



ADMISSION PROCEDURE: COUNSELLING, CHAPLAINCY AND SPIRITUAL CARE

Responsible officer	Dean for Academic and Regional Development, Rev Dr Ian O’Harae	
Contact	counselling@morling.edu.au	
Approved by	Academic Board	
Approval date	17 October 2018	
Effective date	17 October 2018	
Review date	October 2021	
Superseded documents	Admission Requirements for Courses: Counselling 2014	
Related documents	Admission Requirements Policy: Counselling, Chaplaincy and Spiritual Care Admissions Policy: Education, Counselling, Chaplaincy and Spiritual Care	
Procedure classification <i>Select a General OR an Academic option</i>	General	Academic Student Services and Administration

1. PURPOSE

To outline the admissions procedure for students enrolling in Counselling or Chaplaincy and Spiritual Care courses.

2. DEFINITIONS (OPTIONAL)

Key Term - Acronym	Definition
JP	Justice of the Peace

3. STEPS

STEP 1 – COMPLETE AND SUBMIT APPLICATION FOR ADMISSION

- The applicant completes the *Counselling*, or the *Chaplaincy and Spiritual Care* Application Form, available for download from the MC website.
- Required supporting documentation includes:
 - Certified copies of original official academic transcripts of previous tertiary studies
 - Personal statement
 - Resume

- Certified copy of either birth certificate or passport
- Where documentation shows a different name from that under which applicants wish to enrol, they must supply evidence in support of their change of name e.g. certified photocopy of marriage certificate.
- Two references are required as supporting documentation. One reference must be from the applicant's pastor. Both *Referee Report* forms are included in the application form
- Working With Children Check number
- Psychometric tests (counselling only)
- The applicant submits a hard or soft copy of the completed application form, along with the required supporting documentation. **Original certificates must not be sent as these will not be returned, only copies certified by a JP or solicitor will be accepted.**

Submit to:

Morling College, Faculty of Counselling, Chaplaincy and Spiritual Care,
122 Herring Road, MACQUARIE PARK NSW 2113, Australia.

Email: counselling@morling.edu.au.

STEP 2 – SUBMITTED APPLICATION CHECKED FOR COMPLETENESS

- The application is checked for completeness including that all the required supporting documentation and referee reports have been received.
- The application is checked to verify that all the course entry requirements are satisfied.
- If the applicant does not meet the defined course entry requirements, the application is rejected and the applicant notified.
- If the applicant meets the defined course entry requirements, they will proceed to an interview.

STEP 3 – INTERVIEW APPLICANTS

- Psychometric tests (counselling only) are submitted with the Application paperwork and reviewed prior to the interview and discussed only if necessary.
- The aims of the interview are to:
 - Discuss with the applicants their commitment to counselling / chaplaincy. This part of the interview focuses on the applicant's goal upon completion of the course. This will create the opportunity for the interviewers to be open about the nature of this program of study and to ensure that it is likely to assist the applicant achieve her/his goals.

- o Determine the applicant's level of relational maturity and resilience to deal with some of the unique challenges that are inherent in the counselling and chaplaincy profession. If major concerns in this regard arise during the interview process, then discussions about her/his suitability will be undertaken with the Faculty.

STEP 4 – ASSESS THE APPLICATION FOR ADMISSION

- The Counselling, Chaplaincy and Spiritual Care Faculty assesses the information contained in the Application, the required supporting documentation against the defined entry requirements for the respective course and all the results from the interview process.
- The following selection and guidance criteria are used in the assessment of the application:
 1. *Basic requirements* – reviewed from application forms
 - o Confirmation of Identity
 - o English Competency
 - o Citizen/Resident Visa Status
 - o Working With Children Check number
 - o Submitted documentation
 2. *Tertiary qualifications and references*
 - o Certified copies of original official transcripts/testamurs or sufficient evidence for Special Entry conditions
 3. *Personal statements*
 4. *Results of the interview process*
 - o documented and kept in the applicant's file as a hard copy.

STEP 5 – APPLICANTS NOTIFIED

- Successful applicants are notified of their acceptance and are sent an Invitation to Study letter and an enrolment form.
- Unsuccessful students are notified.

STEP 6 – ENROLMENT PROCESS

- The student completes and submits an Enrolment Form, either in hard copy or via email, to:

Morling College, Faculty of Counselling, Chaplaincy and Spiritual Care,
122 Herring Road, MACQUARIE PARK NSW 2113, Australia.
Email: counselling@morling.edu.au.

- Counselling, Chaplaincy and Spiritual Care checks the enrolment for completeness and correctness before sending it on to the Registrar's Office.
- Enrolment data is entered by the Registrar's office.
- Student receives a student number and Moodle login details.

4. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
2	Academic Board	17 October 2018	17 October 2018	Procedure extracted from Admissions Requirements for Counselling Courses 2014 and formatted into new template.
1	Academic Board	April 2015	April 2015	

Always **download** this procedure anew from the Policies folder on the Morling share drive Policies/Student Policies, as it may have changed.