



## **C/3.3 Enrolment Policy and Procedure**

### **1. Purpose**

To outline the framework that governs all AVA Chartered Veterinary Practitioner [Course Enrolments](#) at the AVA to ensure compliance with relevant AVA regulations, and to set out the processes for enrolling AVA CVP Students.

### **2. Scope**

This policy applies to [Enrolment](#) in the AVA Chartered Veterinary Practitioner™ courses and accreditation pathway offered by the AVA.

### **3. Policy Statement**

The AVA recognises that [Enrolment](#) is a crucial aspect of the relationship between an [AVA CVP Student](#) and the AVA. The AVA is committed to ensuring that all practices in relation to [Enrolment](#) are consistent, fair and transparent, and comply with applicable regulations and requirements.

### **4. Principles**

- 4.1 To be enrolled in the AVA Chartered Veterinary Practitioner™, [AVA CVP Students](#) agree to be bound by the regulations, policies and procedures of the AVA and agree to pay all fees, levies and charges directly arising from their [Enrolment](#).
- 4.2 Enrolled AVA CVP Students are permitted to participate in classes, workshops, and other educational and support activities of the AVA Chartered Veterinary Practitioner™; to receive recognition of work done, and be awarded a Grade on completion of the requirements of a Course of study.
- 4.3 Each enrolled AVA CVP Student will be issued with a unique identifier to access the AVA My Learning platform (currently their AVA membership number). This implies shared responsibility for the AVA to collect and record information as it relates to the AVA CVP Student's [Enrolment](#), in accordance with AVA privacy policies, procedures and relevant privacy legislation, and for the AVA CVP Student to provide all information necessary to be enrolled.
- 4.4 AVA CVP Students are expected to familiarise themselves with the AVA Chartered Veterinary Practitioner™ education and continuing professional development requirements for accreditation eligibility and to take responsibility for rectifying any discrepancies with their [Enrolment](#).

- 4.5 The AVA will provide clear information to enable AVA CVP Students to manage their [Enrolment](#) and comply with AVA Chartered Veterinary Practitioner education and CPD requirement for accreditation eligibility.
- 4.6 Enrolled AVA CVP Students may apply for leave from study in accordance with criteria established by the AVA.
- 4.7 The [Enrolment](#) of an AVA CVP Student may be discontinued, suspended or cancelled under certain conditions established by the AVA, at the instigation of either the AVA or the AVA CVP Student.
- 4.8 Subject to principle 4.7, an AVA CVP Student remains enrolled until such time as the AVA CVP Student has:
  - i. qualified for AVA Chartered Veterinary Practitioner™ accreditation entry;
  - ii. completed all requirements of the Course(s)
- 4.9 Prior continuing professional development assessed by the AVA may be used to gain [Credit](#) toward the continuing professional development requirements for AVA CVP Accreditation.
- 4.10 The AVA will make the necessary information and reasonable services and support readily available to AVA CVP Students to enable them to fulfill the requirements of their [Enrolment](#).

## 5. Procedures

### 5.1 Enrolment

- 5.1.1 AVA CVP Students are required to be enrolled in, or be on approved Leave of Absence, for all available teaching periods by the applicable closing date.
- 5.1.2 Commencing AVA CVP Students must enrol by the published enrolment closing date, after receiving an offer of admission in the AVA Chartered Veterinary Practitioner™ from AVA. Enrolment must be in accordance with the offer of admission, as outlined in *C/3.1 Admission Policy and Procedure*.
- 5.1.3. Each enrolled AVA CVP Student will use their AVA member number as their student identifier.
- 5.1.4 AVA CVP Students are required to provide all information necessary to be enrolled. The AVA will collect and record information as it relates to the AVA CVP Student's Enrolment, in accordance with AVA privacy policies, procedures and relevant privacy legislation.
- 5.1.5 AVA CVP Students must ensure they satisfy the conditions for enrolling in a Course, including Course requisite requirements and assumed knowledge.

- 5.1.6 Where a prerequisite Course is indicated, an AVA CVP Student must have achieved a passing grade in the prerequisite Course before Enrolment in the specified Course.
- 5.1.8 AVA CVP Students are responsible for rectifying any discrepancies with their Enrolment prior the applicable teaching period closing dates.

## **5.2 Maximum and minimum program load**

- 5.2.1 The AVA may specify the maximum and/or the minimum number of continuing professional development points for Enrolment in any teaching period. AVA CVP Student Enrolment must fall within the parameters specified, except with the approval of the AVA CVP Academic Program Director (or nominee).
- 5.2.2 Normally, the maximum continuing professional development points per teaching period will be 160 CPD points, and the minimum will be 50 CPD points. These points are in combination of AVA CVP courses and other external veterinary education provider offerings for which the AVA CVP Student may wish to receive credit toward AVA Chartered Veterinary Practitioner™.
- 5.2.3 If approved to undertake a reduced Enrolment load, AVA CVP Students must not breach the maximum time limits for completing the program, as outlined in *C/3.3 Time Limits for Completion of a Program Policy*.

## **5.3 Probationary Enrolment**

- 5.3.1 Where an AVA CVP Student fails to successfully progress through the requirements of the AVA Chartered Veterinary Practitioner™, the AVA CVP Student may be placed on Probationary Enrolment for a period of six months. While on Probationary Enrolment, an AVA CVP Student must:
- consult the AVA CVP Academic Program Director (or nominee) about their program of Enrolment; and
  - if the AVA CVP Academic Program Director (or nominee) specifies a program of Enrolment, undertake the program of Enrolment as specified.
- 5.3.2 If an AVA CVP Student on Probationary Enrolment cancels their Enrolment in the AVA CVP Education Pathway but is subsequently re-admitted, the AVA CVP Academic Program Director (or nominee) upon re-admission:
- must place the AVA CVP Student on Probationary Enrolment for the first teaching period of Enrolment (up to six months); and

- may require the AVA CVP Student to submit a program of Enrolment.

#### **5.4 Right to amend Enrolment**

5.4.1 The AVA and AVA CVP Academic Program Director may amend the Enrolment of an AVA CVP Student, if any of the following conditions exist:

- the AVA CVP Student has not complied with minimum or maximum Course or CPD load requirements;
- the AVA CVP Student has not complied with other AVA CVP progress requirements;
- the AVA CVP Student is unable to complete the requirements of a Course(s) due to document special circumstances (refer to Consideration of Special Circumstances Procedure).
- the AVA CVP Student has not complied with any conditions of Probationary Enrolment imposed by the AVA.

5.4.2 All changes to Enrolment undertaken by the AVA will be notified in writing to the AVA CVP Student.

#### **5.5 Amending Enrolment**

AVA CVP Students may amend their Enrolment in accordance with the published AVA CVP Student Key Dates for adding or withdrawing from Courses.

##### **5.5.1 Adding courses**

5.5.1.1 An AVA CVP Student may add a Course to their Enrolment in a teaching period if the course is added by the addition date published by the AVA CVP Student Key Dates.

5.5.1.2 An AVA CVP Student may also add a Course to their Enrolment after the published addition date where:

- the AVA CVP Student pays the administrative charge specified in the *C/6.1 Student Fees and Charges Policy*; and
- the relevant Course Coordinator(s) agrees to the addition of the Course(s); and
- the AVA CVP Academic Program Director (or nominee) is satisfied that the AVA CVP Student has demonstrated exceptional circumstances for the late addition of the Course; and
- consideration has been given to whether key activities may be missed by the late addition of the Course

## **5.5.2 Withdrawing from courses**

5.5.2.1 An AVA CVP Student may withdraw without financial or academic penalty from Courses prior to the Census date published in the AVA CVP Student Key Dates. The incomplete Course(s) from which the AVA CVP Student withdrew will not contribute to the certification requirements for the AVA Chartered Veterinary Practitioner™.

5.5.2.2 An AVA CVP Student can request a late withdrawal from a Course(s) (i.e., that occurs after the Census date published in the AVA CVP Student Key Dates. Academic and financial penalties will be applied. A withdrawal with academic and financial penalty will be recorded against the Course(s) from which the AVA CVP Student withdrew late and will be included in the assessment of an AVA CVP Student's measure of progression. The Course(s) from which the AVA CVP Student withdrew late will not contribute to the certification requirements for the AVA Chartered Veterinary Practitioner™.

5.5.2.3 An AVA CVP Student can request to withdraw without financial or academic penalty if they can demonstrate that exceptional circumstances beyond their control exist as outlined within the *C/3.5 Withdrawal Without Academic Penalty and with Fee Reversal Procedure*.

## **5.6 Leave of absence**

Leave of absence will be reviewed, approved, and recorded as outlined within *C/3.4 Leave of Absence Policy and Procedure*.

## **5.7 Cancelling Enrolment in the AVA Chartered Veterinary Practitioner™**

5.7.1 An AVA CVP Student may cancel their Enrolment in AVA Chartered Veterinary Practitioner™ at any time by notifying the AVA in writing. If cancellation occurs after the Census date published in the AVA CVP Student Key Dates, academic and financial penalties may apply.

5.7.2 When an AVA CVP Student cancels their Enrolment in the AVA Chartered Veterinary Practitioner™:

- they are deemed to have withdrawn from Enrolment in all Courses in the AVA Chartered Veterinary Practitioner™;
- will lose their place in the AVA Chartered Veterinary Practitioner™ and must apply for readmission should they wish to return to the AVA Chartered Veterinary Practitioner™;
- may not be able to return to the version of the AVA Chartered Veterinary Practitioner™ they were enrolled in prior to cancellation and may be required to return to a new version or replacement course for professional accreditation or recognition requirements;

- may have their Enrolment impacted by professional accreditation or recognition requirements associated with the AVA CVP Education Pathway of study if they return;
- may not receive recognition for all Courses completed previously when returning (refer 5.8 Non-contributory Courses and CPD).

## 5.8 Non-contributory Courses and CPD

The AVA recognises that there may be occasions where Courses(s) and CPD already completed will not contribute to the AVA Chartered Veterinary Practitioner™ or where the allowable timeframe for completion of the AVA CVP has been exceeded. In such cases, Courses(s) and/or CPD may be made non-contributory.

Courses within a program can only be made non-contributory in the following instances:

- where the maximum timeframe to complete the Courses and CPD requirements will be exceeded. If Courses from a designated timeframe are made non-contributory, all Courses prior to that timeframe must also be made non-contributory;
- where Course(s) completed do not form part of the AVA Chartered Veterinary Practitioner™ structure and therefore should not be counted towards the completion of that program. For example, a Student having completed a Course(s) outside of their recommended Enrolment pattern;
- where a Course(s) has a clinical component and is considered to be out of date;
- where the admit term for a program has been reset at the time of return to study, due to the maximum timeframe to complete a program being exceeded, all Courses completed prior to the new admit term will be made non-contributory.

Course(s) may be designated as non-contributory only at the written request of the AVA CVP Academic Program Director.

Making Courses non-contributory are not grounds for Special Circumstances, and therefore are not a valid reason for extending Enrolment.

## 5.9 Review

An AVA CVP Student may seek review of any decision made under this Policy in line with *C/8.1 Review of Grades and Academic Rulings Policy and Procedure*, with the exception where Enrolment has been amended to comply with the conditions of Probationary Enrolment or as a result of Student Misconduct penalty.

## 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	AVA 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	6 February 2023
Effective Date	16 January 2023 (last updated 6 February 2023)
Relevant Legislation	Nil
Related Policies	B/1.2 Programs and Awards Policy B/2.1 Curriculum Design Policy and Procedure B/3.2 Grading Procedure C/3.1 Admission Policy and Procedure C/3.3 Time Limits for Completion of a Program Policy C/3.4 Leave of Absence Policy and Procedure C/3.5 Withdrawal Without Academic Penalty and with Fee Reversal Policy and Procedure C/6.1 Student Fees and Charges Policy
Related Procedures	
Related forms, publications and websites	AVA Chartered Veterinary Practitioner Website
Definitions	<b>Terms defined in the Definitions Dictionary</b>  <b>AVA</b>  The term 'Association' or 'AVA' means the Australian Veterinary Association Limited.  <b>AVA CVP Academic Program Director</b>

	<p>The AVA CVP Academic Program Director is the professional responsible for academic administration of the AVA CVP Education Pathway.</p> <p><b>AVA CVP Learning and Teaching Committee</b></p> <p>The AVA committee appointed for oversight of the academic delivery of the AVA CVP Education Pathway.</p> <p><b>AVA CVP Education Pathway</b></p> <p>The sequence of study leading to the completion of mandatory training</p> <p><b>AVA CVP Program Manager</b></p> <p>The CVP Program Manager is the administrative professional responsible for managing, coordinating and overseeing of planning, implementing, marketing and evaluating the CVP Program and associated projects.</p> <p><b>AVA CVP Student</b></p> <p>A person who is admitted to the CVP 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 an approved Leave of Absence or whose Admission has not been cancelled.</li> </ul> <p><b>AVA CVP Student Key Dates</b></p> <p>AVA published dates that are significant for a CVP Student to meet. These dates may include Course commencing and completion, last date to add Courses, last date to withdraw from Courses without financial (and/or academic) penalty, gazetted public holidays, teaching breaks, and release of results.</p> <p><b>Census Date</b></p> <p>The date on which the AVA CVP Students Enrolment related requirements must be finalised in line with the CVP Student Key Dates. The AVA must, for each Course of study it provides or proposes to provide during a year, determine for that year, a particular date to be the Census Date for the Course. AVA CVP Students are responsible for meeting the AVA's Census Date</p>
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	<p>deadline and must check that all Enrolment and payment details are correct on or before the Census Date.</p> <p><b>Course</b></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><b>Enrolment</b></p> <p>The process of admitting AVA CVP Students to one or more Courses for the current Academic Year.</p> <p><b>Grade (noun)</b></p> <p>A Grade is a code that indicates the status of the Assessment of an AVA CVP Student performance against the learning objectives of a Course.</p> <p><b>Leave of Absence</b></p> <p>An approval granted to an AVA CVP Student to cease formal study as an Enrolled CVP Student for a specified period of time.</p> <p><b>Probation (also Probationary Enrolment status)</b></p> <p>An academic sanction placed on an AVA CVP Student's Enrolment status which provides the AVA CVP Student an opportunity to improve their academic performance within their Program of study within a specified period of time. Conditions and requirements for continued Enrolment may be also be applied.</p> <p><b>Definitions that relate to this policy only</b></p> <p>Nil.</p>
Keywords	Academic Progression, CVP, Enrolment, Leave of Absence, Probation, Exclusion, Withdrawal, Courses
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.