Admissions

Policy and Procedure

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1. PURPOSE

The Admissions Policy and Procedure establishes a framework and sets out guidelines for the admission of applicants into undergraduate and postgraduate programs offered by JMC Academy.

2. SCOPE

The Admissions Policy and Procedure applies to all applicants seeking admission to higher education programs offered by JMC Academy.

3. DEFINITIONS

All definitions are located in the *JMC Academy Glossary.*

4. POLICY

4.1. JMC Academy ensures that admission into JMC Academy higher education qualifications:
  4.1.1. Is fair, transparent, equitable and consistent,
  4.1.2. Encourages diverse and broad access to its qualifications, taking into consideration possible social or educational disadvantage,
  4.1.3. Identifies applicants with academic suitability with the capacity to succeed,
  4.1.4. Is based on academic and/or artistic merit,
  4.1.5. Is measured against approved and published entry requirements.

4.2. All applicants must demonstrate likelihood and aptitude of successful completion of studies with the supporting evidence of prior learning and/or relevant work and life experience provided in writing and demonstrated at interview.

4.3. Standard and alternative entry pathways to JMC Academy's programs are set out in the *Appendix 1 and Appendix 2.*
  4.3.1. Applicants whose portfolio and/or audition deviates from the minimum requirements set out in the Appendix 1 – Table 2, may be considered at the discretion of the relevant Head of Department and Dean.

4.4. All applicants must satisfy the English Language Proficiency requirements of the relevant qualification as specified in the *Assessing and Supporting English Language Proficiency Policy and Procedure*.

4.5. If an applicant does not meet all the requirements for entry to the Undergraduate Certificate or Diploma, but nonetheless can show a reasonable likelihood of success, further consideration may be given to other criteria.
  4.5.1. Provision for reasonable adjustment can be negotiated for:
    4.5.1.1. Applicants from disadvantaged and under-represented groups. Applicants may be disadvantaged for various reasons including but not limited to:
      - Disability,
      - Serious illness,
      - Disrupted education,
      - Serious family problems,
      - Social disadvantage, and/or
      - Misadventure and other individual factors,

4.5.1.2.   Highly competent and talented applicants, as assessed by the relevant Head of Department or nominee.

4.5.2. The relevance of additional criteria, and the likely impact on the potential success of the applicant in their preferred field of study, is assessed on a case-by-case basis and the case for reasonable adjustment must be fully documented on the student file. The letter of offer for conditional entry that takes account of any secondary considerations must specify the nature and limits of the reasonable adjustment that JMC Academy is willing/able to accommodate, along with any other negotiated and agreed expectations and conditions that such applicants must abide by as a condition of admission to JMC Academy.

4.5.3. Provision for reasonable adjustment cannot be negotiated for English language requirements for international applicants.

4.6. JMC Academy is committed to providing a supportive and discrimination-free learning environment and will consider the physical and emotional health of applicants as important factors in selection for admission into JMC Academy's qualifications.

4.6.1. During the interview, applicants are invited to disclose any medical condition that may have an adverse impact on their learning experience and apply for Learning Support using the appropriate application form.

4.6.2. The application is considered by the Campus Director who will, if required, discuss with the applicant a Learning Support Plan that outlines the reasonable adjustments that can be made to assist them in achieving their academic goals and to reduce the impact their condition may have on their learning experience.

4.6.3. Any Learning Support Plan needs to be approved by the Campus Director.

4.6.4. During the application stage JMC Academy will ensure that:

4.6.4.1.   Applicants can safely disclose what special requirements they may have to enable them to successfully undertake and/or continue with their studies,

4.6.4.2.   Reasonable steps are taken to provide a range of options to assist all applicants in undertaking learning and/or assessments, within the allowable limits of the accredited qualification structure, such as, but not limited to academic and counselling support and special consideration, and

4.6.4.3.   An accessible learning environment is provided.

4.7. Applicants from disadvantaged and under-represented groups and educationally disadvantaged applicants are welcome to apply to study at JMC Academy. JMC Academy will assess whether all necessary support networks are available to applicants, before admission, in order to provide the best opportunity for successful completion of their qualification.

4.8. All applicants of Aboriginal and Torres Strait Islander descent who do not meet the standard entry requirements are encouraged to discuss their personal circumstances with the JMC Academy admissions representative. In addition to the evidence of work and life experience based entry requirements outlined in the Appendix 1 - Table 3, JMC Academy recognises that a range of evidence including, but not limited to community engagement, prior work history and family commitments can provide evidence as to a student's suitability for entry into JMC higher education programs.

4.9. Selection criteria, admission processes and relevant dates are published in JMC Academy's:
- Policies and Procedures,
- Website,

- JMC Academy course brochures,
- Information for Prospective Students booklet,
- International Prospectus, and
- UAC (NSW)/QTAC (QLD) and VTAC(VIC) guides and websites, as applicable.

4.10.   All applicants must:

4.10.1. Formally apply to JMC Academy in order to be considered for addmission

4.10.2. Attend an interview with the Student Admissions Officer (domestic applicants), and International Admissions Officer (international applicants). The Head of Department or nominee will be present as required,

4.10.2.1.   The purpose of the interview is to clarify any issues concerning the applicant's aptitude for the chosen qualification, including their capacity to engage in critical thinking, formal writing, and other academic aspects of the program. In exceptional cases, during or after the interview, an applicant may provide additional information to support their application.

4.10.3. Apply through VTAC if they are current Year 12 Victorian applicants for admission into undergraduate qualifications.

4.11.   JMC Academy requires original or certified copies of documents prior to enrolment.

4.11.1. Domestic applicants are required to provide proof of identity and proof of citizenship (Australian and NZ citizens) or proof of residency for permanent residents of Australia.

4.11.2. All applicants are required to provide documentation as specified in sections 5.1.2 and 5.1.3.

4.12.   Admission of international applicants transitioning from another Australian provider will be completed in accordance with the JMC Academy *Transfer between Registered Providers Policy and Procedure*.

4.13.   Responsibilities

4.13.1. The JMC Academy **Academic Board** is responsible for determining the selection criteria and conditions of admission.

4.13.2. **Student Admissions** and **International Services Office** are responsible for making offers or conditional offers for admission to applicants, in accordance with the approved selection criteria and conditions of admission, and in consultation with the respective Head of Department or nominee as required.

4.13.3. **Student Services** are responsible for enrolling applicants in the Student Management System and the communication of enrolments to the Head of Department.

4.13.4. The **Campus Director** (for domestic applicants) and **Director of International Services** (for international applicants) are responsible for oversight of the application process, offers and deferrals.

4.14.   Applicants identified as potentially 'At Risk' of not completing their qualification without a structured academic support program will be attended to in accordance with the JMC Academy's *Academic Progress Policy and Procedure*.

4.15.   A person who has been excluded from their course of studies may apply for re-admission to that qualification or any other qualification offered by JMC Academy after the period of two study periods. The applicant's case will be reviewed and determined by the

respective Head of Department in consultation with Campus Director and/or Director of International Services (for international applicants).

4.16. A person who withdrew from their enrolled qualification and was awarded an exit qualification at JMC Academy may seek to re-enrol in their primary qualification.

4.16.1. JMC Academy, however, cannot guarantee that the identical qualification they studied will be available at the time of re-enrolment.

4.16.2. The Head of Department and Campus Director and/or Director of International Services will work with the applicant to determine what qualification they can enrol in, the value of credits granted, and at what stage of their course of studies they can recommence.

4.17. Conflicts of interest will be managed in the admission of students to JMC Academy.

4.17.1. Staff members must avoid being placed in a situation where they are taking action, making a decision or have the ability to influence any action or decision of JMC Academy that involves a conflict of interest, or the reasonable perception of a conflict of interest.

4.17.2. A conflict of interest will exist if a staff member is involved in the admission, supervision, assessment, or examination of students with whom they have, or have had, a close personal relationship.

4.17.3. Staff are required to complete a conflict of interest declaration if a family member or other personal affiliation is applying for admission to JMC Academy.

4.18. Where an applicant has been offered a place as result of the provision of inaccurate information/evidence, the Campus Director (for domestic applicants) and Director of International Services (for international applicants) may withdraw the offer and cancel any enrolment that was processed on the basis of inaccurate information/evidence. The Director of International Services (for international applicants) will, additionally, report the applicant to the Department of Home Affairs and cancel their Confirmation of Enrolment (e-CoE).

4.19. Prior to withdrawing the offer, the Campus Director or Director of International Services must:

4.19.1. Give the applicant an opportunity to explain and correct the inaccuracies or omissions in the information provided, and

4.19.2. Take into account the degree to which the applicant has contributed to the inaccuracies and omissions and the stage through the course at which the errors are detected.

5. PROCEDURE

5.1 All Applicants[1]

5.1.1. Applicants can apply to study at the JMC Academy campus of their choice at any time of the year by completing an Application Form that is available on the JMC Academy website, via the Student Admissions team or at the Student Services desk.

5.1.2. In the first instance, processing applications is the responsibility of Student Admissions for domestic applicants and International Services Office for international applicants. These two offices will check that the Application Form has been correctly and

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[1] International applicants must also refer to section 5.3 for additional information.

completely filled out, and all required documents submitted, liaising with the applicant if necessary. All initial applications must include:

5.1.2.1.   The completed Application Form,

5.1.2.2.   Proof of identity,

5.1.2.3.   Proof of citizenship – original or certified copy of birth certificate, or Medicare Card, or passport or citizenship certificate,

5.1.2.4.   Certified documentary evidence (translated into English if necessary) of:

- Satisfactory completion of secondary[2] or post-secondary studies, and/or
- Other formal and informal study completed or partially completed, and/or
- Work and life experience, and/or

5.1.2.5.   A qualification-specific portfolio as outlined in the *Appendix 1 – Table 2 – Audition and Portfolio Requirements*,

5.1.2.6.   Evidence of English Language Proficiency consistent with JMC Academy's *Assessing and Supporting English Language Proficiency Policy and Procedure*,

5.1.2.7.   An Application for Recognition of Prior Learning (RPL) if sought by the applicant.

5.1.3. Supporting documentation may include but is not limited to:

- Official academic transcripts,
- Academic testamurs and other certifications,
- Curriculum Vitae (CV),
- Letters of recommendation and reference,
- Proof of expected graduation from studies being currently undertaken,
- Indicative Project Proposal,
- Any such other documentation/evidence to support the Applicant's claim for admission.

5.1.4. If JMC Academy has any concerns relating to health issues, applicants may be requested to supply further information, i.e., medical certificate, which indicates that they are able to manage with the demands of the course of studies.

5.1.5. Depending on their qualifications and experience, applicants may be required to provide additional evidence to establish that they are likely to succeed in completing their chosen qualification.

5.1.6. The Student Admissions Officer (domestic applicants) and International Admissions Officer (international applicants) will:

5.1.6.1.   Verify the authenticity of any documentation submitted,

5.1.6.2.   Determine and document whether English language requirements have been met,

5.1.6.3.   Determine whether the applicant is to be considered for standard entry or alternative entry,

5.1.6.4.   Conduct an interview with an applicant. The Head of Department or nominee will be present as required. In circumstances where this may not be possible, alternate arrangements, such as online video, may be arranged. International applicants located offshore will be required to have a video call for their interview. The aim of the interview is to determine whether the applicant:

- Has suitable aspirations and goals to pursue their career in the creative industries,
- Understands the nature and demands of the applicable qualification,

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[2] Additional information for can be found in the *Entry Requirements by Country* document.

- Has appropriate aptitude, academic and/or emotional capacity and motivation to successfully complete the qualification,
- Requires any learning support,
- Is eligible for Recognition of Prior Learning,

The above list is inclusive but not exhaustive.

5.1.6.5.　Document the outcomes of the interview,

5.1.6.6.　Consult with the respective Head of Department or nominee when:

- The applicant is unable to clearly demonstrate high likelihood and aptitude of successful completion of studies, and/or
- The applicant has provided supporting evidence of prior learning and/or
- The applicant has not provided sufficient evidence of relevant work and life experience, and/or
- Further specialist consideration is required,

5.1.6.7.　Arrange for any required audition to be conducted by the Head of Department or nominee as outlined in the *Appendix 1 – Table 2 – Audition and Portfolio Requirements* and receive the outcome from the Head of Department,

5.1.6.8.　Communicate any JMC or self-identified special needs or medical conditions to the Head of Department or Campus Director for advice,

5.1.6.9.　When special needs are determined, ensure the Head of Department, Campus Director, and other parties, responsible for developing the Learning Support Plan, are notified,

5.1.6.10.　Ensure that there is documentary evidence that shows the approved outcomes of all the considerations,

5.1.7. For some applications, the Head of Department or nominee may in special circumstances waive the requirement that the applicant attend an interview, typically where:

5.1.7.1.　The applicant is a JMC graduate whose academic background is fully understood, and/or

5.1.7.2.　There are no other aspects of the applicant's documentation or background that require clarification.

5.1.8. If the applicant wishes to clarify issues relating to the application or matters of credit and recognition, the Student Admissions Officer or International Admissions Officer, as appropriate, will advise and/or arrange for the applicant to contact the Head of Department to discuss.

5.1.9. Where required, Student Admissions Officer, or International Admissions Officer, as appropriate, arranges for the applicant to provide further information or to attend further in-person meetings (including auditions, etc.).

5.1.10. If the applicant has met all the approved selection criteria and conditions of admission, Student Admissions Officer, or International Admissions Officer, as appropriate, have the authority to make an offer of admission to the program.

5.1.11. Offers of admission to commencing students will set out the program and study details, including, where applicable, attendance mode, attendance type, and campus for which the offer is made, as well as details on how to respond to the offer.

5.1.12. Upon receiving an offer of admission, successful applicants are required to complete their Enrolment Form to reserve a place in the next course of studies.

5.1.13. A person receiving an offer of admission must respond to the offer by the due date and by the process specified in the notice of offer. If an applicant fails to respond to the admission offer by the date specified in the notice of offer, the offer will lapse.

5.1.14. An applicant may apply to reinstate a lapsed offer. Approval to reinstate a lapsed offer can only be granted if places are still available in the program.

5.1.15. In cases of approval or rejection of an application, the Student Admissions Officer or International Admissions Officer, as appropriate, communicates the outcome to the applicant. Applicants whose application has been rejected are given the reasons for rejection and are informed of their right to appeal the decision.

5.1.16. Applicants whose admission has been approved are forwarded to Student Services, who subsequently enrol the applicant.

5.1.17. Applicants who have been offered a place in a course of studies will be permitted to defer their entry into that course of studies in accordance with the *Deferring, Suspending and Cancelling Student's Enrolment Policy and Procedure*, being for:

- Up to one year for domestic applicants,
- Up to one study period for international applicants.

5.1.18. Information on the deferral status of each course of studies will be available from Student Services or International Services Office, as appropriate. This information is subject to conditions that may be approved by the Campus Director.

5.1.19. All steps in this process, and associated documentation submitted and issued, are recorded in the Student Management System, with documentation also stored on the JMC Academy network and in a physical folder.

5.2 Victorian Applicants

5.2.1. All current Year 12 Victorian applicants seeking admission into JMC Academy's Melbourne Campus undergraduate qualifications must apply through the VTAC system.

5.2.2. Mature aged applicants in Victoria who have completed year 12 are also encouraged to apply through this system.

5.2.3. Victorian Tertiary Admissions Centre

5.2.3.1. VTAC provides comprehensive information to assist JMC Academy's officers during the selection process as well as relevant training.

5.2.3.2. The position of JMC Academy qualifications in an applicant's preference list is not permitted to be a factor taken into consideration when making selection decisions. In doing so, VTAC ensures that decisions are made only with reference to the published selection criteria, thereby encouraging a fair, transparent and equitable process that is merit based.

5.2.3.3. Selection decisions are not to be influenced in any way by the date of application or whether the applications are classified as Timely, Late, Very Late or Change of Preference (VTAC classifications).

5.2.3.4. Selection officers are required to ensure that all potential students are contacted and invited to meet with them.

5.2.3.5. The same selection criteria are used to select applicants in each of the three rounds of simulations initiated by VTAC.

5.2.3.6. Offers are made to all applicants fulfilling the selection criteria.

5.2.3.7. Potential students who choose to take up JMC Academy's offer are required, to complete an enrolment form.

5.3 International Applicants

5.3.1. International applicants, who are 18 years of age or older, can apply to study at the JMC Academy campus of their choice by submitting an application to International Services Office by:

- Post, or

- Email, or
- Via the JMC Academy website, or
- Via Recruitment Agents.

5.3.2. The International Services Office will advise international applicants of all necessary requirements during their application process via an interview prior to enrolment, either face-to-face or via a video conferencing facility.

5.3.3. The application process for international applicants is as follows:

5.3.3.1. Applicant (or agent on behalf of an applicant) submits all documents listed in sections 5.1.2 and 5.1.3. All documents must be original or certified and translated (if originals are not in English) copies of original documents.

5.3.3.2. Applicants from high-risk immigration level countries as determined by the Department of Home Affairs may be required to submit a Financial Declaration Form.

5.3.3.3. The JMC Academy International Admissions Officer will arrange and conduct an interview with the applicant, either in person or via video conference. The Head of Department or nominee will be present when required. The interview will help determine the genuineness of the applicant and the suitability of the qualification for which they are applying. Questions related to determining the Genuine Temporary Entrant intentions of the applicant are asked at this stage, will vary depending on the risk rating of the country of which the applicant is a national.

5.3.3.4. The International Admissions Officer may work with the relevant Head of Department and/or the Director of International Services to determine whether a candidate is suitable for entry.

- Applicants who are not accepted will receive notification in writing either directly or through their representative agent, along with a reason for the rejection.
- If accepted, an offer letter, invoice and Enrolment Acceptance Agreement will be issued to the applicant.

5.3.4. Successful applicants will within the time provided complete an Enrolment Acceptance Agreement Form, Checklist, Financial Declaration form (if not already received) and pay their Registration and first study period's Tuition Fees, to reserve a place in their preferred intake.

5.4 Applicants for Postgraduate Programs

5.4.1. The Head of Department or nominee reviews all documentation submitted and conducts an interview with the applicant as part of the process. The Head of Department may:

5.4.1.1. Delegate the interview with the standard entry applicants to Student Admissions (for domestic applicants) and International Services Office (for international applicants), or

5.4.1.2. Waive the interview as per section 5.1.7.

5.4.2. In special circumstances this responsibility may be delegated by the Dean to another person who:

- Is associated with the postgraduate program,
- Has an appropriate AQF+1 qualification, and
- Has relevant industry experience.

5.4.3. Applicants for postgraduate programs must demonstrate:

- Experience, skills, and applied knowledge relevant to their proposed studies,

- English Language Proficiency in accordance with requirements specified in the Assessing and Supporting English Language Proficiency Policy and Procedure,
- Capacity for collaboration,
- Capacity to engage in critical thinking, reflection, and the research-related activities.

5.4.4. In assessing an applicant's industry experience, the following criteria are taken into account:
- Level of experience,
- Experiential learning,
- Quality and duration of work,
- Relevance of field/discipline area/industry to proposed studies,
- Type of evidence provided,
- Other.

5.4.5. Level of Experience

5.4.5.1. In the assessment of an applicant's experience *Appendix 2 – Table 2 – Applying the Professional Practice Rubric (Postgraduate Programs)*, the admissions process looks at work undertaken either on a paid or unpaid basis.

5.4.5.2. Assessment of the applicant's work experience seeks to determine the degree to which the applicant's workplace tasks and activities may have led to the acquisition of skills and knowledge analogous to those acquired through study at an AQF level aligned to the entry requirements of the program they are applying for.

5.4.5.3. Each episode of employment is assessed by applying the Professional Practice Rubric *Appendix 2 – Table 3 – Professional Practice Rubric (Postgraduate Programs).* This rubric is aligned to frameworks used in Industry Awards as well as the descriptors set out in the AQF.

5.4.6. Experiential Learning

5.4.6.1. Admissions evaluations also seek to assess the applicant's life-long learning skills which will be critical to the successful completion of the program, especially in practice-focused postgraduate programs. In particular, the evaluation process seeks to assess the degree to which the applicant's experiential learning is equivalent to life-long learning skills acquired while undertaking a bachelor's degree.

5.4.6.2. The applicant must demonstrate that their prior learning experiences are:
- Equivalent to learning at AQF levels 5-7 or above,
- Balanced between theory and practice,
- Directly related to the program applied for.

Refer to *Appendix 2 – Table 4 – Experiential Learning Evaluation Form (Postgraduate Programs)*.

5.4.7. Quality and duration of work

5.4.7.1. Assessments of quality of work consider such factors as the individual's level of responsibility, the standard of work done, evidence of appreciation or satisfaction from relevant audiences, consumers or supervisors, and the extent of sustained effort.

5.4.7.2. Duration of work is assessed according to the nature and intensity of the work – from the development of creative output in one's own time and without a deadline, at one extreme, to the completion of a demanding project within a short timeframe, at the other extreme. Where important differences in the nature and intensity of work are not a factor, the applicant may be able to demonstrate a

volume of experience calculated in individual episodes, measured by hours per year (e.g., a 2-day per week part-time role for six (6) months is calculated as (approx.) 14 hours per week x 26 weeks = 364 hours).

5.4.8. Relevance of field/discipline area/industry

5.4.8.1.   Experience in creative industries is considered most relevant. However, industry experience in any field together with relevant creative ability is also taken into consideration.

5.4.9. Discipline areas within the scope of the Master of Creative Industries by Coursework Program

5.4.9.1.   Disciplines within the scope of the Master of Creative Industries by Coursework Program are those taught at the undergraduate level at JMC Academy.

5.4.10.   Relevant related discipline areas

5.4.10.1.   Relevant related discipline areas include, but are not limited to: Architecture, Writing and Publishing, Advertising and Marketing, Creative Software Applications, Dance and Choreography, Performance Art, Virtual Reality System Design.

6. RELATED DOCUMENTS

6.1. JMC Academy Glossary

6.2. Transfer between Registered Providers Policy and Procedure

6.3. Assessing and Supporting English Language Proficiency Policy and Procedure

6.4. Academic Progress Policy and Procedure

6.5. Deferring Suspending and Cancelling Student's Enrolment Policy and Procedure

6.6. Entry Requirements by Country

7. RELEVANT LEGISLATION

7.1. Higher Education Support Act 2003 (Cth)

7.2. Higher Education Standards Framework (Threshold Standards) 2021

7.3. Education for Overseas Students (ESOS) Act 2000 (Cth)

7.4. National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018

8. POSITIONS RESPONSIBLE

8.1. Academic Board

8.2. Dean

8.3. Director of International Services

8.4. Heads of Department

8.5. Campus Directors

8.6. Student Services

8.7. International Services Office

8.8. Student Admissions

9. APPROVAL INFORMATION

Approval Authority	Governing Council
Health Check approval authority	Chief Executive Officer
Review date	03/11/2025

Version	Approved by	Approval date	Effective date	Modifications	Status
1.0	Academic Board	25/08/2022	03/11/2022	Amendments as per external reviewer's recommendations. **Selection of Students into Undergraduate Courses Policy and Procedure** and **Admissions to Master of Creative Industries by Coursework Program Policy and Procedure** have been merged into one document. Positions and titles updated. Mature entry requirement replaced with work and life experiences requirement. Evidence of work and life experiences added.	Current
	Governing Council	03/11/2022		Audition and portfolio requirements added in the Appendix 2. Highly competent and talented group added in section 4.5 to be considered for additional adjustment to the entry requirements. Section 4.15 – readmission allowed after two study periods (change from 1 year). English requirements excluded from reasonable adjustment of entry requirements provision.	

Version control tables from previous Policies and Procedures reside in the original documents.

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Appendix 1 – Table 1 – Entry Requirements (Undergraduate Programs)

Program		Standard Entry Requirements	Alternative Entry Requirements	Additional Requirements
Diplomas & Undergraduate Certificates	DOMESTIC	- At least 17 years of age, and - Completed Application Form, and - Interview, and - Evidence of meeting one of the following requirements: - Year 12 (Australian Senior Secondary Certificate of Education)[3] or equivalent, or - A qualification at **Certificate III** level or above, or - Work and life experience[4] that demonstrates the ability to undertake study at the required level.	- At least 17 years of age, and - Completed Application Form, and - Interview, and - Completion of a relevant **JMC Academy Certificate III** program. On successful application for an alternative entry, applicants will be allocated to the Diploma program, which forms the first two study periods of the degree program. Upon completion of the required 48 credit points of study for the award of the Diploma, students may subsequently articulate into the relevant bachelor's degree.	All applicants must: - Demonstrate satisfactory English Language Proficiency consistent with the *Assessing and Supporting English Language Proficiency Policy and Procedure.* **AND** For the Additional Requirements for the following programs please refer to the *Appendix 1 – Table 2 – Audition and Portfolio Requirements:* - Design (Visual Communication), - Creative Arts (Animation), - Creative Arts (Game Design), - Music, - Acting.
	INTERNATIONAL	- At least 18 years of age, and - Completed Application Form, and - Interview, and - Evidence of successful completion of a Senior Secondary School Certificate (transcripts and certificate must be translated and certified. Please refer to the *Entry Requirements by Country* document for a list of relevant certificates accepted as evidence of satisfactory academic entry requirements.	- At least 18 years of age, and - Completed Application Form, and - Interview, and - Completion of: - A relevant JMC Certificate III Program or, - Foundation Studies Pathway, or - Selected overseas VET qualifications approved at the discretion of JMC Academy.	

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[3] If completed overseas, please refer to the *Entry Requirements by Country*.

[4] *Appendix 1 – Table 3 – Evidence of work and life experience (Undergraduate Programs)*

Program		Standard Entry Requirements	Alternative Entry Requirements	Additional Requirements

Bachelors	DOMESTIC	• At least 17 years of age, and
		• Completed Application Form, and
		• Interview, and
		• Evidence of meeting one of the following requirements:
		  o Year 12 (Australian Senior Secondary Certificate of Education)[5] or equivalent, or
		  o A qualification at **Certificate IV** level or above, or
		  o Work and life experience[6] that demonstrates the ability to undertake study at the required level.
			• At least 17 years of age, and
			• Completed Application Form, and
			• Interview, and
			• Completion of a relevant **JMC Academy Diploma** program.
			
			On successful application for an alternative entry, applicants will be allocated to the Diploma program, which forms the first two study periods of the degree program. Upon completion of the required 48 credit points of study for the award of the Diploma, students may subsequently articulate into the relevant bachelor's degree.
				All applicants must:
				• Demonstrate satisfactory English Language Proficiency consistent with the *Assessing and Supporting English Language Proficiency Policy and Procedure.*
				
				AND
				
				For the Additional Requirements for the following programs please refer to the *Appendix 1 – Table 2 – Audition and Portfolio Requirements:*
				• Design (Visual Communication),
				• Creative Arts (Animation),
				• Creative Arts (Game Design),
				• Music,
				• Acting.

	INTERNATIONAL	• At least 18 years of age, and
		• Completed Application Form, and
		• Interview, and
		• Evidence of successful completion of a Senior Secondary School Certificate (transcripts and certificate must be translated and certified. Please refer to the *Entry Requirements by Country* document for a list of relevant certificates accepted as evidence of satisfactory academic entry requirements.
			• At least 18 years of age, and
			• Completed Application Form, and
			• Interview, and
			• Completion of:
			  o A relevant JMC Academy Diploma Program or,
			  o Foundation Studies Pathway, or
			  o Selected overseas VET qualifications approved at the discretion of JMC Academy.	

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[5] If completed overseas, please refer to the *Entry Requirements by Country*.

[6] *Appendix 1 – Table 3 – Evidence of work and life experience (Undergraduate Programs)*

Appendix 1 – Table 2 – Audition and Portfolio Requirements

Program	Portfolio	Additional information
Design (Visual Communication) *(All Levels)*	Portfolio of visual artwork must include at least three pieces of original work. These may include but are not limited to: • An image (a photography piece, an illustration, a painting) • A written piece (an idea, a story, a film critique, a blog) • A product (a website, an animation, a poster, a game) A rationale explaining the concept behind the submitted work portfolio must be accompanied with a written paragraph (200-300 words) on a brand, service or product of applicant's choosing should: • Explain why it does/does not appeal to you and why you do/do not consider it successful, • Provide rationale and reflecting on reasons behind its success/ways it can improve, • Demonstrate what standards make good/bad design, • Provide the insight of your thought process.	JMC Academy admits applicants to Diploma of Design (Visual Communication) or Bachelor of Design (Visual Communication), and therefore a portfolio submission is essential to ascertain that the applicant has met a certain standard of cognitive and technical ability, interest, and motivation to create visual art and generate original ideas.

Program	Audition	Additional information
Acting *(All Levels)*	For the audition, the applicant must: • Perform TWO monologues of 1- 2 minutes duration, • ONE monologue must be Shakespearean, or for applicants where English is not their first language, they may instead perform a monologue in their first language, • ONE monologue may be from film or theatre, • The audition may be conducted face to face or via video call. Audition videos are also accepted. *International applicants, auditioning via video call, must include a workshop of the monologue.*	The audition is to be conducted by the Head of Department or suitably qualified representative, in the presence of a Student Admissions Officer. The auditioner is to invite the applicant to perform each of their monologues. The auditioner will then conduct a workshop of at least ONE monologue. This will provide evidence determining the applicants' suitability for the nature of the JMC Acting program, to determine whether JMC Academy is able to support the learning and pastoral needs of the applicant, and to assess their prospective capability to develop the knowledge and skills over time to meet the course objectives.

Program	Portfolio	Additional information
Creative Arts (Animation) *(All Levels)* **Creative Arts (Game Design)** *(All Levels)*	Portfolio of creative work, primarily visual but not purely so. Minimum 10 items, maximum 20 items, made up of a balanced mix selected from any of the following: • Drawing and painting from life/observation - life models, still life, landscapes, portraits, • Imaginative fine art of any medium or subject • Original character designs (some copies of commercial characters are acceptable, but they should be kept to a minimum), • Original set or environment illustrations, • 3D models (any software), • Storyboards, • Animations (any style or technique), • Level Designs (original designs from stock assets or original assets), • Games, • Design Tech Projects, • Photography, • Video, • Graphic Design and Illustration, • Coding, • Original Game Lore, • Creative Writing (short or extract only please), • Reviews or Technical Writing, • Sketchbooks (no more than two). A written paragraph (200-300 words) explaining applicant's choices of visual artwork and rationale behind it, demonstrating: • Reasoning for wishing to study Animation and Games, • Rigor and initiative, • Insight into creative approach, • Creativity.	JMC Academy admits applicants to Diploma of Creative Arts (Animation/Game Design) or Bachelor of Creative Arts (Animation/Game Design), and therefore a portfolio submission is essential to ascertain that the applicant has met a certain standard of technical ability, interest, and motivation to create visual art and generate original ideas. The following applicants would be most likely accepted: • A person with underdeveloped skills, who is generating a lot of original ideas and material, • A person with advanced skills who is uncertain of their direction and wishes to explore their options, • A person with few art skills but strong ideas and/or coding abilities assuming they were focused on Games and/or Computer Graphics Art, • A person with less comfort with drawing if a Games and/or Computer Graphics Art pathway is intended, • A person who can demonstrate a sustained interest in film-making/game-making.

Program	Portfolio	Audition	Additional information
Music Performance *(All Levels)*		For audition or audition video an applicant must: • Perform two contrasting songs, or excerpts from songs – ideally, the pieces should not be more than 2:30min each. • One original track may be submitted, • The applicant's face must be clearly shown on screen, and it must be a live performance of the song – not miming to a pre-recorded track, • Include any graded certificates including AMEB or Rock School if applicable.	JMC Academy admits applicants to Diploma of Music or Bachelor of Music, and therefore an audition or portfolio submission is essential to ascertain that the applicant has met a certain standard of musicality, skills or experience in music, and musical awareness, befitting the commencement of study in a tertiary qualification in music. Where possible, please also include any graded certificates in Music studies or performance, including AMEB, Rock School, or similar.
Music Songwriting *(All Levels)*	• Recordings of two original songs, and credits to the recordings indicating what the applicant has contributed to the recordings and/or production, • Lyric sheets, where possible, • Other related original creative work – including scored compositions, or other musical projects.	For audition or audition video an applicant must: • Perform two original songs, either self-accompanied on a preferred instrument, and/or with pre-produced backing tracks, • Provide lyric sheets to the original songs where possible, • The applicant's face must be clearly shown on screen, and it must be a live performance of the song – not miming to a pre-recorded track.	
Music Production *(All Levels)*	• Two songs, compositions, or pieces of music that the applicant has recorded and produced. The pieces may be excerpts as ideally none should be longer than 2:30min, • At least one original piece of music/song/production, • Credits to show how the applicant has contributed to the submitted recordings, • Any other related musical material, such as contributions to other musical projects, scored work, or music for video/film, • Where possible, include screen shot of production session tracks and DAW software used.		

Appendix 1 – Table 3 – Evidence of work and life experience (Undergraduate Programs)

Undergraduate Programs
Applicants who do not have the formal qualifications required for standard entry (for example no Year 12 certificate and no VET qualifications), will be considered for entry, based on the evidence of their professional work and life experiences and/or other forms of learning that demonstrate the ability to undertake study at the required level.   The evidence may include but is not limited to: • Evidence and/or records of any relevant formal and/or informal studies undertaken, completed or partially completed, demonstrating a sufficient likelihood of success in the chosen program, and/or   • A CV supported by letters of recommendation relating to work history relevant to the chosen program, and/or   • Statement of Intent demonstrating a sufficient likelihood of success in the chosen program, and/or   • A portfolio that demonstrates creative, technical and intellectual skills and abilities.

Appendix 2 – Table 1 – Entry Requirements (Postgraduate Programs)

Program		Standard Entry Requirements	Alternative Entry Requirements	Additional Requirements
All Programs	ALL APPLICANTS	- Completed Application Form, and - Interview, and - Recognised bachelor's degree (or higher award) in a cognate field of study[7], and - Professional or academic reference, and - Approval of the Head of Department after an interview with the applicant. - In special circumstances the requirement for an interview may be waived by the Head of Department. - In special circumstances the requirement for an interview may be waived by the Head of Department.	- Evidence of an appropriate level of academic and/or professional attainment in areas relevant to the applicant's proposed studies, and - Relevant industry experience, and - Approval of the Head of Department after an interview with the applicant.	All applicants must: Demonstrate satisfactory English Language Proficiency consistent with the *Assessing and Supporting English Language Proficiency Policy and Procedure.*

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[7] A cognate field of study includes but is not limited to music and sound production, arts management, film and television, music and related studies, entertainment, graphic and design studies, visual arts, interactive and visual design, animation and game design, creative writing, new media, communication, and media studies.

Appendix 2 – Table 2 – Applying the Professional Practice Rubric (Postgraduate Programs)

For each employment episode, the Applicant explains how their experiences contribute the following criteria:

Employment episode	Authority and accountability	Judgment and problem solving	Specialist knowledge and skills	Management skills	Interpersonal skills

Appendix 2 – Table 3 – Professional Practice Rubric (Postgraduate Programs)

Level	Authority and accountability	Judgment and problem solving	Specialist knowledge and skills	Management skills	Interpersonal skills
Low	Provides professional and/or specialist technical services to complete assignments or projects in consultation with other employees. May work with a team of employees requiring the review and approval of more complex elements of the work.	Problems require assessment of a range of options having elements of complexity in reaching decisions and making recommendations. Precedent is available from the employer's internal sources, and assistance is usually available from other professional and/or specialist technical employees in the work area.	Positions require considerable knowledge and a level of skill in a specific area to resolve issues having elements of complexity which may not be clearly defined.	Technical and administrative employees at this level may manage minor projects involving employees in lower levels and other resources. Professional employees at this level are not expected to perform such management functions.	Persuasive skills are required to participate in technical discussions to resolve problems, explain policy and reconcile viewpoints. Employees may write reports in the field of their expertise and/or prepare external correspondence.
Min	Provides a specialist service in the completion of work and/or projects which have elements of complexity (composed of many parts that may be more conceptual than definite).	Positions require the interpretation of information and development of suitable procedures to achieve satisfactory outcomes. The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent. Decision making requires analysis of data to reach decisions and/or determine progress.	Positions require the application of extensive knowledge and a high level of skill in a specific area to resolve issues having elements of complexity.	Technical employees at this level may manage more complex projects involving people and other resources. Professional employees at this level may manage minor projects involving employees in lower levels and other resources.	Interpersonal skills in leading and motivating employees in different teams/locations may be required, as well as persuasive skills to resolve problems or provide specialised advice.

Level	Authority and accountability	Judgment and problem solving	Specialist knowledge and skills	Management skills	Interpersonal skills
Ideal	Accountable for the effective management of major sections or projects within their area of expertise. Provides a professional advisory role to people within or outside the employer on major areas of policy or on key issues of significance to the organisation. Such advice may commit the employer and have significant impact upon external parties dealing with the employer. The position's influence would have an important role in the overall performance of the function.	Employees have a high level of independence and determine and/or oversee the framework for problem solving or set strategic plans. At this level, the position may represent management or the employer in the resolution of problems.	Positions require knowledge and skills for the direction and control of a key function of the employer or major functions within a department. Positions require expert knowledge and skills involving elements of creativity and innovation in addressing and resolving major issues.	Employees may direct professional or other staff in the planning, implementation, and review of major programs, as well as participating as a key member of a functional team. Positions at this level may also be required to manage staff, resolve operational problems, and participate in a discrete management team to resolve key problems.	Interpersonal skills in leading and motivating staff will be required at this level. Positions require the ability to persuade, convince or negotiate with staff, clients, members of the public, tribunals, and persons in other organisations in the pursuit and achievement of specific and set objectives. Communication skills may be required to enable provision of key advice both within and outside the employer and to liaise with external bodies.

Appendix 2 – Table 4 – Experiential Learning Evaluation Form (Postgraduate Programs)

In addition to specific industry skills and knowledge, applicants must demonstrate their capacity to:

	Example 1	Example 2	Example 3
think critically and reflectively			
demonstrate values, knowledge, skills, and attitudes appropriate to the discipline and/or profession			
solve problems in a variety of settings taking local and international perspectives into account			
work both autonomously and collaboratively			
locate, organise, analyse, synthesise, and evaluate information			
demonstrate effective communication in oral and written English language and visual media			
utilise information and communication and other relevant technologies effectively			