



## ELITE ATHLETE AND ELITE PERFORMER PROGRAM

### Procedure

#### 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:

**Elite Athlete Student:** a student who participates in sport at the level of state, national or international competition, and who can demonstrate their endorsement by one of the following organisations:

- a. Australian Institute of Sport;
- b. State and Territory Institutes or Academies of Sport;
- c. AFL Players' Association;
- d. Australian Cricketers' Association;
- e. Rugby Union Players' Association;
- f. Rugby League Players' Association;
- g. Australian Basketball Players Association;
- h. Australian Netball Players' Association;
- i. Australian Hockey Players' Association;
- j. National squad members from Australian Sports Commission funded sports;
- k. Australian eSports Association;
- l. Senior/head coaches from state and territory institutes/academies of sport, national teams from Australian Sports Commission funded sports or participating professional sports.

**Elite Performer Student:** a student who participates in significant state, national or international performances, productions, installations, competitions or events, and who can demonstrate endorsement by a State, National or International level performance organisation in one or more of the following fields: Art, Culture, Orchestra, Opera, Music, Dance, Theatre, Film and Television. These include but are not limited to:

- a. ABC Concerts;
- b. Actors Equity Australia;
- c. Australian Chamber Orchestra;
- d. Australian Dance Council;
- e. Australian Dance Theatre;
- f. State Theatre Companies;
- g. Musica Viva;
- h. Opera Australia;
- i. The Symphony Australia Orchestras;
- j. State Opera Companies.

#### PURPOSE

This Procedure outlines the College's processes for students applying for Elite Athlete or Elite Performer status. It is to be read in conjunction with the College's Elite Athlete and Elite Performer Program Policy.

The procedure covers student responsibility in lodging an application, the staff involved in reviewing a student's request, factors taken into account by the College in determining reasonable adjustments to a student's program, and the provision for appeal in the event that a student is not satisfied with the outcome.

## SCOPE

The Procedure applies to all commencing and continuing students of the College who wish to be recognised as Elite Athletes or Elite Performers and who are seeking adjustments to their academic program in order to accommodate their Athletic or Performance requirements.

## PROCEDURES

### **Application for Elite Athlete or Elite Performer status.**

All commencing students will be provided, by the Student Experience Manager, information on the College's Policy and Procedure concerning Elite Athletes and Elite Performers once their admission to a College program of study has been confirmed.

Students who indicate that they wish to apply for Elite Athlete or Elite Performer status will be provided with support and guidance by the Student Experience Manager, in order that they may lodge an application for reasonable adjustments to their program of study and have the outcome of that application confirmed, prior to enrolment in units of study and commencement of teaching.

### **Student Responsibility**

Each year the student will submit an application for Elite Athlete or Elite Performer status to the Academic Dean. The application must be submitted using the template provided and include relevant supporting documentation.

It is a requirement that each student Elite Athlete or Elite Performer meets with lecturers, tutors, and teachers before the commencement of each semester to discuss proposed absences and variations to usual expectations and program requirements. Training and competition schedules are to be provided by the student where applicable.

Requests by students for adjustments must be made with sufficient notice and well before the impacted semester commences.

### **Review of Applications**

The Academic Dean will review all applications.

The relevant Program Director will consider all requests for assistance in the first instance once a student's Elite Athlete or Elite Performer status has been verified.

### **Determination of Reasonable Adjustment**

In determining reasonable adjustments, the following requirements will be met:

- a. student status will be reviewed on a semester-by-semester basis;
- b. requests for reasonable adjustments will normally be lodged no later than one month prior to the commencement of the semester;
- c. the College will consider the student's academic program and recommend whether any adjustments are necessary;
- d. an adjustment will be considered reasonable if it balances the interests of all parties affected. Judgements about what is reasonable for a particular student, or a group of students, may change over time.

In assessing whether a particular adjustment for a student is reasonable, all relevant circumstances and interests should be taken into account, including the following:

- a. the student's circumstances;

- b. the views of the student;
- c. the effect of the adjustment on the student, including the effect on the student's ability to achieve learning outcomes, on the student's ability to participate in units and the Program, and on the student's independence;
- d. the effect of the proposed adjustment on anyone else affected, including the College, staff and other students;
- e. the costs and benefits of making the adjustment.

A detailed assessment, which might include an independent expert assessment, may be requested by the College to advise it on what adjustments are necessary for a student.

The type and extent of the adjustments will vary depending on the program requirements at the time, including the units being undertaken, the individual requirements of the student and other relevant circumstances.

Multiple adjustments may be required and may include multiple activities.

Adjustments may not be required for a student in some circumstances.

In assessing whether an adjustment to the units and program in which the student is enrolled, or proposes to be enrolled, is reasonable, the College is entitled to maintain the academic requirements of the program, and other requirements or components that are inherent in, or essential to its nature.

### **Notification**

For students denied Elite Athlete or Elite Performer status, the Academic Dean will send a formal response letter to the student explaining why the requested status was not granted.

Students granted Elite Athlete or Elite Performer status will receive a formal response letter from the College congratulating them on their status and outlining the conditions of their status including entitlements to special consideration and the duration of their current status (being one year).

### **Other considerations**

The reasonable adjustments set out in this Procedure are not intended to be prescriptive but to assist those responsible to achieve a measure of consistency. It must be recognised that each student's needs are individual. Not all needs fit comfortably into a set of predefined categories.

Timely consultation is an important element of the process to ensure that all relevant staff are clear as to the adjustments that will apply for a given individual student. For example, during consultation with the relevant Unit Coordinator it may be determined that a reasonable adjustment might comprise an extra assignment, and that this may be more appropriate and as intellectually rigorous, as an examination with reasonable adjustments.

### **Appeal**

In cases where a student is dissatisfied with the proposed adjustments and chooses to appeal the Academic Dean's decision, the student's appeal, including information on the review process and outcome, will be referred to the President for prompt attention. The President will advise the student of the outcome, as soon as possible and within a maximum period of 2 weeks.

### **RELATED DOCUMENTS**

ACC Elite Athlete and Elite Performer Program Policy  
ACC Inherent Requirements Policy  
ACC Inherent Requirements Statement  
ACC Student Academic Appeals Procedure

## VERSION CONTROL

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| <b>Document:</b> Elite Athlete and Elite Performer Program Procedure |                          |
| <b>Responsible Officer:</b> Academic Dean                            |                          |
| <b>Approved by:</b> Academic Board                                   | <b>Date:</b> 24 May 2022 |
| <b>Version:</b> V1                                                   |                          |