

# Principals' Report Entry Program Policy

## Section 1 - Objective of PREP

(1) The objective of the PREP is to attract to Charles Sturt University's on campus, undergraduate courses, school leavers from high schools and students from TAFE who are completing the Tertiary Preparation Course in the region served by Charles Sturt University (the University), who during their senior high school years or period at TAFE have been identified by their school Principal or Head of TAFE as consistent achievers with the potential to succeed in University study.

## Section 2 - Responsibility for the PREP

(2) The Executive Director, Division of Student Administration shall be responsible for the administration of the PREP.

## Section 3 - Region Covered by the PREP

(3) The PREP will apply to those high schools and TAFE's in the ACT and all of regional NSW and Victoria (except for Sydney and Melbourne but all other parts of the two states). The PREP will apply to those high schools and TAFE's in the Australian Capital Territory, New South Wales and Victoria in the regions served by the University. Regions served is identified by a series of exclusionary postcodes of Schools and TAFE's that are not eligible for the program. These ranges are reviewed each year and provided online via the PREP information page.

## Section 4 - Exempt Courses

(4) Some courses may be exempt from the PREP usually where admission is based on factors additional to or instead of a school leaver's performance in the HSC or VCE. Other courses may be exempted from the PREP by the Executive Dean of the Faculty.

## Section 5 - Administration of the PREP

(5) The PREP will operate in the following way:

### Invitation to Participants

(6) The Principal of each high school and Head of each TAFE included in the PREP will be sent a letter explaining the operation of the PREP together with a number of application forms.

### Distribution of Application Forms

(7) The Principals will be asked to give an application to students at their school who have achieved consistent results in their studies in years 10, 11 and 12, who have the potential to succeed in university study and who may be interested in studying at Charles Sturt University.

(8) The Head of TAFE will be asked to give an application to students who are completing the Tertiary Preparation Course at their College, who have achieved consistent results in their studies at TAFE, who have the potential to succeed in university study and who may be interested in studying at Charles Sturt University.

### **Data Collected**

(9) The application form will be in a form determined by the Executive Director, Division of Student Administration. The form will collect information from and about the student directly and also include a confidential assessment that has been provided by the High School or TAFE.

### **Processing the Application**

(10) Completed application forms will be returned by School Principals or Heads of TAFE to the Student Administration Office, where they will be checked for completeness. Applications are recorded, then forwarded to the appropriate Course Director or Course Coordinator for assessment.

### **Deciding Applications**

(11) Completed applications will be decided by the Course Directors or Course Coordinators within the Faculties, however the Executive Dean of the Faculty may vary or delegate the assessment process.

### **No Limit on Offers**

(12) Subject only to the limit imposed by course quotas, there is no limit on the number of guaranteed offers that may be made in any course under the PREP.

### **Advising Applicants**

(13) When the selection process is completed the Faculties shall return the application forms to the Student Administration Office, where letters will be sent to successful applicants advising them that they are guaranteed an offer in a specified course at the University provided they list the course as a UAC preference. Unsuccessful applicants will also be advised by letter.

### **Validating UAC Preferences**

(14) The Student Administration Office will validate the UAC record of each successful PREP applicant to ensure the applicant receives an offer for that course through the UAC system.

### **Advising High Schools**

(15) The Student Administration Office will advise each School Principal or Head of TAFE of the outcome of the school's applications.

## **Section 6 - Report on the PREP**

(16) A report on the operation of the PREP will be prepared annually by the Executive Director, Division of Student Administration, including a statistical analysis of applications, offers, acceptances, enrolments and the performance of applicants in the HSC or VCE.

## Status and Details

<b>Status</b>	Historic
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