publicly available.

3. SCOPE OF POLICY

This policy applies to all applicants for accredited programs at NIDA.

This policy and procedure has rights and responsibilities as follows:

The Director Learning and Innovation is responsible for:

- ensuring that admissions practices are compliant with legislation, regulatory guidelines and NIDA's own documented policies and procedures
- ensuring the accessibility of this policy by staff and applicants
- ensuring the eligibility and selection criteria for degree and vocational programs are made publicly available to potential applicants by the first Monday of July each academic year.
- implementation of this policy.

All staff are responsible for supporting this policy and following procedure in the recruitment process.

4. PRINCIPLES

NIDA is committed to identifying and supporting applicants from diverse backgrounds to engage in the application and admissions process.

The principles that underpin applications and admissions processes are:

- a) applicants will be selected for admission on competitive merit
- b) eligibility and selection criteria for each course will be made publicly available
- c) commitment to social equity and artistic and academic excellence, and welcomes applications from the broadest possible range of people

- d) subject to the same quality assurance processes as all assessment practices at NIDA.

5. POLICY

5.1 NIDA is committed to a merit-based selection of students in a fair and equitable manner.

5.2 Meeting the eligibility requirements does not guarantee selection or admission to a program.

5.3 Eligibility Requirements for Admission

5.3.1 General entry requirements Higher Education:

- Completion of a year 12 certificate or equivalent qualification at the end of high school for undergraduate programs
- Completion of an undergraduate degree and/or five years documented relevant work experience for postgraduate programs
- Minimum age requirements - be 18 years of age by 31 March in their first year of enrolment for domestic students and 18 years at date of application for international students
- English language proficiency requirements appropriate for vocational, undergraduate and graduate courses respectively be proficient in written and spoken English. International students must have an English language proficiency of equivalent to an Academic IELTS 7.0 with no band score less than 6.0 (IELTS 8.0 for BFA (Acting)).
- Skills and knowledge appropriate to the level and discipline into which the applicant is seeking to gain admission
- An evidenced interest in the dramatic and entertainment arts

5.3.2 General entry requirements Vocational Studies:

- Reached the age of 18 before the commencement of the course
- At the interview, demonstrate a high level of practical ability and motivation
- Met the unit of competency level required by the applicable training package

5.3.3 Program Entry Requirements:

Each discipline establishes specific entry requirements and eligibility criteria based on the unique nature of their course. These must be consistent with NIDA's commitment to academic and creative excellence and be in line with the academic and creative demands of the program and may include non-academic attributes required for successful completion of the program.

Program entry requirements may require other elements including, but no limited to:

- Attending an audition/ recall performance
- Attending an interview
- Presenting and speak to a portfolio and or project
- Undertaking a skills test and or an English proficiency test

- Completing a written literacy exercise

5.4 Selecting Applicants

- 5.4.1 Only applicants who meet eligibility requirements will be considered for selection
- 5.4.2 Selection is merit based and may take into consideration applicant's suitability for admission and the availability of NIDA resources and personnel
- 5.4.3 Where applicants exceed places available in a program applicants may be ranked based on the published eligibility requirements
- 5.4.4 For each course, NIDA may will establish a quota of places based on resources and capacity
- 5.4.5 If you have been offered a place in a NIDA accredited course, you cannot defer the commencement of your study. If you are unable to commence for the year you applied for you will need to reapply the following year.
- 5.4.6 Program offers are subject to minimum enrolments

5.5 Application Fees

NIDA reserves the right to levy fees and charges in relation to applications and admissions.

5.6 Appeals

5.6.1 Selection panel decisions are final. There is no appeal on a decision.

5.6.2 Appeals in regard to discrimination in process can be made through the Non-Academic Complaints and Appeals Policy and must be submitted via the Non-Academic Complaints and Appeals eForm within 5 working days of your application not being accepted.

5.6.3 Appeals are managed in accordance with the Non-Academic Complaints and Appeals Policy and Procedure.

5.7 Support and Advice

Support and advice with regards to applications is available from Student Services for degree programs and from Vocational Services for Vocational programs.

6. CHANGE HISTORY

Date	Change Description	Reason for Change	Author	Version
November 2022	Removal of irrelevant definitions	Legal advice from NIDA lawyers	SSQA	3.0
June 2022	Changes to: roles, formatting, definitions, minor phrasing adjustments	Revisions and updates as part of review		
June 2018	<ul style="list-style-type: none"> ▪ New format ▪ Re-organised information ▪ Expanded definitions ▪ Expanded document framework 	Review	SELQA	2.0

7. CONSULTATION/BENCHMARKING

Benchmarked against policies and practice from a number of higher education providers and other sources

Relevant policy documents from the following are gratefully acknowledged:

- Australian Film, Television and Radio School (AFTRS)
- Edith Cowan University (WAAPA)
- University of Sydney
- University of New South Wales (UNSW)
- The Julliard School

Consultation: Academic Heads of Courses, students.

Legislation and Regulatory Frameworks	Higher Education Threshold Standards 2021 Education Services for Overseas Students (ESOS) Act 2000 National Code of Practice for Providers of Education and Training to Overseas Students 2018 Privacy and Personal Information Protection Act 1998 Disability Discrimination Act 1992 Disability Standards for Education 2005 Standards for Registered Training Organisations (RTOs) 2015 ASQA General Directions
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