

# Student Selection, Admission, and Enrolment Policy and Procedures (Higher Education)

<b>Policy Name</b>	Student Selection, Admission, and Enrolment Policy and Procedures (Higher Education)
<b>Policy number</b>	SSP001
<b>Date approved</b>	7 June 2023
<b>Approving body</b>	Academic Board
<b>Responsible officer</b>	Faculty Dean
<b>Implementation officer</b>	Student Services Manager
<b>Next review date</b>	Two years after date of approval
<b>Linked policies</b>	<a href="#">TLP005-Recognition-of-Prior-Learning</a> <a href="#">SSP004-Register-of-Responsibilities-for-Academic-Student-Matters-Policy</a> SSP009 International Student Policy SSP012 Diversity, Equity and Inclusion Policy SSP010 Learning Environment Student Wellbeing and Inclusion Policy SSP011 Tuition Fees Policy <a href="#">CDD002-Course-Development-Policy</a> CDD008 Course and Unit Change Policy (TBC)
<b>Linked forms and documents</b>	<a href="#">Application Portal</a> <a href="#">Course Handbooks</a>

# 1. Purpose of this policy

The Cairnmillar Institute (the Institute) is committed to ensuring:

- fair and consistent practices in relation to student:
  - Recruitment
  - Selection, and
  - Enrolment
- that students meet standards that demonstrate the potential for success in higher education studies.

This policy details the rules and procedures in place to ensure fair and equitable admissions practices in line with the relevant rules and legislation, including but not limited to:

- Higher Education Support Act 2003 (HESA)
- HESA Administrative Guidelines 2012 (HESA Guidelines)
- Higher Education Standards Framework (Threshold Standards) 2021

This policy does not apply to VET and RTO courses.

## 2. Policy

### 2.1. Information for prospective students and applicants

2.1.1. The Institute must provide the following information to prospective students about the courses offered at the Institute:

- a) A general description of the course
- b) The qualification gained upon completion of the course
- c) Any relevant professional accreditations that apply to the course (e.g. APAC, PACFA and/or ACA)
- d) The duration of the course in both full-time and part-time modes (if applicable)
- e) Outline of the study mode of the units
- f) Required units of study and course structure
- g) Work placement requirements (if applicable)
- h) The tuition fees to be paid for units in the course
- i) The tuition fee refund policy
- j) For international students, any requirements regarding their study visa and the CRICOS code for the course
- k) English language proficiency (if applicable)
- l) Granting of credit or recognition of prior learning
- m) For Australian students, information relating to FEE-HELP
- n) Equivalent full-time study load (EFTSL) weightings and credit points for each unit of study
- o) A statement of course tuition assurance

- p) The facilities and student services available on campus
- q) Minimum requirements for application and selection in the course, including any particular conditions of enrolment and participation for undertaking particular courses of study that may not apply to other courses more generally, such as health requirements for students undertaking clinical work, requirements for security checks, particular language requirements and particular requirements of work placements.

2.1.2. For undergraduate courses at AQF 5, 6, or 7 or other courses where ATAR is an admissions factor, the Institute must publish an official Admissions Information Set, using the prescribed definitions and any other Admission Transparency Information as required by the Department of Education in accordance with the Admissions Transparency Implementation.

2.1.3. For postgraduate courses admission information should also be as clear and accessible as possible.

## 2.2. Dissemination of unit information

2.2.1. Prior to 1 September each year, the Institute must publish on its public website a schedule for all the units/courses of study the Institute proposes to provide during the following year which details:

- a) Tuition fees
- b) EFTSL values
- c) Census dates
- d) English proficiency requirements

## 2.3. Eligibility for selection and admission

2.3.1. To be eligible for admission into a course at the Institute, applicants must:

- a) Meet the Institute's admission requirements for the course
- b) Comply with the Institute's application process

2.3.2. Official minimum criteria for applications and selection are detailed and authorised in the Course Handbook for each course, and then published on the Institute website and in all other relevant materials for applicants and potential students.

2.3.3. Minimum entry criteria for each Institute course must comply with the [Australian Qualifications Framework \(AQF\)](#) and Schedule A of this policy, and any relevant professional standards or regulations.

2.3.4. Courses may have additional selection criteria including subjective elements such as

interviews or portfolios in addition to academic standards.

- 2.3.5. Changes to admission criteria can only be made in accordance with CDD002 Course Development Policy or CDD008 Course and Unit Change Policy
- 2.3.6. Offers of admission are only made to eligible applicants whom the Institute believes to have a genuine expectation of success in the course of study offered.
- 2.3.7. Specific consideration will be given to the admission of Aboriginal and Torres Strait Islander peoples. Student participation, progress, and completion will continue to be monitored to iteratively inform admission processes.
- 2.3.8. Selection is not automatic; the Institute reserves the right to decline any application for admission for any reason other than discrimination.
  - a) The Institute will remain procedurally fair and will not discriminate based on the submission.

## 2.4. English language proficiency

- 2.4.1. Minimum English requirements are documented in Schedule A, Section 5.1 (below).

## 2.5. Course Admission and Unit Enrolment

- 2.5.1. A student is eligible to be admitted to a course of study at the Institute when they receive and accept a formal offer of enrolment into that course of study.
- 2.5.2. Only formally admitted students may enrol in units of study.
- 2.5.3. To accept an offer and be formally admitted to the course, the student must:
  - a) Comply with the course offer acceptance and first-time enrolment process
  - b) Accept they are subject to the policies and procedures of the Institute
- 2.5.4. Admission and enrolment in a course of study means the student is entitled to:
  - a) Enrol into the units required to complete the course when they are offered and in accordance with the relevant course rules,
  - b) Access to general Institute facilitates and services, such as student websites, Library and course planning support.
- 2.5.5. To enrol in units of study, the student must:
  - a) Be enrolled in a formal course of study
  - b) Undertake a single unit of study if offered
  - c) Comply with the unit enrolment process
  - d) Accept they are subject to the policies and procedures of the Institute

- e) Pay applicable tuition fees on or before the due date.

2.5.6. Enrolment in a unit means the student is entitled to:

- a) Attend classes and other scheduled teaching and learning activities for the subject being taught
- b) Access to relevant unit specific learning materials and resources for the subject
- c) An assessment of their learning and performance.

## 3. Procedure

### 3.1. Qualification Equivalency and Entry Pathways

3.1.1. Where informal learning or alternative entry pathways are offered as a pathway to admission in a course, the Course Coordinator must have a documented special admission assessment procedure for the course.

3.1.2. Special admission assessment procedures must:

- a) be evidence-based, equitable and transparent,
- b) be applied consistently and fairly with decisions subject to appeal and review under the SSP007 Student Grievance Policy,
- c) recognise learning regardless of how, when and where it was acquired, provided that the learning is relevant and current and has a relationship to the skills and learning outcomes required for success,
- d) be benchmarked against equivalent policies and admission standards for similar courses at the same AQF level,
- e) be academically defensible and consider the student's ability to successfully participate in and meet the learning outcomes of the qualification if admitted.

3.1.3. Once admitted to the course, credit transfer and recognition of prior learning (RPL) towards completion of the course requirements may also be available in accordance with the TLP005 Advanced Standing and Recognition of Prior Learning Policy.

3.1.4. The Institute may enter into a pathway or RPL agreement either between courses at the Institute or with other organisations through a formal memorandum of understanding (MOU) or academic credit agreement. The principles of TLP005 policy and item 3.1.2 of this policy must apply to any such agreement.

### 3.2. Application Process

3.2.1. The Institute will publish the application process and procedures on the public website, and any other relevant methods, by 1 August of the year prior to the intake.

3.2.2. Applicants will apply via the relevant application form, portal or system as detailed in the published requirements.

3.2.3. Applicants must provide evidence of:

- a) Identity and citizenship status, including at least one form of photographic identification (e.g., a passport is evidence of both, or a driver licence and a citizenship certificate together), and
- b) Official transcripts or other officially issued evidence of all prior academic qualifications, and
- c) Any other academic or personal documents which are required as part of the application to inform the selection process.
- d) International qualifications must have an APS equivalency assessment  
Minimum English requirements are documented in Schedule A, Section 5.1 (below).

3.2.4. Certification of Application Documents

- a) Where an electronic scan of an original document is provided, and the applicant has declared via the application process that the documents are original and unaltered, then no certification is needed.
- b) Where a copy of an original document is used the original and copy must be sighted by a [witness authorised to sight Commonwealth statutory declarations](#) and signed by the witness as a true and correct copy.
- c) By uploading or otherwise supplying a document as part of the application process, the applicant is assuring the Institute that the document is true, correct, and unaltered.

### 3.3. Admission Period

3.3.1. The admission period is defined as being the day on which applications are formally open for acceptance until the first day of teaching in the semester or teaching period of the intake.

3.3.2. The main admissions period will normally open in the first week of August in the year prior to admission.

### 3.4. Selection Authority

3.4.1. Course Coordinators are responsible for the careful, accurate and timely selection of qualified applicants into the courses of study for which they are responsible.

3.4.2. Selection decisions can be fully or partially delegated to another Cairnmillar staff member

by formal notification to the Academic Registrar.

### 3.5. Special Access Groups and Equity Admissions Targets

- 3.5.1. The Institute may give special preference or target for admission members of identified equity groups or with lower representation in the relevant profession, in accordance with the SSP012 Diversity, Equity and Inclusion Policy.

### 3.6. Offers of Admission and Enrolment

- 3.6.1. Formal offers of admission will be sent in electronic format (normally by email) or other media specified by the Academic Registrar prior to the admission period.

- 3.6.2. Offers must include:

- a) Full name of the applicant being made the offer
- b) Full course and qualification title
- c) Start date of the first unit(s) of study
- d) Census dates
- e) Course Fees
- f) Complaints and Appeals
- g) Deferral of study
- h) How student personal information is handled
- i) Orientation or welcome dates
- j) Where and how to access additional information for International Students in accordance with the SSP009 International Student Policy.

### 3.7. Notice of Outcomes

- 3.7.1. Applicants will be notified of admissions decisions, including declined applications, as soon as practicable after decisions are made.
- 3.7.2. All applicants who have not since declined their applications, will be sent a notice at the end of the admission period to inform them that the admission period is closed and no further offers are being made.

### 3.8. Application Records

- 3.8.1. A record of all applications regardless of outcome is retained for at least 12 months after the admission period, including basic reasons for admission decisions.
- 3.8.2. Successful application for assessment of recognition of prior learning including all evidence, is retained for 7 years.
- 3.8.3. Unsuccessful applications for recognition of prior learning are retained for 12 months



after the final decision is made.

- 3.8.4 Documents and evidence for successful applications where the student accepted the offer and enrolled will be retained for 7 years after completion.

### 3.9. Victorian Tertiary Admissions Centre (VTAC)

- 3.9.1. Where the Institute offers course admissions through the Victorian Tertiary Admissions Centre (VTAC) part of these procedures (section 3) may be varied specifically for VTAC admissions and applications to better meet VTAC processes and procedures.

The Policy section will still apply to all VTAC applications and will not be varied except by formal amendment to this policy under the GPF001 Policy Framework.

## 4. Resources and References

Legislative and compliance framework relevant to the development of this policy:

- [The Australian Qualifications Framework \(AQF\)](#)
- [AQF Qualifications Pathways Policy](#)
- [AHPRA English Language Standards](#)
- [Admissions Transparency Implementation Plan](#)
- [TEQSA Admissions Transparency Checklist](#)
- [TEQSA Advice on Admissions Transparency](#)
- [Higher Education Support Act 2003 \(HESA\)](#) and [HESA Administrative Guidelines](#)

## 5. Schedule A: Minimum Academic Admissions Standards by Course Level

This schedule details the minimum English proficiency and academic standards and prior attainments required for course admission criteria at the Cairnmillar Institute. In general, there are a number of ways that English proficiency requirements can be met (see Table 1 for details): (i) English is the primary language (i.e., the language primarily used by the student for reading, writing, listening, and speaking during their primary, secondary, and/or previous tertiary education); (ii) formal testing (e.g., IELTS), (iii) studying and/or completing a degree/diploma in English; or (iv) experience living and/or working in an English speaking country for at least 5 years (e.g., via documentation such as passport, residency, citizenship, and/or references from qualified sources; an interview may also be required). Recognised English speaking countries included can be found [here](#).

As a general rule (which is open to exceptions as documented by AHPRA), time restrictions for meeting English proficiency criteria will apply: 2 years prior to commencement for English language tests, and 5 years for prior qualifications.

These minimum English proficiency requirements are based upon those stipulated by the [Australian Government Department of Home Affairs](#), regulating agencies such as TEQSA ([waivers](#)) and [APHRA](#), and have additionally been externally benchmarked with other Australian higher education providers. Those students needing to apply for AHPRA registration within their courses are advised to check the latest criteria [here](#).

### 5.1. English Language Proficiency

- 5.1.1 Minimum English requirements ensure that all students can effectively participate (via in class discussion and assessment) and do so with a real opportunity for success. These requirements listed in Table 1 are a minimum and are subject to change depending upon circumstance and course requirements (i.e., some courses may have higher requirements than others as per the Course Handbooks).
- 5.1.2 Applicants applying for combined degrees must meet the requirements for both degrees (i.e., the higher minimum requirements must be met if the requirements differ).
- 5.1.3 Course coordinators who do wish to increase the minimum requirements listed in Table 1 should do so via written justification to the Academic Board (via the Faculty Dean). Upon

approval these changes should be listed in the relevant Course Handbooks, the Cairnmillar Website, and Table 1 below (for transparency to prospective students).

- 5.1.4 Applicants who have not completed the entirety of their prior education in English will need to demonstrate relevant English language competency before an offer can be made, as per Schedule A.
- 5.1.5 Waivers may be offered to applicants on a case-by-case basis as per the criteria stated by [TEQSA](#): “Where a student does not meet the higher education provider’s documented English proficiency requirements for course admission, but regardless is admitted based on the student’s life experience or other circumstances.” Specifically, in consultation with the Faculty Dean, the Course Co-ordinator, and other person’s deemed to be relevant (e.g., International Student support staff), a candidate who may not meet these criteria may be admitted on the basis of a justification not provided in Table 1 (e.g., the applicant enrolls in and successfully completes an appropriate English language course during their first semester of study). As per section 3.1, such waivers must be documented in the applicant’s file when conferment of enrolment (COE) is entered via the online PRISMS system.
- 5.1.6 In instances where a student has met the minimum English requirements, but subsequently is found to have a level of English which is negatively impacting their assessment performance, the student may be subject to further English assessment and contingencies if deemed to be necessary for adequate course performance (e.g., completing an appropriate English language course from an external provider).
- 5.1.7 As per [TEQSA requirements](#), these minimal levels of English proficiency must be monitored and documented on an annual basis. During the process of ratification at each semester’s end, it will be noted as an agenda item whether there were any concerns regarding minimal English proficiency in relation to student performance, with such documentation forwarded to the Academic Board for deliberation regarding the effectiveness of these minimal requirements for admissions purposes.

Table 1. Minimum Requirements for English proficiency

Evidence	Undergraduate	Honours/Graduate Diploma/ Graduate Certificate	APAC Accredited Masters	All other Masters, AQF 9 and Doctorate, AQF 10 and PhD
Primary language	English	English	English (see AHPRA conditions <a href="#">here</a> )	English (see AHPRA conditions <a href="#">here</a> for DPpsych)
Residence	5 years ongoing in a recognised English speaking country	5 years ongoing in a recognised English speaking country	5 years ongoing in a recognised English speaking country	5 years ongoing in a recognised English speaking country
Employment	5 years in an occupation requiring proficient written/verbal fluency in a recognised English speaking country	5 years in an occupation requiring proficient written/verbal fluency in a recognised English speaking country	5 years in an occupation requiring proficient written/verbal fluency in a recognised English speaking country	5 years in an occupation requiring proficient written/verbal fluency in a recognised English speaking country
<b>English Tests (completed within 2 years of commencement at CMI unless specified otherwise; APHRA requires completion within 2 years upon applying for registration with some exceptions <a href="#">[see here]</a>). Tests not listed here can be considered at the equivalent levels.</b>				
Academic IELTS; or IELTS indicator online test**	Overall score of 6.5 with a minimum of 6.0 in each component of test (listening, reading, writing, speaking) Academic Test version only	Overall score of 7 with a minimum of 7.0 in each component of test Academic Test version only	Overall score of 7.0 with a minimum of 7.0 in each component of test Academic Test version only	Overall score of 7.0 with a minimum of 7.0 in each component of test Academic Test version only
TOEFL iBT (TOEFL paper based)	Overall: 87 (570) Listening: 19 (54) Reading: 19 (54) Writing: 21 (59/5*) Speaking: 19 (NA)	Overall: 100 (600) Listening: 25 (59) Reading: 25 (59) Writing: 27 (64/6*) Speaking: 23 (NA)	Overall: 100 (600) Listening: 25 (59) Reading: 25 (59) Writing: 27 (64/6*) Speaking: 23 (NA)	Overall: 100 (600) Listening: 25 (59) Reading: 25 (59) Writing: 27 (64/6*) Speaking: 23 (NA)
PTE	Overall: 64 Listening: 60 Reading: 60 Writing: 60 Speaking: 60	Overall: 72 Listening: 72 Reading: 72 Writing: 72 Speaking: 72	Overall: 72 Listening: 72 Reading: 72 Writing: 72 Speaking: 72	Overall: 72 Listening: 72 Reading: 72 Writing: 72 Speaking: 72
<b>Study (full qualifications) within last 5 years (exceptions apply)</b>				

<b>Evidence</b>	<b>Undergraduate</b>	<b>Honours/Graduate Diploma/ Graduate Certificate</b>	<b>APAC Accredited Masters</b>	<b>All other Masters, AQF 9 and Doctorate, AQF 10 and PhD</b>
Victorian Certificate of Education (VCE) English Units 3 and 4 (or equivalent Australian secondary qualifications)	25 in English as an Additional Language (EAL) or 20 in any other English	30 in EAL or 25 in any other English	30 in EAL or 25 in any other English	30 in EAL or 25 in any other English
Australian University Foundation Program	70% in English	75% in English	75% in English	75% in English
Certificate IV – Australian Qualifications Framework (AQF) Level 4 from an Australian Higher Education Provider or Registered Training Organisation (RTO)	Certificate IV in a cognate or relevant discipline (undergraduate courses only)	Certificate IV in a cognate or relevant discipline (undergraduate courses only)	N/A	N/A
Diploma – AQF Level 5 or above from an Australian Higher Education provider or RTO	Diploma	Diploma	N/A	N/A
Bachelor – AQF Level 7 or higher from an Australian Higher Education provider	Bachelor	Bachelor	Bachelor	Bachelor
Study at an accredited institution in an English-speaking country where English is the language of instruction, completed no more than 2 years prior to commencement at CMI	Entire senior secondary schooling (years 7 to 12 or equivalent) and/or tertiary studies conducted in English	Entire senior secondary schooling (years 7 to 12 or equivalent) and/or tertiary studies conducted in English	Entire senior secondary schooling (years 7 to 12 or equivalent) and/or tertiary studies conducted in English	Entire senior secondary schooling (years 7 to 12 or equivalent) and/or tertiary studies conducted in English and ongoing residence since graduation
Successfully completed qualification from an accredited institution within a non English-speaking country, but where English is the language of instruction and assessment	Bachelor degree (equivalent to AQF level 7) or higher	Bachelor degree (equivalent to AQF level 7) or higher	Bachelor degree (equivalent to AQF level 7) or higher (in combination with at least 2 years of secondary schooling taught in English)	Bachelor degree (equivalent to AQF level 7) or higher (in combination with at least 2 years of secondary schooling taught in English)
<b>Study (partial qualifications) within last 5 years prior to commencement at CMI (exceptions apply)</b>				

<b>Evidence</b>	<b>Undergraduate</b>	<b>Honours/Graduate Diploma/ Graduate Certificate</b>	<b>APAC Accredited Masters</b>	<b>All other Masters, AQF 9 and Doctorate, AQF 10 and PhD</b>
Study at an accredited institution in an English-speaking country where English is the language of instruction	1 academic year of full-time study (or part-time equivalent) at Bachelor degree level equivalent or higher with a minimum WAM corresponding to that required for the course being applied for.	1 academic year of full-time study (or part-time equivalent) at Bachelor degree level equivalent or higher with a minimum WAM corresponding to that required for the course being applied for.	2 academic years of full-time study at Bachelor degree level equivalent or higher with a minimum WAM corresponding to that required for the course being applied for.	2 academic years of full-time study at Bachelor degree level equivalent or higher with a minimum WAM corresponding to that required for the course being applied for.
Study at an accredited institution within a non English-speaking country, but where English is the language of instruction and assessment for the whole institution	1 academic year of full-time study at Bachelor degree level equivalent or higher with a minimum WAM corresponding to that required for the course being applied for.	1 academic year of full-time study at Bachelor degree level equivalent or higher with a minimum WAM corresponding to that required for the course being applied for.	2 academic years of full-time study at Bachelor degree level equivalent or higher with a minimum WAM corresponding to that required for the course being applied for.	2 academic years of full-time study at Bachelor degree level equivalent or higher with a minimum WAM corresponding to that required for the course being applied for.

#### Notes

\*TOEFL Paper-based Writing consists of two scores: Structure & Written Expression (graded 31-68) and the Test of Written English (graded 0-6).

IELTS: International English Language Testing System. Interpretation of scores can be found at the [IELTS website](#).

TOEFL: Test of English as a Foreign Language. Interpretation of scores can be found at the [TOEFL website](#).

PTE: Pearson Test of English Academic. Interpretation of scores can be found at the [PTE website](#).

## **5.2. Minimum Course Admission Standards AQF 7 (Bachelors)**

- 5.2.1. Year 12 or equivalent with ATAR 60, or
- 5.2.2. a competitive pass in a recognised matriculation examination, equivalent to an Australian Year 12 qualification.

## **5.3. AQF 8 (Honours, Graduate Certificate, Graduate Diploma)**

- 5.3.1. Successful completion of an AQF level 7 undergraduate degree, normally in a relevant discipline, or
- 5.3.2. relevant equivalent qualification(s).

## **5.4. AQF 9 (Masters)**

- 5.4.1. Successful completion of an AQF level 8, Honours or Graduate Diploma degree in a relevant discipline, or
- 5.4.2. relevant equivalent qualification(s).

## **5.5. AQF 10 (Doctorate)**

- 5.5.1. Successful completion of an AQF level 9 Master's degree either by research, or by coursework with a substantial element of research work, or
- 5.5.2. successful completion with a first-class average in an AQF level 8 Honours degree, or
- 5.5.3. relevant recognized equivalent overseas qualification(s).

## 6. Schedule B: Current course entry criteria and examples

As at 29 May 2023

Course	Admission requirements
<b>Doctor of Psychology (Clinical Psychology)</b>	<ul style="list-style-type: none"> <li>• Qualify for the award of a degree from an Australian university</li> <li>• Successful completion of: <ul style="list-style-type: none"> <li>○ A four year, or</li> <li>○ A three year plus a fourth year</li> </ul> Australian Psychology Accreditation Council (APAC)-accredited sequence in psychology  ("Psychology Qualification")</li> <li>• Completion of the Psychology Qualification: <ul style="list-style-type: none"> <li>○ Within the last 10 years, and</li> <li>○ With an overall score at first or above an upper second class honours (2A) or equivalent, and</li> </ul> </li> <li>• Be eligible for registration with the Psychology Board of Australia as a provisional psychologist</li> </ul>
<b>Master of Psychology (Clinical Psychology)</b>	<ul style="list-style-type: none"> <li>• Qualify for the award of a degree from an Australian university</li> <li>• Successful completion of: <ul style="list-style-type: none"> <li>○ A four year, or</li> <li>○ A three year plus a fourth year</li> </ul> APAC-accredited sequence in psychology  ("Psychology Qualification")</li> <li>• Completion of the Psychology Qualification: <ul style="list-style-type: none"> <li>○ Within the last 10 years, and</li> <li>○ With an overall score at or above an upper second class honours (2A) or equivalent, and</li> </ul> </li> <li>• Be eligible for registration with the Psychology Board of Australia as a provisional psychologist</li> </ul>
<b>Master of Professional Psychology</b>	<ul style="list-style-type: none"> <li>• Successful completion of: <ul style="list-style-type: none"> <li>○ A four year, or</li> <li>○ A three year plus a fourth year</li> </ul> APAC-accredited sequence in psychology  ("Psychology Qualification")</li> <li>• Completion of the Psychology Qualification with an overall score: <ul style="list-style-type: none"> <li>○ At or above second class honours (2A) or equivalent, or</li> <li>○ In exceptional circumstances, at credit or equivalent</li> </ul> </li> </ul>
<b>Bachelor of Psychology (Honours)</b>	<ul style="list-style-type: none"> <li>• Successful completion of: <ul style="list-style-type: none"> <li>○ A three year APAC-accredited sequence in psychology ("Psychology Qualification")</li> </ul> </li> <li>• Completion of the Psychology Qualification: <ul style="list-style-type: none"> <li>○</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>• With an average grade of credit or higher across level 2 and 3 psychology units.</li> <li>• Applicants who completed their psychology sequence more than ten years ago may be asked to complete a refresher sequence prior to a formal offer being made.</li> </ul>
<b>Master of Counselling and Psychotherapy</b>	<ul style="list-style-type: none"> <li>• A degree, preferably with honours level achievement or its equivalent, from an Australian accredited higher education institution in one of: <ul style="list-style-type: none"> <li>○ Psychology</li> <li>○ Medicine</li> <li>○ Nursing</li> <li>○ Social work, or</li> <li>○ Counselling, or</li> </ul> </li> <li>• A similar qualification with recognised equivalence from an overseas higher education institution</li> <li>• UG in a related discipline (teaching, social work, social sciences, psychology, counselling or similar)</li> <li>• 70% average marks</li> </ul>
<b>Graduate Diploma of Counselling and Psychotherapy</b>	<ul style="list-style-type: none"> <li>• A degree from an Australian accredited higher education institution in one of: <ul style="list-style-type: none"> <li>○ Psychology</li> <li>○ Medicine</li> <li>○ Nursing</li> <li>○ Social work</li> <li>○ Theology or</li> <li>○ Counselling</li> </ul> </li> <li>• A similar qualification with recognised equivalence from an overseas higher education institution</li> <li>• UG in a related discipline (teaching, social work, social sciences, psychology, counselling or similar)</li> <li>• UG in any discipline, relevant work experience or completion of Intro to Counselling Skills &amp; Advanced Counselling Skills short courses @ Cairnmillar</li> <li>• 60% average marks</li> <li>• Adv Dip or Dip with at least 1-year relevant work experience</li> </ul>
<b>Graduate Certificate of Counselling and Psychotherapy</b>	<ul style="list-style-type: none"> <li>• An unrelated degree</li> <li>• Professional references</li> <li>• Relevant work experience in the delivery of counselling or psychotherapy</li> <li>• The potential for personal development</li> <li>• UG in a related discipline (teaching, social work, social sciences, psychology, counselling or similar)</li> <li>• 60% average marks</li> </ul>