



## ADMISSION PROCEDURE: MTeach (Secondary)

<b>Responsible officer</b>	Dean for Academic and Regional Development, Rev Dr Ian O’Harae,	
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<b>Approved by</b>	Academic Board	
<b>Approval date</b>	4 July 2018	
<b>Effective date</b>	4 July 2018	
<b>Review date</b>	July 2021	
<b>Superseded documents</b>	Admission Requirements for Courses in Education 2015	
<b>Related documents</b>	Admission Requirements Policy: Education 2018; Admissions Policy: Education, Counselling, Chaplaincy and Spiritual Care 2018	
<b>Procedure classification</b> <i>Select a General OR an Academic option</i>	<b>General</b> Choose an item.	<b>Academic</b> Student Services and Administration

### 1. PURPOSE

To outline the admissions procedure for students enrolling in a Masters of Teaching (Secondary).

### 2. DEFINITIONS (OPTIONAL)

Key Term - Acronym	Definition
JP	Justice of the Peace

### 3. STEPS

#### 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.

- 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, 122 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, they will proceed to an interview.

## **STEP 3 – INTERVIEW APPLICANTS**

- An interview with the application and the Course Interview Panel is arranged.
- The Course Interview Panel (sub-committee of the Admissions Committee) 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 the applicant 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 aims of the interview are:
  - o To inform, advise and guide applicants in their decision to and commitment to this educational training program.
  - o 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.

- o 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.
- o 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.
- o 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 the assessment of the application:

##### **1. Basic Requirements** – reviewed from application forms

- o Confirmation of Identity
- o English Competency

- o Citizen/Resident Visa Status
- o Submitted documentation

**2. Tertiary qualifications and references** – transcripts, testamurs, etc

The applicant’s undergraduate degree is assessed with regards to fulfilling the criteria for selection of Designated Areas with regard to the NSW Education Standards Authority (NESA) requirements. Undergraduate studies must include study in a Designated Area related to a school subject (first designated area) as follows:

- o 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.
- o A second designated area requires 4 units with 2 units at level 2 or above.

**3. A satisfactory outcome from the interview**

- The decisions made in the Committee meeting are documented and kept in the Admissions file as a soft copy.

**STEP 5 – 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.

**4. VERSION HISTORY**

Version	Approved by	Approval Date	Effective Date	Changes made
2	Academic Board	4 July 2018	4 July 2018	Procedure extracted from Admissions Requirements for Courses in Education 2015 and formatted into new template.
1	Academic Board	April 2015	April 2015	