



Community Engagement Award Policy

Effective Date: 2022.12.20

Last Reviewed: 2025.09.16

Version: v1.2 2026.03.26

1. Purpose

This policy outlines the criteria and procedures for conferral of the Alphacrucis University College (AC) Community Engagement Award. This award recognises the achievement of a student, staff member, AC Community Engagement project team and/or alumni who have made an exceptional contribution toward AC's community engagement objectives, as outlined in the AC Community Engagement Plan.

2. Scope

All staff and students

3. Policy

3.1. AC Community Engagement focuses on collaboration between AC with community groups and organisations to achieve mutually agreed goals that advance the AC mission and meet community needs. The purpose of AC Community Engagement is to build capacity, improve wellbeing, and produce just and sustainable outcomes in the interests of individuals, the AC community and the broader community. It serves the common good, particularly for those most marginalised or disadvantaged. These awards will be conferred at the annual AC graduation ceremony. Nominees should meet the following criteria:

- a. the activity or project should meet the objectives outlined in the AC Community Engagement Plan;
- b. a staff member should have been employed by AC at least one year;
- c. a student should have been enrolled with AC at least one year;
- d. demonstrated attainment of agreed outcomes of the activity or project;
- e. evidence of learning, reflection and growth by the nominee/s through involvement in community engagement;
- f. alignment with AC vision and mission;
- g. alignment with AC Code of Conduct and Graduate Attributes;
- h. supporting documentation provided by relevant community organisations, including at least one written testimonial.

3.2. Nominees who have been previously nominated but were not selected may be nominated again at any time. Previous recipients may re-enter after three years if they can clearly demonstrate further initiatives achieved since the earlier award.

3.3. It is expected that a staff member undertakes community engagement activities over and above his/her job role. AC reserves the right not to present an Award in any given year.

4. Procedures

4.1. Staff and students are invited to nominate recipients for the Community Engagement Award. A recipient may be a staff member, currently enrolled student, AC Community Engagement project team and/or alumni;

4.2. The online AC Community Engagement Award Nomination Form should be completed by 31st October each year;



- 4.3. Nominations are tabled by the Chair of Executive (or delegated officer) to Executive. Executive reserves the right to seek clarification on any aspect of the application, from the applicant or the nominator;
- 4.4. Executive will choose the award recipient;
- 4.5. The Chair of Executive (or delegated officer) will contact the recipients and arrange for conferral of the awards at the annual AC graduation;
- 4.6. The Award recipient will be presented with the Community Engagement Award which includes \$2500 for use in an AC Community Engagement project approved by Executive.

5. Responsible for Implementation

President

6. Related AC Policies or Documents, Standards and Legislations

6.1. AC Policies or Documents

This policy is to be read in conjunction with the following AC policies available at ac.edu.au/ppm/:

- 6.1.1. Code of Conduct Policy;
- 6.1.2. Graduate Attributes Policy;
- 6.1.3. Graduation Policy;
- 6.1.4. Community Engagement Award Nomination Form.

7. Review and Revision

This policy will be reviewed by the President on a regular basis in accordance with the Policy Development and Review Policy. Any proposed changes will be tabled at the President for endorsement and Executive for approval. Revisions will be communicated to all relevant stakeholders upon approval.

8. History of Approval and Amendments

Policy owner	President
Policy category	Management: Advancement/Fundraising
Policy status	Approved
Approval Body	Executive
Endorsement Body	President
Approval Date	2022.12.20
Last Review Date	2025.09.16
History of Policy Amendments	
V1 2022.12.20	Approved policy
V1.1 2025.09.16	Exec approved. Policy owner changed from Chair, Executive to President. Endorsement body changed from Executive to President.
V1.2 2026.03.26	New template

Add a new row for each version of the policy. Do not remove previous rows/changes.



Alphacrucis University College

Appendices

N/A.

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