

# Admissions and Entry Requirements Policy

## **Commencement Date**

1 June 2014

## **1.0 Purpose**

This policy provides a framework for processing admissions to the Guild and outlining entry requirements that are fair and equitable.

## **2.0 Scope**

This policy applies to all members of the Guild's higher education community.

## **3.0 Objectives**

The Guild is committed to the following principles that underpin this policy.

- To ensure that students admitted to courses have the background and abilities to reasonably expect a successful completion of the course of study
- To attract and retain students with the potential to achieve high quality outcomes
- To ensure that admissions decisions are fair, equitable and made based on merit, in a timely manner

## **4.0 Implementation**

### ***Entry Requirements***

The Guild will provide fair and equitable entry opportunities to students by ensuring that:

- Entry requirements are documented and criteria are ready available to prospective students
- Pathways are available for students who do not initially meet entry requirements, such as via bridging programs
- Learning supports are available to facilitate success
- Student progress is monitored and utilised to review entry requirements

Students must satisfy the following entry requirements, but are not automatically guaranteed a position.

- VCE English or equivalent (students must demonstrate high literacy knowledge)
- AGME Grade 5 theory level or equivalent
- Audition requirements for all students is to be at AGME Grade 7 level or from an approved equivalent examining body, or professional industry experience.

Provision is made for mature age entry and for recognition of prior learning. Students will have access to bridging theory lessons, which will be emailed to students with a weakness in theory prior to the commencement of the course, if they have passed all other entry requirements.

### ***Audition/Interview***

Once students have successfully met the English and theory entry requirements, an audition will be scheduled, following receipt of the application form. Students will be allocated an interview/audition time by mail or telephone. The interview/audition will take twenty-five minutes,

including any set-up time. The audition panel will conduct auditions with fairness and integrity, and document the decisions arising from the audition.

Students will be required to bring any CVs or resumes/statements of attainment/school reports or additional work experience details relating to music to auditions/interviews.

### **Performance test:**

Auditions are held from October to January for start of year intake, and April to May for the midyear intake. It is preferred that auditions are held two months prior to course start dates, yet enrolments for the two intakes can be booked 6 months prior to actual course start dates. The Guild recommends students enrol with the bulk of student enrolments at the November period. Please note that an audition fee applies.

It is essential that you are reasonably proficient in an instrument or voice to achieve the performance based outcomes of the course. A drum kit, piano, microphones, amplifiers and stereo equipment are available at the Guild. Other instruments or accompanists/backing tracks will have to be brought along by the applicant. Be prepared to perform at least one to three items plus technical work. The panel will reserve the right to nominate their selections.

### **Musicianship test:**

During the audition you will also be required to answer questions in response to some played and notated music as a musicianship test and given a written test, the results of which may determine if additional bridging tuition is required. Otherwise the candidate could gain direct entry into the course. If additional tuition is required, then the student will need to complete set tasks by email towards preparing for the course start date. This may also be carried on into the first term together with course work/lectures.

An interview will be held directly after the audition. You will be asked a series of questions relating to your suitability for the course. You should demonstrate a clear understanding of career goals and aptitude for the course of study including any relevant industry experience.

### ***Audition Requirements***

The audition tests are for the purpose of the Guild to assist students in selecting the right course that will be best suited to their needs. If the Guild considers that a student demonstrates the abilities to be admitted to a more advanced; or lower graded course the interview/audition will include discussion in relation to previous experience such as work in the industry, previous public examination levels, and or the aptitude needed to complete the workload involved in the course which is displayed in the tests performed it will notify the student on the day of audition/interview (performance related). If the student displays high levels in performance yet a low knowledge of other theory and aural areas they will be required to complete some set tasks. See Special Admission Tests for more details.

Mature aged students are also welcome to apply and undertake an audition. AGME does not discriminate or victimize students based on age or culture.

Students are encouraged to attend the Guild Rooms for hands on work with the equipment, yet this is not compulsory, especially for students interstate.

### **Performance Audition**

The Australian Guild of Music Education caters for all instruments.

Students are to bring any material such as prior programs of live performances and resumes to the audition/interview. The student must also perform three contrasting pieces that the student feels confident performing, plus any technical work to display knowledge and level assessment, as per the requirements listed below. Distance students are required to complete a phone interview plus submit a video/DVD of the below requirements.

- **Vocal** - 3 contrasting pieces & requested technical element if known, Scales (doh, ray, me – doh), Arpeggios in (doh, me – doh) & exercises, view syllabus for further information
- **Guitar** - 3 contrasting pieces & requested technical element if known, Scales, Arpeggios & Exercises, view syllabus for further information
- **Piano/Keyboard** - 3 contrasting pieces & requested technical elements if known, Scales, Arpeggios & Exercises, view syllabus for further information
- **Violin/Cello** - 3 contrasting pieces & requested technical elements if known, Scales, Arpeggios & Exercises, view syllabus for further information
- **Clarinet/Flute** - 3 contrasting pieces & requested technical elements if known, Scales, Arpeggios & Exercises, view syllabus for further information
- **Percussion** - 3 contrasting pieces & requested technical elements if known, 3/4, 4/4, 6/8, time plus a good understanding of their instrument.
- **Other instruments** - 3 contrasting pieces & requested technical elements

Pieces are to show the students full potential, such as diversity, phrasing, range (vocal only), techniques such as hammers, harmonics, bends etc for guitar, and legato, trills, soft/loud/fast/slow timing etc for all instruments.

The following instrumental syllabi are available to assist with the level of pieces that should be commensurate for the audition. Select one of the links below to the online Syllabus for your instrument; go to grade 7 and view pieces listed. If your instrument is not mentioned in the list below select 3 contrasting pieces that you find technically difficult out of your repertoire.

[Clarinet](#); [Modern Guitar](#); [Electric Guitar](#); [Classical Guitar](#); [Traditional Piano Classical](#); [Contemporary Piano Stream B](#); [Light Classical Piano](#); [Pianoforte Stream C](#); [Violin](#); [Viola](#)

### **Theory & Aural**

A test commensurate to the entry level enrolment application will be given to the student to be completed. Students will be notified of enrolment acceptance towards direct entry. If the student is below the required level, the student will be notified of the theory bridging gap tuition and or guided to enrol in the Diploma course. (See the following details for the special admissions test for further information)

### **Audition Process and Fees**

Total fee of \$100 is broken up into the following steps 1 and 2 for admission into all courses. Students may apply for special consideration due to financial circumstances to receive a fee exemption.

#### **Step 1 – Audition/Interview Performance - \$50**

Students will have to meet the audition requirements for their instrument. During the audition/interview there will be an examiner present to assess the abilities of the student. The student will be notified of acceptance to the course on the day of the audition/interview. If students are assessed as achieving the required performance level, then they proceed to Step 2 and are tested for their Theory and Aural knowledge.

If required, extra tutorials may need to be attended by the prospective student. Further details towards bridging any gaps will be notified to students on the day of the audition/interview. The student will be notified during the interview of all course requirements such as the following steps to process their admission.

Recognition of Prior learning will be discussed and assessed either during or after the interview. A fee will apply for RPL assessment, if it cannot be assessed by the person interviewing and assessing the student at the audition.

The Guild also provides further information to the student, such as the Student Handbook, [enrolment form](#), FEE-HELP application request form and the next steps theory paper.

### **Step 2 – Special Admissions Test - \$50**

Students will have to perform a set theory & aural test to provide the Guild evidence of knowledge in this area.

Upon completion of the set tests, the theory lecturer will assess the completed papers. The Dean will be notified of the student's knowledge and if there are any weaknesses noted. If the student has any weaknesses they will be made aware that they will need to undertake additional tutorials, and are given access to a set of theory tests and exercises plus text to assist them with the workings. It is preferred that this is all completed prior to course start, yet can be introduced through the first term of study if necessary, where the student will receive additional tutorials from the lecturer. (A fee may apply if extra tuition is needed)

DISTANCE students follow the same procedures with some modifications.

On application, a music related CV is required. The student will then be notified to proceed with the normal admissions procedure, with modification such that the performance is presented either by SKYPE/YouTube/DVD or a USB recording, and a theory paper is emailed to the student for completion at an appropriate standard. The student is interviewed by phone for further information.

### **Note**

Students gain access to the e-Learning site upon course commencement.

Dr Ern Knoop (Faculty Dean) Mobile 0412 327 665 or email [knoop@hotkey.net.au](mailto:knoop@hotkey.net.au)

### **Admissions**

Students will be notified in a timely manner of the decision for admission. If students have been unsuccessful, they will be advised of alternative pathways for entry into the course selected.

Letters of offer may only be made by the person authorized to do so, being the Dean who is the Admissions Officer. The Guild reserves the right to withdraw an offer of admission, if it finds that inaccurate information was provided by the applicant, or if circumstances change significantly such that the applicant no longer meets the entry requirements. The Dean is responsible for offering deferrals, where applicable.

## **Refusal of Admission**

The Guild may refuse admission, even if the applicant has met the entry requirements, if it is discovered that the applicant has:

- an unsatisfactory academic history that has not been resolved
- outstanding fees with the Institute
- been excluded from another educational institute
- displayed conduct that would provide reasonable grounds to exclude the applicant from studying at the Institute
- displayed a lesser ability than other applicants where there are limited enrolment places.

## **Re-admission**

Applicants whose enrolment has lapsed, may re-apply under the same entry requirements as all other applicants.

Applicants who have met entry requirements, but have been excluded from any other educational institution, will need to demonstrate that circumstances have changed such that they are likely to succeed in the course.

### **Deferments**

Deferment may be permitted for one or two semesters. Such requests will be considered on a case-by-case basis. Fees may apply.

## **Withdrawal from a Subject**

Students may apply to withdraw from a subject, by the relevant census dates. If a student needs to suspend studies, but intends to continue the course, then at the time of postponement the student must complete a course withdrawal declaration form. The student can re-enrol at the next semester in the next relevant subject permitted under the usual course progression rules. Fees may apply.

If a student decides to withdraw completely from a course, they must complete the withdrawal declaration form.

## **Appeals**

Applicants may appeal the decision by writing to the Academic Board if they believe that the decision has not considered all the facts or was unfairly made.

## **5.0 Definitions**

**Admission:** the process for admitting an applicant into a course, following a successful application and acceptance of the offer of a place in the course.

**Admission requirements:** the requirements that an applicant must satisfy in order to be eligible for selection. Admission requirements comprise general entry requirements, including English language proficiency, and course entry requirements.

**Applicant:** a person who applies for a place in a course. An applicant becomes a student upon enrolment.

**Course:** a unit of study in a program.

**Course Entry Requirements:** the entry requirements that an applicant must satisfy to be admitted into a particular course, that are additional to the general entry requirements.

**Deferment:** an agreement to allow an applicant to defer taking up the place they have been offered until a later time.

**Offer:** the offer of a place in a course to a successful applicant.

**Selection:** process of assessing applicants for courses and deciding which applicants will be made an offer of a place in the course.

## 6.0 Related policies and procedures

- RPL and Credit Transfer Policy
- Tuition, FEE-HELP and Refund section of the Student Handbook

## 7.0 Review

Three years from commencement.

## 8.0 Accountabilities

The Academic Board is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and the Guild's community via the website and other publications.

## 9.0 Revision History

Date Created: 9 May 2014

Approval Authority	Contact Person	Revision Due Date	Revision Date	Approved Date	Version No.	Revision Description
Academic Board	Chair	31/5/2017		16/5/14	1	Additional information and clarification of Admissions and Entry Requirements; transferred to AGME Policy template
					2	Academic Board feedback – minor amendments