



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 Education Pathway (AVA CVP Education Pathway). The AVA CVP Education Pathway is one component of AVA Chartered Veterinary Practitioner™ accreditation.

2. Scope

This policy applies to the process by which [Applicants](#) apply for [Admission](#) to the AVA CVP Education Pathway. 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 Education Pathway](#) 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 Education Pathway are:

- 4.1.1 [Admission](#) to the AVA CVP Education Pathway is determined on specific program 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 program to which they apply.
- 4.1.3 There are a limited number of places available within the AVA CVP Education Pathway. Where demand for the AVA CVP Education Pathway exceeds the available number of places, [Admission](#) to the AVA CVP Education Pathway 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 each year.

5.2 Admission requirements

Applicants are considered against the entry requirements for the AVA CVP Education Pathway, including:

- Membership of the Australian Veterinary Association and respective Special Interest Group of the AVA;
- 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 each 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 Education Pathway, 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 Education Pathway.
- 5.3.3 Offers of admission specify 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 teaching 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 additional requirements specified within the offer.
- 5.3.5 An **Applicant** offered admission is required to satisfy all offer conditions and enrol for the teaching 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).

5.4 Deferment

- 5.4.1 **Applicants** offered admission to the AVA CVP Education Pathway 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 Education Pathway rules and fee structures in operation at the time of their new commencement.

5.5 International Students

The AVA Chartered Veterinary Practitioner is not currently CRICOS registered and is 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 Education Pathway 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 Education Pathway 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** completed prior to the absence. Credits will be determined

taking into consideration the length of the absence and changes to AVA CVP Education Pathway content, accreditations, 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](#) in order to satisfy the current AVA CVP Education Pathway requirements.

5.7 Suspension or exclusion

- 5.7.1 The AVA may refuse admission to [Applicants](#) to the AVA CVP Education Pathway 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/5.3 Academic Progress Policy*, [AVA CVP Students](#) who have been Excluded from the AVA CVP Education Pathway as a result of unsatisfactory academic performance will not be considered for [Admission](#) to an AVA program of study unless:
- At least 12 months have elapsed from the date of [Exclusion](#); 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.
- 5.7.3 The readmission of an [AVA CVP Student](#) to the AVA CVP Education Pathway from which they have been excluded as a result of unsatisfactory academic performance 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/8.3 Non-academic Appeal Policy and 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 [Outcome](#) 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, Education
Policy Type	AVA Education Policy
Policy Suite	Section C – AVA CVP Student Support and Administration
Subordinate Schedules	Nil
Approved Date	13 September 2022
Effective Date	13 September 2022
Relevant Legislation	Nil
Related Policies and Procedures	C/3.2 Enrolment Policy and Procedure C/5.3 Academic Progress Policy and Procedure C/8.3 Non-academic Appeal Policy and Procedure
Related forms, publications and websites	AVA Chartered Veterinary Practitioner Website
Definitions	Terms defined in the Definitions Dictionary Admission The process of submission and assessment of applications for entry to study at the AVA. Applicant A person who applies for any program of study offered by the AVA. AVA The term 'Association' or 'AVA' means the Australian Veterinary Association Limited. AVA CVP Education Committee The AVA committee appointed for oversight of the strategic direction and quality of the AVA CVP education and accreditation pathways.

	<p>AVA CVP Learning and Teaching Committee</p> <p>The AVA committee appointed for oversight of the academic delivery of the AVA CVP Education Pathway.</p> <p>AVA CVP Student</p> <p>A person who is admitted to the AVA CVP Education Pathway offered by the AVA and is:</p> <ul style="list-style-type: none"> • currently enrolled in one or more Courses; or • not currently enrolled but is on approved leave of Absence or whose Admission has not been cancelled. <p>AVA Business Days</p> <p>The days of Monday to Friday inclusive between 9am 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>Course</p> <p>A discrete element of a program, normally undertaken over a single Teaching Period, in which the AVA CVP Student enrolls and on completion of which the AVA CVP Student is awarded a Grade.</p> <p>Credit</p> <p>Credit may be granted towards Courses in the AVA CVP Education Pathway based on recognition of prior studies.</p> <p>CRICOS</p> <p>Commonwealth Register of Institutions and Courses for Overseas Students.</p> <p>Deferment</p> <p>Approval granted to AVA CVP Students who have accepted an offer of Admission to a program for the first time to delay the commencement of Enrolment for up to two calendar years.</p> <p>Enrolment</p> <p>The process of admitting AVA CVP Students to one or more Courses for the current Academic Year.</p>
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	<p>Exclusion</p> <p>Prohibition from enrolling in a Program or a Course for a specified period.</p> <p>IELTS</p> <p>The International English Language Testing System (IELTS) is an English language test for study, migration or work.</p> <p>Leave of Absence</p> <p>An approval granted to an AVA CVP Student to cease formal study as an enrolled Student for a specified period of time.</p> <p>Program</p> <p>The sequence of study leading to the completion of mandatory training for the AVA CVP Education Pathway.</p> <p>Definitions that relate to this policy only</p> <p>[Nil]</p>
Keywords	Admission, AVA CVP, Enrolment, Leave of Absence, Deferment.
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.