
PROCEDURE S4.4-P4.5

DOMESTIC SELECTION AND ADMISSIONS

1.0 INTRODUCTION

1.1 Related Policy

Domestic Selection and Admissions Policy

1.2 Purpose

This procedure outlines the responsibilities and processes involved in the selection and admission of students to ACHW higher education courses. It should be read in conjunction with the Domestic Selection and Admissions Policy.

1.3 Scope

This procedure applies to all domestic applicants for admission to ACHW's higher education courses and to the staff of ACHW and third parties who are involved in the selection and admission process.

1.4 Scope Exceptions

None.

2.0 RESPONSIBILITIES

1. The applicant is responsible for complying with this procedure and for providing all required certified documentation for assessment of their application.
2. Admissions staff are responsible for complying with the requirements of this procedure as it applies.
3. The Registrar is responsible for selecting and making offers to applicants for ACHW courses and for maintaining records on the Student Management System.
4. The Head of School, ACHW is responsible for validating applications and decisions.
5. Admissions staff are responsible for communicating with the applicant as required in this procedure and for sending out the enrolment package if the applicant is selected for admission.
6. The Registrar in consultation with the Head of School, ACHW and the Senior Compliance Manager- HE is responsible for establishing guidelines on evidence requirements and evidence verification processes for admission.

- a. The Senior Compliance Manager- HE is responsible for auditing the records of admission decisions, including pathways agreements, and ensuring admissions decisions are made in line with approved entry requirements.
 7. The Academic Board is responsible for overseeing compliance with admission standards.
 8. All staff are responsible for adhering to the Conflict-of-Interest policy when discharging their responsibilities relating to admission.

3.0 PROCEDURE

3.1 Applications

1. Applicants must submit their application with all required documentation to Admissions at ACHW via email to admissions@achw.edu.au or via the online application form.
2. Applicants who apply to undertake a course of study at ACHW must submit documentary evidence that demonstrates they meet the published entry requirements/criteria (including English proficiency) of their chosen course. Supporting documents provided with the application must be complete and certified if required.

Applicants under 18 years of age are required to provide a completed and signed Parent or Guardian Consent Form with their application. If the form is not provided, the application cannot be processed.

3.2 Assessment of Applications and Verification of Evidence

1. All applicants are assessed by a qualified Admissions staff member. The Registrar provides guidance to staff regarding applicants meeting entry criteria, including age requirements, evidence requirements and verification.
2. Any Credit/ Recognition of Prior Learning applications must include a certified copy of the original transcript or any other documents which may be requested.
3. Qualifications submitted in a language other than English must be accompanied by a certified official translation.
4. Where there is any doubt about the authenticity of any documentation provided, the Admissions staff member may correspond with the issuer of the documentation and make relevant inquiries or ask the prospective student to produce originals.
5. All applicants and their assessment will be validated by the Registrar before admission is finalised.

3.3 Assessing Applicant Qualifications, Experience and English Language Proficiency

1. Upon receiving a completed application, the Admissions staff ensure that the following information and documentation has been provided:
 - completed Student Application Form.
 - acknowledgement by the student that submitted information is true and correct.
 - where applicable, a certified copy of English Language test/evidence of English language proficiency, and/or
 - a copy of any supporting documentation requested as part of the application.
 - Completed and signed Parent or Guardian Consent Form for applicants under 18 years of age.
2. The initial assessment of the application involves:
 - creating a student record.
 - checking documentation is complete, including RPL documentation (if applicable), and
 - requesting any outstanding documentation from the applicant (if applicable).
3. When the application is deemed to be complete, the Admissions staff:
 - assess application against the course's entry requirement/criteria.
 - assess English proficiency (if applicable).
 - confirm the student is over 18 years of age.
 - refer the application to the Head of School in the case of certain admission categories.
 - verify documentation where appropriate, and
 - arrange an interview.
4. Evidence of meeting entry requirements may include one or more of the following:
 1. complete qualifications
 2. partial qualifications
 3. USI extracts
 4. submission of references
 5. English language proficiency tests
 6. proof of citizenship and/or residency
 7. proof or confirmation of Aboriginal or Torres Strait Islander heritage
 8. proof of employment
 9. proof of relevant experience
 10. record of immunisations
5. Applications that are passed on to the Head of School, ACHW are validated through:
 - assessment under any special category requirements.
 - assessment of RPL if requested, with reference to the RPL assessor if required, to obtain the outcome of RPL; and/or
 - any further assessment to deem the application approved or not approved.

6. Advising the outcome of an approved application:

- students are provided with a written confirmation and a copy of the signed agreement.

7. Advising the outcome of a non-approved application:

- the applicant is advised in writing of the outcome of the application, the reason for the outcome decision, their right to appeal the decision, and the process to appeal.

3.4 Re-admission

1. Applications for re-admission are governed by clause 3.3 of the Domestic Selection and Admissions Policy.

3.5 Course Duration

1. Each student will receive a course start and end date in their enrolment package, indicating the time required to complete the course.

Course	Full-time	Part-time
Associate degree	2 years	4 years
Bachelor of Applied Science	3 years	6 years
Undergraduate Certificates	24 weeks	48 weeks

3.6 Rejection of Application /Cancellation of Enrolment

1. An application may be rejected as outlined in clause 3.1.7. of the Domestic Selection and Admissions Policy.
2. A student's enrolment may be cancelled if any information or statements made by the student in their admission application are later proven to be false.

3.7 Changes to enrolment

1. Students who have been admitted but have not yet commenced their studies and are seeking internal course transfer, deferral or withdrawal should refer to the Domestic Enrolment, Deferral, Withdrawal and Refund Policy and Procedure.

3.8 Setting of Entry Requirements

1. The Head of School, ACHW in consultation with the Registrar and Program Manager develops course-based eligibility criteria which are submitted to the Academic Board for approval.

2. Where changes to course entry requirements are required, the Head of School presents the rationale and proposed changes to the Academic Board for approval.
3. The Head of School, ACHW is responsible for notifying relevant stakeholders of amendments to entry criteria and ensuring marketing material is updated.
4. The Academic Board is responsible for setting equity adjustments specific to individual circumstances and sets the maximum number of students, that may be admitted via equity adjustments. Refer to the Student Progress and Support and Student Diversity and Equity Policies and Procedures.

3.9 Quality Assurance

The Senior Compliance Manager- HE undertakes internal reviews of records related to admissions and ensures that the admission process continues to meet relevant policies and procedures.

1. Findings of the internal review are shared to the Academic Board to assure ongoing compliance and make recommendations for improvement as appropriate.

4.0 DEFINITIONS

- **ACHW** - Australasian College of Health and Wellness.
- **AQF** - Australian Qualifications Framework.
- **Credit Transfer** - a process which provides students with a consistent value of equivalence for learning outcomes in specified units.
- **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.
- **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 and Procedure
- Enrolment Form
- Domestic Selection and Admission Policy and its Schedule
- Student Grievances and Complaints Policy
- Student Progression and Support Policy and Procedure
- Conflict of Interest Policy
- Domestic Enrolment, Deferral, Withdrawal and Refund Policy and Procedure

6.0 POLICY/PROCEDURE OWNERSHIP

Policy Owner	Registrar
Status	Reviewed on September 2025
Approval Authority	ACHW Academic Board
Date of Approval	18 October 2025
Effective Date	22 October 2025
Implementation Owner	Head of School ACHW
Maintenance Owner	Senior Compliance Manager Higher Education
Review Due	October 2028

7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
S4.0-P4.0	10 July 2017	Head of Compliance / Director of ACHW	Initial document review after purchase of MHMHE
S4.1-P4.1	10 March 2020	Academic Board	General review
S4.2-P4.2	1 June 2021	Head of School, ACHW	Policy separated from Procedure. Purpose and Scope clarified. Responsibilities added.
S4.2-P4.3	23 March 2022	Registrar	Removal of reference to delegations following feedback from an External Review.
S4.3-P4.4	25 June 2024	Registrar	Reference to quality assurance, record keeping, approval of entry requirements and equity adjustments.
S4.4- P4.5	18 October 2025	Senior Compliance Manager Higher Education	Addition of policy statements for under 18-year-old students Minor administrative changes • Update to staff titles • Template slightly revised following benchmarking