

RECRUITMENT AND ADMISSIONS

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 program to which they have applied.

Alternative entry qualification: Alternative entry qualification allows international students to use other qualifications, life and work experience to meet the admissions requirements.

Inherent Requirements: Inherent requirements are the essential components of a program or unit that demonstrate the abilities, knowledge and skills of a student to achieve the core learning outcomes of the program or unit, and include language, writing and computer skills, as well as ability to work in a team and to work safely.

International/Overseas Student: A prospective or enrolled student who is not an Australian citizen, Australian permanent resident, New Zealand citizen, or holder of an Australian permanent resident humanitarian visa, and who requires an international student visa from the Australian Government to study in Australia, whether applying to ACC from within Australia or from overseas.

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.

Program: ACC TEQSA accredited courses of study.

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

Unit (or Unit of Study): An element of a Stream (as defined above), that has specified student learning outcomes and requires satisfactory performance in assessments that measure student performance regarding learning outcomes.

PURPOSE

The purpose of this policy is to ensure the transparent and consistent application of standards 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, domestic and international, 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.

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

1. Recruitment

- Recruitment of students for the ACC will be fair, transparent, and consistent.
- The Marketing and Student Engagement Manager is responsible for implementation of recruitment strategies and actively attracting prospective students to ACC programs.
- 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.
- The ACC website provides the following information in relation to each program of study offered by ACC:
 - The structure of the program
 - The Units within the program
 - Relevant pre-requisites
 - Relevant assumed knowledge
 - The application and admission process and associated timeframes
 - The mode/s of delivery
 - Fees and associated costs
 - The campus details
 - IT requirements
 - Policy and Procedure documents in relation to Academic Credit and Recognition of Prior Learning
 - Career pathways and eligibility for registration with the Chiropractic Board of Australia where relevant
 - Relevant ACC contact details
 - Orientation and induction arrangements
 - Academic calendar
 - Learning resources available and student support
 - Opportunities to participate in student representative positions and be involved in decision making
 - Relevant Policy and Procedure documents detailing student responsibilities and liabilities, academic integrity and academic operations, student grievances and appeals, ACC expectations in relation to behaviour, equity and diversity and others as relevant to students
 - Information relevant to SA rural, interstate and international students including but not limited to cost of living in Adelaide and accommodation options
 - Healthcare and schooling arrangements for international students.
- Specific program information describes the inherent requirements of the program in sufficient detail to make clear to prospective students, including those with disabilities or chronic health condition, the process by which reasonable adjustments may be considered to enable them to meet inherent requirements, as indicated in the College's Statement on Inherent Requirements.

2. Admissions

- The Academic Board is responsible to set the admission requirements for each Program. These requirements are detailed in the Admissions Requirement Statement for each Program and are made available on the ACC website.
- Admissions assessment processes will be fair, transparent, and consistent.
- The following applicants are able to contact the College to discuss special entry admission:
 - Aboriginal or Torres Straights Islander people; and
 - Applicants where their study, work or life experiences have been impacted by disability, illness, family disruption, or other source of disadvantage.
- The General Manager has delegated authority to make admissions offers and approving the enrolment of students, where the student meets the admission requirements approved by the Academic Board, as outlined in the relevant Admissions Requirement Statement.
- The Academic Dean and College President, following consultation with the Academic Board, will set the number of enrolment places available.
- 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;
 - Work and life experience sufficient to undertake higher education study; or
 - International academic equivalence.
- All applications shall be accompanied by true and certified copies of documents verifying academic qualifications and results.
- Academic merit for international students is assessed based on their:
 - most recent studies in Australia (if applicable); and/or
 - most recent studies in their home country.
- All international qualifications are checked against the National Office for Overseas Skills Recognition (NOOSR) database. Should a qualification not be able to be verified by NOOSR, the ACC will endeavour to seek other means of verification.
- All applications must be in writing and accompanied by all required supporting documentation.
- 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.
- In addition to inherent requirements, international students are required to meet particular admission conditions, including a relevant study visa, health insurance from an approved provider, and English language competence to meet the program's study requirements.

- The College may, in its absolute discretion, refuse admission to an applicant where the applicant:
 - has previously been suspended or excluded from the ACC or any other tertiary education institution for academic reasons, including but not limited to academic dishonesty or unsatisfactory academic progress; or
 - has outstanding fees owing to the ACC (based on the past history of the applicant).
- All applicants will be notified in writing of the outcomes of their application.

Appeal

- Appeals must be made in writing to the ACC Admissions Office at admin@acc.sa.edu.au. The appeal decision will be based on the written material and evidence provided.
- Applicants who wish to appeal a decision made under this policy must do so within ten (10) working days of receiving notification of the admission decision, and are referred to the ACC Grievance Management Non-academic (Students) Policy and Procedures, available at <https://acc.sa.edu.au/current-students/policies/> for further information.

IMPLEMENTATION and MONITORING

The Academic Board and its subcommittees are responsible for benchmarking ACC's admission policies with other relevant higher education providers. In addition, the Academic Board and its sub-committees assess the student progression and completion data for each entry pathway student cohort to inform the admission requirements for each Program.

The Academic Board and its subcommittees are responsible for approving admissions requirements and admissions requirements statements for each program.

The Marketing and Student Engagement Manager is responsible for recruiting or attracting potential ACC applicants.

The General Manager is responsible for assessing applicants requirements against the admission requirements for the relevant Program, offering admission and approving the enrolment of students.

REVIEW

The ACC's *Recruitment and Admissions 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 and Admissions Policy		
Responsible Officer: Academic Dean		
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
Reviewed and approved by: Academic Board		Date: 13 July 2022
Reviewed and approved by: Academic Board		Date: 15 March 2023
HESF	1.1 Admission 2.2 Diversity and Equity 5.3 Monitoring, Review and Improvement 7.2 Information for Prospective and Current Students	5.3.7 7.2.2 7.2.4
Version: V7.0	Replaces Version(s): V6.0	Next Review: March 2026



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 <p>July 2022</p> <ul style="list-style-type: none">• Refine the policy to recruitment and admissions recognising that orientation is a procedural matter• Amendments to cover all ACC programs and not just the Bachelor of Chiropractic• Delegated responsibility for recruitment from General Manager to Marketing and Student Engagement Manager to reflect new role responsibilities• Delegated responsibility for assessing and selecting applicants from the Academic Services Manager to the General Manager to separate recruitment and admission responsibilities• Incorporate the International Student Admission Policy so that all students are covered under one policy. <p>March 2023</p> <ul style="list-style-type: none">• Clarify that the Academic Board approves the admission requirements for each Program and the General Manager only has delegated authority to make admission offers and enrol students who meet the admission requirements.• Specify the information that is made available via the ACC website for prospective students• Note the Academic Board and sub-committee consideration of cohort analysis to inform admissions criteria.• Inclusion of the HESF reference table in the Version Control Table.
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