



## Admissions Requirements for Courses in Education

Title: Admissions Requirements for Courses in Education  
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Approved by: Academic Board  
Date: April 2015  
Review date: April 2018

### Overview

Morling College offers current and prospective students the opportunity to enrol in a range of graduate and postgraduate awards in Education.

Admission into these awards is governed by predetermined admission entry requirements and, while MC can offer guidance to the student, it is the student's responsibility to select the award that will best suit their personal and academic goals. For further guidelines on admissions please refer to the *Admissions Policy*.

The objectives of the *Admissions Requirements for Courses in Education* are:

- To identify the specific admission entry requirements of the MC awards in Education, and
- To identify key Processes and Procedures that govern Admissions

### Education courses

The courses offered in Education are:

1. Graduate Diploma of Education
2. Master of Education
3. Master of Education (Leadership)
4. Master of Teaching (Secondary)

### 1. Graduate Diploma of Education

Entry requirements:

- Applicants must have completed a four year undergraduate degree with a major in education, or a three year undergraduate degree and a one year Diploma/Certificate in Education.
- Applicants *whose first language is not in English* must provide evidence of having a minimum IELTS score of 6.5 or its equivalent.
- Applicants are expected to *possess a basic level of Information and Communication Technology competency*. At the absolute minimum, this includes the ability to use Word, Excel and PowerPoint, and the ability to send and receive e-mail communications. Applicants who do not have these skills will be expected to obtain them prior to commencement. Students will be taught how to access and participate in on-line tutorials, be encouraged to present work using multimedia format, and access a range of on-line resources.

### 2. Master of Education

Entry requirements:

- Applicants must have completed a four year undergraduate degree with a major in education, or a three year undergraduate degree and a Diploma/Certificate in Education.
- Applicants *whose first language is not in English* must have a minimum IELTS score of 6.5.
- Applicants are expected to *possess a basic level of Information and Communication Technology competency*. At the absolute minimum, this includes the ability to use Word, Excel and PowerPoint, and the ability to send and receive e-mail communications. Applicants who do not have these skills will be expected to obtain them prior to commencement. Students will be taught how to access and participate in on-line tutorials, be encouraged to present work using multimedia format, and access a range of on-line resources.

### 3. Master of Education (Leadership)

Entry requirements:

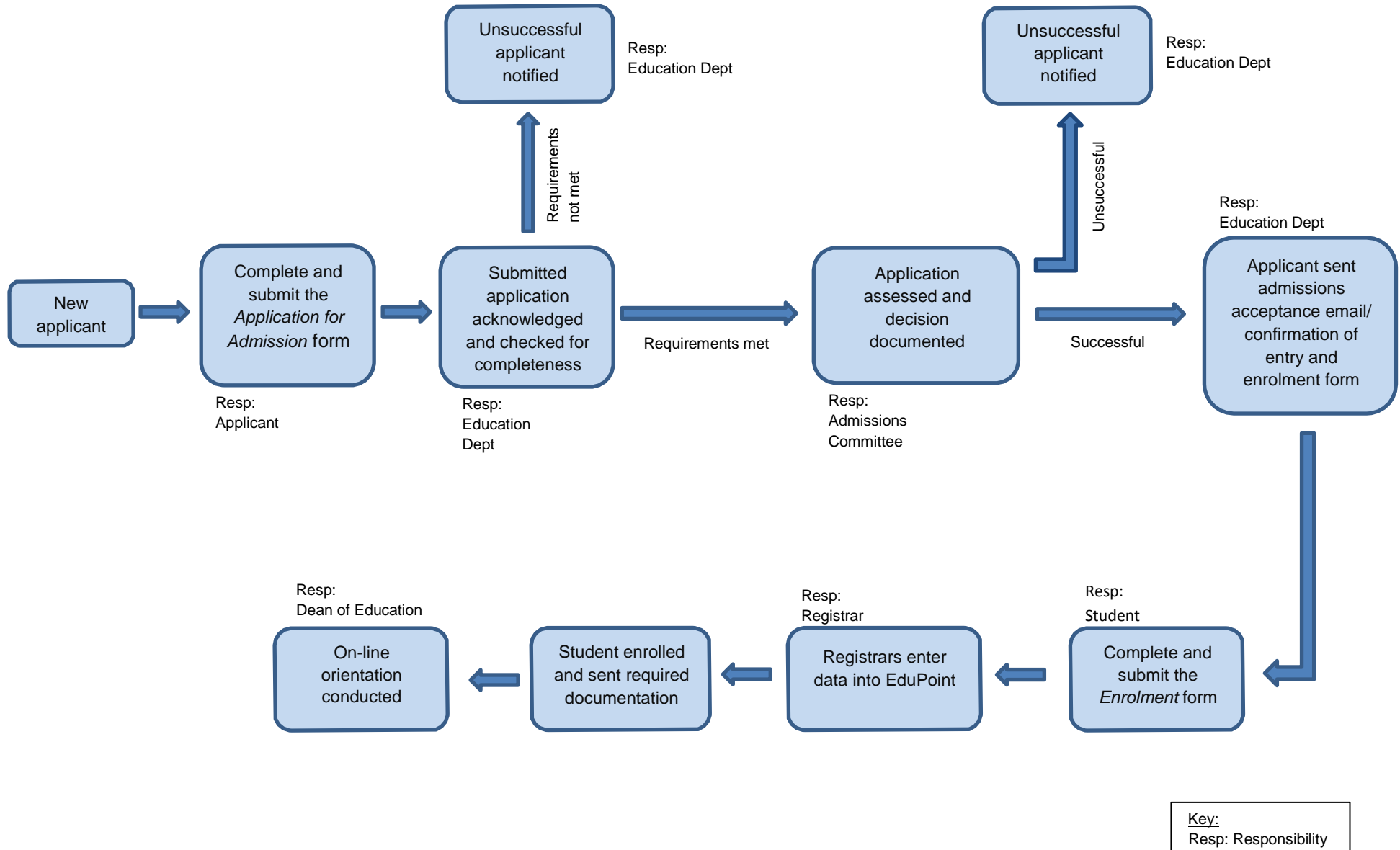
- Applicants must have completed a three-year undergraduate degree in any discipline.
- Applicants must be able to provide evidence of their having an appropriate strategic role in an educational/training organisation.
- Applicants *whose first language is not in English* must have a minimum IELTS score of 6.5.
- Applicants are expected to *possess a basic level of Information and Communication Technology competency*. At the absolute minimum, this includes the ability to use Word, Excel and PowerPoint, and the ability to send and receive e-mail communications. Applicants who do not have these skills will be expected to obtain them prior to commencement. Students will be taught how to access and participate in on-line tutorials, be encouraged to present work using multimedia format, and access a range of on-line resources.

#### 4. **Master of Teaching (Secondary)**

Entry requirements:

- Applicants must have successfully completed a Bachelor degree that satisfies the Board of Studies, Teaching and Educational Standards (BOSTES) requirements for accreditation ie at least six units or equivalent in the first teaching method, and for the second teaching method at least four units or equivalent in the specialist discipline areas in which they enrol to teach.
- Applicants must provide evidence of at least Band 4 English at the Higher School Certificate or equivalent and Band 4 in General Mathematics at the HSC or equivalent.
- Applicants whose *first language is not English* must demonstrate proficiency in spoken and written English adequate to undertake the course. This would normally be equivalent to a minimum of IELTS score of 8.0 with a minimum of 7.5 in any band.
- Applicants must have completed a Working with Children Check (WWCC) and must provide their WWCC clearance number with the application form. Applicants must be willing to complete mandatory child protection training and anaphylaxis training prior to commencing any contact with or work in schools.
- Applicants are expected to *possess a basic level of Information and Communication Technology competency*. At the absolute minimum, this includes the ability to use Word, Excel and PowerPoint, and the ability to send and receive e-mail communications. Applicants who do not have these skills will be expected to obtain them prior to commencement. Students will be taught how to access and participate in on-line tutorials, be encouraged to present work using multimedia format, and access a range of on-line resources.

## Flowchart of Admissions Process for MEd and MEd (Lead)



## The admissions process for MEd and MEd (Lead)

Refer to flowchart diagram on previous page.

### Step 1: Complete and submit *Application for Admission* form

- The applicant completes the *Application for Admission* form, available for download from the MC website.
- Supporting documentation includes official academic transcripts of previous tertiary studies. Certified copies of original documents are required. Where documentation shows a different name from that under which applicants wish to enrol, they must supply evidence in support of their change of name e.g. certified photocopy of marriage certificate.
- Two references (a pastor's reference and a professional referee) are required as supporting documentation.  
A *Referee Report* form is included with the application form and is also available for download independently. The applicant must ensure that a reference from a pastor or church leader as well as someone who can attest to their experience in education and/or their suitability for working with children and young people is emailed to the Education Department.
- Completed application forms and supporting documentation must be posted to: Morling Education, 120 Herring Road, MACQUARIE PARK NSW 2113, Australia, or emailed to [education@morling.edu.au](mailto:education@morling.edu.au). Original certificates must not be sent as these will not be returned, only copies certified by a JP or solicitor will be accepted

### Step 2: Submitted application checked for completeness

- The application is checked for completeness including all required supporting documentation and referee reports received.
- The application is checked to verify that all the course entry requirements are satisfied.
- If the applicant does not meet the defined course entry requirements, the application is rejected and the applicant notified.
- If the applicant meets the defined course entry requirements, the process continues.

### Step 3: Assess the *Application for Admission*

- The Admissions Committee assesses the information contained in the *Application for Admission* form and all the required supporting documentation and the referee reports against the defined entry requirements for the respective course.
- The following selection and guidance criteria are used in the assessment of the application:
  1. Basic Requirements – reviewed from application forms
    - Confirmation of Identity
    - English Competency
    - Citizen/Resident Visa Status

- Submitted documentation
  - 2. Tertiary qualifications and references – transcripts, testamurs, etc
  - 3. Personal statements
- The decisions made in the meeting are documented and kept in the Admissions file as a soft copy.

**Step 4: Applicants notified**

- Successful applicants are notified of their acceptance and are sent a Confirmation of Entry into the course and an enrolment form.
- Unsuccessful students are notified.

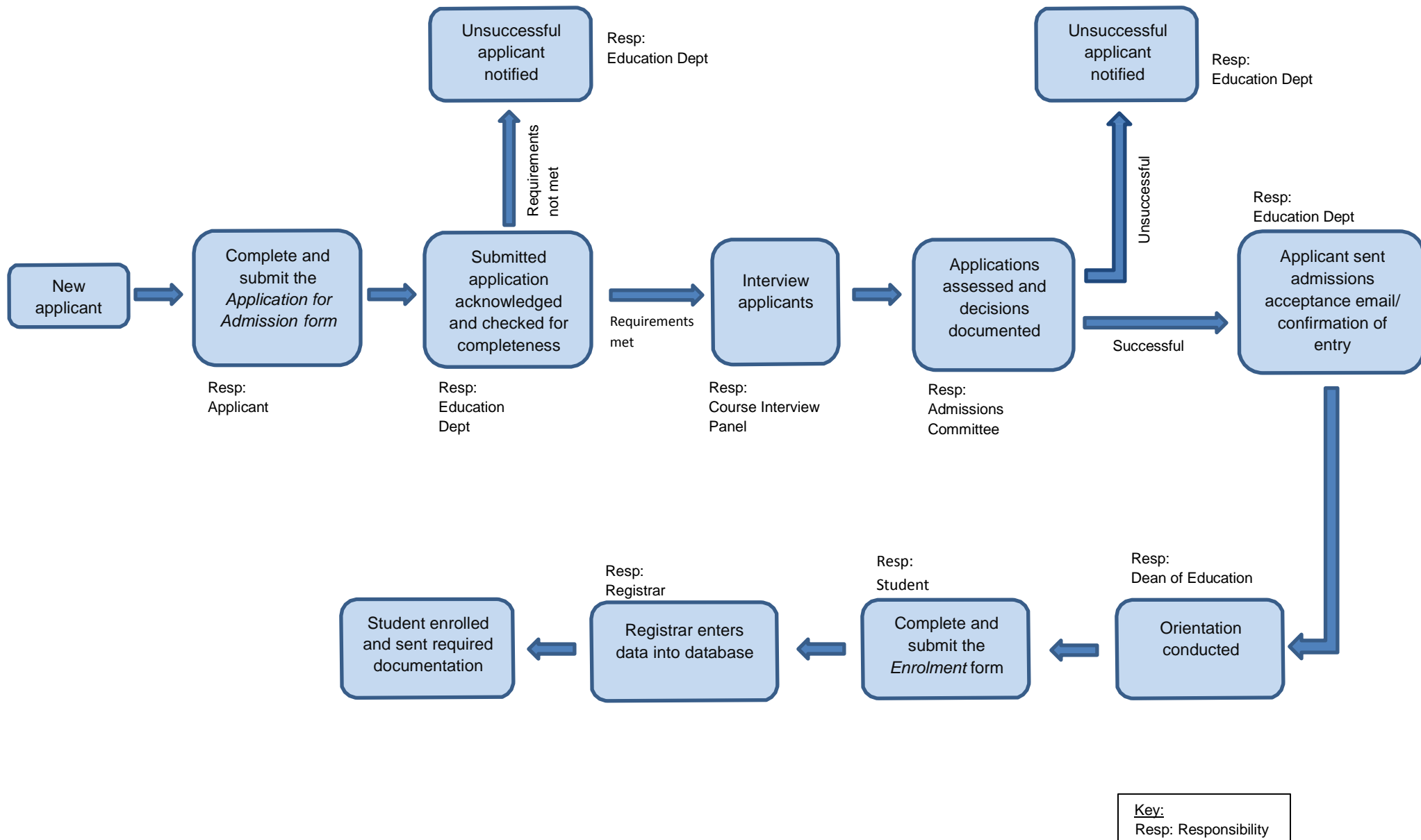
**Step 5: Enrolment process**

- The student completes and submits an *Enrolment Form*.
- The *Enrolment Form* is emailed to Morling Education at [education@morling.edu.au](mailto:education@morling.edu.au)
- Enrolment data is entered by the Registrar's office.
- Student receives a student number and Moodle login details.

**Step 6: On-line orientation conducted**

- An on-line orientation, before they commence the course, is taken by new students.

## Flowchart of Admissions Process for Master of Teaching (Secondary)



## **The admissions process for Master of Teaching (Secondary) - see flowchart**

### **Step 1: Complete and submit *Application for Admission* form**

- The applicant completes the *Application for Admission* form, available for download from the MC website.
- Supporting documentation including official academic transcripts of previous tertiary studies is reviewed. Certified copies of original documents are required. Where documentation shows a different name from that under which applicants wish to enrol, they must supply evidence in support of their change of name e.g. certified photocopy of marriage certificate.
- Two references (a pastor's reference and a professional referee) are required as supporting documentation.  
*A Referee Report form* is included with the application form and is also available for download independently. The applicant must ensure that a reference from a pastor or church leader as well as someone who can attest to their experience in education and/or their suitability for working with children and young people is emailed to the Education Department.
- Master of Teaching (Secondary) applicants are required to complete a Working with Children Check and submit the results of this with their application form.
- Completed application forms and supporting documentation must be posted to: Morling Education, 120 Herring Road, MACQUARIE PARK NSW 2113, Australia, or emailed to [education@morling.edu.au](mailto:education@morling.edu.au). Original certificates must not be sent as these will not be returned.

### **Step 2: Submitted application checked for completeness**

- The application is checked for completeness including all required supporting documentation and referee reports received.
- The application is checked to verify that all the course entry requirements are satisfied.
- If the applicant does not meet the defined course entry requirements, the application is rejected and the applicant notified.
- If the applicant meets the defined course entry requirements, the process continues.

### **Step 3: Interview applicants**

- If the application meets the course entry requirements, the applicant will be *interviewed*.
- Applicants must satisfy the Course Interview Panel (sub-committee of the Admissions Committee) who will assess the potential of the applicant to work within the teaching profession, and to gain insight into the applicant's goals upon completion of the course.
- The focus of this interview procedure is to assist them to assess their relational readiness for the course (given the amount of time spent in schools) and the



course's appropriateness for their professional goals.

- The aim of the interview is:
  - To inform, advise and guide applicants in their decision to and commitment to this educational training program.
  - To determine the applicant's level of relational maturity and resilience to deal with some of the unique challenges that are inherent in the teaching profession. If major concerns in this regard arise during the interview process, then discussions about her/his suitability will be undertaken with the Admissions Committee.
  - To obtain evidence of any relevant experience that the applicants have in dealing with the appropriate aged children / young people with reference to the course in which they have applied. Their submitted references can be taken into account and any potentially relevant issues explored. A review of child protection laws and the commitments that they will be asked to undertake will be done. Their responses to these will be noted and any issues that arise, discussed. In addition, the goals after the course will be reviewed during the interview.
  - To discuss with the applicants their commitment to teaching. 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.
  - To ensure the applicant has considered whether they have sufficient understanding of the organizational and administrative requirements of the program. This in turn will enable them to make a more reasonable self-assessment about whether they have the necessary resources to complete the program:  
Applicants will be encouraged to review:
    - the physical requirements of the course;
    - their continued interest in their first and second discipline areas and the compatibility to what is offered in the program;
    - how they will meet these requirements - including time, financial and ICT resources;
    - their teaching suitability: e.g. relational readiness and resilience.

#### **Step 4: Assess the *Application for Admission***

- The Admissions Committee assesses the information provided from the interview and that is contained in the *Application for Admission form* and all the required supporting documentation against the defined entry requirements for the respective course.

- The following selection and guidance criteria are used in assessment:
  1. Basic Requirements – reviewed from application forms
    - Confirmation of Identity
    - English Competency
    - Citizen/Resident Visa Status
    - Review of all submitted documentation – transcripts, references, etc
  2. Tertiary qualifications

The applicant's undergraduate degree is assessed with regards to fulfilling the criteria for selection of Designated Areas with regard to the BOSTES (Board of Studies, Teaching and Educational Standards) requirements. Undergraduate studies must include study in a Designated Area related to a school subject (first designated area) as follows:

    - A minimum of 6 sequential semester-long units of discipline knowledge in a designated area (equivalent to a minimum of three academic years of study in the designated area) and at least 4 of these units at level 2 (year 2) or above.
    - A second designated area requires 4 units with 2 units at level 2 or above.
    - A satisfactory outcome from the interview.
- The decisions made in the meeting are documented and kept in the Admissions file as soft copy.

#### **Step 5: Applicants notified**

- Successful applicants are notified of their acceptance and are sent a Confirmation of Entry into the course.
- Unsuccessful students are notified.

#### **Step 6: Orientation conducted**

- An orientation to the course including Child Protection training, advice on completing anaphylaxis training, and information on the professional experiences is conducted for students, before they commence the course and an enrolment form is supplied.

#### **Step 7: Enrolment process**

- The student completes and submits an *Enrolment Form*.
- The *Enrolment Form* is emailed to Morling Education at [education@morling.edu.au](mailto:education@morling.edu.au)
- Enrolment data is entered by the Registrar's office.
- Student receives a student number and Moodle login details.

### **Key dates in Admission**

1. The enrolment form contains the key enrolment dates for each semester detailing information related to refunds, fees and academic penalties that apply:
  - a. Administration Date
  - b. Census Date
  - c. Withdrawal Date
  
2. The important dates will be communicated on the MC website via the calendar for the year, in the student handbook and on all the enrolment forms. It is the student's responsibility to ensure that they are aware of all the dates and the implications to their individual enrolment circumstances.

The Registrar has the discretion to waive the closing date and make provision for late acceptance, given exceptional circumstances. Due consideration will be given for the equitable and fair treatment for all applicants in these instances.