



## **C-3.1 Admission policy and procedure**

### **1. Purpose**

To establish the principles and requirements that inform the [Admission](#) practices to the AVA Chartered Veterinary Practitioner [Accreditation Program](#).

### **2. Scope**

This policy applies to the process by which [Applicants](#) apply for [Admission](#) to the AVA CVP Accreditation Program. The [Admission](#) process finishes when the [Applicants](#) is formally enrolled as a [AVA CVP Student](#).

### **3. Policy Statement**

The AVA establishes the expectations and requirements for [Admission](#) to the AVA CVP [Accreditation Program](#) through this policy and procedure. [Admission](#) is determined based on specific program requirements and perceived ability to complete the program.

### **4. Principles**

4.1 The admission principles to the AVA CVP [Accreditation Program](#) are:

- 4.1.1 [Admission](#) to the AVA CVP [Accreditation Program](#) is determined on specific requirements, and perceived probability of success of an [Applicant](#).
- 4.1.2 The [AVA](#) supports the [Admission](#) of [Applicants](#) who are considered to have a reasonable chance of success in the [Accreditation Program](#) to which they apply.
- 4.1.3 There are a limited number of places available within the AVA CVP [Accreditation Program](#). Where demand for the AVA CVP [Accreditation Program](#) exceeds the available number of places, [Admission](#) to the AVA CVP [Accreditation Program](#) may be offered for a future admission period or may be denied, despite the [Applicant](#) meeting the entry requirements.
- 4.1.4 Admission requirements will be made available for [Applicants](#) within the entry requirements published on the AVA website.

### **5. Procedures**

#### **5.1 Application for admission**

[Applicants](#) must apply using the method and by the due date advised by the AVA for each admission intake.

## 5.2 Admission requirements

[Applicants](#) are considered against the entry requirements for the AVA CVP [Accreditation Program](#), including:

- Current financial membership of the Australian Veterinary Association;
- Current financial membership of the discipline specific Special Interest Group of the AVA in which the AVA CVP Accreditation Program is offered;
- right to practice veterinary science within Australia;
- English language proficiency;
- ability to satisfy any additional entry requirements.

Specific entry requirements are published on the AVA Chartered Veterinary Practitioner website.

### 5.2.1 English language proficiency

All [Applicants](#) must meet the minimum English language proficiency requirement specified for the Accreditation Program. Unless otherwise specified, English language proficiency may be demonstrated by an applicant through one or more of the following:

- an [IELTS](#) academic test conducted no more than two years prior to the date of application (Note: AVA may determine equivalent scores on other approved English tests).
- satisfactory completion of secondary schooling in Australia.
- one year of successful full-time (or equivalent) accredited diploma level studies or higher in Australia.
- successful completion of a recognised English bridging program.
- successful completion of studies equivalent to secondary school or higher outside Australia where the medium of instruction is English and recognised by the [AVA](#).

## 5.3 Offer of admission

- 5.3.1 Where demand exceeds the number of available places in the AVA CVP [Accreditation Program](#), not all eligible [Applicants](#) who satisfy the entry requirements may be offered a place within the period for which application is sought.
- 5.3.2 Where an [Applicant](#) meets a specified entry threshold an offer of [Admission](#) may be extended to the AVA CVP [Accreditation Program](#).
- 5.3.3 Offers of admission specify the discipline specialisation for which the offer is made. Admitted [Applicants](#) are required to enrol in accordance with the offer of admission and complete at least the first [Study Period](#), unless otherwise specified by [AVA CVP Academic Program Director](#) (or nominee).
- 5.3.4 An offer of admission may be conditional upon the [Applicant](#) satisfying requirements specified within the offer.
- 5.3.5 An [Applicant](#) offered admission is required to satisfy all offer conditions and enrol for the [Study Period](#) specified in the offer of admission by the required date in

accordance with *C-3.2 Enrolment policy and procedure*. Failure to enrol or meet offer conditions will result in the offer of admission being withdrawn, unless [Deferment](#) is approved (refer *Section 5.4 Deferment* below).

## 5.4 Deferment

- 5.4.1 [Applicants](#) offered admission to the AVA CVP [Accreditation Program](#) may apply to defer commencement of their study.
- 5.4.2 [Applicants](#) may defer commencement in the offered program of study for up to two calendar years.
- 5.4.3 If a [Deferment](#) is approved, [Applicants](#) will be subject to the AVA CVP [Accreditation Program](#) rules and fee structures in operation at the time of their new commencement.

## 5.5 International Students

The AVA Chartered Veterinary Practitioner [Accreditation Program](#) is not currently [CRICOS](#) registered and is therefore not available for international students to study on-campus in Australia. Students who meet the entry requirements and are practicing outside of Australia may apply for admission.

## 5.6 Return to study

- 5.6.1 [AVA CVP Students](#) who wish to re-enter the AVA CVP [Accreditation Program](#) after a period of absence and who are not returning from [Leave of Absence](#) or [Deferment](#) must reapply for admission. [AVA CVP Students](#) returning to study will be considered for the current version of the AVA CVP [Accreditation Program](#) and may be required to satisfy all entry requirements, including any additional entry requirements in operation at the time of their return, together with any new offer conditions.
- 5.6.2 An [AVA CVP Student](#) returning to study will not necessarily retain [Credit](#) for all [Courses](#) or approved [CPD Requirements for Accreditation](#) completed prior to the absence. [Credit](#) for [Courses](#) or approved [CPD Requirements for Accreditation](#) will be determined taking into consideration the length of the absence and changes to AVA CVP [Accreditation Program](#) content and structure during the intervening period. The [AVA CVP Student](#) may be required to repeat [Courses](#) that have been passed previously or to undertake additional [Courses](#) or [CPD Requirements for Accreditation](#) in order to satisfy the current AVA CVP [Accreditation Program](#) requirements.

## 5.7 Suspension or exclusion

- 5.7.1 The AVA may refuse admission to [Applicants](#) to the AVA CVP [Accreditation Program](#) who have been suspended from a higher education institution for non-academic reasons (discipline or misconduct) whilst the suspension or equivalent action remains in force.
- 5.7.2 In line with *C-3.3 Academic progress policy and procedure*, [AVA CVP Students](#) who have been excluded from the AVA CVP Accreditation Program as a result of unsatisfactory academic performance or whose [Enrolment](#) has been suspended as a

result of proven student general misconduct will not be considered for [Admission](#) to an AVA program of study unless:

- At least 12 months have elapsed from the date of [Exclusion](#) or suspension; and
- The application is accompanied by a written statement to be reviewed as part of the [Admission](#) decision. The statement should address factors such as changed circumstances, maturity and motivation, academic and/or vocational performance since exclusion or suspension.

5.7.3 The readmission of an [AVA CVP Student](#) to the AVA CVP [Accreditation Program](#) from which they have been excluded as a result of unsatisfactory academic performance or suspended as a result of proven student general misconduct is also subject to:

- a place being available; and
- the recommendation of the [AVA CVP Academic Program Director](#) to the [AVA CVP Learning and Teaching Committee](#) as to whether the student should be readmitted.

## 5.8 Appeals

[Applicants](#) who are dissatisfied with the outcome of their [Admission](#) application may seek a review by the [AVA](#) in line with *C-8.2 Student appeals procedure*. The review must be sought within 10 [AVA Business Days](#) of the date of the notification of the admission outcome. A written notification of the review [Decision](#) will be provided, usually within 15 [AVA Business Days](#).

## 6. References

Nil.

## 7. Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

## 8. Policy Information

|                       |  |
|-----------------------|--|
| Accountable Officer   | Chief Executive Officer                                |
| Responsible Officer   | Head of Education and Events                           |
| Policy Type           | AVA Education Policy                                   |
| Policy Suite          | Section C – AVA CVP Student Support and Administration |
| Subordinate Schedules | Nil  |
| Approved Date         | 4 December 2023  |
| Effective Date        | 4 December 2023  |
| Relevant Legislation  | Nil  |

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|--|--|
| Related Policies                         | <p>C-3.2 Enrolment policy and procedure</p> <p>C-3.3 Academic progress policy and procedure</p> <p>C-3.7 Credit policy and procedure</p>   |
| Related Procedures                       | <p>C-3.5 Leave if absence procedure</p> <p>C-8.2 Student appeals procedure</p>   |
| Related forms, publications and websites | <p>AVA Chartered Veterinary Practitioner Website</p>   |
| Definitions                              | <p><b>Terms defined in the Definitions Dictionary</b></p> <p><b>Accreditation Program</b><br/>The sequence of study leading to the completion of mandatory training.</p> <p><b>Admission</b><br/>The process of submission and assessment of applications for entry to study at the AVA.</p> <p><b>Applicant</b><br/>A person who applies for any program of study offered by the AVA.</p> <p><b>AVA</b><br/>The term 'Association' or 'AVA' means the Australian Veterinary Association Limited.</p> <p><b>AVA Business Days</b><br/>The days of Monday to Friday inclusive between 8:30am and 5pm Australian Eastern Standard Time (AEST), with the exclusion of gazetted public holidays for the relevant AVA staff location, plus the closure of the AVA between 25 December and 1 January in the following year, as well as any closure of the AVA either at one or several staff locations in accordance with a direction of the AVA Chief Executive Officer.</p> <p><b>AVA CVP Learning and Teaching Committee</b><br/>The AVA committee appointed for oversight of the academic delivery of the AVA CVP Accreditation Program.</p> <p><b>AVA CVP Student</b><br/>A person who is admitted to the AVA CVP Accreditation Program offered by the AVA and is:</p> <ul style="list-style-type: none"> <li>• currently enrolled in one or more Courses; or</li> <li>• not currently enrolled but is on approved leave of Absence or whose Admission has not been cancelled.</li> </ul> |

|           |  |
|-----------|--|
|           | <p><b>Course</b><br/>A discrete element of a program, normally undertaken over a single Study Period, in which the AVA CVP Student enrolls and on completion of which the AVA CVP Student is awarded a Grade.</p> <p><b>CPD Requirements for Accreditation</b><br/>The combination and extent of training (or CPD) recognised by the AVA as contributing to the Accreditation Program.</p> <p><b>Credit</b><br/>Credit may be granted towards Courses in the AVA CVP Accreditation Program based on recognition of prior studies.</p> <p><b>CRICOS</b><br/>Commonwealth Register of Institutions and Courses for Overseas Students.</p> <p><b>Deferral</b><br/>Approval granted to AVA CVP Students who have accepted an offer of Admission to the Accreditation Program for the first time to delay the commencement of Enrolment for up to two calendar years.</p> <p><b>Enrolment</b><br/>The process of admitting AVA CVP Students to one or more Courses for the current Academic Year.</p> <p><b>Exclusion</b><br/>Prohibition from enrolling in the Accreditation Program or a Course for a specified period.</p> <p><b>IELTS</b><br/>The International English Language Testing System (IELTS) is an English language test for study, migration or work.</p> <p><b>Leave of Absence</b><br/>An approval granted to an AVA CVP Student to cease formal study as an enrolled AVA CVP Student for a specified period of time.</p> <p><b>Study Period</b><br/>The period during which a Course is offered, instruction is provided, learning is undertaken and Assessment is carried out.</p> <p><b>Definitions that relate to this policy only</b><br/><br/>[Nil]</p> |
| Keywords  | Admission, AVA CVP, Enrolment, Leave of Absence, Deferral.   |
| Record No |  |

Complying with the law and observing AVA Policy and Procedure is a condition of working for, and volunteering with, the Australian Veterinary Association.