

RECRUITMENT, ADMISSIONS and ORIENTATION Policy

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 to be eligible for admission to the ACC Bachelor of Chiropractic 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 ACC programs. 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 programs 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 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.

1. Recruitment

- 1.1. Recruitment of students for the ACC will be fair, transparent, and consistent.
- 1.2. The General Manager is responsible for implementation of recruitment strategies and actively attracting prospective students to ACC programs.
- 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

- 2.1. Admissions assessment processes will be fair, transparent, and consistent.
- 2.2. The Academic Services Manager has delegated authority to make admissions offers and enrol students.
- 2.3. The Academic Dean and College President, following consultation with the Academic Board, will set the number of enrolment places available.
- 2.4. A clear statement of admissions requirements that are approved by the Academic Board will be made public.
- 2.5. The ACC may admit applicants who have appropriate:
 - Higher Education studies (or credit equivalence for assumed knowledge);
 - Vocational Education and Training (VET) studies;
 - Secondary education; or
 - Work and life experience sufficient to undertake higher education study.
- 2.6. All applications must be in writing and accompanied by all required supporting documentation.
- 2.7. 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
- 2.8. An applicant's English language proficiency must be sufficient to meet the program's study requirements.
- 2.9. All applicants will be notified in writing of the outcomes of their application.

3. Orientation

- 3.1. All new students ACC will be provided with an orientation program to prepare them for study at the ACC.
- 3.2. An additional orientation will be held specifically for international students, in line with Standard 6 of the National Code 2018, which will focus on international/overseas student needs.

4. Appeal

- 4.1. 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 Dean.
- 4.2. The Academic Dean will reconsider the application and either advise the student in writing that the original application decision is confirmed and the reason(s) for this or advise the student that their appeal has been upheld and that they are eligible for admission to the Program

IMPLEMENTATION and MONITORING

The Academic Board and its subcommittees are responsible for approving admissions requirements and procedures.

The General Manager is responsible for recruiting or attracting potential ACC applicants.

The Academic Services Manager is responsible for selecting applicants who are to be offered a place in a program.

REVIEW

The ACC's *Recruitment, Admissions and Orientation Policy* 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 by the Board of Directors and/or Academic Board.

VERSION CONTROL

Document: A010 Recruitment, Admissions and Orientation Policy and Procedures		
Responsible Officer: President/CEO		
Initially Approved by: Academic Board		Date: 15 October 2018
Reviewed and approved by: Academic Board		Date: 20 January 2021
Reviewed and approved by: Academic Board		Date: 29 September 2021
Version: V5.0	Replaces Version(s): V4.0	Next Review: September 2022



Nature of Change	<p>August 2020</p> <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 <p>January 2021</p> <ul style="list-style-type: none">• 3a – Removed reference to a Pre-requisite Policy• 4.3 – Amended admission process to allow for partial completion of pre-requisite units and commencing enrolment in part time study <p>September 2021</p> <ul style="list-style-type: none">• Major revision to be a policy only
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