

# COURSE HANDBOOK

## OVERVIEW

TEACH WITH HEART	
<p>The Bachelor of Education (Secondary) equips graduates with a fully accredited professional teaching qualification accredited by NESAs. Designed for aspiring teachers and career changers, the BEd(S) accredits you to teach in Independent and Public Secondary Schools.</p>	Program Director      Dr Garrick Everett
	AQF Level                      AQF Level 7 (Undergraduate)
	Qualification                  Bachelor Degree
	Subjects                        32
	IELTS                            7.5
	Languages of Instruction      English
	CRICOS                         099281A
	ASCED Code                    070105
	Accreditation                  Self-accreditation Professional accreditation (NESAs)
	Course Length                4 years full-time; up to 12 years part-time

This AQF Level 7 Bachelor of Education (Secondary) – BEd(S) – is a four-year pre-service teacher education program, designed to meet the Graduate Teacher Standard Descriptors – professional knowledge, professional practice and professional engagement at undergraduate teacher level, equipping them for provisional registration as teachers in high schools. It provides a core of knowledge and understanding and pedagogy for the student’s area of specialisation and professional experience. Candidates will complete two designated teaching specialisations from the following learning areas or subjects: English, Humanities and Social Sciences, Mathematics, and Religious Studies. Other teaching specialisations may be done through a university partnership as detailed on the AC website. In addition, students will develop general skills in critical thinking, problem-solving, teamwork, and communication, and will be equipped with theoretical knowledge in curriculum development and pedagogy, as well as skills in education areas, to equip them for classroom teaching.

The purpose of this Level 7 Bachelor coursework program is to integrate a well-developed foundation in educational knowledge, with a coherent theoretical understanding and professional experience framed within a Christian ethic of human reciprocity. In this sense, the BEd(S) acts as an integrated environment for the preparation of students who wish to develop skills for a diverse range of educational applications.

The course builds on AC’s established expertise in producing graduates who embody integrity, professional knowledge, and social skills, making a positive contribution to society. It develops the professional skills

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necessary for students to teach in their specialist area and trains students in how to engage with communities of practice for ongoing support throughout their careers.

## AC GRADUATE ATTRIBUTES

### **Christian Worldview**

A knowledge of the Christian story, derived from the Scriptures and tradition of the church. An awareness of the implications of this story for self-identity in the context of local and global communities. This includes a commitment to engage with alternate worldviews, showing appreciation of the values and perspectives of others.

### **Leadership**

The ability to provide effective Christian leadership to individuals, groups and organisations, demonstrated in the capacity to influence and enable others to accomplish worthwhile objectives which contribute to the human good and the kingdom of God. This includes seeking to emulate the example of Jesus Christ in serving and empowering others.

### **Integrity and Justice**

The ability to apply a Christian worldview in the diverse situations and responsibilities of life, and to exercise faith, hope, love and generosity as prevailing attitudes. This includes the active promotion of the gospel, social justice, equality, mutual respect and an ecological ethos.

### **Communications**

The ability to communicate effectively to a range of audiences, in appropriate contexts using high levels of verbal, written and technological skills. This includes visual and media literacy, numeracy, rhetoric and persuasion.

### **Personal and Social Skills**

Demonstrate relational skills that incorporate the flexibility for both independent and collaborative situations. This includes personal and group organizational skills, conflict management and resolution, as well as the ability to value and respect the opinions of others.

### **Critical and Creative Thinking**

A capacity for critical and reflective thinking that is explored not only individually but within a community context. This includes a capacity to be creative and to research, analyse and resolve problems in innovative and prophetic ways.

### **Professional Knowledge**

Maintenance and use of knowledge about a discipline or field, involving theoretical, conceptual and methodological elements. This includes striving continually and independently to secure further knowledge and where appropriate, defined professional skills.

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## COURSE LEARNING OUTCOMES

Specification	AQF Level 7	AC Course Learning Outcomes	AC Graduate Attributes
<b>Knowledge</b>	Graduates of a bachelor's degree will have a broad and coherent body of knowledge, with depth in the underlying principles and concepts in one or more disciplines as a basis for independent lifelong learning	<p>Demonstrate:</p> <ul style="list-style-type: none"> <li>a broad and coherent knowledge of teaching, learning and schooling with depth of knowledge in the underlying principles and concepts of key areas.</li> <li>Integrate personal and professional beliefs into a worldview that strengthens their professional practice and influence as teachers.</li> </ul>	<p>Christian Worldview</p> <p>Critical and Creative Thinking</p> <p>Professional Knowledge</p>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Cognitive skills to review critically, analyse, consolidate and synthesise knowledge</li> <li>Cognitive and technical skills to demonstrate a broad understanding of knowledge with depth in some areas</li> <li>Cognitive and creative skills to exercise critical thinking and judgement in identifying and solving problems with intellectual independence</li> <li>Communication skills to present a clear, coherent and independent exposition of knowledge and ideas</li> </ul>	<p>Demonstrated ability to:</p> <ul style="list-style-type: none"> <li>Critically review, analyse and interpret theory and practice, and synthesise key findings and observations.</li> <li>Apply critical thinking and sound judgement in identifying and creatively solving problems with intellectual independence.</li> <li>Communicate independent, respectful and coherent ideas that demonstrate an in-depth understanding of knowledge and ideas.</li> <li>Engage in critical reflection and rational inquiry to contribute to scholarship and evidence-based practice in education.</li> </ul>	<p>Christian Worldview</p> <p>Leadership</p> <p>Integrity and Justice</p> <p>Communication</p> <p>Personal and Social Skills</p> <p>Critical and Creative Thinking</p> <p>Professional Knowledge</p>
Specification	AQF Level 7	AC Learning Outcomes	AC Graduate Attributes

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## COURSE LEARNING OUTCOMES

<b>Application of knowledge and skills</b>	<p>Demonstrated:</p> <ul style="list-style-type: none"><li>• With initiative and judgement in planning, problem solving and decision making in professional practice and/or scholarship</li><li>• To adapt knowledge and skills in diverse contexts</li><li>• With responsibility and accountability for own learning and professional practice and with collaboration with others within broad parameters</li></ul>	<p>Demonstrated ability to:</p> <ul style="list-style-type: none"><li>• Demonstrate responsibility and accountability for their own learning and professional practice.</li><li>• Design, implement and evaluate engaging and quality learning experiences that respond to diversity and unique learner needs.</li><li>• Design, implement and evaluate assessments that respond to diversity and unique learner needs.</li><li>• Create, manage and sustain safe, respectful and supportive learning environments.</li></ul>	<p>Christian Worldview</p> <p>Leadership</p> <p>Integrity and Justice</p> <p>Communication</p> <p>Personal and Social Skills</p> <p>Critical and Creative Thinking</p> <p>Professional Knowledge</p>
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## COURSE STRUCTURE (CURRENT)

**This course structure applies to students admitted into the Bachelor of Education (Secondary) from Semester 1 2024 onwards.**

The course structure is based on eight semesters (each of 13 weeks duration), with four subjects taught in each semester. A placement block of four weeks is included in each semester. This is separate to 13 weeks of academic study. The course consists of:

- 10 cp from Christian Studies
- 120 cp from Education Specific units
- 40 cp from Curriculum Studies
- 60 cp Discipline Studies – Major
- 40 cp Discipline Studies - Minor
- 30 cp Professional Experience
- 20 cp from any Alphacrucis faculty course (elective)

Professional Experience consisting of a minimum number of 80 supervised professional experience days in secondary schools as stipulated by local registration/employing bodies. This course includes 10 days of structured observation of teaching in EDU117 and an additional 70 days of supervised Professional Experience.

To qualify for the award of the degree of Bachelor of Education (Secondary) a candidate shall accrue an aggregate of at least 320 credit points, including satisfactory completion of the core subjects noted below.

### Content of the course and recommended course progression

First Year					
Semester 1			Semester 2		
ACA101	Faith and Purpose	10	EDU117	Perspectives of Professional Practice (includes 10 days structured teaching observation)	10
EDU108	Academic Writing and Professional communication	10	EDU228	Child and Adolescent Development and Wellbeing	10
EDU103	Foundations of Christian Education	10	AAA	Major	10
EDU116	Introduction to Learning Theory	10	BBB	Minor	10
Second Year					
Semester 3			Semester 4		
AAA	Major	10	EDU127	Aboriginal and Torres Strait Islander Perspectives	10
CRS	Curriculum Study 1 Part A	10	EDU224	Inclusive Education	10
EDU236	Creating positive Learning Environments	10	AAA	Major	10
EXP210	Professional Experience 1 (20 days supervised placement)	10	CRS	Curriculum Studies 2 Part A	10
Third Year					
Semester 5			Semester 6		
BBB	Minor	10	AAA	Major	10
EDU204	Literacy and Numeracy	10	BBB	Minor	10

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EDU232	Curriculum, Assessment & Reporting	10	CRS	Curriculum Study 1 Part B	10
EXP313	Professional Experience 2 (20 days supervised placement)	10	EDU340	Learning and Teaching through ICT	10
<b>Fourth Year</b>					
<b>Semester 7</b>			<b>Semester 8</b>		
AAA	Major	10	AAA	Major	10
CRS	Curriculum Studies 2 Part B	10	BBB	Minor	10
	Elective	10		Elective	10
EDU310	Comprehensive Teaching Integration	10	EXP314	Professional Experience 3 (30 days supervised placement)	10
<b>Rules of progression</b>		Maximum of 10 subjects (100 credit points) at 100 level, and at least eight subjects (80 credit points) at 300 level.			
<b>Other protocols of the course</b>		Must have the appropriate approvals for working with children before they may enter a classroom. Students are required to pass LANTITE prior to enrolment in their final placement.			
<b>Pre-requisites for specific subjects</b>		Pre-requisites are noted on the subject outline. Students must have completed the pre-requisite to enrol in the subject.			
CRS220 Curriculum Studies - English: Part A					
CRS222 Curriculum Studies - Geography: Part A					
CRS223 Curriculum Studies - History: Part A					
CRS224 Curriculum Studies - Mathematics: Part A					
CRS228 Curriculum Studies - Information and Software Technology					
CRS231 Curriculum Studies - Personal Development, Health and Physical Education: Part A					
CRS235 Curriculum Studies - Visual Arts: Part A					
CRS240 Curriculum Studies - Music: Part A					
CRS241 Curriculum Studies - Drama: Part A					
CRS250 Curriculum Studies - Commerce					
CRS330 Curriculum Studies - English: Part B					
CRS331 Curriculum Studies - Personal Development, Health and Physical Education: Part B					
CRS332 Curriculum Studies - Geography: Part B					
CRS333 Curriculum Studies - History: Part B					
CRS334 Curriculum Studies - Mathematics: Part B					
CRS335 Curriculum Studies - Visual Arts: Part B					
CRS338 Curriculum Studies - Information Processes and Technology					
CRS340 Curriculum Studies - Music: Part B					
CRS341 Curriculum Studies - Drama: Part B					
CRS350 Curriculum Studies - Business Studies					
CRS352 Curriculum Studies - Studies of Religion					

For information on the teaching faculty for this course, please visit our [website](#).

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## COURSE STRUCTURE (PREVIOUS)

**This course structure applies to students admitted into the Bachelor of Education (Secondary) in 2023.**

The course structure is based on eight semesters (each of 13 weeks duration), with four subjects taught in each semester. It comprises:

- 10 cp from Research
- 10 cp from Christian Studies
- 120 cp from Education
- 40 cp from Curriculum Studies
- 60 cp Discipline Studies – Major
- 40 cp Discipline Studies - Minor
- 40 cp Professional Experience

Professional Experience (including Community Engagement) consisting of community-based learning and a minimum number of supervised teaching days in secondary schools as stipulated by local registration/employing bodies.

To qualify for the award of the degree of Bachelor of Education (Secondary) a candidate shall accrue an aggregate of at least 320 credit points, including satisfactory completion of the core subjects noted below.

### Content of the course and recommended course progression

First Year					
Semester 1			Semester 2		
THE101	Christian Worldview	10	EDU235	Well-being and Engagement	10
EDU105	Introduction to Academic Writing and Research	10	EDU226	Childhood and Adolescent Development	10
EDU102	Foundations in Christian Learning and Teaching	10	AAA	Major	10
EDU121	Critical Thinking for Effective Learning	10	BBB	Minor	10
Second Year					
Semester 3			Semester 4		
AAA	Major	10	EDU125	Australian Indigenous Education	10
EDU104	Literacy and Numeracy	10	EDU224	Inclusive Education	10
EDU344	Educational Psychology	10	CRS	Curriculum Study 1 Part A	10
EXP211	Professional Experience 1	10	EXP212	Professional Experience 2	10
Third Year					
Semester 5			Semester 6		
AAA	Major	10	AAA	Major	10
BBB	Minor	10	BBB	Minor	10
EDU232	Curriculum Assessment and Reporting	10	CRS	Curriculum Study 1 Part B	10
EDU345	Equity, Diversity and Differentiation	10	EXP311	Professional Experience 3	10
Fourth Year					
Semester 7			Semester 8		
AAA	Major	10	AAA	Major	10
BBB	Minor	10	CRS	Curriculum Studies 2 Part B	10

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CRS	Curriculum Study 2 Part A	10	EDU333	Learning and Teaching in Community Contexts	10
EDU340	Learning and Teaching through ICT	10	EXP312	Professional Experience 4	10
<b>Rules of progression</b>	Maximum of 10 subjects (100 credit points) at 100 level, and at least eight subjects (80 credit points) at 300 level.				
<b>Other protocols of the course</b>	Must have the appropriate approvals for working with children before they may enter a classroom.				
<b>Pre-requisites for specific subjects</b>	Pre-requisites are noted on the subject outline. Students must have completed the pre-requisite to enrol in the subject.				
CRS220 Curriculum Studies - English: Part A					
CRS222 Curriculum Studies - Geography: Part A					
CRS223 Curriculum Studies - History: Part A					
CRS224 Curriculum Studies - Mathematics: Part A					
CRS228 Curriculum Studies - Information and Software Technology					
CRS231 Curriculum Studies - Personal Development, Health and Physical Education: Part A					
CRS235 Curriculum Studies - Visual Arts: Part A					
CRS240 Curriculum Studies - Music: Part A					
CRS241 Curriculum Studies - Drama: Part A					
CRS250 Curriculum Studies - Commerce					
CRS330 Curriculum Studies - English: Part B					
CRS331 Curriculum Studies - Personal Development, Health and Physical Education: Part B					
CRS332 Curriculum Studies - Geography: Part B					
CRS333 Curriculum Studies - History: Part B					
CRS334 Curriculum Studies - Mathematics: Part B					
CRS335 Curriculum Studies - Visual Arts: Part B					
CRS338 Curriculum Studies - Information Processes and Technology					
CRS340 Curriculum Studies - Music: Part B					
CRS341 Curriculum Studies - Drama: Part B					
CRS350 Curriculum Studies - Business Management					
CRS352 Curriculum Studies - Studies of Religion					

For information on the teaching faculty for this subject, please visit our [website](#).

## COURSE STRUCTURE (PREVIOUS)

**This course structure applies to students admitted into the Bachelor of Education (Secondary) prior to Semester 1 2023.**

The course structure is based on eight semesters (each of 13 weeks duration), with four subjects taught in each semester:

- 10 cp from Research
- 10 cp from Christian Studies
- 120 cp from Education
- 40 cp from Curriculum Studies
- 60 cp Discipline Studies – Major
- 40 cp Discipline Studies - Minor
- 40 cp Professional Experience



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Professional Experience (including Community Engagement) consisting of community-based learning and a minimum number of supervised teaching days in secondary schools as stipulated by local registration/employing bodies.

To qualify for the award of the degree of Bachelor of Education (Secondary) a candidate shall accrue an aggregate of at least 320 credit points, including satisfactory completion of the core subjects noted below.

## CONTENT OF THE COURSE OF STUDY

First Year					
Semester 1			Semester 2		
RES101	Introduction to Academic Writing and Research	10	EDU104	Literacy and Numeracy	10
THE101	Christian Worldview	10	EDU125	Cultural Diversity and Australian Indigenous Education	10
EDU102	Foundations in Christian Learning and Teaching	10	EDU226	Childhood and Adolescent Development	10
EDU121	Critical Thinking for Effective Learning	10	EXP211	Professional Experience 1	10
Second Year					
Semester 3			Semester 4		
AAA	Major	10	AAA	Major	10
BBB	Minor	10	CRS	Curriculum Study 1 Part A	10
EDU224	Inclusive Education	10	EDU232	Curriculum Assessment and Reporting	10
EDU235	Well-being and Engagement	10	EXP212	Professional Experience 2	10
Third Year					
Semester 5			Semester 6		
AAA	Major	10	AAA	Major	10
BBB	Minor	10	BBB	Minor	10
CRS	Curriculum Study 1 Part B	10	EDU344	Educational Psychology	10
EDU345	Equity, Diversity and Differentiation	10	EXP311	Professional Experience 3	10
Fourth Year					
Semester 7			Semester 8		
AAA	Major	10	AAA	Major	10
BBB	Minor	10	CRS	Curriculum Studies 2 Part B	10
CRS	Curriculum Study 2 Part A	10	EDU333	Learning and Teaching in Community Contexts	10
EDU340	Learning and Teaching through ICT	10	EXP312	Professional Experience 4	10
<b>RULES OF PROGRESSION</b>	Maximum of 10 subjects (100 credit points) at 100 level, and at least eight subjects (80 credit points) at 300 level.				
<b>OTHER PROTOCOLS OF THE COURSE</b>	Must have the appropriate approvals for working with children before they may enter a classroom.				
<b>PRE-REQUISITES FOR SPECIFIC SUBJECTS</b>	Pre-requisites are noted on the subject outline. Students must have completed the pre-requisite to enrol in the subject.				

For information on the teaching faculty for this subject, please visit our [website](#).

CRS220 Curriculum Studies - English: Part A

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CRS222 Curriculum Studies - Geography: Part A
CRS223 Curriculum Studies - History: Part A
CRS224 Curriculum Studies - Mathematics: Part A
CRS228 Curriculum Studies - Information and Software Technology
CRS231 Curriculum Studies - Personal Development, Health and Physical Education: Part A
CRS235 Curriculum Studies - Visual Arts: Part A
CRS240 Curriculum Studies - Music: Part A
CRS241 Curriculum Studies - Drama: Part A
CRS250 Curriculum Studies - Commerce
CRS330 Curriculum Studies - English: Part B
CRS331 Curriculum Studies - Personal Development, Health and Physical Education: Part B
CRS332 Curriculum Studies - Geography: Part B
CRS333 Curriculum Studies - History: Part B
CRS334 Curriculum Studies - Mathematics: Part B
CRS335 Curriculum Studies - Visual Arts: Part B
CRS338 Curriculum Studies - Information Processes and Technology
CRS340 Curriculum Studies - Music: Part B
CRS341 Curriculum Studies - Drama: Part B
CRS350 Curriculum Studies - Business Management
CRS352 Curriculum Studies - Studies of Religion

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## Majors and Minors

A student's designated teaching specialisations are referred to as their major and minor. The major is the teaching specialisation/discipline area that is the main focus of a student's degree. The minor is a secondary specialisation/discipline area that is done in conjunction with the student's major.

For example, a student may major in English with a minor in History.

### Major and Minor Structure

#### Major:

To qualify for a Major, a student must complete 60cp of units from their chosen discipline area, with a maximum of 20cp from 100-level and a minimum of 20cp from 300-level.

#### Minor:

To qualify for a Minor, a student must complete 40cp of units from their chosen discipline area, with a maximum of 20cp from 100-level.

See the website for more information regarding Cross-Institutional Study, Recognition of Prior Learning, and the specific teaching specialisations offered by AC.

## Graduate Pathways

Students who have successfully completed this course may progress into AC's Bachelor of Advanced Studies (Honours) or one of AC's postgraduate courses. Graduates are advised to contact the Future Students Team for information on eligibility requirements for further study.

## Career Opportunities

Graduates of the Bachelor of Education (Secondary) may find employment in schools (faith-based, government and non-government schools), not-for-profit and mission-focused organisations, community service-orientated positions, and positions that require research skills, academic knowledge, practical experience and critical thinking. This includes careers such as corporate trainers and development managers, curriculum consultants and developers, educational administrators, educational researchers, government policy advisers, community educators, education publication writers or editors, or education policy analysts.

## Work-Integrated Learning

Work-Integrated Learning will be undertaken through Professional Experience Placements. These subjects seek to create a direct linkage between the learning, skills and values engaged in lectures, and the reflection which occurs when these are applied in real-life settings. These work-based training subjects comprise of instruction, academic assessment and a placement in a workplace for each subject. Organisation and placement will be conducted by the AC Professional Experience Coordinator. Please note to register as

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teachers in Australia, students are required to do fifty percent of their professional experience in Australia including their final professional experience placement

To qualify for award of the degree of Bachelor of Education (Secondary), all teacher education students will complete 3 subject (30 credit points) of Professional Placement and 10 Observation Days included in EDU117:

1. EXP210 Professional Experience 1
2. EXP313 Professional Experience 3
3. EXP314 Professional Experience 4

In addition, the teacher education student, once admitted into the course, may apply for a *Clinical Teaching Module (CTM)* placement. This is a mode of study that places the student, typically one day a week in a host school under a Host Coach(es), where they can practice their new skills and understanding without the pressures of assessment. They are encouraged to seek modifications to many of their subject assignments for their CTM context and so create synergy with their CTM commitment and their academic study.

*For further information related to Work-Integrated Learning please see the [Undergraduate Professional Experience Handbook](#) or contact our [Student Support](#) team.*

## ADMISSION CRITERIA

### Academic Entry Requirements

#### Applicants with Recent Secondary Education

Applicants admitted on the basis of their *recent secondary education* must demonstrate the completion of NSW Higher School Certificate with an ATAR of no less than 65 (or the completion of the interstate or overseas equivalent qualification and result) for admission into this course. This must include a minimum of three Band 5 HSC results, including one in English and a Band 4 in Mathematics. Students who do not meet these requirements are granted provisional entry and must pass the first 8 units of the course before progressing into their second year.

Special admission is also available for Year 12 students whose ATAR (or equivalent) falls within 5 points of the published lowest ATAR to receive an offer but have done well in subjects relevant to the course of study. These Special Admission Pathways are evaluated on a case-by-case basis by the Program Director and then tabled for approval by the Admissions Committee.

#### Applicants with Vocational Education and Training Study

Applicants whose highest level of study since leaving secondary education is a complete *Vocational Education and Training (VET)* qualification are advised to seek entry through AC's admission pathways.

#### Applicants with Higher Education Study

Applicants whose highest level of study since leaving secondary education is a complete or partially complete higher education qualification must demonstrate the completion of an AQF Level 5 Higher Education Diploma qualification (or higher) by an authorised institution for admission into this course.

#### Applicants with Work and Life Experience

If you are over the age of 21 at the time of commencement, you can apply for admission into this course on the basis of provisional entry, and complete the provisional entry qualifying period to become a full candidate.

*For further information about AC's provisional entry criteria, please see:*

- [AC's Admissions Requirements](#)
- [Higher Education Provisional Entry Policy](#)
- [Admissions Policy](#)

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## English Language Proficiency

If English is not the applicant's first language or if their first degree was awarded in a non-English speaking nation, they will be required to show proficiency in the International English Language Testing System (IELTS) (or equivalent). Such students admitted into our programs must attain an overall IELTS (or equivalent) score of 7.5 (with no score below 7 in any of the four skills areas, and a score of no less than 8 in speaking and listening), either on entry to or on graduation from the program. For full details of the policy on the 'English Language Proficiency for Teachers see the NESAs [English Language Proficiency Policy](#).

IELTS (or equivalent) is not required for applicants who have successfully completed at least two years of full-time study (or equivalent) of a secondary or tertiary qualification at AQF Diploma level or higher, where the medium of study was English and completed no earlier than two years prior to the commencement of the course of study to which the student seeks admission.

*Applicants are encouraged to contact the [International Student Office](#) if they are unsure of the equivalence of their English language proficiency test scores.*

## Essential Requirements

**Pre-admission student statement of motivation and/or interview or student statement of motivation:** All students complete a statement of motivation to demonstrate suitability to teaching. This statement aims to assess the key capabilities associated with successful teaching. In cases where students do not present a strong motivation then the Director of Studies or Course Convenor conducts a pre-admission interview (either face-to-face or phone or via video conference) with them. All international students are interviewed.

**Literacy and Numeracy Test:** AC students are required to sit the Literacy and Numeracy Test for Initial Teacher Education Students (LANTITE) at least once in their first year and to have passed this prior to their final Professional Experience Placement.

**Child Protection Check:** NSW students are required to complete the Working with Children Check online. Students are classified a 'volunteer' in Education. Students who will undertake their professional experience in other states need to complete the equivalent check. This should be completed prior to census date in their first semester.

**Anaphylaxis e-Training:** Training is provided free online by the Australian Society of Clinical Immunology and Allergy (ASCIA) <http://etraining.allergy.org.au/> On completion of the online module participants receive a certificate of completion which must be included with your application. The training is required to be successfully undertaken every two years. This is the only training for anaphylaxis management in schools that New South Wales Education Standards Authority (NESAs) will accept. Students are required to complete this prior to their first Professional Experience.

**NSW Department of Education Child Protection Awareness Training:** All students are required to complete the NSW Department of Education Child Protection Awareness Training (or the training required by their

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state) before enrolling in a Professional Experience unit. Students who have met the academic and essential entry requirements can progress into the course prior to completing this training.

## General Recommendation

It is recommended that students choose teaching areas related to subjects that they have completed at school or in additional studies. This is mandatory for Mathematics and English where students need to have completed these at an advanced level at school or undertaken additional studies in these areas.

## Special Admissions Pathways

AC's [Admissions Policy](#) details the special admission pathways for our courses of study. The Special Admission Pathways are evaluated on a case-by-case basis by the Program Director. A student's admission requirements may be reconsidered on educational disadvantage grounds. *For a full list of educational disadvantage grounds, please see AC's [Admissions Policy](#).*

## ACCESS AND EQUITY

AC is committed to providing a learning environment that is free from discrimination on the basis of income, age, disability, social and ethnic background, location or gender. AC endeavours to increase opportunities for people of all backgrounds to participate in training programs, and implement programs that take into account the specific needs of participants. AC encourages students to inform AC of any disability, medical condition or learning need that may impact on their studies to arrange a study plan that best suits their needs.

## HOW TO APPLY

Once you have chosen your course of study, you will need to apply direct to AC. Applications typically close 3 weeks before semester commences.

All AC application forms are completed online. There are different forms depending on the level of study you are applying for and the location of your course.

*Further information on How to Apply and access to AC's Application Forms is available on our [website](#).*

### Credit transfers and recognised prior learning (RPL)

You may be entitled to credit for prior learning, whether formal or informal. Formal learning can include previous study in higher education, vocational education, or adult and community education. Informal learning can include on the job learning or various kinds of work and life experience. Credit can reduce the amount of study needed to complete a degree.

*For further information about credit and recognition of prior learning please see AC's [Credit Transfer and Recognition of Prior Learning Policy](#) or contact our [Student Support](#) team.*

## HOW TO ENROL

Once you have returned a signed copy of your Letter of Offer to accept your place at AC, you will be invited to enrol in your specific subjects in the next academic period. Students are required to consult their timetable (can be found [here](#)), review their [Academic Advice Sheet](#) and contact the Program Director for tailored academic advice before completing the enrolment form.

Any credit transfers or recognition of prior learning will also be applied at this time.



## STUDENT SERVICES

### Student Support Team

AC's Student Support Team exists to ensure you get from Orientation Day to Graduation Day with a smile on your face!

### Academic Support

- Tailored academic guidance
- Assessment variation to accommodate disabilities, medical conditions and/or learning needs
- Exam reader/writers
- One-on-one tutoring and small group workshops for face-to-face and distances students
- Physical libraries
- Access to online journal databases
- Access to eBook resources
- Resources are also provided online for self-development

### Non-Academic Support

- Pastoral Care
- Chaplains
- Professional counselling
- Careers guidance
- On-campus childcare\*
- Extra-curricular and community services
- SRC – The Student Representative Council
- Recreation areas

### Student Life

All students can take part in:

- mission trips and community service projects
- weekly chapel services
- lunches and gatherings on campus
- opportunities to hear or present research
- masterclasses to take your skills and knowledge to the next level
- social events both on and away from campus
- exchange programs with other colleges and universities around the world

...and much, much more! To find out what is happening near you or to get specific details just contact the Student Support Team:

Email: [studentsupport@ac.edu.au](mailto:studentsupport@ac.edu.au)

Phone: (02) 8893 9005

<https://www.ac.edu.au/student-services/>

*\*Not available at all campuses*

## STUDENT PROFILE

The table below gives an indication of the likely peer cohort for new students at AC. It provides data on students that commenced study and passed the census date in the most relevant recent intake period for which data are available, including those admitted through all offer rounds and international students studying in Australia.

Applicant background	Reporting Year: 2023	
	Number of new students	Percentage of all new students
<b>(A) Past higher education study</b> (includes a bridging or enabling course)	N/A	N/A
<b>(B) Past vocational education and training (VET) study</b>	N/A	N/A
<b>(C) Work and life experience</b> (Admitted on the basis of previous achievement other than the above)	N/A	N/A
<b>(D) Recent secondary education:</b>		
• Admitted solely on the basis of ATAR (regardless of whether this includes the impact of adjustment factors such as equity or subject bonus points)	N/A	N/A
• Admitted where both ATAR and additional criteria were considered (e.g. portfolio, audition, extra test, early offer conditional on minimum ATAR)	N/A	N/A
• Admitted on the basis of other criteria only and ATAR was <b>not</b> a factor (e.g. special consideration, audition alone, schools recommendation scheme with no minimum ATAR requirement)	N/A	N/A
<b>International students</b>	N/A	N/A
<b>All students</b>	<b>N/A</b>	<b>N/A</b>

Note: "<5" – the number of students is less than 5.

N/A – Students not accepted in this category.

N/P – Not published: the number is hidden to prevent calculation of numbers in cells with less than 5 students.

ATAR-based offers only	ATAR
Highest rank to receive an offer	<5
Median rank to receive an offer	<5
Lowest rank to receive an offer	<5

Note: "<5" – the number of students is less than 5.

Note: This table relates to all students made an offer on the basis of ATAR alone or ATAR in combination with other factors. Students admitted into a course of study based on a Special Admission Pathway or otherwise not based on their ATAR are not included in this table.

## WHERE TO GET FURTHER INFORMATION

### [ac.edu.au](https://www.ac.edu.au)

AC's [website](https://www.ac.edu.au) is the best place to discover what's happening at AC and explore our courses, campuses and support services. If you are not yet an AC student, our [Future Students](#) team are here to help find the right course for you!

### Moodle

Once you begin your studies at AC, you will use [Moodle](#) as your Learning Management System (LMS) to access all your subject content, the AC Academic Handbook, Study Skills and Textbook Information. New Students can also use Moodle to view our Induction Videos.

### International Students

Nothing beats the experience of being part of our community and participating in our classroom discussions! Alternatively, for students who decide to study from their home country, AC brings education to you by offering many subjects and degrees by distance education allowing you to study from anywhere in the world. Flexible delivery means that you will have access to our e-Learning platform which provides resources, podcasts, online forums and tutor assistance that allows you to complete your studies from your home country. International students desiring to register as teachers in Australia are required to do fifty percent of their professional experience in Australia including their final professional experience placement.

Further information about International Students, including the application process, international recognition of AC courses of study and FAQ's, is available on our [website](#).

Alternatively, our [Future Students](#) team are available to answer any questions you may have about your requirements as an onshore or offshore International Students at AC.

### QILT

Thinking about higher education institutions and study areas? Wish you could ask someone about their experience? The [QILT website](#) helps you compare official study experience and employment outcomes data from Australian higher education institutions.

### TEQSA National Register

The purpose of the [TEQSA National Register](#) is to be the authoritative source of information on the status of registered higher education providers in Australia.

### Complaints and Grievances

If you are unsatisfied with the outcome of your application, AC's [Complaint and Grievance Resolution Policy](#) outlines the procedure for resolving a complaint or grievance.