POLICY S4.2

DOMESTIC SELECTION AND ADMISSIONS

1.0 INTRODUCTION

1.1 Context

The Australasian College of Health and Wellness (ACHW) upholds the principles of academic merit, access and equity, and recognition of prior learning for all applicants seeking admission to its higher education courses.

1.2 Purpose

This policy provides the principles under which applicants are notified of course entry requirements, selected, and admitted to ACHW courses, and identified as requiring support in transitioning to higher education. Entry criteria and application procedures are published on the ACHW website for persons seeking to enrol with ACHW.

1.3 Scope

This policy applies to all domestic applicants for admission to ACHW's higher education courses and to staff (including third parties) involved in the selection and admission of students to ACHW's higher education courses.

1.4 Scope Exceptions

None.

2.0 RESPONSIBILITIES

1. Applicants are responsible to follow and comply with this policy and its procedure.

2. Applicants are responsible to provide all required, complete documentation as part of their application.

3. Admissions staff of ACHW and its third parties are responsible to comply with this policy and its procedure.

4. ACHW staff involved in planning for admissions are responsible to comply with this policy and its procedure.

3.0 POLICY

3.1 Principles

1. Selection and admission for higher education courses at ACHW:

   - is fair, equitable and transparent;

   - is merit based;

   - identifies students with capacity to succeed in higher education study, and those who may require support making the transition;

   - encourages diverse and representative access, and takes into account possible educational or social disadvantage;

   - recognises formal, non-formal and informal prior learning; and

   - may require an interview as part of the selection and admission process.

2. Selection and admission to ACHW's courses is based on the course's published entry requirements and relevant legislative and government requirements. Entry requirements are provided to prospective students on websites, brochures, and other relevant documentation.

3. Entry requirements for each course are set at the time the course is approved and are approved by Academic Board. Entry requirements may need to be reviewed over time due to course changes or changed industry requirements and are always provided to Academic Board for approval.

4. ACHW welcomes applications from equity groups who have experienced educational disadvantage and provides programs to support their transition to tertiary learning and their progress in the course.

5. ACHW includes various sub-groups such as equity groups as part of its admissions planning process.

6. ACHW reserves the right to not proceed with course delivery if there are insufficient applicants.

7. ACHW may reject the application:

   - if the application package was provided to the applicant in error;

   - if the application is shown to be incomplete, or made with fraudulent documentation; or

   - if the applicant behaves, or is found to have behaved, in a way which is unlawful, such as attempting to bribe an officer of ACHW.

3.2 Academic Admissions Requirements

1. Applications seeking admission to ACHW's higher education courses are required to submit acceptable evidence that they meet the published entry criteria for their chosen course.

2. The entry requirements for ACHW's higher education courses are listed in Schedule 1 to this policy.

3. Entry requirements are published in the ACHW brochure and website to ensure public access to information.

3.3 Re-admission

1. Students who have withdrawn from an ACHW course and request re-admission must follow the normal selection and admission process, and entry is not guaranteed.

2. Students who have been excluded from an ACHW course for a period of time under the Student Progress and Support Policy will not be assessed for re-admission, including into a different course, until the exclusion period has passed. Re-admission is not guaranteed.

3. Unless otherwise advised in documentation from ACHW, students who have been expelled from ACHW through a disciplinary process will not be considered for re-admission, even for a different course. ACHW's decision is final and no correspondence will be entered into.

3.4 Appeals

1. Except in the case of an applicant who has previously been expelled from ACHW, an applicant may appeal against a decision to refuse admission to a course. The grounds for the appeal must be based on the fact that the decision is not consistent with this policy.

2. Where the applicant wants to make an appeal against the admission decision, they should access the ACHW Student Grievances and Complaints Policy for further instruction at www.achw.edu.au.

4.0 DEFINITIONS

- **ACHW** - Australasian College of Health and Wellness.

- **AQF** - Australian Qualifications Framework.

- **Exclusion** – A student who is excluded under the Student Progress and Support Policy has their enrolment cancelled for a period of not less than two (2) academic years, and must formally re-apply for admission, in the prescribed manner, at the end of the Exclusion period.

- **Formal Learning** - Learning that takes place through a structured training program that leads to the full or partial achievement of an accredited qualification.

- **Informal Learning** - Learning gained through professional work, social, family, hobby or leisure activities and experiences, without being organised or structured into objectives or time constraints.

- **Non-formal learning** - Learning that takes place through a structured program of learning that does not lead to an officially accredited qualification, for example short courses.

- **Recognition of Prior Learning (RPL)** - a **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 credit.

5.0 REFERENCES AND ASSOCIATED INFORMATION

- Credit and Recognition of Prior Learning Policy

- Deferral, Withdrawal and Refund Policy

- Enrolment Form

- Domestic Selection and Admission Procedure

- Student Code of Conduct Policy

- Student Grievances and Complaints Policy

- Student Progression and Support Policy

6.0 POLICY OWNERSHIP

Policy Owner	Registrar
Status	Reviewed in January 2021 and May 2021
Approval Authority	ACHW Academic Board
Date of Approval	June 2021
Effective Date	June 2021
Implementation Owner	Head of School, ACHW
Maintenance Owner	Senior Policy and Compliance Officer
Review Due	May 2024
Content Enquiries	Sertan Can - Registrar, ACHW Email: scan@achw.edu.au

7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
S4.0	10 July 2017	Head of Compliance / Director of ACHW	Initial document review after purchase of MHMHE
S4.1	10 March 2020	Academic Board	General review
S4.2	1 June 2021	Head of School, ACHW	Procedure separated from policy. Context added. Responsibilities added. Additional principles. Points on sub-groups added. Rescinding an offer expanded. Re-admission added. Additional definitions and references. Entry requirements moved from the Policy to a Schedule.

SCHEDULE 1: ENTRY REQUIREMENTS FOR ACHW'S HIGHER EDUCATION COURSES

1. Associate Degree in Applied Health Science (Dermal Therapy)

To satisfy the academic admissions requirements for the Associate Degree in Applied Health Science (Dermal Therapy), applicants must meet one of the following entry requirements:

   a. Successful completion of the relevant State's HSC (or equivalent), with an ATAR or equivalent of 65 or above;

   b. Successful completion of a VET or HE Diploma;

   c. Admission to candidature for an undergraduate degree at an Australian University; or

   d. Satisfactory completion of an approved Tertiary Preparation Program, Tertiary Orientation Program or a Foundation Year Program offered by a University, an accredited higher education provider or a Registered Training Organisation; and must

   e. participate in an interview;

   f. be at least 18 years of age; and

   g. provide evidence of English Proficiency at IELTS 6.0 with no band below 5.5.

2. Bachelor of Applied Science (Clinical Aesthetics)

To satisfy the academic admissions requirements for the Bachelor of Applied Science (Clinical Aesthetics), applicants must meet one of the following entry requirements:

   a. Successful completion of the relevant State's HSC (or equivalent) with an ATAR or equivalent of 65 or above;

   b. Successful completion of a VET or HE Diploma;

   c. Admission to candidature for an undergraduate degree at an Australian University; or

   d. Satisfactory completion of an approved Tertiary Preparation Program, Tertiary Orientation Program or a Foundation Year Program offered by a University, an accredited higher education provider or a Registered Training Organisation; and must

   e. participate in an interview;

   f. be at least 18 years of age; and

   g. provide evidence of English Proficiency at IELTS 6.0 with no band below 5.5.

3. Undergraduate Certificate for Cosmetic Advisors

To satisfy the academic admissions requirements for the Undergraduate Certificate for Cosmetic Advisors, applicants must meet one of the following entry requirements:

    a. Successful completion of the relevant State's higher school certificate (or equivalent); or

    b. Successful completion of a tertiary qualification of Certificate IV or above; and must

    c. participate in an interview;

    d. be at least 18 years of age; and

    e. provide evidence of English Proficiency at IELTS 6.0 with no band below 5.5.

4. Undergraduate Certificate in Facial Care Fundamentals

To satisfy the academic admissions requirements for the Undergraduate Certificate in Facial Care Fundamentals, applicants must meet one of the following entry requirements:

    a. Successful completion of the relevant State's higher school certificate (or equivalent); or

    b. Successful completion of a tertiary qualification of Certificate IV or above; and must

    c. participate in an interview;

    d. be at least 18 years of age; and

    e. provide evidence of English Proficiency at IELTS 6.0 with no band below 5.5.

5. Undergraduate Certificate in Health Care Communications

To satisfy the academic admissions requirements for the Undergraduate Certificate in Health Care Communications, applicants must meet one of the following entry requirements:

    a. Successful completion of the relevant State's higher school certificate (or equivalent); or

    b. Successful completion of a tertiary qualification of Certificate IV or above; and must

    c. participate in an interview;

    d. be at least 18 years of age; and

    e. provide evidence of English Proficiency at IELTS 6.0 with no band below 5.5.

6. Undergraduate Certificate in Laser and Dermal Therapy Essentials

To satisfy the academic admissions requirements for the Undergraduate Certificate in Laser and Dermal Therapy Essentials, applicants must meet one of the following entry requirements:

    a. Successful completion of the relevant State's higher school certificate (or equivalent); or

    b. Successful completion of a tertiary qualification of Certificate IV or above; and must

    c. participate in an interview;

    d. be at least 18 years of age; and

    e. provide evidence of English Proficiency at IELTS 6.0 with no band below 5.5.

7. English Proficiency

1. All applicants must demonstrate competency in the English language for entry to the Associate Degree and Bachelor of Applied Science.

2. English proficiency can be demonstrated by providing evidence of meeting the specified level of English proficiency specified for the student's course.

3. Acceptable evidence of English proficiency includes:

    a. completion of a secondary education, undergraduate degree or equivalent in English;

    b. successful completion of an Australian qualification recognised as at least AQF Diploma level;

    c. successful completion of a tertiary studies foundation program.

8. Specified Additional Admission Requirements

In addition to the admissions requirements set out above, certain courses may specify additional requirements which applicants are required to meet in order to verify their identity and demonstrate their capacity for success in the course. These may include, but are not limited to:

    a. identification document (birth certificate/passport);

    b. specific studies (pre-requisites);

    c. immunisation requirements;

    d. course entry test to assess academic capacity

    e. English proficiency test;

f. attendance at interviews;

g. mature age students to supply their resume;

h. submission of supplementary information and forms.