



Policy and Procedure

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Implementation Owner	Student Success
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SECTION 1 – INTRODUCTION

PURPOSE

The purpose of this policy is to provide students and MHM Higher Education Pty Ltd trading as the Australasian College of Health and Wellness (ACHW) board and staff with accurate, relevant and timely information regarding ACHW's Admissions Policy and Procedure.

SCOPE

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



SECTION 2 – POLICY

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.

POLICY

Overview

ACHW upholds the principle that all applicants seeking to enrol are treated fairly and equitably. To ensure this ACHW will have open, fair, clear and transparent procedures that are based on clearly defined entry criteria for making decisions about the selection of students. Students will be selected on merit based on the published criteria. ACHW will ensure that throughout the process of selection and admission, applicants are treated courteously and expeditiously.

Entry criteria and application procedures are published in ACHW's Prospectus and on ACHW's website for the information of persons seeking to enrol with ACHW.

The opportunities and benefits of Commonwealth assistance will be made equally available to all eligible students prior to enrolment.

General admission requirements

Persons seeking to enrol in a higher education course with ACHW are required to satisfy the general entrance requirements for admission and provide evidence that they meet at least one of the following entry requirements:

- Successful completion of the NSW HSC and attainment of the required Australian Tertiary Admission Rank (ATAR) of 65 with a minimum performance band 4 or equivalent in English; or
- Successful completion of an equivalent secondary qualification either interstate or overseas and attainment of the required entrance standard;
- 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; or
- Admission to candidature for an undergraduate degree at an Australian University.

In addition, all students must be 18 years of age or over at the time that they commence the course for which they have applied.



English proficiency

1. All students must demonstrate competency in the English language.
2. English proficiency can be demonstrated by providing evidence of meeting the specified level of English proficiency for the students 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; or
 - c) successful completion of a tertiary studies foundation program

Additional admission requirements

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) English language assessment;
- d) attendance at interviews;
- e) mature age students to supply their resume;
- f) presentation of folios, auditions or other documentation; and/or
- g) submission of supplementary information and forms.

Additional requirements shall be published in ACHW's Prospectus and on ACHW's website for the information of persons seeking to enroll with ACHW.

Special / alternative admission arrangements

Applicants who have not completed Year 12 or its equivalent may gain entry to a course by addressing one of the following entry requirements:

- Successful completion of a Special Tertiary Admissions Test administered by UAC.
- Mature age entry (21 years of age or older).
- Submitting an application for credit for prior learning that meets the requirements of the Credit and Recognition of Prior Learning Policy
- Credit for prior learning recognises formal studies already completed or credit for learning from work experience.

Credit for formal studies already completed may be granted for the successful completion of subjects which form part of an accredited course and/or of a non-award course provided by a recognised higher education institution; accredited studies with a vocational training provider; or courses provided by a professional association or training delivered by an employer or other similar training. Credit shall be granted where there is substantial overlap with content and/or learning outcomes of the Institution subject or subjects for which credit is sought.



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Credit for learning from work experience may be granted where the applicant presents verified documentation and/or is able to demonstrate relevant skills, knowledge and understanding to the satisfaction of the Executive Dean (or nominated representative such as the Head of Faculty).

All special/alternative admission applicants will be required to attend an interview with the Executive Dean (or nominated representative) to assess the applicant's capacity for higher education studies. The applicant should submit a portfolio of prior and current academic and professional work prior to the interview to assist in the assessment process.

The criteria used by the Executive Dean (or nominated representative) when selecting applicants to a course under special / alternative admission arrangements include:

- The capacity to pursue tertiary studies;
- Motivation to pursue tertiary studies in the course discipline;
- Demonstrated potential for academic studies based on the applicant's portfolio;
- Relevant professional and industry experience.

The Executive Dean (or nominated representative) will:

- Monitor the progress of all students admitted by special/alternative arrangements at the conclusion of each semester in the first year of the student's enrolment;
- Conduct a meeting with the student at the conclusion of the first year of the student's enrolment

Applications

Applications for admission to a course shall be made on the prescribed form and lodged in the manner prescribed on the form.

Assessment of applications and verification of evidence

All applications will be assessed by a qualified Admissions staff member. Applicants for special/alternative admission will be assessed by the Executive Dean (or nominated representative).

Applicants who apply to undertake a course of study at ACHW must submit documentary evidence that demonstrates they meet the published entry requirements (including English proficiency requirements) of their chosen course. Supporting documents provided with the application must be certified as set out in the explanatory notes on the Student Application Form.

Qualifications submitted in a language other than English must be accompanied by a certified official translation.

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 enquiries, or ask the prospective student to produce originals.



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All applications and their assessment will be validated by the Executive Dean or their delegate.

Offers

Based on the documentation provided and subject to the application meeting the published entrance criteria, a written offer of a place in the course will be made to the applicant. Offers will be made to successful applicants in the order that applications are received up to the maximum number of places available in the course.

Acceptance of an offer of a place shall be taken to constitute acceptance by the applicant of all published Policies and Procedures of ACHW.

Cancellation of enrolment

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.

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

An applicant may appeal against a decision to refuse admission to a course. The grounds for appeal are that the decision is inconsistent with this policy.

Where the applicant wants to make an appeal against the admission decision, they must access the ACHW Grievance Policy for further instruction.

SECTION 3 – PROCEDURE

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) 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) request any outstanding documentation from applicant (if applicable).
3. When the application is deemed to be complete, the Admissions staff will:
 - a) assess application against admission requirements;



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- b) assess English proficiency (if applicable);
 - c) confirm the student is 18 years of age or over;
 - d) refer application to the Executive Dean in the case of certain admission categories;
 - e) verify documentation where appropriate; and/or
 - f) arrange interview (if applicable).
4. Once received by the Dean or their delegate the application will be validated through:
- a) assessment under special category required;
 - b) assessment by admissions staff member validated;
 - c) assess if RPL is requested, if required to refer to RPL assessor and obtain the outcome of RPL; and/or
 - d) assess application approval or non-approval.
5. Advising of the outcome of an approved application:
- a) make 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, student handbook, 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 the right to appeal the decision.

SECTION 4 – REFERENCE AND SUPPORTING INFORMATION

DEFINITIONS

Word/Term	Definition
RPL	Recognition of Prior Learning
AQF	Australian Qualifications Framework

SUPPORTING DOCUMENTATION

Document name	Document type	Location
Enrolment Form	Form	G:\Compliance\Policies & Procedures
Grievance Policy	Policy	External website



SECTION 5 – CHANGE HISTORY

CHANGE HISTORY

Version	Approval date	Approved by	Approved by	Change
V1	28/3/2017	Board of Directors	Executive Dean	Original
V2	12/07/2017	Executive Dean	Head of Compliance	Review to align with group policies and procedures