



AP02 ADMISSIONS POLICY AND PROCESS

Abbreviations and Definitions:

APAC (the Company)	Australian Performing Arts Conservatory T/A Performing Arts Education Pty Ltd
AQF	Australian Qualifications Framework
CEO	Chief Executive Officer
CT	Credit Transfer
CV	Curriculum Vitae` (Resume)
HE	Higher Education
HoD	Head of Discipline
HR	Human Resources
IELTS	International English Language Testing System
IT	Information Technology
RPL	Recognition of Prior Learning
VET	Vocational Education and Training

1. Overview

The Australian Performing Arts Conservatory (APAC) is committed to providing high-quality education to domestic and international students. The following outlines entry criteria and the process by which they are applied to ensure:

- Equitable access to education
- APAC can accept students from a range of different backgrounds.

2. Purpose

This document outlines the criteria for accepting domestic and international students and the process by which this criteria is applied.

3. Entry Criteria

3.1 Domestic Applicants

Domestic applicants are required to have met one of the following criteria:

- Completed an Australian Senior Secondary Year 12 Certificate (or equivalent) in the past 2 years,
- Completed the International Baccalaureate (IB) Diploma qualification in the past 2 years,
- Be 21 years or over at the time of applying for entry or,
- Have completed a Certificate IV (AQF Level 4) qualification

AND

- Have a pass in Year 12 English (or equivalent)

OR

- Be able to demonstrate written English skills to a Year 12 level

AND



- Have been successfully assessed for entry to the degree of their choice

3.2 International Applicants

International students are required to have met one of the following criteria:

- Completed an Australian Senior Secondary Year 12 Certificate (or its overseas equivalent as assessed by the Department of Education and Training (DET)) in the past 2 years,
- Completed the International Baccalaureate (IB) Diploma qualification in the past 2 years,
- Be 21 years or over at the time of applying for entry or,
- Have completed an AQF Level 4 (Certificate IV or above) qualification

AND

- Have achieved an IELTS 6.0 (or equivalent) with no band less than 5.5

AND

- Be 18 years or over at the commencement of study

AND

- Have been successfully assessed for entry to the degree of their choice

3.3 Applicants with work and life experience

3.1.1 APAC may also take into consideration previous work experience and life skills that may make an applicant suitable for admissions. These will be assessed based on the submission of a CV outlining experience along with successful completion of the audition or assessment of a portfolio of work as outlined below.

3.1.2 Work and life experience will take into consideration work experience, but also any formal education that may have been undertaken.

3.1.3 Applicants looking to enter with work and life experience will be assessed by the relevant HoD.

3.4 Recognition of Prior Learning

3.4.1 Applicants may be eligible for CT's or RPL for their post-secondary studies including completed or partially completed Higher Education awards and completed VET qualifications.

3.4.2 Specified credit will be granted towards specific units based on prior learning in a completed or partially completed HE award or completed VET qualification if it is assessed to be comparable in terms of learning outcomes, volume of learning, content and learning and assessment approaches.

3.4.3 Applicants will only be assessed for RPL once they have been granted entry to an APAC degree.

4. Entry requirements by degree

4.1 Bachelor of Screen and Stage (Acting)

4.1.1 Students seeking entry to the Bachelor of Screen and Stage (Acting) are required to undertake an audition which will be conducted either face to face (live or via online streaming) or through submission of pre-recorded work.

4.1.2 Auditions will be assessed by the Head of Department (HoD) or nominated representative.

4.1.3 Students will be assessed based on:

- Preparation –how well do they know the piece
- Presence –Do they elicit an effect on the audience
- Kinesthetic awareness –Are they connected to their body
- Emotional availability –Do they emotionally connect to the story



- Voice + Speech -a strong and clear rendition of the monologues
- Analytical instincts –do they understand the story, have they explored other interpretations of the script through analysis and performance
- Focus –Are they able to not be distracted
- Storytelling –How well do they convey the story of the monologue to an audience

4.1.4 All students are required to prepare two monologues from the list provided for assessment (Appendix 1). These should be complementary and show the applicant’s skills to the best of their ability.

4.1.4.1 Students can perform their pieces live (either face-to-face or via a streaming service) or submit them online for assessment.

4.1.4.2 If submitting online students should ensure that:

4.1.4.2.1 They are clearly visible in the recording

4.1.4.2.2 They can be clearly always heard

4.1.4.2.3 If working with others that the assessor is clearly able to identify the applicant

4.1.4.3 If submitting auditions online students are required to provide a brief recorded introduction as to why they wish to study with APAC.

4.2 Bachelor of Screen and Stage (Song and Dance)

4.2.1 Students seeking entry to the Bachelor of Screen and Stage (Song and Dance) are required to undertake an audition which will be conducted either face to face (live or via online streaming) or through submission of pre-recorded work.

4.2.2 Auditions will be assessed by the Head of Department (HoD) or nominated representative

4.2.3 For song students will be assessed against the following criteria:

4.2.3.1 Ability to maintain a set vocal pattern

4.2.3.2 Ability to maintain vocal pitch

4.2.4 For song all students are required to prepare two songs and a range and tessitura exercise for assessment (Appendix 2).

4.2.4.1 The two songs should be from two different genres and should show the applicant’s skills to the best of their ability. Songs should be completed in full and include at least one cover.

4.2.4.2 The range and tessitura should be completed as per the supplied guidelines.

4.2.5 For dance students will be assessed against the following criteria:

4.2.5.1 Ability to learn and perform a set piece

4.2.5.2 Range of movement and

4.2.5.3 Ability to demonstrate expression through dance

4.2.6 For dance students are required to perform two set pieces as per the supplied guidelines (Appendix 3)

4.2.6.1 The dance performance should be undertaken to the music supplied and the student should be always clearly visible.

4.2.7 Students can perform their pieces live (either face-to-face or via a streaming service). If performing live they will need to supply a backing track) or submit recordings online. If submitting online students should ensure that:



- 4.2.7.1 They are clearly visible in the recording and they can be seen singing
- 4.2.7.2 They can be clearly always heard
- 4.2.7.3 If working with others that the assessor is clearly able to identify the applicant
- 4.2.8 If submitting auditions online students are required to provide a brief recorded introduction as to why they wish to study with APAC.

4.3 Bachelor of Screen and Stage (Screen Production)

- 4.3.1 Applicants for the Bachelor of Screen and Stage (Screen Production) are required to submit a portfolio of work consisting of:
 - 4.3.1.1 A written statement of 500 to 1000 words or, a 1 – 2 minute video recording outlining why they want to study screen production at APAC (see attached document for further details)
 - AND**
 - 4.3.1.2 A portfolio of creative work comprising either:
 - a video demo reel (3-5 minutes duration) supported by statement including a written overview about your role in the productions with any applicable links to full-length versions, and a brief one or two-sentence synopsis of each piece.
 - OR**
 - A synopsis and characters for a short film or feature film; excerpts of a script you have written and storyboards you have created

5. Completion of audition or portfolio submission

- 5.1 For submission of online auditions and/or portfolio students will be provided with a unique link to which they can upload their details. Online auditions/portfolios will be assessed within 2 working days of being submitted.
- 5.2 For face-to-face auditions or physical portfolio assessments students will be sent a notification with time and location (or link) of the audition. Face-to-face auditions will be assessed at the time and students will receive official notification of the outcome within 24 business hours.

6. Assessment of auditions and / or portfolios:

- 6.1 Auditions and / or portfolios will be assessed by the Head of Department (or nominated representative). Once assessed they will send their recommendation for admission along with any supporting documentation to APAC Admissions who will either:
 - 6.1.1 Generate and send a letter of offer or;
 - 6.1.2 Send a rejection letter to the student.
- 6.2 Offer Letters generated will be either:
 - 6.2.1 Conditional on meeting additional requirements or;
 - 6.2.2 Unconditional should all requirements have been met up front.
- 6.3 All offer letters will expire within 1 year of date of issuing. After this date documentation will need to be reconfirmed for currency.
 - 6.3.1 English will have 1 year validity
 - 6.3.2 Auditions / portfolio submission (excluding dance) will have 2 year validity



Version Control

APPENDICES

Appendix 1: Acting Audition Requirements

Bachelor of Screen and Stage (Acting)

(CRICOS Code 105175D)

Audition Requirements

Thank you for your interest in studying with the Australian Performing Arts Conservatory (APAC) we are delighted to offer you the opportunity to audition with us either:

- face-to-face at our Brisbane campus,
- live online via zoom or,
- through submission of a pre-recorded audition.

We have put together the below guide to help make the audition process as simple as possible and to help you get the most out of the exercise!

Please read the below information carefully to ensure that you are as prepared for your audition as possible.

The Audition Requirements

Your audition will consist of two (2) sections an:

1. introduction
2. audition in the form of two (2) monologues

The requirements for each of these components are set out below.

Introduction

Please prepare either a 2 – 3 minute:

- video introducing yourself
- introductory speech that you present live

Audition

We have prepared a video outlining what we look for during your audition, You can check it out here [Acting Audition Information](#).

Please prepare 2 contrasting monologues from the attached selection

You will be assessed on the following criteria:

- Preparation –how well do they know the piece
- Presence –Do they elicit an effect on the audience



- Kinesthetic awareness –Are they connected to their body
- Emotional availability –Do they emotionally connect to the story
- Voice + Speech -a strong and clear rendition of the monologues
- Analytical instincts –do they understand the story, have they explored other interpretations of the script through analysis and performance
- Focus –Are they able to not be distracted
- Storytelling –How well do they convey the story of the monologue to an audience

You can check out an example of an audition here

[Acting Audition Example](#)

For students auditioning:

- face-to-face you will receive an invite with time, location and who you will be meeting
- live online you will receive an invite with the link and who you will be meeting with
- via online submission you will receive a link to upload your files to.

If you have any questions just let us know!



Appendix 2: Song and Dance Audition Requirements

Bachelor of Screen and Stage (Song & Dance)

(CRICOS 105176C)

Audition Requirements

Thank you for your interest in studying with the Australian Performing Arts Conservatory (APAC) we are delighted to offer you the opportunity to audition with us either:

- face-to-face at our Brisbane campus,
- live online via zoom or,
- through submission of a pre-recorded audition.

We have put together the below guide to help make the audition process as simple as possible and to help you get the most out of the exercise!

Your audition will consist of three (3) sections; an introduction, a song component and a dance component. The requirements for each of these components are set out for you below.

Introduction

Please prepare either a 2 – 3 minute:

- video introducing yourself
- introductory speech that you present live

We have prepared a list of questions to help you with your introduction which you [can check out here](#).

Song Audition

- Perform two (2) contrasting pieces,
- Complete a range/tessitura test as outlined at the following links ([female test link](#) / [male test link](#)).

Please prepare:

- Two (2) contrasting songs. 32 bars or 1-2 minutes in length, from memory.
Note these can be in any contemporary singing style.

Dance Audition

For the dance component of your audition you need to learn and perform 2 short choreographic combinations. 1 jazz and 1 contemporary piece. We have prepared an explanatory video to help you successfully prepare for your [audition](#).



You have a choice of 2 pieces from each area as outlined below:

- Choreographic set 1 - Commercial jazz [LINK](#)
- Choreographic set 2 - Commercial jazz [LINK](#)
- Choreographic set 1 – Contemporary [LINK](#)
- Choreographic set 2 – Contemporary [LINK](#)

For students auditioning:

- face-to-face you will receive an invite with time, location and who you will be meeting
- live on line you will receive an invite with the link and who you will be meeting with
- via online submission you will receive a link to upload your files to.

If you have any questions just let us know!



Appendix 3: Screen Production Portfolio Requirement

Bachelor of Screen and Stage (Screen Production)

(CRICOS Code 105177B)

Portfolio Requirements

Thank you for your interest in studying with the Australian Performing Arts Conservatory (APAC) we are delighted to offer you the opportunity to submit a portfolio of works to be assessed for admission to the Bachelor of Screen and Stage (Screen Production).

We have put together the below guide to help you through the submission of your portfolio!

Your portfolio consists of two (2) items:

Your story

Submitted as either a written 500 – 1000 word document or a video recording of no more than 3 minutes your story should cover:

- Why you want to study screen production at APAC
- Brief comments on films, books, plays, television shows etc that have influenced you as a filmmaker/video artist
- The outline of a project you have in mind or the types of films you want to make. Describe the basic idea of the project to give the assessor an idea of the type of filmmaking that is of interest to you

Your creative work

This should include either:

- A video demo reel of no more than 5 minutes ([click here to view an example](#)). Supported by a written document outlining your role in the productions, links to any full-length versions (if applicable) and a brief one to two-sentence synopsis of each piece

OR

- A synopsis and characters for a short film or feature film; excerpts of a script you have written; storyboards you have created or photographs you have taken.

Your creative portfolio should showcase your best work and demonstrate your ability to tell an engaging story. You will not be judged on your technical proficiency, or the quality of the equipment used but on your creative, storytelling abilities.

You will be supplied a unique link to upload your work to and once assessed you will hear back from us!

If you have any questions just let us know!