

# Selection and Admissions Policy

## Policy and Procedure

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## **SECTION 1 – INTRODUCTION**

### **PURPOSE**

Australasian College of Health and Wellness (ACHW) upholds the principle that all applicants seeking to enrol are treated fairly and equitably. To ensure this, we will have open, fair, clear and transparent procedures that are based on clearly defined admissions criteria for making decisions about the selection of students.

Students will be selected on merit, based on the published criteria. We will ensure that throughout the process of admissions and selection, applicants are treated courteously and expeditiously.

Entry criteria and application procedures are published on the ACHW website for persons seeking to enrol with ACHW.

### **SCOPE**

This policy applies to all domestic applicants for admission to ACHW's higher education courses.

## SECTION 2 – POLICY AND PROCEDURE

### PRINCIPLES

Selection and admission to courses at ACHW are based on processes that:

- are fair, equitable and transparent;
- are merit based;
- identify students with capacity to succeed in tertiary study;
- encourage diverse and representative access and take into account possible educational or social disadvantage; and
- recognise formal, non-formal and informal prior learning.

### ACADEMIC ADMISSIONS REQUIREMENTS

1. Persons seeking to enrol in one of ACHW's higher education courses are required to submit acceptable evidence that they meet the published entry criteria for their chosen course.
2. To satisfy the academic admissions requirements for the Associate Degree in Applied Health Science (Dermal Therapy), applicants must meet one of the following entry requirements:
  - a) Successful completion of the NSW HSC (or equivalent ATAR of 65 or above);
  - b) Successful completion of a VET or HE Diploma
  - c) Admission to candidature for an undergraduate degree at an Australian University; or
  - d) Satisfactory completion of an approved Tertiary Preparation Program, Tertiary Orientation Program or a Foundation Year Program offered by a University, an accredited higher education provider or a Registered Training Organisation
3. To satisfy the academic admissions requirements for the Bachelor of Applied Science (Clinical Aesthetics), applicants must meet one of the following entry requirements:
  - a) Successful completion of the NSW HSC (or equivalent ATAR of 65 or above);
  - b) Successful completion of a VET or HE Diploma
  - c) Admission to candidature for an undergraduate degree at an Australian University; or
  - d) Satisfactory completion of an approved Tertiary Preparation Program, Tertiary Orientation Program or a Foundation Year Program offered by a University, an accredited higher education provider or a Registered Training Organisation
4. In addition to the course admission requirements set out for each course above, applicants must:
  - a) participate in an interview;
  - b) be at least 18 years of age; and
  - b) provide evidence of English Proficiency at IELTS 6.0 with no band below 5.5

5. To satisfy the admission requirements for the Graduate Diploma of Cosmetic Nursing, students must provide proof that they are a current Registered Nurse with Australian Health Practitioner regulation agency (AHPRA)

### **ENGLISH PROFICIENCY**

1. All students must demonstrate competency in the English language for the Associate Degree and Bachelor of Applied Science.
2. English proficiency can be demonstrated by providing evidence of meeting the specified level of English proficiency specified for the student's course.
3. Acceptable evidence of English proficiency includes:
  - a) completion of a secondary education, undergraduate degree or equivalent in English;
  - b) successful completion of an Australian qualification recognised as at least AQF Diploma level;
  - c) successful completion of a tertiary studies foundation program

### **ADDITIONAL ADMISSION REQUIREMENTS**

1. In addition to the admissions requirements set out above, certain courses may specify additional requirements which applicants are required to meet in order to verify their identity and demonstrate their capacity for success in the course. These may include, but are not limited to:
  - a) identification document (birth certificate/passport);
  - b) specific studies (pre-requisites);
  - c) course entry test to assess academic capacity
  - d) English proficiency test
  - e) attendance at interviews;
  - f) mature age students to supply their resume;
  - g) submission of supplementary information and forms
2. Additional requirements for admissions may be published in the ACHW brochure and website.

### **APPLICATIONS**

1. Submit to Admissions at ACHW via email to [admissions@achw.edu.au](mailto:admissions@achw.edu.au) or via the online application form.

### **ASSESSMENT OF APPLICATIONS AND VERIFICATION OF EVIDENCE**

1. All applicants are assessed by a qualified Admissions staff member.
2. Applicants who apply to undertake a course of study at ACHW must submit documentary evidence that demonstrates they meet the published admissions requirements (including English proficiency) of their chosen course. Supporting documents provided with the application must be certified.
3. Any Recognition of Prior Learning applications must include a certified copy of the original transcript or any other documents which may be requested.

4. Qualifications submitted in a language other than English must be accompanied by a certified official translation.
5. Where there is any doubt about the authenticity of any documentation provided, the Admissions staff member may correspond with the issuer of the documentation and make relevant inquiries, or ask the prospective student to produce originals.
6. All applicants and their assessment will be validated by the Head of School or their delegate.

#### **ASSESSING APPLICANT QUALIFICATIONS, EXPERIENCE AND ENGLISH LANGUAGE PROFICIENCY**

1. Upon receiving a completed application, the Admissions department ensures that the following information and documentation has been provided:
  - a) completed Student Application Form;
  - b) acknowledgement by the student that all entry requirements are met;
  - c) where applicable, a certified copy of English Language test/evidence of English language proficiency; and/or
  - d) a certified copy of any supporting documentation requested as part of the application
2. The initial assessment of the application will involve:
  - a) creating an application file;
  - b) checking documentation is complete, including RPL documentation (if applicable); and
  - c) requesting any outstanding documentation from the applicant (if applicable).
3. When the application is deemed to be complete, the Admissions staff will:
  - a) assess application against admission requirements;
  - b) assess English proficiency (if applicable);
  - c) confirm the student is over 18 years of age;
  - d) refer application to the Head of School in the case of certain admission categories;
  - e) verify documentation where appropriate; and
  - f) arrange interview (if applicable)
4. Once passed on to the Head of School or their delegate the application will be validated through:
  - a) assessment under any special category requirements;
  - b) assessment if RPL is requested, if required to refer to RPL assessor and obtain the outcome of RPL; and/or
  - c) any further assessment to deem application approved or not approved
5. Advising the outcome of an approved application:
  - a) students are provided with a written offer of place in the course, subject to verification of required documents within 2 weeks of commencement (if not already approved);
  - b) send enrolment package to applicant (student agreement and orientation information); and
  - c) finalise documentation

6. Advising the outcome of a non-approved application:
  - a) advise the applicant of the outcome of the application, the reason for the outcome decision and their right to appeal the decision.

### COURSE DURATION

1. Each student will receive a course start and end date in their course outline, indicating the time required to complete the course

Course	Full-time	Part-time
Associate Degree	2 years	4 years
Bachelor of Applied Science	3 years	6 years
Graduate Diploma of Cosmetic Nursing	10 months	20 months

### CANCELLATION OF ENROLMENT

1. A student’s enrolment may be cancelled if any information or statements made by the student in their admission application are proven to be false or unable to be verified regardless of whether the student has subsequently accepted the offer by enrolling.
2. A student shall be deemed to be no longer enrolled in a course if the student has been excluded on academic or disciplinary grounds.

### APPEALS

1. An applicant may appeal against a decision to refuse admission to a course. The grounds for the appeal must be based on the fact that the decision is not consistent with this policy.
2. Where the applicant wants to make an appeal against the admission decision, they can access the ACHW Grievance Policy for further instruction at [www.achw.edu.au](http://www.achw.edu.au)

## SECTION 3 – REFERENCE AND SUPPORTING INFORMATION

### DEFINITIONS

Word/Term	Definition
RPL	Recognition of Prior Learning

ACHW	Australasian College of Health and Wellness
AQF	Australian Qualifications Framework

#### SUPPORTING DOCUMENTATION

Document name	Document type	Location
Enrolment Form/Letter of Offer	Form	<i>G:\Compliance\ACHW\Policies &amp; Procedures</i>
Faculty Induction		<i>G:\Compliance\ACHW\Policies &amp; Procedures</i>
Non-academic Staff induction		<i>G:\Compliance\ACHW\Policies &amp; Procedures</i>

## SECTION 4 – DOCUMENT DETAILS

#### POLICY OWNER

<b>Name:</b>	<b>Selection and Admissions Policy</b>
Endorsed by:	Director ACHW
Approved by:	Head of Compliance
Date Approved:	10.07.2017
Implementation Owner	Head of Quality Assurance
Maintenance Owner	Head of Quality Assurance
Review Date	15.01.2021

#### CHANGE HISTORY

Version	Approval date	Approved by	Approved by	Change
V1.0	10.07.2017	Head of Compliance	Director ACHW	Initial document review after purchase of MHMHE
V2.0		Approved by Academic Board on 10.03.2020		General review