

POLICY AREA:	ADMINISTRATION
RELATIONSHIP TO AQTF NATIONAL STANDARDS:	2.1 and 2.2
TITLE:	Student Application, Selection and Enrolment
SCOPE:	Processes for Student Application, Selection and Enrolment
PURPOSE:	To provide a consistent process for student enrolments ACA upholds the principle that all applicants seeking to enrol are treated fairly and equitably. ACA has open, fair and transparent procedures for making decisions about the selection of students. Access to the Course is in no way limited by a person's age, gender, social background, or educational and training history. Students will be selected on merit provided they meet the published entry requirements. The opportunities and benefits of Commonwealth assistance will be made equally available to all eligible students.

DESCRIPTION:

Application Requirements

- Complete an application form (available on website)
- Be 18 years or older at course commencement
- Possess a good level of fitness
- Possess a high level of English literacy ie reading and writing
- Have completed an HSC or equivalent

Applicants who do not satisfy all the above criteria may be eligible to apply using ACA's RPL procedures.

Application and Audition

Applicants who meet the entry requirements will be invited to audition in order to demonstrate that they have the skills necessary to pursue a career in the performing arts.

Applicants must demonstrate good spoken English skills in the audition. Student selection procedures and interview methods are designed as both information exchange sessions, and to determine prior learning. It is intended to ensure the cognitive, attitudinal and broad attributes of the applicant are suited to the course and a career pathway in this industry.

Applicants who are unable to attend the audition in person may audition by video.

The applicant is required to present two contrasting monologues of their choice; one Shakespeare piece and one contemporary piece. Each choice should be no more than 2 1/2 minutes and should reflect the kind of roles in which the applicant sees themselves cast. The audition panel will generally consist of the Creative Director, along with Heads of Departments and various teaching staff.

Call Back Workshop

Applicants may be asked to attend a call back workshop. The call back workshop will include some improvisation, body and vocal exercises. The purpose of the call back workshop is to allay possible concerns raised during the audition and to give applicants an opportunity to further demonstrate their skills and abilities.

Interview

The last stage of the application process is the Final Interview with the Creative Director or the Course Director. The interview will assess if the applicant understands, is committed to and aligned with the aims, ideals and visions of the course and their ability to meet the financial commitment of the course.

Selection Criteria

The staff looks for the following potential in each candidate

- Physical Ability
- Vocal/Language Ability
- Understanding of Character and situation
- Range of dramatic dynamics
- Ability to work within an ensemble
- Ability to communicate effectively
- Ability to transform
- Ability to take direction and alter interpretation

Successful applicants will be offered a place in the course and be provided with a Starter Pack.

Entry Requirements

1. All students commencing the course shall be required to complete an Application for Enrolment.
2. On successful admission to a course, students shall participate in an Induction Program at which time a copy of Actors Centre Australia's Code of Practice and Student Handbook shall be distributed.
3. A Student Record file and student number shall be generated for each student (refer to "Backstage" records management system).

RELATED DOCUMENTS

- ◆ [P30 Distribution of information to staff and students](#)
- ◆ [D20 Application for Enrolment - Journey](#)
- ◆ [D380 Student Handbook](#)
- ◆ [Code of Practice](#)

PUBLICATION:

This document will be published on the ACA website (<http://www.actorscentre.com.au/>) to make it available to all current and prospective students.

DATE ENDORSED BY THE GOVERNING BODY: By the board of review on Wednesday 28th April, 2010.

REVIEW DATE:

- ◆ Annual January

CONTROL

- ◆ General Manager