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## POLICY S4.4

# 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 for following and complying with this policy and its procedure.
2. Applicants are responsible for providing all required, complete documentation as part of their application.
3. Admissions staff of ACHW and its third parties are responsible for complying with this policy and its procedure.
4. ACHW staff involved in planning for admissions are responsible for complying with this policy and its procedure.
5. The Academic Board is responsible for approving entry requirements for higher education courses and overseeing compliance with admission standards.

## 3.0 POLICY

### 3.1 Principles

1. Selection and admission for higher education courses at ACHW:
  - a. is fair, equitable and transparent.
  - b. is merit based.
  - c. identifies students with capacity to succeed in higher education study, and those who may require support making the transition.
  - d. encourages diverse and representative access and considers possible educational or social disadvantage.
  - e. recognises formal, non-formal and informal prior learning; and
  - f. 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 by the Academic Board. Entry requirements may need to be reviewed over time due to course changes or changed industry requirements and amendments must be approved by the Academic Board.
4. ACHW has processes in place to assure itself of compliance with admissions standards.
5. 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.
6. ACHW will consider students who will be under 18 years of age at the time of application. These students are only eligible to study theoretical units. Once students reach 18 years of age, they are eligible to apply to enrol in clinical units.
7. Applicants under the age of 18 years are required to provide a Parent or Guardian Consent form with their application. If the completed and signed form is not provided, the application cannot be processed.
8. ACHW includes various sub-groups such as equity groups as part of its admissions planning process.
9. ACHW reserves the right to not proceed with course delivery if there are insufficient applicants.
10. ACHW may reject the application:
  - a. if the application package was provided to the applicant in error.

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- b. if the application is shown to be incomplete, or made with fraudulent documentation; or
- c. 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. Applicants 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 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 Complaints and Appeals Policy for further instruction at [www.achw.edu.au](http://www.achw.edu.au).

### **3.5 Record Keeping**

- 1. ACHW ensures all records related to judgements made on admission, including records by Third Party Partners are appropriately stored in line with relevant record management processes.
- 2. ACHW maintains records to enable internal reviews to ensure compliance with admission standards.

## 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.
- **Entry requirements** - refers to academic requirements, English language proficiency, employment experience and immunisation requirements.
- **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 Complaints and Appeals Policy
- Student Progression and Support Policy

## 6.0 POLICY OWNERSHIP

Policy Owner	Registrar
Status	Reviewed in 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	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.
S4.3	25 June 2024	Registrar	Reference to record keeping and quality assurance.
S4.4	18 October 2025	Senior Compliance Manager Higher Education	Minor administrative changes <ul style="list-style-type: none"> <li>• Addition of policy statements for under 18-year-old students</li> <li>• Update to staff titles</li> <li>• Template slightly revised following benchmarking</li> </ul>

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## 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:

A. 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; or
- b. Successful completion of a VET or HE Diploma or above; or
- 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.

B. And must meet all below requirements:

- a. participate in an interview (if required).
- b. be at least 18 years of age, and
- c. provide evidence of English Proficiency at IELTS 6.0 with no band below 5.5.

ACHW will also consider

- Students who will be under 18 years of age at the time of application. Students under 18 of age are only eligible to study theoretical units. Once students reach 18 years, they are eligible to apply to enrol in clinical units. Applicants under the age of 18 years are required to provide a Parent or Guardian Consent form with their application. If the completed and signed form is not provided, the application cannot be processed.
- Any other documentation which demonstrates an applicant's academic and time management skills including from formal studies, workplace activities or research. If an applicant is unable to demonstrate their academic study skills, they may be required to complete and pass an Academic Study Skills Test.

### 2. Bachelor of Applied Science (Clinical Aesthetics)

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

A. 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; or
- b. Successful completion of a VET or HE Diploma or above; or
- 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.

B. And must meet all below requirements:

- a. participate in an interview (if required);
- c. be at least 18 years of age, or have parental or guardian consent to enrol in non-clinical units and
- b. provide evidence of English Proficiency at IELTS 6.0 with no band below 5.5.

ACHW will also consider any other documentation which demonstrates an applicant's academic and time management skills including from formal studies, workplace activities or research. If an applicant is unable to demonstrate their academic study skills, they may be required to complete and pass an Academic Study Skills Test.

### **3. Undergraduate Certificates**

To satisfy the academic admissions requirements for the Undergraduate Certificates applicants must:

A. 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.
- c. For entry to Undergraduate Certificate in Dermal Interventions, applicants must show successful completion of a Beauty Therapy Diploma or successful completion of the Undergraduate Certificate in Laser and Dermal Therapy Essentials.

B. And must meet all below requirements:

- a. participates in an interview (if required).
- b. be at least 18 years of age, or have parental/guardian consent to enrol in non-clinical units and
- c. provide evidence of English Proficiency at IELTS 6.0 with no band below 5.5.

ACHW will also consider any other documentation which demonstrates an applicant's academic and time management skills including from formal studies, workplace

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activities or research. If an applicant is unable to demonstrate their academic study skills, they may be required to complete and pass an Academic Study Skills Test.

#### **4. 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.

#### **5. Immunisation Requirements for Clinical Workshops**

In addition to the admission requirements set out above, all courses require for applicants to present evidence of Hepatitis B immunisations. Students will not be permitted to attend clinical workshops without providing immunisation evidence.

#### **6. 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.