

Domestic Student Admissions Policy

1. Purpose

This policy describes the principles and procedures that govern the selection and admission of students into a course of study offered 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 a course of study at the Ikon Institute of Australia that leads to an award under the Australian Qualifications Framework (AQF). It does not apply to non-AQF qualifications or international students. International students seeking admission to a course of study at Ikon should refer to the *International Student Admission Policy*.

3. Related Documents

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

- Course Specific Admission Policies
- Student Orientation Handbook
- Inclusion, Diversity & Equity Policy
- Reasonable Adjustment Policy
- Deferral, Withdrawal, Refund and Tuition Assurance Policy
- Grievance Policy and Procedures

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

The following schedules are attached to this policy to provide additional information:

Schedule A: Admission Statement Guidelines

Schedule B: Admission Statement Assessment Rubric

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

4. Principles

- 4.1 Selection and admission to a course of study at Ikon Institute of Australia is based on the principles of academic merit, access and equity, fairness and the right to recognition of prior learning.
- 4.2 Ikon will ensure that prospective students are provided with information to enable them to make informed decisions about their studies via the institutional website at ikoninstitute.edu.au or by contacting Ikon directly on 1300 000 993.
- 4.3 Ikon will give all applicants the opportunity to prove themselves capable of completing the course for which they have applied and will provide a duty of care to each applicant to ensure they are not placed in a situation where it is unlikely they can succeed.

ABOUT IKON

Ikon is a higher education provider with a strong focus on the cultivation of professionals who support the mental health and wellbeing of Australians. Ikon has been helping people help others for over 25 years.

Ikon aims to create a difference through learning and continued professional education. The goal of Ikon is to develop professionals with the therapeutic skills to contribute to an international community committed to social change, community building and individual healing.

Ikon's Bachelor Degree courses in creative therapies, psychotherapy and counselling provide individuals with the skills and knowledge to move forward with rewarding careers as therapists. Ikon students are diverse but are connected by a common desire to make a positive difference in the lives of others.

Connect with Like-Minded Individuals

Classes are typically conducted in a workshop style environment allowing you to learn, develop and practice in an open forum of like-minded people. Students will be exposed to a broad range of contrasting theories and therapeutic modalities that will enable them to select appropriate techniques and methods for their future clients.

Personalised Educational Experience

Ikon provides a personalised educational experience that incorporates small class sizes with greater opportunity for guidance, increased time on tasks, tailored instruction and supported classroom participation. Ikon's expert lecturers deliver theoretical and experiential learning to help students become career-ready art therapists, counsellors or psychotherapists. Ikon has helped many individuals start their career or supplement their skills as an existing practitioner.

Campus locations

Adelaide	Level 3,127 Rundle Mall, Adelaide, SA 5000
Brisbane	16 Brookes Street, Bowen Hills, Brisbane, QLD 4006
Sydney	Level 1, 65 York St, Sydney, NSW 2000
Melbourne	Level 7, 341 Queen Street, Melbourne, VIC 3000
Perth	Unit 12, Wellington Fair, 40 Lord Street, East Perth, WA 6004

Open Days & Campus Tours

Open Days are offered at each campus throughout the year and the dates posted to the institute website. For more information visit <https://ikoninstitute.edu.au/open-day/>

A campus tour is a personalised individual experience and these are available all year round. They are a great opportunity to see the facilities and ask questions about study, the course, career paths, pathway programs and industry opportunities. Contact info@ikon.edu.au to arrange a personal tour.

2020 Intake Dates

March 2020, June 2020, September 2020

For more information visit <https://ikoninstitute.edu.au/application-process/>

Contact

Telephone	1300 000 933
Email	info@ikon.edu.au
Website:	www.ikoninstitute.edu.au

ADMISSION CRITERIA

Students will be accepted into a course of study at Ikon where they meet the general admission criteria.

5. General Admission Criteria

- 5.1 Applicants will be admitted into a course of study at Ikon where they meet the following criteria:
 - a) satisfy the admission criteria for the Applicant Group most relevant to their circumstances
 - b) satisfy the additional admission criteria for all applications
 - c) satisfy any course specific admission criteria relevant to their chosen course
 - d) meet the published English Language Proficiency Requirements for their course of interest
 - e) be at least 18 years of age at course commencement
 - f) abide by the conditions of enrolment as outlined in the Offer Acceptance Declaration
- 5.2 The above admission criteria apply to entry to all courses of study at Ikon.
- 5.3 Ikon has a range of admission pathways available to students of all circumstances and academic backgrounds.
- 5.4 The 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](#). Each Applicant Group is described below and, when applying to study a higher education course of study at Ikon, you should choose the group most relevant to your circumstances and academic background.
- 5.5 If you have any questions about the best applicant group for your circumstances, please contact a Course Advisor on 1300 000 933 or at email info@ikon.edu.au.

(click here to go to [Section 9 Applicant Groups](#))

6. Additional Criteria for All Applicants

Interview

- 6.1 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 video-conference. Applicants who do not attend an interview may not be accepted.

Pre-Interview Questionnaire

- 6.2 All applicants are required to complete a pre-interview questionnaire to capture information about their interests, wellbeing and personal circumstances that may impact their studies at Ikon.
- 6.3 The data provided is completely 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.
- 6.4 A link to the questionnaire will be provided via email by the Enrolments Team on receipt of the online Application for Enrolment Form.
- 6.5 Applications without a completed pre-interview questionnaire will not be accepted for assessment.

7. Course Specific Admission Criteria

- 7.1 Due to the nature of the course and the inherent study requirements, some courses may have additional admission criteria specific to the course of study. Applicants should refer to the *Course Specific Admissions Policies* for details.

8. Course Specific Requirements

- 8.1 As part of their course requirements, some students may be required to complete professional experience placements to be eligible to graduate. Some placements require full-time attendance and have specific requirements such as criminal checks. Applicants should refer to the *Course Specific Admissions Policies* for details.

9. Applicant Groups

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

Secondary School Applicants

- 9.1 To gain admission to a higher education Bachelor Degree course of study at Ikon, Secondary Education Applicants must have completed an Australian Senior Secondary Certificate or equivalent within the last two years and achieved the following minimum ATAR (or Selection Rank):

Bachelor of Counselling and Psychotherapy	65
Bachelor of Arts Therapy	65

For information on how a Selection Rank is calculated see Adjustment Factors below.

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 & Alternative Admission Arrangements

- 9.2 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.
- 9.3 Where eligible, adjustment factors will be awarded and added to an applicant's ATAR to achieve a Selection Rank. Eligible applicants may be awarded up to a maximum of ten adjustment factors across all three categories.
- 9.4 Applicants may also be eligible to complete an online tertiary admissions test.
- 9.5 To discuss alternate admission arrangements to support your recent senior secondary education, contact a Course Advisor on 1300 000 933 or email info@ikon.edu.au.

Interstate or Overseas Year 12

- 9.6 Secondary Education 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](#) and [UAC Rank Conversion Table](#) published by the University Admissions Centre (UAC).

B. Applicants with Higher Education (HE) Study

HE Applicants

- 9.7 To gain admission to a higher education course of study at Ikon, HE Applicants must have completed or partially completed of an accredited higher education qualification. Partial completion requires the successful completion of at least one study period.
- 9.8 Applicants must present evidence of the completion of their qualification and academic results.

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

VET Applicants

- 9.9 To gain admission to a higher education course of study at Ikon, VET Applicants must have completed an accredited VET qualification at Certificate IV level or higher.
- 9.10 Applicants must present evidence of the completion of their qualification and academic results.

D. Applicants with Work Life Experience

Work/Life Applicants

- 9.11 Applicants who have completed senior secondary school more than two years prior and have not undertaken accredited VET or HE study may gain entry to a course of study at Ikon in recognition of their professional and life experience. This may include any non-award courses completed in relevant subject areas to the intended course of study at Ikon.
- 9.12 Work/Life Applicants must be at least 21 years of age at 1 January in the year they intend to commence their study at Ikon.
- 9.13 Work/Life Applicants must submit a written admission statement outlining their reasons for undertaking the intended course of study and address at least two of the following criteria:
- Preparations undertaken for Academic Study
 - Interpersonal & Communication Skills
 - Achievements & Experience
 - Knowledge & Skills
 - Equity Access Considerations (if applicable)
- 9.14 The intention of the admission 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.
- 9.15 The admission statement should be between 300 and 500 words.
- 9.16 For more information on writing your supporting statement, please refer to the Written Statement Guidelines at Schedule A to this policy.

Additional Criteria

- 9.17 Work/Life Applicants may be required to sit a Special Tertiary Admissions Test (STAT) to demonstrate their ability to successfully meet the academic requirements of tertiary study.

ADDITIONAL INFORMATION

10. Access & Equity Entry Scheme

- 10.1 The Academic Board ensures admission requirements provide for the selection of students whose probability of success in their chosen course is high. Equity measures and pathways established by Ikon have been structured to ensure that individuals and groups, for whom artificial barriers to admission exist, have the same access to education.
- 10.2 Applicants seeking consideration for circumstances that have negatively affected their admission options may apply for admission via the Access & Equity Entry Scheme. A range of circumstances will be consideration including but not limited to:
- Financial disadvantage
 - Culturally and linguistically diverse background, including refugee status
 - Personal disability or medical condition
 - Family disruption including death, disability, illness, addiction, separation, homelessness
 - Attendance at a rural, remote or disadvantaged high school, or disrupted schooling
 - Discrimination, harassment or bullying based on personal characteristics
- 10.3 Applicants who seek access and equity consideration should submit a written impact statement outlining the circumstances, how the disadvantage affected preparation for tertiary study, and the transferrable skills and personal qualities that will support their potential to succeed in their studies. The statement should be 300-500 words and attach evidentiary documentation including a statement of support verifying your circumstances from someone who is not a family member.

11. Aboriginal and Torres Strait Islander Entry Scheme

- 11.1 The Aboriginal and Torres Strait Islander Entry Scheme enables Aboriginal and Torres Strait Islander people to apply for entry to a course of study at Ikon via an educational access pathway. Applicants who identify as Aboriginal and/or Torres Strait Islander may apply for entry by submitting a written impact statement outlining how prior study, work and life experience will support their potential to succeed in their studies. The statement should be 300-500 words and must include evidence of Aboriginal and/or Torres Islander descent.

12. English Language Proficiency Requirements

- 12.1 Admissions to all courses of study at Ikon require a minimum level of English proficiency. The requirements are specific to each course to ensure students have the level of proficiency in reading, writing, listening and speaking English to participate in and complete their studies.
- 12.2 International applicants and domestic applicants who have not completed secondary school education (or higher) in a country in which English was the instructional language must evidence they meet the English Language Proficiency Requirements for their intended course of study at Ikon.
- 12.3 Ikon publishes the minimum English Language Proficiency Requirements for each course in the course description. The minimum test scores are summarised in the table below (however some courses may have higher requirements):

IELTS Academic Band Score	Overall 6.0 (no single band score <6.0)
Cambridge CAE Score	169
Pearson PTE Academic Score	50
TOEFL iBT Score	60-78

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

HOW TO APPLY

13. Selection Process

- 13.1 Students applying for entry into a course of study at the Ikon Institute of Australia must complete the appropriate Application Form and provide the required evidence to support their application.
- 13.2 Heads of Faculty, and/or the Dean, may make admission decisions with fairness and integrity, based on information provided during the application process including the interview process. They have the authority to accept or reject any application solely on admission criteria.
- 13.3 Heads of Faculty, and/or the Dean, are responsible for decisions to admit applicants, based on whether the applicant is deemed capable of succeeding in their course requirements.
- 13.4 Applications will be considered and assessed in order of receipt and will not be pooled (held for competitive selection).

14. Making an Application

- 14.1 Applicants must complete the [Online Application for Enrolment Form](#) and
- 14.2 Also complete the Confidential Questionnaire which is sent to applicants following submission of their online application
- 14.3 Applications are checked for completeness by Ikon and the applicant is then requested to participate in their admission interview. Incomplete applications will not be accepted, and the applicant notified.
- 14.4 Applicants complete the interview process. Where an applicant lives interstate, or in a remote area, the interview may take place via video-conference.
- 14.5 Applications are assessed by the Enrolments Team and determined by the Head of Faculty or Dean against the admission criteria. A decision is made to accept or reject the application based on the applicant satisfying the requirements for entry to the intended course of study.
- 14.6 Applicants are sent written notification of the decision. Successful applicants are sent a letter of offer to study at Ikon. Unsuccessful applicants are advised of the reasons for the decision and their right to appeal.

ENROLMENT

15. Acceptance of Offer

- 15.1 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 course, students must sign and return the declaration attached to the Letter of Offer

16. Confirmation of Enrolment

- 16.1 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.

17. Recognition of Prior Learning

- 17.1 All applicants may be eligible for course credit in recognition of prior learning. Where eligible, this could result in course credit granted via the provision of Advanced Standing.
- 17.2 Applicants must make application for course credit. It is not applied automatically. Applications should be submitted as soon as possible and prior to enrolment. Applications will not be accepted after Census Date. For more information, see Recognition of Prior Learning and the institute's *Recognition of Prior Learning & Credit Policy*.

18. Deferment

- 18.1 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*.

19. Fees

- 19.1 The indicative tuition fees for each course of study at Ikon can be found at the 'Fees & Payment Options' tab under the Apply section of the institution website.
- 19.2 Students must meet the liability for tuition fees by Census Date each trimester, having either:
- paid in full all tuition fees upfront
 - paid part of their tuition fees upfront and deferred the balance through FEE-HELP assistance
 - deferred their entire tuition fee liability through FEE-HELP assistance
- 19.3 For more information, see the institute's *Deferral, Withdrawal, Refund and Tuition Assurance Policy*.

20. Refusal of Enrolment

- 20.1 Enrolment may be refused to applicants who would otherwise be eligible for admission in the following circumstances, including but not limited to:
- the applicant is unable to satisfy the inherent requirements of the course
 - the applicant's conduct provides reasonable grounds to exclude the person from study
 - the applicant has outstanding fees owing to Ikon Institute of Australia

21. Waiver of Entry Requirements

- 21.1 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.
- 21.2 In these cases, the Head of Faculty must report the decision to the Dean.

22. Appeals

- 22.1 An applicant who is dissatisfied with a decision regarding an application for admission may lodge an appeal with Ikon.
- 22.2 An appeal may only be lodged on the grounds that this policy has not been followed. Any appeal will be conducted as outlined in the institute's *Grievance & Appeals Policy*.
- 22.3 A decision of the Grievance Committee is final. If an applicant is not satisfied with the outcome an external appeal may be conducted as described in the *Grievance & Appeals Policy*.

FINANCIAL ASSISTANCE

23. FEE-HELP Loan Assistance

- 23.1 Domestic students, who do not choose to pay their tuition fees upfront, have access to the Government FEE-HELP loan assistance plan to pay their fees. FEE-HELP is available to full-time and part-time domestic students enrolled in a course of study at Ikon.
- 23.2 Domestic students wishing to access FEE-HELP Loans must meet the eligibility criteria as defined in the *Higher Education Support Act 2003* and complete the eCAF form prior to Census Date.
- 23.3 The '*FEE-HELP Information Booklet*' and the '*FEE-HELP Student Brochure*' provide additional information and can be downloaded from the [Fees & Payment Options](#) section of the website.

24. Fee Refunds

- 24.1 The college fee refund policies outline the grounds by which a student may be eligible for a refund of course tuition fees. However, Ikon may, in its absolute discretion, grant a partial or full refund where they determine there are extenuating or compassionate circumstances. Each student acknowledges and agrees to the terms of the college refund policy when signing the student declaration contained in their Letter of Offer to study at Ikon.
- 24.1 If a student cancels (withdraws) or defers their enrolment they must do so before the relevant Census Date to avoid incurring academic and financial penalty. Refunds will not be made for trimester fees once the Census Date of that trimester has passed, unless there are deemed to be extenuating or compassionate circumstances. For more information about tuition fee refunds and re-crediting a FEE-HELP balance, please refer to the Tuition Fee Refund Policy for Domestic Students and the Enrolment Policy.

OTHER

25. Roles and Responsibilities

- 25.1 The Academic Board is responsible for approving course admission requirements as part of the course development and review process.
- 25.2 Heads of Faculty are responsible for coordinating selection and course admission activities.
- 25.3 The Marketing & Admissions Team is responsible for publishing the course admission criteria, selection tasks and selection methodology for each course on offer.
- 25.4 Applicants are responsible for ensuring the information submitted during the application process is true, correct and complete. False information and non-disclosure about previous experience, academic skill level and ability to work with vulnerable groups could impact academic progression and the successful completion of course requirements.

26. Publication

- 26.1 This policy is to be published and provided to students, prospective students and staff on the Ikon Institute of Australia website www.ikoninstitute.edu.au to ensure that each group has access to up-to-date and accurate information.

STUDENT PROFILE

The table below indicates the likely peer cohort for new students at Ikon. It provides data on students that commenced undergraduate study and passed the census date in 2019, including those admitted across all campuses, and international students studying in Australia.

FULL YEAR INTAKE 2019		
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>	42	17.4%
B. Applicants with Vocational Education & Training (VET) Study	82	34.0%
C. Applicants with Work & Life Experience	75	31.1%
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 	L/N	N/P
<ul style="list-style-type: none"> Admitted where both ATAR and additional criteria were considered for example, portfolio of work, audition, extra test, early offer conditional on minimum ATAR 	0	0%
<ul style="list-style-type: none"> Admitted on the basis of other criteria only and ATAR was not a factor for example, special consideration, audition alone, school recommendation scheme with no minimum ATAR requirement 	L/N	N/P
International Students	39	16.8%
All Students	241	100%
L/N	Low numbers, the number of students is <5	
N/A	Data not available for this item	
N/P	Not published, the number is hidden to prevent calculation where number is <5	

Policy Information & History

Policy Category	Academic
Policy ID	AD001A
Approved By	Board of Governors
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Endorsed By	Academic Board
Date of Approval	18 April 2019
Previous Versions	17 February 2017, 1 August 2014, 1 July 2011
Next Review Date	January 2022
Government Legislation	TEQSA Act 2011 Higher Education Standards Framework (Threshold Standards) 2015 Admissions Transparency Initiative
Responsible Officers	Dean
Editorial Amendment	8 April 2020
Description	Student Profile (updated with data for 2019 academic year) Policy Title (clarity in line with sector practice) Formatting (updated) Minor Editorial Changes
Approved	8 April 2020
Responsible Officer	Dean

Written Statement Guidelines

Admission Statements

Some applicants are required - or may be asked - to provide a written admission statement outlining their reasons for undertaking the intended course of study and addressing at least two of the following admission criteria detailed in this schedule:

- Preparations undertaken for Academic Study
- Interpersonal & Communication Skills
- Achievements & Experience
- Knowledge & Skills
- Equity Access Considerations (if applicable)

The intention of the written admission statement is to evidence self-directed application of knowledge and independent judgement to outline how the knowledge, skills and personal qualities gained through the individual's professional, community and life experience 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.

The word requirements for each type of course by applicant is outlined below:

Bachelor Degrees	Work/Life Experience Applicants	300-500 words
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Impact Statements

Applicants who seek access and equity consideration should submit a written impact statement outlining the circumstances, how the disadvantage affected preparation for tertiary study, and the transferrable skills and personal qualities that will support their potential to succeed in their studies. This guide may also be helpful.

A range of circumstances will be considered including but not limited to:

- Financial disadvantage
- Culturally and linguistically diverse background, including refugee status
- Personal disability or medical condition
- Family disruption including death, disability, illness, addiction, separation, homelessness
- Attendance at a rural, remote or disadvantaged high school, or disrupted schooling
- Discrimination, harassment or bullying based on personal characteristics

The word requirement for impact statements is 300-500 words.

Statement Criteria

Your written 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 career in that particular industry, and how you can draw from what you have learned from your previous study, work, community and/or life experience to succeed in tertiary study - time management, coping, resilience, problem solving etc.

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 statement.

We look forward to hearing about your experience, your achievements and your personal attributes. Be honest but don't be shy.

Tertiary Preparation

Relates to what you have done to ascertain you are ready for tertiary study. Components of tertiary preparation include tertiary awareness, planning, and the degree to which your case is well thought out in terms of your personal circumstances. Tertiary preparation is linked to tertiary maturity.

- Evidence of knowledge of the course
- Evidence of knowledge of course outcomes
- 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

Interpersonal & Communication Skills

Relates to your ability to communicate clearly with others via written, spoken, and/or visual and non-verbal means. Your ability to interact with others and work in teams, 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

Achievement & Experience

Relates to the degree to which your achievements and experiences are indicative of your tertiary success. Consider sharing how you overcame challenges, how you applied yourself, how you remained focussed. What did you learn about yourself? How can you draw from this experience?

- Level of attainment in previous formal and non-formal studies
- Degree of expertise or achievement demonstrated in community and health, technology, arts, business, management, tutoring, early childhood, administration or any other related discipline/field
- Evidence of outstanding achievement in a particular field or endeavour
- Evidence of specialist knowledge developed through experience
- Nature and extent of experience in a particular field or endeavour
- Good quality references or other supporting information

Knowledge & Skills

Relates to knowledge, skills, abilities and aptitudes relevant to tertiary study and/or specifically relevant to your nominated course. Consider using examples and how you can 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 skills relevant to the intended course or field
- Evidence of knowledge relevant to the intended course or field
- Evidence of awareness of personally effective techniques for managing stress
- Demonstrated ability to work independently and monitor own performance
- Evidence of self-motivation
- Evidence of the application of personally effective learning strategies
- Demonstration of research and planning prior to undertaking a significant task or project
- Demonstration of a systematic approach in pursuing a significant task or project

Equity Access Considerations (if applicable)

Relates to the circumstances or barriers that may have adversely affected your access to education or your academic performance.

- Financial disadvantage
- Culturally and linguistically diverse background, including refugee status
- Personal disability or medical condition
- Family disruption including death, disability, illness, addiction, separation, homelessness
- Attendance at a rural, remote or disadvantaged high school, or disrupted schooling
- Discrimination, harassment or bullying based on personal characteristics

Schedule B

Written Statement Assessment Rubric

Written statements are assessed by the Heads of Faculty to determine eligibility for assessment using the rubric below. Each criterion will be assessed and assigned a value accordingly to give an overall Admission Score.

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.