

RECRUITMENT AND ADMISSIONS

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 the College may differ to that in other higher education institutions are as follows:

Academic Credit: Award of credit for previous formal studies which are considered 'equivalent in the academic level of content, the hours of study required and the learning outcomes' to those of a particular subject in the ACC degree program. Without having to enrol in that ACC subject, the student will be awarded the credit points associated with that subject towards completion of their Chiropractic degree program.

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.

Australian Tertiary Admission Rank (ATAR): An ATAR is a rank given to secondary school students on a range from 0 to 99.95. The ATAR shows how you performed in your studies compared to other students completing an Australian Year 12 program, see <https://www.satac.edu.au/atar>

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.

Recognition of Prior Learning: Recognition of prior learning (RPL): (as defined in the Australian Qualifications Framework) An assessment process that involves assessment of an individual's relevant **prior learning** (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for academic credit.

Special Tertiary Admissions Test (STAT): STAT is an aptitude test that evaluates verbal and quantitative reasoning, see <https://stat.acer.org.au>

PURPOSE

This Procedure outlines the processes for the recruitment, assessment, selection and admission of applicants to ACC programs. It supports the implementation of the Recruitment and Admissions Policy and promotes fair, transparent and consistent admissions practices.

SCOPE

This Procedure applies to all applicants seeking admission to ACC programs and to staff involved in recruitment, admissions assessment, selection, enrolment and related administrative processes.

PROCEDURES

1. Recruitment and Information for Prospective Students

1.1 ACC will make available to prospective students accurate and current information regarding:

- programs of study;
- admission requirements and admission pathways;
- fees and associated costs;

- delivery arrangements;
- student support services;
- inherent requirements;
- relevant policies, procedures and student obligations; and
- other information required by legislation, regulation or institutional policy.

1.2 Recruitment activities and communications must be consistent with the Recruitment and Admissions Policy and any applicable legislative and regulatory requirements.

2. Application Submission

2.1 Applications for admission must be submitted in the approved form and include all required supporting documentation.

2.2 Applicants are responsible for providing complete, accurate and truthful information.

2.3 ACC may request additional information or documentation where required to assess an application.

3. Assessment of Applications

3.1 Applications will be assessed against the approved Admissions Requirements Statement for the relevant program.

3.2 Assessment may include consideration of:

- prior secondary education;
- vocational education and training qualifications;
- higher education studies;
- work and life experience;
- English language proficiency;
- prerequisite studies;
- inherent requirements; and
- other approved admission criteria.

3.3 Applicants applying through the Work and Life Experience pathway will be assessed with regard to their demonstrated capacity to undertake higher education study, including written communication skills, prior learning experiences, professional responsibilities, and other evidence relevant to academic preparedness. ACC may require an applicant to complete an interview, written task, STAT assessment, or other assessment of academic preparedness where further evidence is required.

3.4 International qualifications will be assessed using recognised equivalency frameworks and other verification methods where required.

4. Special Entry Admissions

4.1 Applicants who do not satisfy the standard admission pathways may apply for special entry consideration.

4.2 Special entry consideration may be available to applicants whose educational achievement or preparedness for higher education may not be adequately reflected through standard admission pathways, including:

- Aboriginal and Torres Strait Islander applicants;
- applicants affected by disability, illness or health-related circumstances;
- applicants affected by family disruption or other disadvantage; and
- other applicants with relevant circumstances that may warrant individual consideration.

4.3 Special entry applications will be assessed on a case-by-case basis having regard to the applicant's circumstances, prior learning, experience and capacity to succeed in higher education study.

4.4 Applicants may be required to provide supporting documentation relevant to their application for special entry consideration.

5. Inherent Requirements and Reasonable Adjustments

5.1 Applicants are required to meet the inherent requirements of the program for which they are applying.

5.2 Assessment of inherent requirements, reasonable adjustments and related matters will be conducted in accordance with the Inherent Requirements Policy and associated Statements.

5.3 Aboriginal and Torres Strait Islander applicants will have access to reasonable adjustment to support them in meeting their cultural commitments whilst continuing to meet academic progression requirements. The Academic Operations Manager is responsible to approve the agreed reasonable adjustment plan.

6. Admission Decisions

6.1 Applications may result in:

- an unconditional offer;
- a conditional offer; or
- refusal of admission.

6.2 Conditions attached to an offer may include provision of documentation, completion of prerequisite requirements, verification of qualifications or other requirements determined by ACC.

6.3 Applicants will be notified in writing of the outcome of their application.

6.4 Admission may be refused where an applicant:

- does not satisfy the approved admission requirements;
- provides false, misleading or incomplete information;
- fails to provide information reasonably required to assess the application;
- has previously been excluded or suspended from a higher education provider and ACC determines that the circumstances remain relevant to the applicant's suitability for admission;
- has engaged in academic or professional misconduct and ACC determines that the circumstances remain relevant to the applicant's suitability for admission;
- does not satisfy applicable visa or international student requirements; or
- is otherwise ineligible for admission under legislation, regulatory requirements, accreditation requirements or institutional policy.

7. Acceptance of Offers and Enrolment

7.1 Applicants offered admission must accept the offer and satisfy any conditions within the timeframe specified by ACC.

7.2 Applicants who satisfy the requirements of their offer may proceed to enrolment in accordance with ACC processes.

8. Appeals

8.1 Applicants who wish to seek review of an admission decision may do so in accordance with the Student Grievance and Appeals Policy and associated procedures.

9. Records Management

9.1 ACC will maintain records relating to applications, assessments, decisions, supporting documentation and correspondence in accordance with legislative, regulatory and institutional requirements.

IMPLEMENTATION AND MONITORING

The Academic Operations Manager is responsible for the administration of recruitment and admissions processes in accordance with this Procedure.

Staff involved in recruitment, admissions assessment and enrolment are responsible for ensuring that applications are processed, assessed and documented in accordance with the Recruitment and Admissions Policy, this Procedure, and the relevant Admissions Requirements Statement.

The Chief Executive Officer is responsible for:

- approving or declining applications for admission;
- approving conditional and unconditional offers of admission;
- determining applications for special entry admission;
- overseeing admissions decisions involving complex eligibility, suitability or compliance considerations; and
- ensuring admissions decisions are made in accordance with approved admission requirements and institutional delegations.

The Academic Dean is responsible for:

- providing advice regarding inherent requirements and reasonable adjustments where required;
- providing advice regarding academic eligibility, prerequisite studies, credit arrangements and other academic admission matters where required; and
- recommending amendments to admission requirements and admissions processes to the Academic Board.

The Academic Board is responsible for:

- approving Admissions Requirements Statements for each program;
- monitoring the effectiveness of admission requirements and admission pathways through relevant student progression, retention, completion and other quality assurance data; and
- reviewing admission requirements to ensure ongoing alignment with legislative, regulatory, accreditation and institutional requirements.

REVIEW

The ACC's *Recruitment and Admissions Procedure* is normally reviewed every three years.

ACC may review this policy earlier where required by legislative, regulatory, accreditation or operational changes

VERSION CONTROL

Document: A010P Recruitment and Admission Procedure		
Responsible Officer: Academic Dean		
Approved by: Chair of the Academic Board		Date: 27 July 2022
Approved by: Chair of the Academic Board		Date: 08 July 2026
HESF	1.1 Admissions 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: V2.0	Replaces: V1.0	
Nature of Change	July 2026 - Substantially revised the Procedure to align with the Recruitment and Admissions Policy and ACC's contemporary governance framework. - Replaced role-specific work instructions with institution-wide procedures governing recruitment, application, assessment, admission and enrolment processes. - Introduced procedures for special entry admissions, assessment of work and life experience, international qualifications, inherent requirements and reasonable adjustments. - Expanded the grounds for refusal of admission and clarified processes for conditional and unconditional offers, acceptance of offers, appeals and records management. - Updated implementation and monitoring responsibilities to reflect current organisational roles and governance arrangements. - Revised document structure, terminology and definitions to improve clarity, consistency and alignment with legislative, regulatory and institutional requirements.	