



C-3.3 Enrolment policy and procedure

1. Purpose

To outline the framework that governs all AVA Chartered Veterinary Practitioner [Accreditation Program 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 [Accreditation Program](#) 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 [Accreditation Program 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 [Accreditation Program](#) 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 [Accreditation Program](#) (including [Courses](#) and [CPD Requirements for Accreditation](#)) 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 [Course](#) and [CPD Requirements for Accreditation](#) requirements.

- 4.6 Enrolled [AVA CVP Students](#) may apply for [Leave of Absence](#) 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](#) entry;
 - ii. completed all [Course](#) requirements;
 - iii. completed all [CPD Requirements for Accreditation](#).
- 4.9 Continuing professional development which meets the criteria outlined within *C-3.7 Credit policy and procedure* will be applied to the [Accreditation Program](#).
- 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 [Study Periods](#) by the applicable [Census 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 [Study Period Census Date](#).

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 Study 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 Study 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 contribute to the CPD Requirements for Accreditation.
- 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/3.4 *Time limits for completion of the AVA Chartered Veterinary Practitioner accreditation program procedure*.

5.3 Probationary Enrolment

- 5.3.1 Where an AVA CVP Student fails to successfully progress through the requirements of the Accreditation Program, 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 Accreditation Program 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 Study 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 Requirements for Accreditation load requirements;
 - the AVA CVP Student has not complied with other academic progress requirements;

- the [AVA CVP Student](#) is unable to complete the requirements of a [Course\(s\)](#) due to documented special circumstances (refer to *B-3.5 Assessment 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 [Study 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 [Accreditation Program](#) 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 [Accreditation Program](#) 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-3.6 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-3.5 Leave of absence procedure*.

5.7 Cancelling Enrolment in the AVA Chartered Veterinary Practitioner Accreditation Program

- 5.7.1 An [AVA CVP Student](#) may cancel their [Enrolment](#) in AVA Chartered Veterinary Practitioner [Accreditation Program](#) 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 [Accreditation Program](#):
- they are deemed to have withdrawn from [Enrolment](#) in all [Courses](#) in the AVA Chartered Veterinary Practitioner Accreditation Program;
 - will lose their place in the AVA Chartered Veterinary Practitioner [Accreditation Program](#) and must apply for readmission should they wish to return to the AVA Chartered Veterinary Practitioner [Accreditation Program](#);
 - may not be able to return to the version of the AVA Chartered Veterinary Practitioner [Accreditation Program](#) they were enrolled in prior to cancellation and may be required to return to a new version or replacement [Course](#) or [CPD Requirements for Accreditation](#);
 - 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 or [CPD Requirements for Accreditation](#) recognised when returning (refer Section 5.8 Non-contributory Courses and CPD).

5.8 Non-contributory Courses and CPD

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

Courses within the [Accreditation Program](#) can only be made non-contributory in the following instances:

- where the maximum timeframe to complete the [Courses](#) and/or [CPD Requirements for Accreditation](#) 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 [Accreditation Program](#) and therefore should not be counted towards the completion of that program. For example, an [AVA CVP 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 an [Accreditation Program](#) has been reset at the time of return to study, due to the maximum timeframe to complete the [Accreditation 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 Student Grievance Resolution Policy and Procedure*, with the exception where [Enrolment](#) has been amended to comply with the conditions of [Probationary Enrolment](#) or as a result of [General Misconduct](#) penalty or [Academic 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 of Education and Events
Policy Type	AVA Education Policy
Policy Suite	Section C – Student Support and Administration
Subordinate Schedules	Nil
Approved Date	4 December 2023
Effective Date	4 December 2023

Review Date	30 April 2026
Relevant Legislation	Nil
Related Policies	<p>B-2.1 Curriculum design policy and procedure</p> <p>B-3.2 Grading policy and procedure</p> <p>C-3.1 Admission policy and procedure</p> <p>C-6.1 Student fees policy and procedure</p>
Related Procedures	<p>C-3.4 Time limits for completion of the AVA Chartered Veterinary Practitioner accreditation program procedure</p> <p>C-3.5 Leave of absence procedure</p> <p>C-3.6 Withdrawal without academic penalty and with fee reversal procedure</p> <p>C-6.2 Refund of student fees procedure</p>
Related forms, publications and websites	AVA Chartered Veterinary Practitioner Website
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p>Academic Misconduct Academic Misconduct encompasses all behaviours, including doing as well as attempting to do, any of the acts, omissions or activities that constitute Academic Misconduct: involving the misrepresentation of academic achievement; or undermining the core values (honesty, trust, fairness and respect) of Academic Integrity; or breaching Academic Integrity; whether intentional or unintentional.</p> <p>Accreditation Program The sequence of study leading to the completion of mandatory training</p> <p>AVA The term 'Association' or 'AVA' means the Australian Veterinary Association Limited.</p> <p>AVA CVP Academic Program Director The AVA CVP Academic Program Director is the professional responsible for academic administration of the AVA CVP Accreditation Program.</p> <p>AVA CVP Learning and Teaching Committee The AVA committee appointed for oversight of the academic delivery of the AVA CVP Accreditation Program.</p>

AVA CVP Program Manager

The AVA CVP Program Manager is the administrative professional responsible for managing, coordinating and overseeing learning and teaching production, student management, and accreditation within the AVA Chartered Veterinary Practitioner™ and associated projects.

AVA CVP Student

A person who is admitted to the AVA CVP Accreditation Program offered by the AVA and is:

- currently enrolled in one or more Courses; or
- not currently enrolled but is on an approved Leave of Absence or whose Admission has not been cancelled.

AVA CVP Student Key Dates

AVA published dates that are significant for an AVA 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.

Census Date

The date on which the AVA CVP Students Enrolment related requirements must be finalised in line with the AVA 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 deadline and must check that all Enrolment and payment details are correct on or before the Census Date.

Course

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.

CPD Requirements for Accreditation

The combination and extent of training (or CPD) recognised by the AVA as contributing to the Accreditation Program.

Decision

A formal, written request made by an AVA CVP Student to a higher authority to have a Decision overturned.

Enrolment

The process of admitting AVA CVP Students to one or more Courses for the current Academic Year.

	<p>General Misconduct Behaviour or conduct which is contrary to expected AVA CVP Student conduct outlined in the AVA CVP Student General Conduct Policy.</p> <p>Grade (noun) 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>Leave of Absence 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>Probation (also Probationary Enrolment status) 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 also be applied.</p> <p>Special Circumstances Matters which are, in most cases, beyond the control of an AVA CVP Student and which will impact their capacity to progress with their planned program of study or meet a submission deadline. In some legislation, Special Circumstances are referred to as "compassionate and compelling circumstances".</p> <p>Study Period The period during which a Course is offered, instruction is provided, learning is undertaken and Assessment is carried out.</p> <p>Definitions that relate to this policy only 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.