

RECRUITMENT, ADMISSIONS and ORIENTATION

Policy and Procedures

DEFINITIONS

Terms in this document, for which definitions are not provided in the text or may not be self-evident or for which usage at ACC may differ to that in other higher education institutions are as follows:

Admission: The process by which a prospective student is assessed to determine the extent to which their qualifications comply with those required to commence studies in the ACC Chiropractic degree program,

Orientation: A series of activities and information sessions provided by the ACC before classes begin at the commencement of the academic year, designed to ensure that students are prepared academically, personally, socially and professionally for their studies and are fully aware of the resources available to them.

Selection: The process used by the ACC to determine which applicants of those eligible for entry into the Chiropractic degree program will be offered a place and be permitted to enrol.

Pre-requisite studies: Areas and levels of study specified by the ACC, which a student must have successfully completed in order to be eligible for admission to the ACC Bachelor of Chiropractic degree program.

PURPOSE

The purpose of this policy is to ensure the transparent and consistent application of standards and procedures for the recruitment, selection and admission of students into the ACC Bachelor of Chiropractic program. It reflects the standards of the ACC Academic Board and the undertakings of the College in implementing its Quality Assurance Framework.

SCOPE

This policy applies to all prospective students and applicants for admission to the Bachelor of Chiropractic offered by the ACC.

POLICY STATEMENT

This policy aims to ensure that ACC recruitment processes and student applications for admission are managed in a fair, transparent and consistent manner. It also ensures all students are provided with the appropriate opportunity to familiarise themselves with the nature of the degree program, facilities and faculty prior to commencing their studies at the College.

The ACC has established a set of standards and procedures to be adhered to in recruiting students and making direct offers of admission. These standards and procedures ensure ethical recruitment practices, rigorous assessment of applicant eligibility for admission, and effective and efficient enrolment and orientation processes, all of which uphold the brand promise of the ACC.

PROCEDURES

1. Recruitment

- 1.1. Recruitment of students for the ACC is essentially based on market demand and reflects high standards of ethical practice.
- 1.2. The Corporate Services Manager together with the Marketing Manager will be responsible for implementation of recruitment strategies and actively attracting prospective students to the ACC program.
- 1.3. The College is committed to providing equitable access to education. This involves adjusting recruitment strategies in order to achieve a balanced representation of applicants from groups that may be under-represented in the student population.
- 1.4. Specific program information will describe the inherent requirements of the program in sufficient detail to make these clear to prospective students, including those with disabilities and/or other under-represented groups in higher education in Australia.

2. Admissions Process

2.1. Application

- 2.1.1. All students intending to study at the ACC must submit an Application for Admission. All applications must be accompanied by all required supporting documentation and submitted 1 week prior to the commencement of the academic year in January or, for the mid-year intake, 1 week prior to the commencement of their studies in July.
- 2.1.2. The Application process will consist of the following steps:
 - Submission of official Application form with accompanying supportive documents;
 - Submission of written essay – in accordance with the topic designated at the time of application;
 - Face-to-face formal interview, or online interview where the applicant is not a local resident;
 - Consideration of the application by the Academic Registrar.
- 2.1.3. If applications are incomplete the Academic Registrar will advise the applicant of the outstanding items and that their application cannot proceed until the missing items are received.
- 2.1.4. All applicants will be notified in writing of the outcomes of their application. Meeting the minimum admission criteria does not guarantee selection into degree program, which is based primarily on merit, likelihood of success and availability of places.

3. Admissions Eligibility

All applicants to the ACC will be assessed according to formally approved admissions standards including: College entry requirements, academic criteria (minimum Pass level Final Grade in all outlined prerequisites), written essay, successful formal interview and place availability.

Admission is not a guarantee of a place in the next commencing cohort for the Chiropractic degree program. The selection process is a competitive one which takes into account merit, likelihood of success and the availability of places. Further detail on selection follow in Section 4 within this policy. Students are also referred to the *Academic Credit & Recognition of Prior Learning Policy* and *Pre-requisite Policy*.

Due to the structure of the degree program there is no direct entry pathway available to school leavers. The ACC does not require an entry ranking, Australian Tertiary Admission Rank (ATAR) or Overall Position (OP). However, students will need to meet the admission requirements of the Higher Education Provider offering pre-requisite studies as part of their application of admission.

Entrance to the ACC is currently available through the following pathways:

- a. School leaver, mature age student or international student completing the specified ACC pre-requisites. A full account of all pre-requisite requirements including expected learning outcomes of required subjects can be found within the Pre-requisite Policy.
- b. Current Chiropractic domestic students transferring to the ACC from another Australian Higher Education provider. The Academic Credit and Recognition of Prior Learning policy and procedures outline the processes in place to assess previous learning for equivalence of learning outcomes, volume of learning, learning and assessment approaches and the approved content of the relevant program of study. International students transferring from another higher education provider must have completed at least 6 months of their course and obtain a release letter from their current provider.

3.1. The College admission requirements comprise the following:

3.1.1. The minimum age at which applicants may be admitted to the program is 18 years. Applicants may submit an application prior to this age but must reach the age of 18 prior to December 31 in the year preceding that to which the application for admission applies.

3.1.2. Clear criminal record. The ACC may not accept students with criminal records that the Chiropractic Board of Australia states may prevent registration in Australia.

3.1.3. English language proficiency. Proficiency will be considered acceptable and will satisfy the ACC's admission standards in the following circumstances:

- English is the applicant's first language; or
- The applicant has an overseas entrance qualification from a country where the main language is English and the main language of instruction and assessment for that qualification was English; or
- The applicant has an Australian University entrance qualification; or
- If the applicant provides evidence to the ACC of acceptable competence in both written and oral English.

The standard of English proficiency required by the ACC graduate is an equivalent of an Academic IELTS overall score of 7.0 with no individual language skill under 7.0. This complies with the Australian Health Practitioner Regulation Agency's (AHPRA) registration standards for English language skills.

3.1.4. Successful completion of specified pre-requisite subjects (as noted below) at a higher education provider with a minimum level of AQF 5 with an achievement of a minimum Pass level final grade score in each subject.

Pre-chiropractic studies for entry into the Australian Chiropractic College include:	
Anatomy and Physiology	30 Credits / 2 subjects
Chemistry (General or Organic)	15 Credits / 1 subject
Biochemistry	15 Credits / 1 subject
Microbiology	15 Credits / 1 subject

Biophysics	15 Credits / 1 subject
Research/Information literacy	15 Credits / 1 subject
Elective	15 Credits / 1 subject

4. Selection

All applicants for admission will be assessed according to the formally approved admissions standards of the ACC including: College entry requirements, academic criteria, written essay, successful formal interview and place availability in the degree program. A specified maximum number of students who satisfy admission criteria will be selected for a place in each commencing cohort each year. This number may vary from year to year and with each commencing cohort (whether year beginning or midyear) and will be determined each year by the Academic Dean and College President following consultation with the Academic Board. The selection process is a competitive one which takes into account the availability of places as well as merit and likelihood of success. Should any student who is deemed eligible for admission not be selected for a place in a particular commencing cohort of students, due to the number of eligible students exceeding available places, then that student will be considered for a place in the following commencing cohort.

- 4.1. No applicant will be excluded from or disadvantaged in the offer of admission or the selection process by reason of religious belief, political opinion, race, gender, age, marital status, sexual orientation or responsibility for dependents.
- 4.2. Selection methodologies are approved as part of the degree program approval process and are set out by the College Board of Directors and Academic Board.
- 4.3. In exceptional circumstances, the Academic Registrar may approve admission where all criteria for admission have not been satisfied. The Academic Registrar may, on occasion, conditionally approve admission to prospective domestic students that are expected to successfully complete their pre-requisite subjects prior to the commencement of their program, but whose official results have been delayed until after the commencement of their program. In such circumstances additional documentary evidence will be required and conditional admission may be offered.
- 4.4. Amendments to program requirements, selection tasks (if used), or selection methodology may be made by the College Board of Directors and Academic Board.

5. Admission

- 5.1. Confirmation of admission to, and selection for a place within the Bachelor of Chiropractic program is the delegated responsibility of the Academic Registrar who reports to the Learning and Teaching Committee.
- 5.2. A written letter of offer (conditional or unconditional, see 4.3) and an Enrolment Form will be provided to successful applicants. Unsuccessful applicants will also be notified of the outcome of their application and avenues for advice if they wish to apply for admission and selection in the future.
- 5.3. Upon receipt of a letter of offer and Enrolment Form, the successful applicant is requested to respond within 3 weeks or forfeit their place.
- 5.4. Official acceptance of an offer cannot be made verbally and will not be accepted. Procedures necessary for confirmation of enrolment including payment of tuition fees will be provided within the official letter of offer and Enrolment Form.

- 5.5. Students, who due to unforeseen circumstances, need to defer an offer of placement, may do so by submitting a written request to the College President.
- 5.6. International/overseas students will be subject to additional procedures and policies for Admission into the Bachelor of Chiropractic that are in line with the ESOS ACT 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) outlined in the International Student Admissions Policy

6. Orientation

- 6.1. Students new to the ACC will be enrolled in a face-to-face orientation program organised by the ACC prior to the commencement of term.
- 6.2. Orientation attendance is compulsory unless exceptional circumstances exist. In such circumstances documentary evidence will need to be provided by the student and an alternative orientation schedule will be negotiated.
- 6.3. Students will be required to sign an Orientation register declaring that they understand and accept the material covered during this program.
- 6.4. Face-to-face orientation will cover the following:
 - Campus and facilities tour;
 - Introduction to faculty and other students;
 - Introduction to key academic, support and other relevant campus staff;
 - Introduction to the ACC Learning Management System and understand how it is used to support student learning;
 - Information on academic and support services that will assist with successful study and learning habits;
 - Information about academic integrity and plagiarism tools;
 - Student receipt of their ID cards;
 - Student receipt of student handbooks;
 - Student Confirmation of attendance at the Orientation session through signing the Orientation Program Register.
- 6.5. An additional orientation will be held specifically for international students, in line with Standard 6 of the National Code 2018, which will cover the following with a focus on international/overseas student needs:
 - support services available to assist overseas students to help them adjust to study and life in Australia;
 - English language and study assistance programs;
 - any relevant legal services;
 - emergency and health services;
 - the College facilities and resources;
 - complaints and appeals processes;
 - requirements for course attendance and progress, as appropriate;
 - the support services available to assist overseas students with general or personal circumstances that are adversely affecting their education in Australia; and
 - services overseas students can access for information on their employment rights and conditions, and how to resolve workplace issues, such as through the Fair Work Ombudsman.
- 6.6. Along with general orientation activities, new students may have particular needs or issues for which they may require support and/or intervention. The ACC therefore may require new students to complete a

Student Readiness Questionnaire once they accept their offer of a place in the Chiropractic degree program.

- 6.7. Orientation is a process that continues throughout the students' first year of study, and includes access to virtual and face-to-face drop-in sessions through which the students may acquire additional information on College policies and procedures, have queries resolved or be referred to particular forms of assistance provided by the College. Both faculty members and student mentors assist in the facilitation of these sessions.
- 6.8. An online component of the initial orientation processes is also mandatory for student completion. The online orientation ensures that essential elements of the higher education context, such as academic integrity, are fully understood prior to commencing study.
- 6.9. Evaluations of orientation programs will be conducted annually and involve both staff and student feedback. The results will be collated and analysed and a report embracing recommendations for action will be presented to the Academic Board, as a means of continuing quality assurance and improvement.

7. Withdrawal

- 7.1. An applicant for admission may withdraw their application at any time by writing to the Admissions Officer, at which point the Officer will cancel the application and any subsequent interview.
- 7.2. An enrolled student may withdraw from the degree program at any time during their study by giving written notice to the Academic Registrar.
- 7.3. Withdrawals will be deemed effective from the date of receipt of written notification.
- 7.4. International/overseas students will be subject to additional procedures and policies for Withdrawal from the Bachelor of Chiropractic that are in line with the ESOS ACT 2000 and Standards 7, 8, 9 of the National Code 2018 outlined in the Alteration of International Student Enrolment Status Policy.
- 7.5. Any withdrawal shall be without prejudice to the student's right to apply for admission or re-enrolment in the future.

8. Appeal

- 8.1. An applicant whose application for admission is unsuccessful may appeal the decision within five (5) working days of notification of the unsuccessful outcome by submitting a written appeal to the Academic Registrar, as outlined in the *ACC Student Academic Appeals Procedures*.
- 8.2. The Admissions Officer will notify the Academic Registrar of the appeal at which time they will reconsider the application and either advise the student in writing of the College's confirmation of the original application decision and the reason(s) for it or advise the student that their appeal has been upheld and that they are eligible for admission to the Program. In the case of a successful appeal, the Admissions Officer will also advise the student whether they have also been successful in acquiring a place in the program for the next commencing cohort and may proceed with enrolment or they will be considered for a place in the next available commencing cohort.

IMPLEMENTATION and MONITORING

The Corporate Services Manager and Marketing Manager share the responsibility of recruiting or attracting potential ACC applicants.

The ACC Board of Directors has overarching responsibility for recruitment strategies and for approving and monitoring the implementation of admission policy and procedures upon recommendation of the Academic Board and its subcommittees and taking into account reports from the President and the Academic Dean. It also considers and endorses the specific selection criteria by which applicants will be offered a place in the Bachelor degree program.

The Academic Board and its subcommittees are responsible for benchmarking ACC’s admission policies and procedures with other relevant higher education providers and providing to the Board of Directors reports and recommendations on standards and processes applicable to the ACC. The quality of the Colleges admission practices is assured thereby.

The process of selecting applicants who are to be offered a place in the ACC degree program is the role of the Academic Registrar and Admissions Committee.

REVIEW

The ACC’s *Recruitment, Admissions and Orientation Policy and Procedure* is normally reviewed every three years. It is a policy of the ACC that any Policy or Procedure may be reviewed earlier as indicated by internal or external factors (including but not limited to such factors as changes in the guidelines of regulatory authorities, accreditation/registration requirements of the profession, or relevant legislation at state or federal level) as determined the Board of Directors and/or Academic Board.

VERSION CONTROL

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Nature of Change	August 2020 <ul style="list-style-type: none"> • Minor spelling, other text and formatting edits • Delegated responsibility for assessing and selecting applicants from the Admissions Committee to the Academic Registrar • Addition of definitions 	