

Criminology and Justice

STUDENT GUIDE

2016/17

On-campus and Online



STUDENT GUIDE 2016/17



Contents

Welcome to NCPS	1
Why study at NCPS?	2
Where can a Bachelor of Criminology and Justice take me?	3
Bachelor of Criminology and Justice Course Overview.....	4
Entry and Selection	5
Applying to study at NCPS.....	6
NCPS scholarships.....	6
Additional information	8

NCPS delivers an undergraduate degree in Criminology and Justice. Our key subject areas include:

- Criminal Law
- Criminology and Sociology
- Policing and Law Enforcement
- Psychology and Corrective Services

Open Days and Information Sessions

Wednesday 27 April 2016 – 6.00pm
Sunday 14 August 2016 – 10.00am to 2.00pm
Thursday 8 December 2016 – 6.00pm

Register at ncps.edu.au

Campus location:

123 Lonsdale Street, Melbourne

Welcome to the Navitas College of Public Safety



Enriching lives to **unlock** opportunities

Established in 1990, the Navitas College of Public Safety (NCPS) is an Australian owned higher education provider offering a degree in Criminology and Justice. NCPS is part of the Navitas Group, a leading global education provider that delivers an extensive range of educational services to over 80,000 students through more than 120 institutions in 31 countries.

At NCPS we pride ourselves on producing work-ready graduates that can contribute to making the world a safer place. Our innovative educational program empowers students for work in the criminal justice system. Our experienced academics and industry professionals come from a diverse range of backgrounds and are committed to delivering an educational experience that is

engaging, exciting and includes current and relevant workplace practices. The College has a culture of openness, enquiry and respect where the close relationship between staff and students is key.

NCPS has a specialised learning environment with like-minded students studying towards a common goal and our trimester structure gives you an advantage by allowing you to complete a three-year degree in just two years. Whether you are looking to begin or advance a career in law enforcement, the legal system or corrections, NCPS will prepare you for a diverse career in an ever-changing world.

We look forward to welcoming you to NCPS.

Why study at NCPS?

At NCPS you'll take part in exciting criminology and justice classes where theories and current practices are brought to life through our engaging approach to learning.

A three year degree in two years

The NCPS degree is delivered in trimester mode (three teaching periods per year) so you can complete your degree and be ready to enter the workforce after just two years of successful full-time study.

Teachers with industry expertise

Many of the NCPS teaching staff are qualified practitioners in the field. Some classes are taught by lawyers, police officers, criminologists, psychologists and other professionals who bring compelling real-life case studies to the classroom. The learning experience at NCPS matches current theory and workplace practise with the colour and intrigue of recent real-life examples, creating an engaging and motivational environment.

Work placement for hands-on training

NCPS students get to roll up their sleeves and get to work, out in the field. The practical experience during work placement is one of the most exciting elements of the Bachelor of Criminology and Justice, giving you the chance to practise your skills, meet professionals working in the industry and gain essential hands-on experience before you graduate.

Placement gives you the unique opportunity to sample your chosen field of work in a supportive environment. Work placement is a revealing and rewarding aspect of study that clarifies career ambitions and can even lead to employment. NCPS has links with many organisations, giving you the opportunity to choose a practical experience that matches your interests while establishing valuable networks for the future.

Specialist electives

Students are able to undertake elective units in the latter part of their course. These units build on the learning students have gained earlier and provide specialised knowledge and practical skills in relation to specific fields within criminal justice. With elective subjects covering a range of areas including law, forensic psychology, policing, terrorism, mental health and youth justice, you will be able to complete electives that complement your career aspirations or wider interests.

Supportive learning environment

Our Student Support Unit offers a range of services to help you through your studies and to assist with any academic or personal issues you may face along the way. Some of the services we offer include:

- Learning and academic support
- Student welfare
- Counselling support
- Job readiness
- Mentor Program

On-campus and online study

There's no need to put off enrolling at NCPS if you can't attend classes on-campus.

Completing your Bachelor of Criminology and Justice online provides the identical qualification and recognition as an on-campus degree. Remote students download coursework and support materials, contribute to student forums, take part in online classes and connect with teachers and support staff from any location. Even though you're not in a room together, as an online student you will still experience all the benefits of collaboration with like-minded peers.

Our three annual course intakes in February, May and September and the choice of full-time or part-time study also apply to online students. A mixed delivery mode taking some units on-campus and some units online is also available.

FEE-HELP available

Eligible students can access the Commonwealth Government's FEE-HELP loan scheme to assist with deferring payment of their tuition fees. For details visit studyassist.gov.au



Where can a Bachelor of Criminology and Justice take me?

The Bachelor of Criminology and Justice at NCPS will prepare you for a career in the field of criminal justice. The course provides a qualification that is widely recognised by professional agencies and major employers within various fields. Our graduates are able to commence and develop careers in a wide range of areas.

Police and Law Enforcement

NCPS graduates are employed by State and Federal Police, Customs and Border Protection and investigation and intelligence agencies.

Many find the NCPS Criminology and Justice degree gives them an edge over competing job candidates. Once employed, the skills such as law, ethics and cultural diversity prove invaluable during initial training in policing, customs and law enforcement.

This qualification may also help in the future when you want to advance your career and move into specialised divisions such as crime investigation, drug squad, forensic investigations, police prosecutions, and border protection.

Private and government agencies

The law enforcement arm of criminal justice includes a range of private and government agencies specialising in intelligence and investigations including agencies like Australian Security and Investments Commission (ASIC) and Australian Security

Intelligence Organisation (ASIO). ASIC is Australia's corporate, markets and financial services regulator while ASIO's main role is to gather information and produce intelligence that will enable it to warn the government about activities or situations that might endanger Australia's national security.

There are many other agencies involved in investigations and intelligence, including AUSTRAC, WorkCover and private security companies. These agencies often deal with issues such as money laundering, counter-terrorism and fraud.

Law

NCPS graduates are well equipped to pursue a career in the legal system. Graduates find employment as paralegals, working in court rooms, tribunals and law offices.

Our degree gives students a deep understanding of the various areas of the criminal justice system and provides excellent preparation for those wanting to work or complete further study in law.

Corrective Services

Within the criminal justice system, corrective services describes a variety of functions typically carried out by government agencies involving the treatment and supervision of persons who have been convicted of crimes. The NCPS Criminology and Justice Degree will prepare you for the vast array of occupations within corrective services spanning roles in the operation of prisons through to rehabilitation, parole, case management and community corrections, working with both youth and adult offenders.

Further study in Criminal Justice

The Bachelor of Criminology and Justice may be used to transition into other higher education courses such as law, counter terrorism, criminology and psychology, in both undergraduate and postgraduate programs. Graduates may receive credit for units they have completed with NCPS, which allows them to reduce the time taken to complete subsequent degrees.



"I have been to a few interviews in the criminal justice system and the interviewers have been impressed with the breadth of my knowledge."

Kate, Bachelor of Criminology and Justice

Bachelor of Criminology and Justice

The Bachelor of Criminology and Justice examines the criminal justice system by covering a number of interrelated but diverse disciplines including corrective services, criminal law, forensic psychology, law enforcement and justice-related issues such as ethics, drugs and crime, community safety and sentencing.

Overview

Availability

On campus (Melbourne) and online

Duration

Six trimesters (two years full-time study) or part-time equivalent

Units

24 (18 core units (including Practicum) and six elective units)

Entry requirements

NCPS applicants are required to meet general eligibility standards in order to demonstrate their capacity to successfully complete the Bachelor of Criminology and Justice.

Current Year 12 prerequisites include a study score of at least 25 in units 3 and 4 of English (any), or equivalent.

FEE-HELP

Available to eligible students. Visit studyassist.gov.au for details.

Who should apply?

The Bachelor of Criminology and Justice is designed for:

- school leavers and mature-aged students who wish to pursue a career in criminal justice or a related field; and
- people in occupations related to the operation and administration of criminal justice and similar professions who wish to enhance their knowledge, professional capabilities and career prospects.

Career options

The criminal justice system comprises three general branches of employment:

- Law enforcement
- Courts and legal work
- Corrective services

Workload

NCPS recommends an average of nine hours of study per week for each unit.

This is typically broken down as follows:

- on-campus units consist of three contact hours per unit per week made up of a two-hour lecture and a one-hour tutorial
- live online units consist of listening to a two-hour lecture and attending a one-hour tutorial
- six hours per week of self-study, assessment preparation, general research and reading in addition to both on-campus and online study.

Campus location

123 Lonsdale Street Melbourne

Generally students with a full-time, on-campus study load can expect to be in classes three days per week. The Practicum unit is undertaken in the final trimester of the course and includes a placement of 75 hours and 36 hours of associated class time with assessment.

Assessment

During the course you will be assessed using a number of methods including essays, exams, debates and quizzes.

Work Placement

After successful completion of four units, Bachelor of Criminology and Justice students are eligible to practise their skills and apply classroom theories in a real-life setting.

Our work placement program offers the chance of hands-on experience in a selection of organisations such as with Victoria Police, the Department of Justice, in the court system or at law firms, in the community welfare sector or at correctional centres. As well as the valuable opportunity for networking with industry professionals, work placement is a significant addition to a graduate's resume and provides evidence of job-readiness to prospective employers.

Course structure*

The three years of the Bachelor of Criminology and Justice can be completed in two years across 6 trimesters. Successful completion requires 24 units consisting of 18 core and 6 electives.

Core units are taken throughout the course, with electives commencing at second and third year levels and available from Trimester 3.

The following units are currently offered:

Core units

- Abnormal Psychology
- Academic Enhancement
- Applied Criminology
- Criminal Justice
- Criminal Law and Procedure
- Cultural Diversity
- Drugs and Crime
- Ethics
- Fundamentals of Law
- Indigenous Peoples and Justice
- Introduction to Psychology
- Issues in Criminal Justice
- Research Methods
- Sentencing
- Theoretical Criminology
- Transnational Crime
- Victimology
- Practicum

Elective units

Six electives are chosen from:

- Australian Law in Context
- Applied Research
- Case Management
- Corporate Crime
- Corrections
- Deviance
- Federal Criminal Law
- Forensic Psychology
- International Criminal Justice
- Investigative Processes
- Mental Health and Criminal Justice
- Police and Enforcement Studies
- Terrorism and Society
- Youth Justice

For further information on each of our units visit the NCPS website at ncps.edu.au.

*Course structure is correct at time of publication and is subject to change. Students must have successfully completed the relevant pre-requisite unit prior to applying for subsequent units. Electives are subject to change. Not all elective options may be offered each trimester. Students enrolled in the Bachelor of Criminology and Justice have the option to exit this qualification early with the award of the Associate Degree of Criminal Justice following completion of the first 16 units (15 core and 1 elective).

Entry and Selection

Entry requirements

To be eligible to apply for the NCPS Bachelor of Criminology and Justice you must:

Domestic applicants

1. Meet minimum entry requirements:

Satisfactory completion of VCE and units 3 and 4 of English (any) or equivalent, or by previously qualifying for university or college entrance.

2. Hold comparable qualifications:

Examples are interstate year 12 qualifications, or at least six months of full-time study of an accredited Degree or Advanced Diploma, or at least one year of study of an accredited Diploma.

3. Apply for mature-age entry:

To be considered, applicants must be 21 years or older by the year of first enrolment. Such applicants must submit a personal statement in English that satisfies the College as to the applicant's ability indicating an aptitude to successfully undertake study of this type and level.

Extra requirements

Applicants who apply through the VTAC system will need to complete a personal statement online. This form can be accessed via your VTAC user account after you have submitted your VTAC course application. It will provide selection officers with extra information to assist in the selection process, including your motivations to study with NCPS and your written communication skills.

Selection criteria

Selection is based on the following:

Current Year 12 applicants

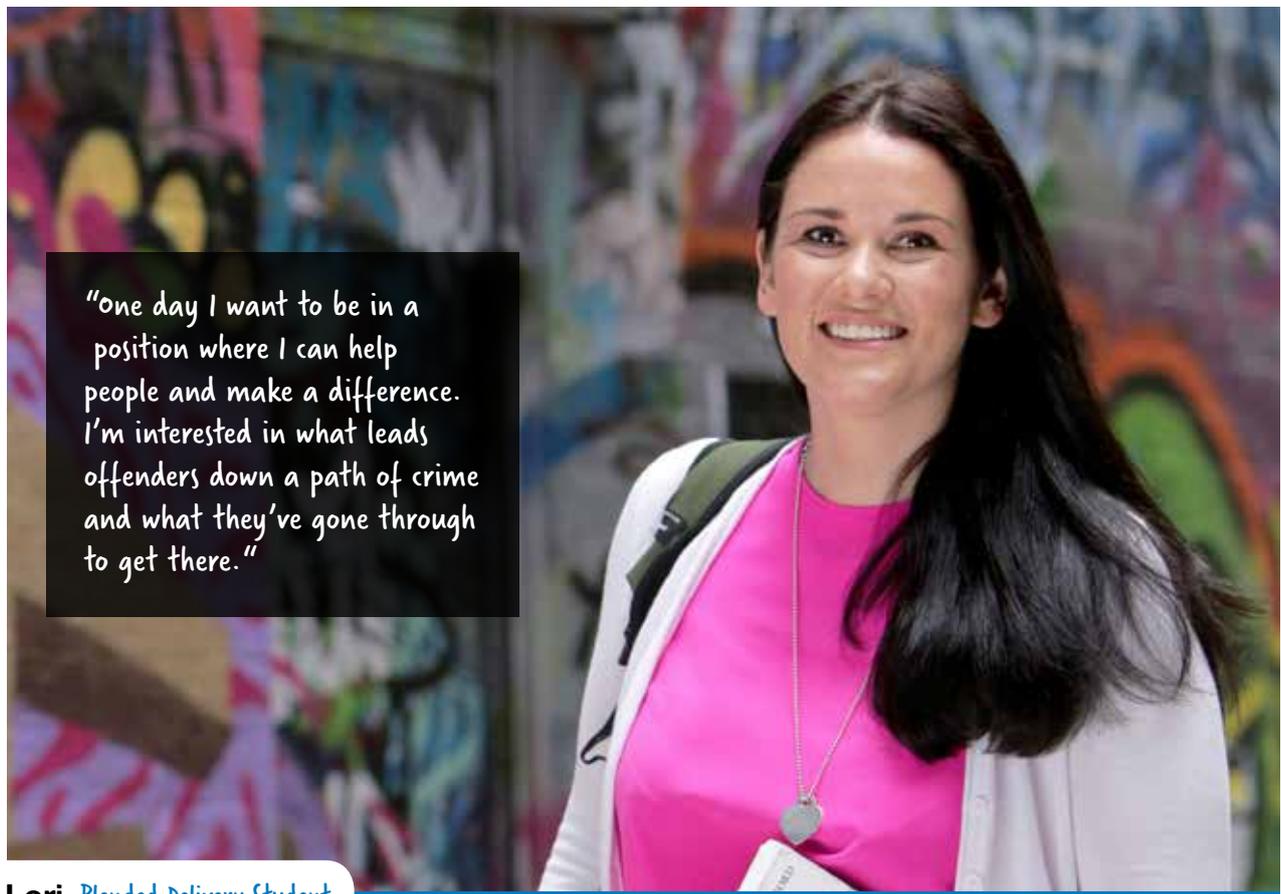
1. A study score of at least 25 in units 3 and 4 of English (any) or equivalent – this is a prerequisite;
2. Study scores in individual subjects, especially Legal Studies and Psychology, if undertaken in Year 12;
3. Any information contained in a VTAC SEAS (Special Entry Access Scheme) application (if applicable);

4. ATAR: although there is no established or clearly-in ATAR, the NCPS degree course is primarily academic in nature and therefore a reasonable ATAR is an indicator that an applicant has a greater chance of succeeding in the course.

Non-year 12 applicants

Depending on individual circumstances, selection is based on a range of criteria, including some or all of the following:

1. Any Diploma level course or above whether completed or not, and the results received in the completed subjects,
2. ATAR,
3. Individual study scores in previous Year 12 subjects,
4. Information contained in a SEAS (Special Entry Access Scheme) application (if applying through VTAC);
5. Information contained in a personal statement (for both VTAC and direct applications),
6. Relevant work and/or life experience.



"one day I want to be in a position where I can help people and make a difference. I'm interested in what leads offenders down a path of crime and what they've gone through to get there."

Lori, Blended Delivery Student

Applying to study at NCPS

Current Year 12 students

Apply through VTAC; refer to the latest VTAC Guide or VTAC website for details.

Non Year 12 applicants

Students with qualifications such as previous Year 12 qualifications, overseas qualifications, or some complete or incomplete Diploma or above qualifications may apply through VTAC for the Trimester 1 intake, and must include supporting documentation such as tertiary courses undertaken and results.

Mature-age entry

Applicants who have not completed Year 12 or its equivalent and have not undertaken any tertiary study, and will be 21 years or

older by the year of first enrolment may apply via VTAC for the Trimester 1 intake under the Access and Equity category.

To do so, applicants must:

1. Complete a SEAS application form available on the VTAC website.
2. Complete a personal statement.

Direct applications

For the Trimester 1 intake, NCPS will consider applications made directly to the College for non Year 12 students.

Applications for study for all students commencing in Trimesters 2 or 3 should be made directly to the College through the NCPS website.

Overseas applicants

Overseas students may only be enrolled on a full-time basis. Refer to the NCPS International Student Guide and the International Student section of the Student section of the NCPS website for further details.

Offers

- VTAC: Successful applicants will be notified by VTAC regarding the success of their application. If an application is successful, applicants will be notified about the enrolment process at the time the offer of admission is made.
- Direct: If making a direct offer (not through VTAC), successful applicants will be notified by the College.

NCPS scholarships

NCPS offers a number of scholarships each year to assist students. Eligible students must be Australian citizens or holders of a permanent humanitarian visa.

Each year, up to three scholarships are available to students undertaking the Bachelor of Criminology and Justice.

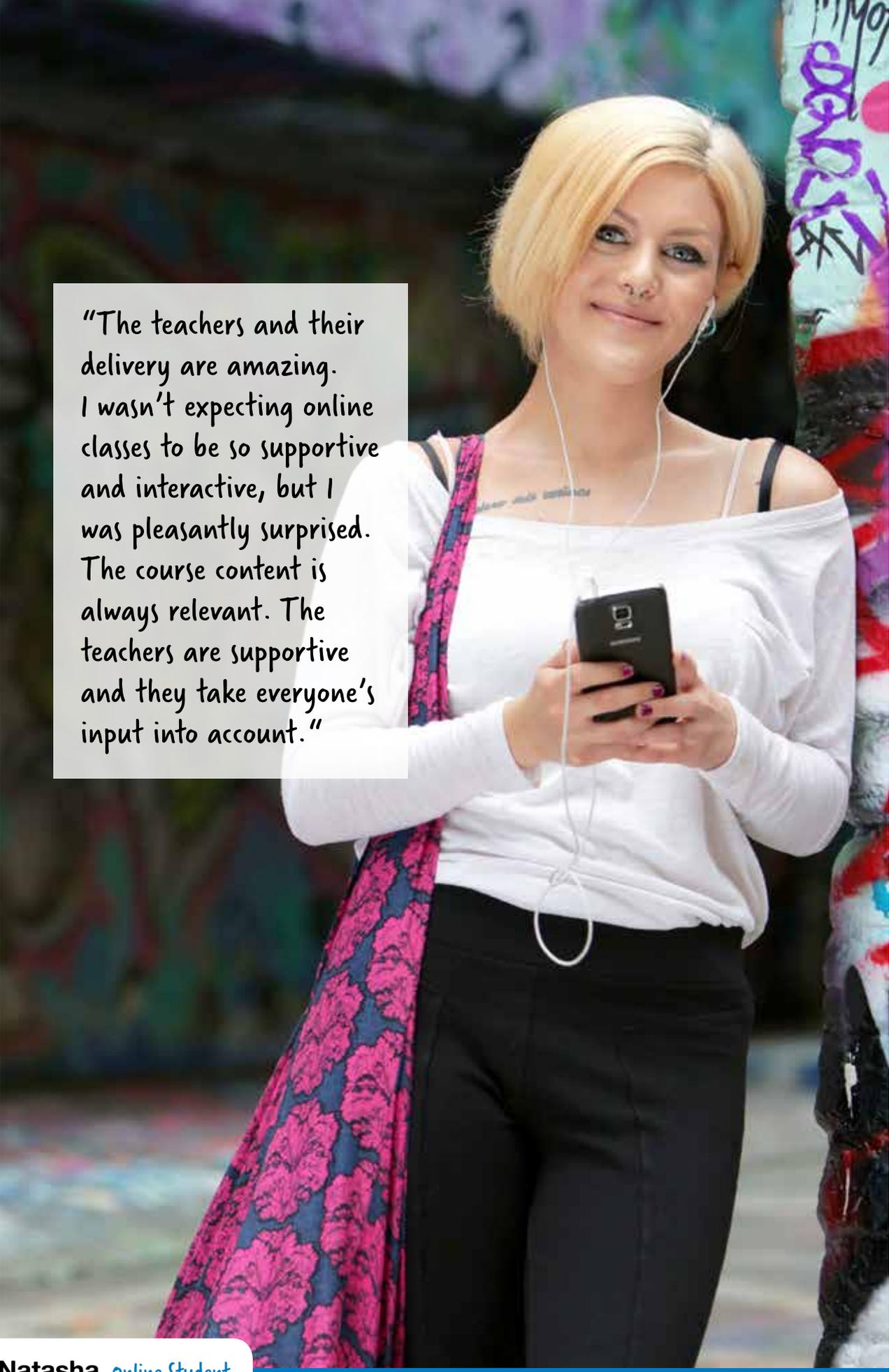
These scholarships are awarded once a year and cover 50 percent of the recipients' NCPS course fees.

Students can apply for:

- The NCPS Criminology and Justice Excellence Scholarship (up to two scholarships available)
- NCPS Regional and Rural Scholarship (up to two scholarships available)
- NCPS Aboriginal and Torres Strait Islander Scholarship (up to two scholarships available)

If you are interested in applying for a scholarship, refer to ncps.edu.au/future-student/criminology-and-justice-scholarships for entry requirements.





"The teachers and their delivery are amazing. I wasn't expecting online classes to be so supportive and interactive, but I was pleasantly surprised. The course content is always relevant. The teachers are supportive and they take everyone's input into account."

Natasha, online Student

Additional information

Course Accreditation

All higher education courses delivered by NCPS are accredited with the Tertiary Education Quality and Standards Agency (TEQSA). As accredited courses, NCPS's programs are recognised in the Australian Qualifications Framework (AQF). AQF qualifications are recognised nationally in Australia and by other countries. For further information about quality and accreditation at NCPS please visit our website at ncps.edu.au.

Credit/Recognition of Prior Learning

Non-year 12 applicants may be granted exemptions from some units in the course because of subjects completed at another tertiary institution.

Each application for credit will be considered on its merits by the Course Co-ordinator. The units being considered must be at Diploma level or above and must be part of an accredited course in the same field of study as the one in which credit is being sought.

Credit will not be granted for relevant life/work experience and no more than 50 percent of the enrolled course will be exempted. Credit should be applied for when submitting an enrolment application.

Deferment – domestic students

Applicants offered a place in an NCPS course may defer their studies for a period of up to one year. The deferment must be requested in writing and submitted to the College within seven days of confirming an offer or the offer will be forfeited. The deferment form is available from the NCPS website at ncps.edu.au.

International Students

If you are an international student please contact NCPS and request a copy of our International Student Information Guide, which provides important additional information for students who require a student visa for study in Australia with NCPS.

Fees and charges –

Domestic students

Tuition fees are charged per enrolled unit of study. You pay trimester by trimester, paying for all units in which you are enrolled in, prior to the commencement of that trimester. For a full-time student enrolled in 4 units per trimester (12 units per year), the annual fees will be the unit price x 12. Current fees are available on the NCPS website at ncps.edu.au.

Students may choose to pay these fees directly to the College or to apply for FEE-HELP assistance from the Commonwealth Government to cover part or all of the tuition fees for the course. All students who are Australian citizens are eligible to apply for FEE-HELP, and may be enrolled in full-time or part-time study. For information about the government's FEE-HELP scheme refer to the Department of Education's website at studyassist.gov.au.

International students

International students are those without Australian or New Zealand citizenship and who do not have permanent residency status in Australia. For further details please refer to the International Student section of the NCPS website at ncps.edu.au.

Technology

The NCPS course requires access to the internet. Therefore costs associated with internet access as well as computing and printing should be taken into account.

Textbooks

Some units expect you to work with a recommended textbook which you may wish to purchase or access through the library. Textbooks can cost between AU\$50 and AU\$150 each.

Annual tuition fee increases

The College reserves the right to adjust tuition fees annually to take into account increases in costs.

Fee refunds

Unspent tuition fees will be refunded if the enrolment is cancelled, withdrawn or deferred on or prior to the applicable trimester census date. After this date all incurred trimester tuition fees will be payable unless special circumstances can be evidenced. Further details are available from Student Administration on (03) 8327 2600 or the NCPS website at ncps.edu.au.

Complaints

If you have a complaint or inquiry regarding refunds, please refer to the College's Academic Grievances, Complaints and Appeals Policy and Procedure and Non-Academic Grievances, Complaints and Appeals Policy and Procedure, which can be found at ncps.edu.au under "Policies and Forms".

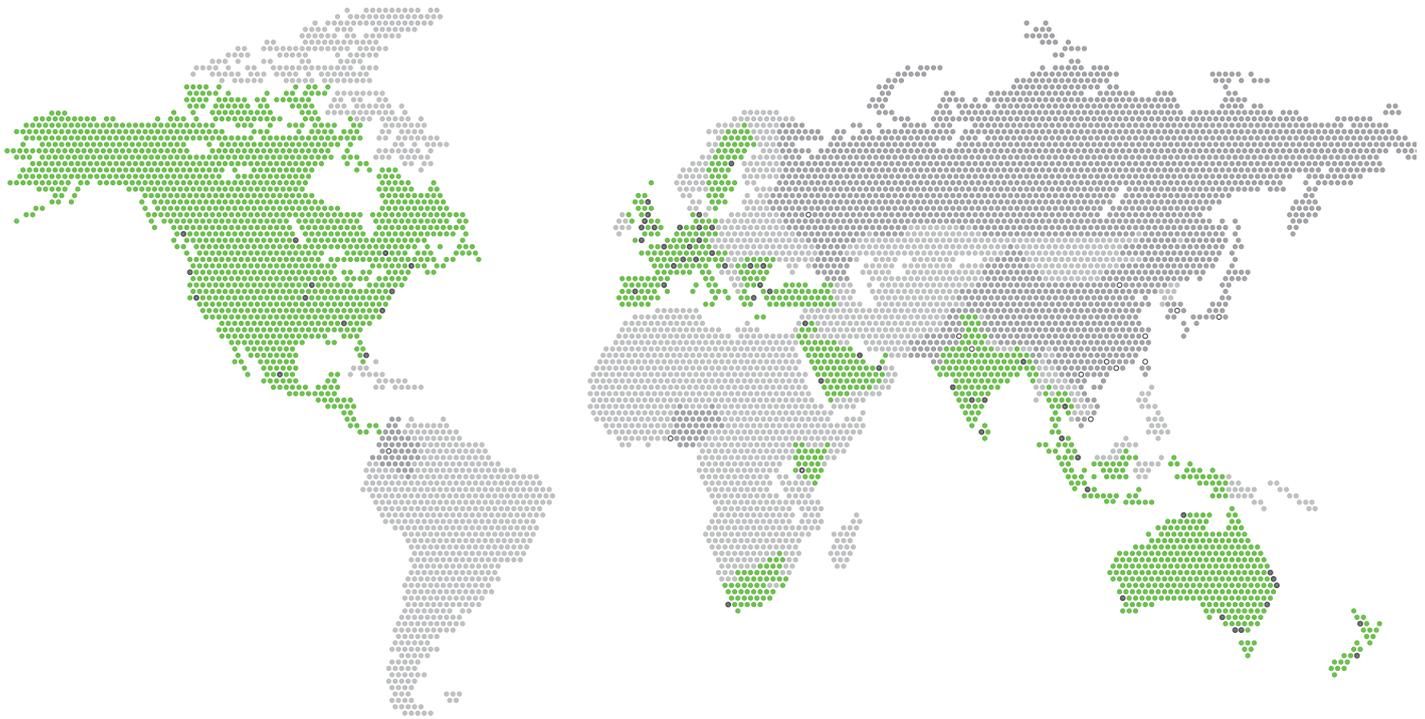
Tuition Assurance Scheme

NCPS is a member of an approved Australian Students' Tuition Assurance Scheme (ASTAS) for domestic students. The Australian Council for Private Education and Training (ACPET) is the NCPS ASTAS provider (acpet.edu.au). NCPS also conforms to the requirements of the Tuition Protection Service (TPS) established by the Australian Government for overseas students.

These arrangements assure current and intending students of NCPS courses leading to a NCPS-issued AQF award and that students will be offered a suitable alternative course or have unspent fees refunded if NCPS cannot provide the course for which the student has paid. Further information about NCPS's tuition assurance arrangements is available on the NCPS website at ncps.edu.au.

Further information

For further information about studying with NCPS please visit ncps.edu.au. To view a detailed summary of the Conditions of Enrolment, go to the 'Current Students' tab and scroll to the heading 'Policies and Forms'.



Education for your world

Navitas provides you with the education you need, to get where you want to be in life. From English language skills and courses to help you enter university, to training for the workplace, Navitas colleges and campuses in 28 countries will support you every step of the way.

With over 120 Navitas and SAE Institution locations across the globe, and over 80,000 students currently studying with us, we understand the world's learning needs. We've become one of the most trusted providers of education and training in the world.

Navitas offers to students, professionals and migrants from around the world, the following opportunities:

- English language training
- High school studies
- University preparation and programs
- Post-secondary education for creative media technology
- Career advancement programs
- Student recruitment
- Internship programs
- Migrant settlement services

We also offer customised workplace training for companies, and a range of training and settlement services for the Australian Government. Wherever you are, and wherever you want to be, the knowledge and resources of our staff around the world will ensure your success.

Africa

- SAE Institute, South Africa

Asia

- ACBT – Edith Cowan University, Sri Lanka
- Curtin Singapore (The Singapore Campus of Curtin University)
- SAE Institutions – Indonesia, Malaysia, Singapore, Thailand

Australia

- ACAP (Australian College of Applied Psychology)
- ATTC (Australian TESOL Training Centre)
- CELUSA (Centre for English Language in the University of South Australia)
- Curtin College – Curtin University, Perth
- Curtin University Sydney
- Deakin College – Deakin University, Melbourne
- Eynesbury – The University of Adelaide and University of South Australia
- Hawthorn-Melbourne
- La Trobe Melbourne – La Trobe University
- La Trobe University Sydney Campus
- Navitas English
- Navitas Health Skills Australia (HSA)
- Navitas College of Public Safety (NCPS)
- Navitas Professional
- NIC – The University of Newcastle
- PIBT – Edith Cowan University, Perth
- Griffith College – Griffith University, Brisbane, Gold Coast
- SAE Institutions – Adelaide, Brisbane, Byron Bay, Melbourne, Perth, Sydney
- SAIBT – University of South Australia, Adelaide
- SIBT – Macquarie University, Sydney
- Western Sydney University The College
- UC College – University of Canberra

Canada

- FIC – Simon Fraser University, Vancouver
- ICM – the University of Manitoba, Winnipeg

Central America

- SAE Institute, Mexico

Europe

- SAE Institutions – Austria, Belgium, France, Germany, Greece, Italy, Netherlands, Romania, Serbia, Slovenia, Spain, Sweden, Switzerland, Turkey

Middle East

- SAE Institutions – Jordan, Saudi Arabia, UAE

New Zealand

- SAE Institute, Auckland
- UCIC – University of Canterbury, Christchurch

United Kingdom

- BCUIC – Birmingham City University
- CRIC – Anglia Ruskin University, Cambridge
- EIC – Edinburgh Napier University
- HIC – University of Hertfordshire, Hatfield
- ICP – University of Portsmouth
- ICRGU – Robert Gordon University, Aberdeen
- ICWS – Swansea University
- LBIC – Brunel University London
- PUIC – Plymouth University
- SAE Institutions – Glasgow, Liverpool, London, Oxford
- UNIC – University of Northampton

United States of America

- Navitas at FAU – Florida Atlantic University
- Navitas at UMass Boston – University of Massachusetts Boston
- Navitas at UMass Dartmouth – University of Massachusetts Dartmouth
- Navitas at UMass Lowell – University of Massachusetts Lowell
- Navitas at UNH – University of New Hampshire
- Navitas at WKU – Western Kentucky University
- SAE Institutions – Atlanta, Chicago, Los Angeles, Miami, Nashville, New York, San Francisco

Part of the Navitas Group



Education for your world

Navitas College of Public Safety

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ABN 94 057 495 299

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