

## ADMISSION STATEMENT GUIDELINES

### WORK LIFE APPLICANTS

#### OVERVIEW

If you completed senior secondary school more than two years ago and have not undertaken accredited VET or higher education study, you may gain entry to your course of interest in recognition of your work and life experience. This is called being a Work/Life Applicant.

Work/Life Applicants must submit a written admission statement of 300 to 500 words outlining their reasons for wanting to study and addressing at least two of the following topic areas:

1. Academic Preparation
2. Interpersonal & Communication Skills
3. Achievements & Experience
4. Knowledge & Skills

The intention of admission statement is to evidence self-directed application of knowledge and independent judgment. Or to put it simply, it is a chance for you to show how the knowledge, skills and personal qualities you have gained through your work and life experiences will help you succeed in your studies at Ikon. Your statement should attach relevant evidentiary documentation such as a resume, portfolio of work, references, volunteer certificates, professional memberships, certificates of completion for any non-award study etc.

Your written admission statement will be assessed by the Head of Faculty to determine eligibility for admission into your course of interest. At the end of this note, we have included the rubric they will use when evaluating your admission statement so you can see the factors they consider when making their decision.

#### WRITING YOUR STATEMENT

Give yourself time to write your statement. It can be daunting at first but the best place to start is to just start. And then give yourself time to review and proofread your writing.

Your admissions statement should be personal and relevant. It should express the reasons why you want to study in your chosen course, why you want to work towards a particular career, and how you can draw from what you have learned from previous study, work, community and/or life experience to succeed in your studies at Ikon.

Over the next page are some ideas of the types of things you could address in your admission statement. Just remember to include at least two topic areas. You can choose any two, or more if you like, but choose those that you feel will best support your application and share information about your strengths, what you're good at, your uniqueness and what you're proud of. And because things don't always go to plan, so it's also OK to write about obstacles you've had to overcome, how you found solutions and what you've learned about yourself from the experience. Be honest but don't be shy.

And don't copy the work or experiences of others (or have someone write your statement for you). We want to hear about your experience, your achievements and your personal attributes.

What will make **you** a good student?



#### QUICK TIPS

Give yourself time

Make it your own work, own voice and own ideas

Be honest, sell your strengths

Be concise, keep it simple

Check grammar and spelling

Read it out loud

## TOPIC AREA IDEAS

### 1. Academic Preparation

What have you done that shows you are ready for tertiary study? This could include an understanding of the course, the time that needs to be allocated to study, how you will create a study, work and life balance, reflecting on how your personal circumstances might impact your studies etc.

- evidence of knowledge of the course
- evidence of awareness of the workload inherent and the time required for tertiary study
- evidence of steps taken to overcome knowledge or skills deficits
- level of consideration given to the impact of tertiary study on lifestyle
- level of consideration given to resources required to complete the course
- evidence of completion of an accredited study skills course or tertiary preparation course

### 2. Interpersonal & Communication Skills

How do you communicate and consult with others? What are your written, spoken, and/or visual (non-verbal) skills? How do you interact with others and work in a team? Consider using examples.

- demonstrated ability to write clearly and correctly
- evidence of capacity to reason and express thoughts logically
- evidence of oral communication skills
- evidence of ability to interact effectively with others
- evidence of ability to work effectively in a team

### 3. Achievement & Experience

How are your achievements and experiences indicative of your tertiary success? Consider sharing how you overcame a challenge or accomplished a goal, how you applied yourself, how you remained focussed. What did you learn about yourself? How can you draw from these experiences?

- level of attainment in previous non-award studies
- expertise or achievement in a particular field or endeavour
- evidence of specialist knowledge developed through experience
- good quality references or other supporting information

### 4. Knowledge & Skills

Discuss the knowledge, skills and qualities you have that are relevant to tertiary study and/or specifically relevant to your nominated course. How can you draw from this in your studies at Ikon?

- demonstrated ability to collect, analyse, and organise information
- demonstrated ability to evaluate and interpret data, values, and issues
- evidence of computer literacy
- demonstrated problem solving skills
- evidence of knowledge and/or skills relevant to the intended course or field
- evidence of awareness of personally effective techniques for managing stress
- demonstrated ability to self-motivate, work independently and monitor own performance
- Evidence of the application of personally effective learning strategies
- Demonstration of research and planning prior to undertaking a significant task or project

## WRITTEN STATEMENT RUBRIC

Your written statement will be assessed by the Head of School using the table below. Each criterion will be assessed and assigned a value to give an overall Admission Score. Your admission score, application and interview will be considered when determining your eligibility for admission.

Criterion	Assessment	Marks
Clarity	Grammar, spelling, and style make it easy for the reader to follow with the occasional grammar, spelling or style problems (2-3 per page). Uses words correctly and avoids excessive jargon (unless it is the most precise word).	5
	Problems in grammar, spelling or style that interfere with the message of the applicant's statements (multiple problems in each paragraph).	3
	Significant problems in grammar, spelling or style that make it challenging to follow the applicant's statements.	1
Logic	Statements show an understanding of the course and the requirements of study, are mutually supporting and follow from one another. Uses 1-2 concrete examples to show readiness for study and career aspirations.	5
	Statements show a general understanding of the course and the requirements of study.	3
	Fails to provide a level of information that answers the question--either too vague or filled with trivial details.	1
Relevance	Topics are significant to the course of interest and educational/life experiences. Makes a case for that significance.	5
	Topics are vaguely related to the course of interest.	3
	Topics are trivial or irrelevant to the course of study.	1
Depth and Breadth of	Applicant displays an understanding of the statement's requirements, including word count. Complete, engaging content and quality writing.	5
	Applicant displays a reasonable understanding of the statement's requirements and meets the lower end of the word count. Completely, vaguely engaging content and simple writing.	3
	Applicant's understanding is narrow and superficial. Fails to meet statement requirements and well below the required word count. Incomplete or poor-quality writing.	1

Admission Band Score	Determination
13-20	Admission
5-12	Admission Conditional on an Academic Transition Plan. The transition plan will be developed with the Head of Faculty and may include a reduced study load for the first trimester and/or participation in academic support activities outside timetabled classes.
0-4	Admission denied.