

DIPLOMA OF EARLY CHILDHOOD EDUCATION

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Responsible Officer	Head of Faculty (Education) Dean

1. Purpose

This policy describes the principles and procedures that govern the selection and admission of students into the Diploma of Early Childhood Education by Proteus Technologies Pty Limited (trading as the Ikon Institute of Australia, also referred to as Ikon).

2. Scope

The policy applies to all domestic students seeking admission into the Bachelor of Early Childhood Education. It should be read in conjunction with the *Domestic Student Admissions Policy*. It does not apply to international students. International students seeking admission to a course of study at Ikon should refer to the *International Student Selection & Admission Policy*.

3. Related Documents

This policy should be read in conjunction with the following documents:

- Domestic Student Admissions Policy
- International Student Admissions Policy
- Admissions Statement Guidelines for Work Life Applicants
- Student Handbook
- Inclusion, Diversity & Equity Policy
- Reasonable Adjustment Policy
- Deferral, Withdrawal, Refund and Tuition Assurance Policy
- Grievance & Appeals Policy

All policies and any associated forms referenced in this document can be downloaded from the *Policies & Procedures* section of the institutional website at ikon.edu.au/policies-procedures/.

For further information see TEQSA National Register www.teqsa.gov.au/national-register.

The Diploma of Early Childhood Education is a higher education course of study that provides students with the foundation knowledge of educational theory and approaches to the development and care of children from birth to five years. It provides students with the knowledge and skills to plan, develop and implement appropriate play-based curriculum that recognises children's individual interests and needs at different stages of development. Students will also be introduced to the principles of diversity and inclusion in relation to their roles as educators. Their ability to apply this knowledge and skills in the workplace is developed through two professional experience placements in an early childhood education and care setting. Graduates will be equipped with the skills to reflect on their own practice as diploma-level early childhood educators.

The importance of access to early childhood education and care and its long-term benefits is well recognised. Graduates can find employment as early childhood educators in long day care centres and pre-schools in the birth to five setting. Graduates wishing to advance their learning in early childhood education and care may be eligible for further undergraduate study such as a Bachelor Degree in early childhood education.

The course consists of sixteen units of equal weight with a professional experience placement requirement. A full-time load of study is eight units per year. It is possible to complete the Diploma of Early Childhood Education in a minimum of two years (full-time study mode) or a maximum of four years (part-time study mode). Students have the flexibility to vary their study load and enrolment pattern according to their individual needs to accelerate their pace through the course (subject to approval and unit availability). The achievement of learning outcomes will be measured using a variety of formative and summative assessment activities, requiring both individual and group work, including in-class activities; examinations, essays, reports, presentations and learning experience plans.

The Diploma of Early Childhood Education is delivered at the Sydney and Melbourne Campuses and is a higher education course recognised under the Australian Qualifications Framework

Professional Accreditation

The course is accredited by the Australian Children's Education and Care Quality Authority (ACECQA) as an approved Early Childhood Teacher qualification under the National Quality Framework. Graduates will be eligible for teacher accreditation recognition via their relevant state regulatory authority. The course will not achieve primary teacher registration.

4. Essential Requirements for Admission

- 4.1 Applicants will be admitted into the Bachelor of Early Childhood Education at Ikon where they:
 - a) satisfy the admission criteria most relevant to their circumstances
 - b) satisfy the general admission criteria
 - c) satisfy the course specific admission criteria
 - d) meet the published English Language proficiency requirements
 - e) agree to abide by the conditions of enrolment as outlined in the Offer Acceptance Declaration
 - f) be typically 18 years of age at course commencement
- 4.2 Ikon has a range of admission pathways available to applicants of all circumstances and academic backgrounds. Admission pathways into a higher education course of study are categorised into four groups as per the joint Sector and Australian Government [Admissions Transparency Implementation Plan](#) (Applicant Groups A-D). Each Applicant Group is described in detail at [Section 6. Admission Criteria](#) and you should choose the group most relevant to your circumstances and academic background.
- 4.3 If you have any questions about the best applicant group for your circumstances, please contact Admissions on 1300 000 933 or at email admissions@ikon.edu.au.

5. Student Profile

Table 1 below gives an indication of the likely peer cohort for new students at Ikon*. It provides data on students who commenced in this course in the most relevant recent intake period, including those admitted through all offer rounds and international students studying in Australia.

* NOTE: There is no data available for the Diploma of Early Childhood Education as the first delivery will be in 2021. The table will be updated after the first intake in Trimester 1, 2021.

STUDENT PROFILE 2020		
DIPLOMA OF EARLY CHILDHOOD EDUCATION		
Applicant Background	Number of Students	Percentage of Students
A. Applicants with Higher Education (HE) Study <i>includes bridging courses and internal articulation by credit transfer</i>		
B. Applicants with Vocational Education & Training (VET) Study		
C. Applicants with Work & Life Experience		
D. Applicants with Recent Secondary Education <ul style="list-style-type: none"> • Admitted solely on the basis of ATAR regardless of whether this includes the impact of adjustment factors such as subject, remote or access adjustments • Admitted where both ATAR and additional criteria were considered <i>for example, portfolio of work, extra test, early offer conditional on minimum ATAR</i> • Admitted on the basis of other criteria only and ATAR was not a factor <i>for example, special consideration, interview alone, school recommendation scheme with no minimum ATAR requirement</i> 		
International Students		
All Students		

Table 1: Student Profile for the Diploma of Early Childhood Education (2020)

6. Admission Criteria

A. Applicants with Recent Secondary Education (within the past two years)

Recent Year 12 Secondary School Applicants

- 6.1 To gain admission to the Diploma of Early Childhood Education, Secondary Education Applicants must have completed an Australian Year 12 Senior Secondary Certificate (or equivalent) within the last two years and achieved a minimum ATAR (or Selection Rank) of 60. For information on how a Selection Rank is calculated see [ATAR Adjustment Factors](#) below.
- 6.2 Secondary Education Applicants who are 17 years of age at the time of application may be admitted where they will turn 18 years during the first six months of their study with Ikon. Applications will be referred to the Head of Faculty (Education) for final decision.
- 6.3 All Secondary Education Applicants must present evidence of the completion of their Australian Senior Secondary Certificate (or equivalent) and evidence of an ATAR where one has been obtained. International Baccalaureates will be checked against authorised schools.

ATAR Adjustments Factors

- 6.4 Secondary Education Applicants who do not meet the minimum ATAR requirement may still be considered for admission through alternate admission arrangements. This may include ATAR adjustment factors in recognition of strong academic performance, remote or rural residence, and/or hardship suffered during their secondary school studies. The three categories covered are Subject Adjustments, Remote Access and Equity Access.
- 6.5 Where eligible, adjustment factors will be awarded added to an applicant's ATAR to achieve the minimum Selection Rank of 60 required for admission to the Diploma of Early Childhood Education. Eligible applicants may be awarded up to a maximum of ten adjustments across all three categories.
- 6.6 Applicants may also be eligible to complete an online tertiary admissions test.
- 6.7 The [Subject Adjustment Factors](#) relevant to this course are outlined in Table 3 overleaf.
- 6.8 For information about other access and equity pathways, please refer to the *Domestic Student Admissions Policy*.

ATAR Adjustment Profile

- 6.9 Table 2 below gives an indication of the types of adjustments to ATAR-based admissions specific to the Diploma of Early Childhood Education for example, subject adjustments.

* There is currently no data available for this course. The table will be updated after the first intake in Trimester 1, 2021.

ATAR RELATED ADJUSTMENT PROFILE 2020		
BACHELOR OF EARLY CHILDHOOD EDUCATION		
ATAR BASED OFFERS	ATAR	Selection Rank
<i>ATAR-based offers only across all campuses</i>	<i>excl. adjustment</i>	<i>ATAR + adjustment</i>
Highest Rank to receive an offer		
Median Rank to receive an offer		
Lowest Rank to receive an offer		
Key: L/N indicates low numbers less than 5 ATAR-based offers made N/P indicates figure is not published if less than 25 ATAR-based offers made		

Table 2: ATAR Related Adjustment Profile

Additional Criteria

- 6.10 Secondary Education Applicants may be required to sit an online tertiary admissions test to demonstrate their ability to successfully meet the academic requirements of higher education study.

Subject Adjustment Factors

- 6.11 Applicants who have completed their senior secondary education within the past two years, may be considered for Subject Adjustments based on their academic results. A maximum of five Subject Adjustments may be added to an ATAR to calculate the Selection Rank which may be used for entry into the Diploma of Early Childhood Education. This number contributes to the maximum ten adjustment factors permitted.
- 6.12 Applicants who completed other Australian Senior Secondary equivalent in Queensland or overseas are eligible to apply for admission and adjustment factors. Comparisons will be made using the [ATAR/OP Comparison Table](#), [Overseas Secondary Qualifications](#), [UAC Rank Conversion Table](#) and [Interstate Year 12 Courses & Results](#) published by the University Admissions Centre (UAC).
- 6.13 Eligible subjects and their corresponding adjustment allocation are show in Table 3 below.

ATAR RELATED ADJUSTMENTS FOR SENIOR SECONDARY APPLICANTS INTO THE DIPLOMA OF EARLY CHILDHOOD EDUCATION					Subject Adjustments
Subject		NSW HSC Band	VIC VCE Score	QLD OPI Grade	
English	Advanced	Band 4	30-34	H	1
		Band 5	35-40	VH	2
		Band 6	41+	VH	3
	Extension 1 & 2	E3	30-40	H	2
E4		41+	VH	3	
Mathematics	Mathematics	Band 4	30-34	H	1
		Band 5	35-40	VH	2
		Band 6	41+	VH	3
	Extension 1 & 2	E3	30-40	H	2
E4		41+	VH	3	
HSIE	Aboriginal Studies Business Studies Economics Legal Studies Society & Culture	Band 4	30-34	H	1
		Band 5	35-40	VH	2
		Band 6	41+	VH	3
PDHPE	Community & Family Studies Personal Dev., Health & PE	Band 4	30-34	H	1
		Band 5	35-40	VH	2
		Band 6	41+	VH	3
Creative Arts	Creative Arts Dance Drama Music Visual Arts Visual Design	Band 4	30-34	H	1
		Band 5	35-40	VH	2
		Band 6	41+	VH	3
Languages	All	Band 4	30-34	H	1
		Band 5	35-40	VH	2
		Band 6	41+	VH	3
Technology	Design & Technology Food Technology Information Processes & Tech. Software Design & Dev.	Band 4	30-34	H	1
		Band 5	35-40	VH	2
		Band 6	41+	VH	3

Table 3: Subject Adjustment Allocation (maximum of five permitted)

B. Applicants with Higher Education (HE) Study

HE Applicants

- 6.14 To gain admission to the Diploma of Early Childhood Education, HE Applicants must have completed, or partially completed at least one study period (ie. semester) of an accredited higher education qualification within the last ten years. Applicants must present evidence of the completion of their qualification and academic results.

C. Applicants with Vocational Education & Training (VET) Study

VET Applicants

- 6.15 To gain admission to the Diploma of Early Childhood Education, VET Applicants must have completed a VET qualification at Certificate III level or higher within the last five years. Applicants must present evidence of the completion of their qualification and academic results.
- 6.16 VET Applicants who are 17 years of age at the time of application may be admitted where they will turn 18 years during the first six months of their study with Ikon. Applications will be referred to the Head of Faculty (Education) for final decision.

Credit Transfer

- 6.1 Upon completion, graduates of the Diploma of Early Childhood Education qualification awarded Ikon may gain entry by way of credit transfer into the third year of the Bachelor of Early Childhood Education delivered by Ikon. Applicants should submit an 'Application for Course Credit' to experience@ikon.edu.au during the last trimester of their Diploma of Early Childhood Education.

D. Applicants with Work Life Experience

Work/Life Applicants

- 6.2 Applicants who left senior secondary school more than two years ago, and have not undertaken accredited VET or HE study, may gain entry to the Diploma of Early Childhood Education in recognition of their work and life experience. This may include any non-award courses.
- 6.3 Work/Life Applicants must be at least 21 years of age on 1 January in the year they intend to commence the Diploma of Early Childhood Education.
- 6.4 Work/Life Applicants must submit a 300-500 word written admission statement outlining their reasons for undertaking the course and addressing at least two of the following criteria:
- Preparations undertaken for Academic Study
 - Interpersonal & Communication Skills
 - Achievements & Experience
 - Knowledge & Skills
 - Equity Access Considerations (if applicable)
- 6.5 The intention of the written statement is to evidence self-directed application of knowledge and independent judgement to outline how the knowledge, skills and personal qualities gained to date can support the applicant's potential to succeed in their studies at Ikon. The statement should include evidentiary documentation such as a resume, portfolio of work, references, volunteer certificates, professional memberships, certificates of completion for non-award study etc.
- 6.6 For more information on writing your supporting statement, please refer to the *Written Statement Guidelines for Work Life Applicants*. The guidelines can be accessed under Admissions Statements on the Application Process page of the website accessed via ikon.edu.au/application-process/.

7. General Admission Criteria

Pre-Interview Questionnaire

- 7.1 All applicants are required to complete an online Pre-Interview Questionnaire to capture information about their interests, wellbeing and personal circumstances that may impact their studies. The data provided is confidential and is used only to assist students to successfully meet the requirements of their chosen course of study. This information is crucial to provide tailored and structured support to promote participation and achievement.
- 7.2 The Pre-Interview Questionnaire will be provided via email by the Admissions Team following assessment of the online application. Applications without a completed questionnaire may not be accepted for assessment.

Personal Teaching Statement

- 7.3 All applicants are required to submit a personal teaching statement of 500 words outlining their reasons for wanting to become an early childhood teacher. This document should be submitted to the Admissions Team with the completed Pre-Interview Questionnaire. Applications without a personal teaching statement may not be accepted for assessment.

Interview

- 7.4 All applicants must participate in an interview. Where an applicant lives interstate, in a rural area or has not yet arrived in Australia, the interview can take place via Skype. Applicants who do not attend an interview may not be accepted for assessment.

8. Compulsory Course Requirements

Professional Experience Requirements

- 8.1 Students must successfully complete four professional experience subjects (placements) to be eligible to graduate. Some placements require full-time attendance.

Clearance Requirements for Working with Children

- 8.2 Current legislation requires individuals who work or volunteer with children to have the appropriate clearances to ensure child-safe working environments. Students enrolled in the Diploma of Early Childhood Education are therefore required to obtain a clearance before they can undertake professional experience placements and complete assessment tasks which require observation of children or collaboration with staff at an early childhood education and care service. Each state and territory have their own procedures and requirements. In NSW and Victoria, this is called a Working with Children Check. In Queensland, it is called a Blue Card.
- 8.3 The process also involves a national criminal history check. International students must provide police check documentation from their country. A domestic student who has lived overseas for twelve months or more since reaching the age of eighteen must provide a police check from each country for the relevant period of time.
- 8.1 Clearances can take six weeks to process, sometimes longer if there is a name match, or if a student has a criminal history. Applicants with a criminal history are advised to complete this process prior to enrolment as any disclosable offences are likely to significantly impact receipt of the necessary clearances.
- 8.2 Evidence of the appropriate clearances must be provided before Census Date for the **Diversity & Equity** unit to avoid academic and financial penalty. Students will need to provide a copy of their clearances to the Service Director before they can commence assessments in this subject or participate in placement. The requirements of the course cannot be met if all assessments and placements are not completed.

9. English Language Proficiency Requirements

- 9.1 Admissions to the Diploma of Early Childhood requires a minimum level of English proficiency. The requirements are specific to ensure students have the level of proficiency in reading, writing, listening and speaking English to participate in and complete their early childhood education studies.
- 9.2 International applicants and domestic applicants who have not completed previous study (including secondary school education) in which English was the instructional language must evidence they meet the English Language Proficiency Requirements. A sample of tests are summarised below:

IELTS Academic Band Score	Overall 6.5 (no single band score <6.5)
Cambridge CAE Score	176
Pearson PTE Academic Score	58
TOEFL iBT Score	79-93

- 9.3 All applicants must provide a certified copy of their test scores as evidence of satisfying the minimum English Language Proficiency Requirements.

HOW TO APPLY

10. Making an Application

- 10.1 Students applying for entry into a course of study at the Ikon Institute of Australia must complete the Online Application for Enrolment Form and provide the required evidence to support their application. The [Online Application for Enrolment Form](#) can be accessed via the institution website.
- 10.2 Students must then complete a pre-interview questionnaire and upload their personal teaching statement. The screening questionnaire is sent to applicants by email by the Admissions Team following assessment of their online application.
- 10.3 Pre-interview questionnaires and personal teaching statements are reviewed by Admissions and the applicant may then be requested to participate in their admission interview. Incomplete or unsuccessful applications will not progress to interview and the applicant notified.
- 10.4 Applicants complete their interview. Where an applicant lives interstate, or in a remote area, the interview may take place via video-conference.
- 10.5 Applications, including all supporting evidence and interview participation, are assessed against set admission criteria. Applications will be considered and assessed in order of receipt and will not be pooled (held for competitive selection)

11. Selection Process

- 11.1 Admission decisions will be made with fairness and integrity.
- 11.2 Ikon has the authority to accept or refuse an application for admission based on the information provided during the application process, including the interview process, and the applicant satisfying the requirements for entry to the Diploma of Early Childhood Education.
- 11.3 Admission decisions may be referred to the Head of Faculty (Education) or Dean. The Head of Faculty (Education) has overall responsibility for admission decisions based on whether the applicant is deemed capable of succeeding in their course requirements.
- 11.4 Applicants will be sent written notification of the decision.

12. Offer of Admission

- 12.1 Successful applicants will receive an offer of admission via a Letter of Offer.
- 12.2 A valid offer of admission can only be made in writing via a Letter of Offer from the Admissions Team. Ikon may make an offer of admission to an applicant for a course that is different from the course for which the application was made.
- 12.3 Any offer of admission that is conditional on the provision of relevant academic or personal information may be withdrawn the information requested is not provided by the due date specified in the Conditional Letter of Offer (see [Refusal of an Application or Withdrawal of an Offer](#)).

13. Refusal of an Application or Withdrawal of an Offer of Admission

- 13.1 A decision may be made to refuse an application for admission where an applicant:
- does not meet the general admission criteria or criteria specific to their course of interest
 - has not provided admission related information within the specified timeframe
 - has provided false, inaccurate and/or incomplete information
 - has not disclosed prior academic or non-academic misconduct
 - has not disclosed previous or pending convictions
 - has not met the requirements of a conditional offer by the set deadline
- 13.2 Applicants will be advised of the decision in writing and their right to appeal (see [Appeal an Admission Related Decision](#)).
- 13.3 Where an application for admission has been refused, or an admission offer withdrawn, the applicant is excluded from making further applications to Ikon for a period of twelve months from the date of the decision letter. The applicant may reapply at the end of the exclusion period.

ENROLMENT

14. Acceptance of Offer

- 14.1 The Letter of Offer requests applicants carefully read through the document to ensure their personal details are correct and that they understand the conditions of enrolment at Ikon. To accept their place in the Diploma of Early Childhood Education, students must sign and return the Offer Acceptance Declaration.

15. Confirmation of Enrolment

- 15.1 On completion of the enrolment process, the student will be sent a Confirmation of Enrolment which includes a student number, Student Learning System login, course timetable and the details for orientation. Orientation is compulsory for all new students. It is held at the commencement of the course and is an opportunity to welcome students and ensure they have access to the key information and services available to support their transition to tertiary study.

16. Deferring Commencement

- 16.1 Where a student wishes to defer their enrolment and the delay their commencement of study date, the student must lodge an application outlining the reasons for the request. For more information, see the institute's *Deferral, Withdrawal, Refund and Tuition Assurance Policy*.

17. Recognition of Prior Learning

- 17.1 Applicants may be eligible for subject exemption in recognition of prior learning. Where eligible, this could result in course credit granted via the grade of Advanced Standing (AS).
- 17.2 Recognition of Prior Learning is an assessment process used to determine the extent to which a student has achieved the required learning outcomes of a subject. Where course credit is granted, the student is exempt from attending that particular subject in order to complete their course.
- 17.3 Applicants must make application for course credit. It is not applied automatically. Applications should be submitted as soon as possible prior to enrolment, but at least seven days prior to Census Date. Applications will not be accepted after Census Date.
- 17.4 For more information, see the institute's *Recognition of Prior Learning & Credit Policy*.

18. Waiver of Entry Requirements

- 18.1 In cases where an applicant does not meet the course admission requirements but can demonstrate they are capable of completing the requirements of the course, the Head of Faculty may waive the requirements. In these cases, the Head of Faculty must report the decision to the Dean.

19. Appeal an Admission Related Decision

- 19.1 An applicant who is dissatisfied with an admission related decision may lodge an appeal with Ikon. Any appeal will be conducted as outlined in the institute's *Grievance & Appeals Policy*.
- 19.2 An appeal can be initiated by lodging an 'Application for Appeal' with the Grievance Officer via mailbox appeals@ikon.edu.au. The policy and application form can be downloaded from the Policies & Procedures section of the institutional website at ikon.edu.au/policies-procedures/.

20. Where to get further information

- 20.1 Policies are published and provided to students, prospective students and staff via the Ikon Institute of Australia website to ensure that all have access to up to date and accurate information. See *Policies & Procedures* section of institutional website at ikon.edu.au/policies-procedures/.
- 20.2 To discuss admission to the Diploma of Early Childhood Education, or if you have any questions about the application process, please contact a Course Advisor on 1300 000 933 or email admissions@ikon.edu.au.