



1. About Edith Cowan College

Edith Cowan College (ECC) is a joint venture operation between Edith Cowan University (ECU) and Navitas Limited. ECC (formerly PIBT) is the founding college of Navitas Limited, with over 20 years' involvement as ECU's on-campus pathway provider, delivering high quality courses in an environment which encourages students to achieve excellence in their studies.

<https://www.edithcowancollege.edu.au/about-edith-cowan-college>

ECC is located on both the Joondalup and Mount Lawley campuses of ECU in Perth, Western Australia. ECC offers diploma programs on the ECU Joondalup campus in:

- Commerce
- Hotel Management
- Communications and Creative Industries
- Science (Computing/IT)
- Science (Engineering Studies)
- Science (Health Studies) including Nursing.

Following successful completion of the Diploma (Year 2) program students are eligible for entry into the second year¹ of the respective bachelor degree at ECU.

A trimester system offered in February, June and October each year allows students to fast-track their studies and complete most diplomas in eight months. ECC's supportive learning environment ensures students are well prepared to enter university with confidence.

ECC also offers the Post-Graduate Qualifying Program (PQP) to international students only. This non-Award program on the ECU Joondalup campus is designed to lead students into ECU's master's degrees in the School of Business and Law with one unit of advanced standing. The

¹ Not all diplomas lead directly into Year 2 at ECU

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program is designed for students who already have tertiary qualifications but have not qualified for direct entry into the university masters degrees.

ECC English language programs offered on the ECU Mount Lawley campus are also available for people from non-English speaking backgrounds and as a direct entry pathway for international students wishing to undertake university study at ECU.

Academic English Entry Dates: <https://www.edithcowancollege.edu.au/programs/academic-english>

Orientation and trimester Start Dates: <https://www.edithcowancollege.edu.au/important-dates>

Email enquiries can be directed to info@edithcowancollege.edu.au

Alternatively students can speak to a staff member in-person at the following office locations:

Edith Cowan College
Edith Cowan University Joondalup Campus West
Building 80, 10 Injune Way
Joondalup WA 6027
Tel: +61 8 6279 1100

Edith Cowan College
Edith Cowan University Mount Lawley Campus
Building 10, 2 Bradford Street
Mount Lawley WA 6050
Tel: +61 8 6279 1197

2. Admission Criteria

A. Applicants with Higher Education Study

Applicants with Higher Education Study are those whose highest level of study since leaving secondary education is a higher education course, such as a university degree or university-level Diploma. This includes applicants who have completed a higher education course, those who are currently studying a higher education course at another education provider and want to transfer to ECC, or those who are currently studying a higher education course at ECC but wish to change course.

Completion in part (minimum 4 units) or whole, of a higher education course will satisfy the broad academic requirements for entry into an ECC Diploma; but separate evidence of English proficiency, and/or evidence of course-specific pre-requisites might also be required.

ECC may recognise partial completion of a qualification under the principles of Recognition of Prior Learning (RPL). Originals or certified copies of academic transcripts, unit outlines and supporting documentation are required prior to processing.

| | Completed only Year 11 | Completed only Year 12 | Completed AQF 5 Equivalent Units |
|---|-----------------------------------|---|--|
| Diploma (Year 1) 8 units (120 credit points) | No advanced standing | Up to 8 units (120 credit points) advanced standing | 8 units (120 credit points) advanced standing |
| Diploma (Year 2) 8 units (120 credit points) | No advanced standing | No advanced standing | Up to 4 units (60 credit points) advanced standing |

Confirmation of exemptions will accompany the Letter of Offer Package. Further information: *Recognition of Prior Learning (RPL) Policy*: www.edithcowancollege.edu.au/policies
Application for Exemption Form: <https://www.edithcowancollege.edu.au/documents-and-forms>

ECC delivers two bridging/enabling programs in its ELICOS and Post-graduate Qualifying Program (PQP). ELICOS is designed to satisfy ECC's English proficiency requirements; whilst PQP can be used to satisfy the academic and English proficiency requirements for entry into a number of ECU Masters programs.

B. Applicants with Vocational Education and Training (VET) Study

Applicants with vocational education and training (VET) study are those whose highest level of study since leaving secondary education is a VET course. This includes study at a public TAFE or other VET provider, whether a qualification was completed or not. Applicants with VET study may have other qualifications such as a Year 10, 11 or 12 secondary school certificate.

Graduating from TAFE or another Australian Qualification Framework (AQF) provider can qualify you for entry to ECC.

Entry into an ECC Diploma (Year 1) requires a minimum completion of a Certificate III (or comparable) level course. Entry into an ECC Diploma (Year 2) requires completion of a minimum Certificate IV (or comparable) level course. Separate evidence of English proficiency, and/or evidence of course-specific pre-requisites might also be required.

C. Applicants with Work and Life Experience

Finished Secondary School More Than Two Years Ago

Mature-aged applicants (20 years of age and over) may be admitted to the diploma courses without meeting the formal academic qualifications if they have relevant work experience and/or other acceptable qualifications.

Advanced Standing may be granted towards an ECC Course for assessable learning outcomes achieved through formal learning and/or informal learning, work related experience and/or life experience, to an extent that is consistent with maximising student progression while maintaining established academic standards.

Recognition of Prior Learning (RPL) Policy: <https://www.edithcowancollege.edu.au/policies>
Entry Portfolio Application Form: <https://www.edithcowancollege.edu.au/documents-and-forms>

Bridging and Enabling Course Entry

Admission to any ECC course can also be offered to applicants who may not meet the entry criteria but, because of their age and/or prior experience, can demonstrate a high probability of success in the chosen course. This decision is made by the Academic Director in consultation with the Director of Marketing and Admissions.

ECC may recognise alternative forms of entry qualifications which are targeted at improving access for ATSI students or others who may be experiencing disadvantage in accessing and participating in education. To that end, a *Portfolio Entry* process may be applied. Portfolio Entry requires the applicant to submit documents as evidence of informal learning together with details of their abilities through work experience, training documents, resume, and a personal statement relating to skills/abilities. The application will be assessed by the Academic Director (or nominee) on a case-by-case basis.

Entry Portfolio Application Form: <https://www.edithcowancollege.edu.au/documents-and-forms>

Applicants with disabilities must indicate on their application their disability status. Such students will be asked to provide further details of their disability in order for ECC to assess their specific study requirements. No policy or practice of ECC shall discriminate against persons with disabilities except where, in the opinion of the College Director/Principal, the provision of additional goods, services or facilities would go beyond “reasonable adjustment” and impose an unjustifiable hardship on the College.

Assessment Guidelines – Disability and Equity: www.edithcowancollege.edu.au/policies

Applicants who fail to meet the English Language requirements, may enrol in an ELICOS (English Language Intensive Courses for Overseas Students) course. For further details about the full-time ELICOS programs see: <https://www.edithcowancollege.edu.au/english-courses>

D. Applicants with Recent Secondary Education (within past two years)

Australian Year 12 Students

Applicants with recent secondary education are those whose admission is primarily based on completing Year 12, but also includes those who may have completed their senior secondary studies with a TAFE or other VET provider frame. This can include applicants whose secondary education was undertaken interstate or overseas.

Entry into ECC Diplomas (Year 2) requires a minimum ATAR of 50, or a minimum 50% in four Year 12 WACE subjects (General or ATAR); plus a pass (i.e. 50%/C-grade) in English, or separate evidence of English proficiency.

Students who undertake the International Baccalaureate in Western Australia will have their IB score converted to an equivalent Australian Tertiary Admission Rank (ATAR) by TISC.

TISC Eligibility to Apply: <http://www.tisc.edu.au/static/guide/faq.tisc>

Selection Rank Adjustments

ECC makes no adjustments, nor applies any bonus points to ATARs.

Criteria that may Apply In Addition To ATAR

Admission to any ECC course can also be offered to applicants who may not meet the entry criteria but, because of their age and/or prior experience, can demonstrate a high probability of success in the chosen course. This decision is made by the Academic Director in consultation with the Director of Marketing and Admissions.

ECC may recognise alternative forms of entry qualifications which are targeted at improving access for ATSI students or others who may be experiencing disadvantage in accessing and participating in education. To that end, a *Portfolio Entry* process may be applied. Portfolio Entry requires the applicant to submit documents as evidence of informal learning together with details of their abilities through work experience, training documents, resume, and a personal statement relating to skills/abilities. The application will be assessed by the Academic Director (or nominee) on a case-by-case basis.

Entry Portfolio Application Form: <https://www.edithcowancollege.edu.au/documents-and-forms>

Other Admission Options

Admission Requirements: <https://www.edithcowancollege.edu.au/admissions-requirements>

Interstate Year 12

ATAR scores are deemed comparable, regardless of the state or territory in which the applicant completed Year 12.

In addition to an Overall Position (OP) eligible applicants from Queensland will be eligible to receive an ATAR calculated by the Queensland Curriculum & Assessment Authority (QCAA).

QCCA ATAR: <https://www.qcaa.qld.edu.au/senior/tertiary-entrance/atar>

3. Additional Information

A. Aboriginal and Torres Strait Islander People

ECC policies and procedures support participation by Aboriginal and Torres Strait Islander (ATSI) people and are sensitive to ATSI knowledge and culture. To that end, a *Portfolio Entry* process may be applied. Portfolio Entry requires the applicant to submit documents as evidence of informal learning together with details of their abilities through work experience, training documents, resume, and a personal statement relating to skills/abilities. Applications will be assessed by the Academic Director (or nominee) on a case-by-case basis.

Entry Portfolio Application Form: <https://www.edithcowancollege.edu.au/documents-and-forms>

B. Domestic Applicants with Overseas Qualifications

To ensure students have the best chance of success, all applicants are required to provide evidence of academic background and English language proficiency, prior to commencing a course. ECC welcomes applicants with both domestic and equivalent international qualifications.

Academic Entry Requirements and (in some courses) Course Specific Entry Requirements are set out at: <https://www.edithcowancollege.edu.au/admissions-requirements>

Academic background is benchmarked against the Australian Qualifications Framework (AQF) and international databases such as the Nationals Office for Overseas Skills Recognition (NOOSR) and our partner university (Edith Cowan University).

- AQF: <https://www.aqf.edu.au/>
- NOOSR: <https://internationaleducation.gov.au/services-and-resources/pages/qualifications-recognition.aspx>

C. English Language Proficiency

English Language Requirements are set out at:
<https://www.edithcowancollege.edu.au/admissions-requirements>

English language proficiency can be determined by submitting evidence of Year 12 studies or IELTS Test scores, or Pearson English Test scores or equivalent.

Note: Nursing has a restricted list of acceptable tests to demonstrate English proficiency.

4. How to Apply

Applications to study with ECC must be made directly to ECC or via an approved ECC representative.

Direct applications to ECC can be made via the ECC website at: <https://www.edithcowancollege.edu.au/apply> or by completing a paper-based application, available from the ECC Joondalup or Mount Lawley Welcome Centres.

ECC has a network of representatives around the world that can also assist with the application process. For further details, please refer to: <https://www.edithcowancollege.edu.au/representatives>

Assuming all evidence documents are lodged, applications will be processed within 24-48 hours. Applicants (or their agents) will be notified of the outcome within that time frame.

Information about the application process can be accessed at: <https://www.edithcowancollege.edu.au/how-to-apply>

5. Enrolment

The following policies and procedures relate to acceptance of an offer, enrolment, advanced standing (exemptions), recognition of prior learning, deferring a course of study, fee/charges and refunds.

- Admissions Policy
- Enrolment Policy (also includes information about deferral)
- Enrolment Terms of Offer (International Students)
- Enrolment Terms of Offer (Local Students)
- Recognition of Prior Learning (RPL) Policy
- Refunds Policy
- Statement of Tuition Assurance (International Students)
- Statement of Tuition Assurance (Local Students)
- Statement of Tuition Assurance (Local Students) FEE-HELP
- Transfer of Provider Policy
- Tuition Fees and Charges Policy

All policies can be downloaded from: <https://www.edithcowancollege.edu.au/policies>

For Tuition Fees see: <https://www.edithcowancollege.edu.au/fees>

For Payment Options see: <https://www.edithcowancollege.edu.au/fees>

For FEE-HELP Information see: <https://www.edithcowancollege.edu.au/fee-help>

6. Student and Campus Services

Academic Governance Policies on Admissions

Edith Cowan College is a 50:50 joint venture agreement with ECU and Navitas. Originally established as Perth Institute of Business and Technology in 1994, PIBT was renamed **Edith Cowan College** in 2016, marking closer ties between the two institutions.

- **Mission:** To provide high quality education services that lead to success in ECU and beyond
- **Vision:** We innovate, we educate; futures begin at ECC

Other information about ECC Governance can be downloaded from:

<https://www.edithcowancollege.edu.au/documents-and-forms>

For information on Admissions refer to the Admissions Policy at:

<https://www.edithcowancollege.edu.au/policies>

Accommodation

There are various types of on-campus, Homestay and off-campus accommodation options available to students. Full details: <https://www.edithcowancollege.edu.au/accommodation>

Counselling

Free counselling services are available to all ECC students. The ECC Student Counsellor is professionally qualified and has a wealth of experience to offer free, personal advice and/or referrals to specialist services if specialist skills are required. For further details visit:

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

Emergency Services

ECC is located on the Edith Cowan University Campus West and as such, ECC students have access to ECU Security Services. (See *Personal Safety and Security* below).

Campus Security: Telephone: 6304 3333 or Email: securityoperations@ecu.edu.au

Emergency services (Fire, Police, Ambulance): Telephone: 000

Police Communications: Telephone: 131 444

For information about ECU Security see: <http://www.ecu.edu.au/about-ecu/security-on-campus>

For ECC Student Services see: <https://www.edithcowancollege.edu.au/student-services>

Medical, Health and Wellbeing Services

ECC students can access the ECU on-campus Medical Centre which is staff by qualified General Practitioners offering general consultation, specialist referrals, sports medicine, pre-employment checks, travel/workplace vaccinations, contraception advice, STD screening, pregnancy testing, advice, minor surgical procedures, blood tests, care plans, lifestyle counselling, etc. Medical facilities are available on both the ECU Joondalup and Mount Lawley campuses.

For health and wellbeing information see: <https://www.edithcowancollege.edu.au/student-services>

Library/Computing Services

ECC students have near full access to ECU's library services including print collection, e-books, e-journals, videos, most multi-media packages, computer software and numerous online journals. ECC students also have access to major library databases (subject to licencing limitations) to enable them to search journal articles, statistics, case law, conference papers, newspapers, standards, reports, etc. High-demand resources are available from Closed Reserve or E-Reserve

Students can email database articles to themselves and/or access frequently used databases (EG. ProQuest) at local libraries. ECU librarians assist ECC staff/students just as they would any ECU staff or students. ECU Library: <http://www.ecu.edu.au/about-ecu/campus-facilities/library>

Classrooms and Computer Labs

All classrooms and computer labs are fitted with state-of-the-art audio-visual equipment such as data projectors, DVD, VHS and internet access. ECC classrooms have varied capacity whilst computer labs have capacity for 24 students. Students who study Computer-Aided Design (CAD) use drawing boards during the first half of trimester and computer labs in the second half.

Science Labs

ECC students have access to specialised laboratory facilities for biology, chemistry, physics and electrical engineering workshops. Access to these facilities not only enhances the learning experience, but also introduces students to lab protocols and safety procedures.

E-Lab and Wi-Fi

Students can freely access the internet via the wireless network on campus. The ECU E-Lab is open during normal office hours and (for a refundable \$25) students can access it 24/7 with an after-hours access card. The ECU E-Lab offers both PC and MACs uploaded with current software and specialist software for study purposes. Students can also use printers, scanners and MMR equipment to create multi-media presentations.

Learning Assistance

From their initial contact, students are assessed against established standards for English language and academic background. Applicants who meet the academic entry but lack sufficient English language competency are offered the Academic English Program (AEP) within the ECC ELICOS division.

On arrival, all new students undergo a two-day orientation program focussing on *Getting Connected*, enrolment advice and *Steps-to-Success* workshops. See:

<https://www.edithcowancollege.edu.au/orientation>

ECC has its own LMS (Moodle) which offers an enhanced platform to facilitate student learning online. Moodle contains a wealth of information such as unit outlines, assessments, lecture notes, online quizzes, forums, wikis, links to websites, multi-media links, etc. The Student E-Café section includes generic resources relating to academic learning support, referencing, academic misconduct, language support, exams, student wellbeing, etc.

Academic/Program Coordinators allocate time each week so students can seek course-specific assistance. These free sessions reinforce fundamental concepts and offer guidance with respect to interpreting assessment requirements.

Personal Safety and Security on Campus

As ECC is located on the Edith Cowan University Campus West, ECC staff and students have access to ECU Security Services who offer professional and highly trained security officers 24 hours a day, seven days a week. Anyone who is concerned about their safety or would like to be accompanied to their car after hours, can contact security.

Campus Security:

- Telephone: 6304 3333
- Email: securityoperations@ecu.edu.au
- ECU Security: <http://www.ecu.edu.au/centres/facilities-and-services/our-services/security-on-campus/overview>

ECC students can also access the *NowForce* App to enable them to report on-campus incidents and receive SMS alerts in case of fire or emergency evacuation. Rated in the Top 10 security Apps by the US Homeland Security, its one-click screen allows for:

- **SOS**—panic button alerts ECU Security Control Room if someone is in distress and needs

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assistance. If they are off-campus, Security can alert police or emergency authorities

- **Report**—allows anyone to lodge an incident via text and/or photos (eg. Report suspicious activity, request front gate to be locked/unlocked, staff working after-hours, etc.)
- **Message**—allows students/staff to receive SMS messages (eg. In case of fire, evacuation).

For information about ECU Security see: <http://www.ecu.edu.au/about-ecu/security-on-campus>

Sports and Recreation

An overview of *What's On in Perth* can be found at:

<https://www.edithcowancollege.edu.au/locations/Perth> or check out our Facebook Page at:

<https://www.facebook.com/EdithCowanCollege>

ECC students and staff are encouraged to make use of all campus facilities in order to better integrate with ECU students. Facilities include several food outlets, Coop Shop, Sports and Fitness Centre, Childcare Centre, Muslim prayer room, multi-faith centre, BBQ areas, etc. The Joondalup campus also has a hair and beauty salon and optometrist.

See: <http://www.ecu.edu.au/about-ecu/campus-facilities>

Services for Students with Disabilities

On initial application or during online enrolment, students may flag a disability or specific learning needs. The Student Counsellor will contact those who indicate learning needs to ascertain their specific needs and communicate them to academic staff. For further details see:

- *Assessment Guidelines – Equity and Disability:*
<https://www.edithcowancollege.edu.au/policies>
- *Bullying, Harassment and Discrimination Policy:*
<https://www.edithcowancollege.edu.au/policies>
- *Equal Opportunity Policy:* <https://www.edithcowancollege.edu.au/policies>

Support Services for LGBTIQ Students

Students who identify as LGBTIQ are invited to contact the ECC Student and Academic Services (SAS) Manager for information on support services.

- Email: alain.ludva@edithcowancollege.edu.au

Transport

ECC offers advice on making pre-arrival arrangements for Airport Transfer Services and information on using public transport to travel to both the ECU Joondalup and Mount Lawley campuses at: <https://www.edithcowancollege.edu.au/transport>

Welfare Services

The ECC Student Counsellor is professionally qualified and has a wealth of experience to offer free, personal advice and/or referrals to specialist services if specialist skills are required. ECC students can access the ECU on-campus Medical Centre as well as 24/7 services of ECU Security. By law, all international students must maintain Overseas Student Health Cover (OSHC) which includes access to the Allianz 24 hour Emergency Help Line.

Student Support Services are designed to assist students adjust to study and life in Australia.

New students are first exposed to ECC's various support services – legal, emergency services, health services, accommodation links, etc. in the *Student Handbook* during Orientation. The Handbook is available in the student portal and website.

ECC provides students with access to free academic and wellbeing support services, information, advice and assistance to help them attain academic success and improve their personal wellbeing whilst undertaking a course at ECC.

Student Wellbeing, Counselling and Support Policy:

<https://www.edithcowancollege.edu.au/policies>

In the event of a major incident, the ECC *Critical Incident Policy*, clearly identifies the personnel, structures and procedures for managing a critical incident. Where an event is likely to impact on beyond the boundaries of ECC (eg. Bird flu or SARS pandemic) ECC engages with ECU and/or Navitas to ensure the safety and wellbeing of our students, staff and stakeholders.

Critical Incident Policy: <https://www.edithcowancollege.edu.au/policies>

In accordance with the ESOS Act National Code, underage students (minors) who are living away from home, are supported by specific provisions. The *Confirmation of Appropriate Accommodation/Welfare* (CAAW) arrangements meet the regulatory requirements.

ECC has arrangements with selected Homestay services and/or nominated hosts who offer accommodation and supervision of minors after being screened and approved as host families. ECC monitors these arrangements to ensure the suitability of the living quarters, welfare support and other details.

Underage Students (Minors) Policy: <https://www.edithcowancollege.edu.au/policies>

7. Financial Assistance

Youth Allowance

The Department of Human Services offers a means tested Youth Allowance for Australian residents who are studying approved courses full-time. For details of the Youth Allowance requirements see: <https://www.humanservices.gov.au/individuals/enablers/who-can-get-youth-allowance>

FEE-HELP

Australian Citizens studying diploma programs at ECC are eligible to access FEE-HELP. Further details are available at: <https://www.edithcowancollege.edu.au/fee-help>

Scholarships

Details on family bursaries and scholarships for students are available via this link: <https://www.edithcowancollege.edu.au/scholarships>

8. Student Profile

The table below gives an indication of the likely peer cohort for new students at the institution. It provides data on students that commenced undergraduate 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, across all Australian campuses, and international students studying in Australia

| Applicant background | Semester one 2018 | |
|---|--------------------|----------------------------|
| | Number of students | Percentage of all students |
| (A) Past higher education study (includes a bridging or enabling course) | 37 | 6.14% |
| (B) Past vocational education and training (VET) study | 0 | 0.00% |
| (C) Work and life experience (Admitted on the basis of previous achievement other than the above) | 0 | 0.00% |
| (D) Recent secondary education: | | |
| • Admitted solely on the basis of ATAR (regardless of whether this includes the impact of adjustment factors such as equity or subject bonus points) | 0 | 0.00% |
| • Admitted where both ATAR and additional criteria were considered (e.g. portfolio, audition, extra test, early offer conditional on minimum ATAR) | 38 | 6.30% |
| • Admitted on the basis of other criteria only and ATAR was not a factor (e.g. special consideration, audition alone, schools recommendation scheme with no minimum ATAR requirement) | 0 | 0.00% |
| International students | 528 | 87.56% |
| All students | 603 | 100% |

Notes: L/N - Low numbers: the number of students is less than 5.
N/A - Data not available for this item.
N/P - Not published: the number is hidden to prevent calculation of numbers in cells with less than 5 students.

9. Where To Get Further Information

- TEQSA National Register: <http://www.teqsa.gov.au/national-register/provider/prv12166>
- Information on appeals and grievance processes
<https://www.edithcowancollege.edu.au/policies>