

# 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 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/](http://ikon.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 [www.teqsa.gov.au/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 [ikon.edu.au](http://ikon.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 private higher education and international education provider in creative therapies, counselling and psychotherapy and early childhood education. 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 is to develop professionals with the knowledge and skills to contribute to an international community committed to social change, healing and learning.

Our higher education courses in creative therapies, psychotherapy and counselling, and early childhood education provide individuals with the skills and knowledge to move forward with rewarding careers. 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 conducted in an environment and style allowing you to learn, develop and practice alongside like-minded people. Ikon provides a personalised educational experience that incorporates small class sizes with greater opportunity for guidance, 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, psychotherapists and early childhood educators. Ikon has helped many individuals start their career or supplement their skills as an existing practitioner or early childhood educator.

### Campus Locations

Adelaide	Level 3, 127 Rundle Mall, Adelaide SA 5000
Brisbane	Level 4, 243 Edward Street, Brisbane QLD 4000
Sydney	Level 1, 65 York St, Sydney NSW 2000
Melbourne	Level 6, 601 Bourke 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 published on our website. For more information visit [kon.edu.au/open-day/](http://kon.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 a Course Advisor on 1300 000 933 or via email [info@ikon.edu.au](mailto:info@ikon.edu.au) to arrange a personal tour.

### Key 2021 Academic Dates

Trimester 1		Trimester 2		Trimester 3	
Orientation Week	8-12 Feb	Orientation Week	24-28 May	Orientation Week	6-10 Sep
Teaching Starts	15 Feb	Teaching Starts	31 May	Teaching Starts	13 Sep
Census Date	9 Mar	Census Date	22 June	Census Date	5 Oct
Teaching Ends	7 May	Teaching Ends	20 Aug	Teaching Ends	3 Dec
Exam Week	10-14 May	Exam Week	23-27 Aug	Exam Week	6-10 Dec

### Contact

Telephone	1300 000 933
Course Enquiries	<a href="mailto:info@ikon.edu.au">info@ikon.edu.au</a>
Admissions Enquiries	<a href="mailto:admissions@ikon.edu.au">admissions@ikon.edu.au</a>
Website:	<a href="http://www.ikon.edu.au">www.ikon.edu.au</a>

## 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 may 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 typically 18 years of age at course commencement
  - f) agree to 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 Admissions on 1300 000 933 or at email [admissions@ikon.edu.au](mailto:admissions@ikon.edu.au).

(click here to go to [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 assess an applicant's suitability for the demands of the course, and ensure tailored and structured support to promote active participation and achievement.
- 6.4 A link to the questionnaire will be provided via email by the Admissions Team on receipt of a completed Online Application for Enrolment Form (see [How to Apply](#)).
- 6.5 Applications without a pre-interview questionnaire, or a pre-interview questionnaire with incomplete information, will not be accepted for assessment and will not proceed to interview until completed.

## 7. Course Specific Admission Criteria & Requirements

- 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.
- 7.2 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.
- 7.3 Applicants should refer to the *Course Specific Admissions Policies* for course specific details.

## 8. Applicant Groups

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

#### *Recent Year 12 Secondary Education Applicants*

- 8.1 To gain admission to a higher education course of study at Ikon, Secondary Education Applicants may have completed an Australian Year 12 Senior Secondary Certificate (or equivalent) within the last two years and achieved the following minimum ATAR (or Selection Rank):

Counselling and Psychotherapy	65
Arts Therapy	65
Early Childhood Education	60

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.

- 8.2 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 study. Applications will be referred to the Head of Faculty for the final decision.

#### *ATAR Adjustments Factors & Alternative Admission Arrangements*

- 8.3 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.
- 8.4 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.
- 8.5 Applicants may also be eligible to complete an online tertiary admissions test.
- 8.6 To discuss alternate admission arrangements to support your recent senior secondary education, contact Admissions on 1300 000 933 or email [admissions@ikon.edu.au](mailto:admissions@ikon.edu.au).

#### *Interstate or Overseas Year 12*

- 8.7 Secondary Education Applicants who completed Year 12 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*

- 8.8 To gain admission to a higher education course of study at Ikon, HE Applicants may have completed or partially completed an accredited higher education qualification within the last ten years. Partial completion means the successful completion of at least one study period ie. at least one semester or trimester.
- 8.9 Applicants must present evidence of the completion of their qualification and academic results.

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

### *VET Applicants*

- 8.10 To gain admission to a higher education course of study at Ikon, VET Applicants may have completed an accredited VET qualification at Diploma level or higher within the last five years.
- 8.11 Applicants must present evidence of the completion of their qualification and academic results.
- 8.12 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 study. Applications will be referred to the Head of Faculty for the final decision.

## D. Applicants with Work Life Experience

### *Work/Life Applicants*

- 8.13 Applicants who 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 (work) and life experience.
- 8.14 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.
- 8.15 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)
- 8.16 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 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.
- 8.17 The written admission statement should be between 300 and 500 words. For more information on writing your admission statement, please refer to Schedule A to this policy and the Admissions Statement Guidelines for Work Life Applicants. The guidelines can be accessed at *Admissions Statements* under Application Process via [ikon.edu.au/application-process/](http://ikon.edu.au/application-process/).
- 8.18 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

### 9. Access & Equity Entry Scheme

- 9.1 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.
- 9.2 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
- 9.3 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.

### 10. Aboriginal and Torres Strait Islander Entry Scheme

- 10.1 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.

### 11. English Language Proficiency Requirements

- 11.1 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.
- 11.2 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.
- 11.3 Ikon publishes the minimum English Language Proficiency Requirements for each course in the course description. The minimum IELTS Academic Band Test Scores (or equivalent) are:
- |                               |  |
|-------------------------------|--|
| Counselling and Psychotherapy | Overall Score 6.0 (with no single band score <6.0) |
| Arts Therapy                  | Overall Score 6.0 (with no single band score <6.0) |
| Early Childhood Education     | Overall Score 6.5 (with no single band score <6.5) |
- 11.4 All applicants must provide a certified copy of their test scores as evidence of satisfying the minimum English Language Proficiency Requirements.

## HOW TO APPLY

### 12. Making an Application

- 12.1 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.
- 12.2 Students must then complete a pre-interview questionnaire. The screening questionnaire is sent to applicants by email by the Admissions Team following assessment of their online application
- 12.3 Pre-interview questionnaires 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.
- 12.4 Applicants complete their interview. Where an applicant lives interstate, or in a remote area, the interview may take place via video-conference.
- 12.5 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)

### 13. Selection Process

- 13.1 Admission decisions will be made with fairness and integrity.
- 13.2 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 intended course of study.
- 13.3 Admission decisions may be referred to the Head of Faculty or Dean. The Head of Faculty has overall responsibility for admission decisions based on whether the applicant is deemed capable of succeeding in their course requirements.
- 13.4 Applicants will be sent written notification of the decision.

### 14. Offer of Admission

- 14.1 Successful applicants will receive an offer of admission via a Letter of Offer.
- 14.2 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.
- 14.3 Any offer of admission that is conditional on the provision of relevant academic or personal information may be withdrawn if 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](#)).

## 15. Refusal of an Application or Withdrawal of an Offer of Admission

- 15.1 A decision may be made to refuse admission, but not limited to, 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
- 15.2 Applicants will be advised of the decision in writing and their right to appeal (see [Appeal an Admission Related Decision](#)).
- 15.3 Where an application for admission has been refused, or an admission offer withdrawn, the applicant is excluded from making further applications 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

### 16. Acceptance of Offer

- 16.1 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 Offer Acceptance Declaration.

### 17. Confirmation of Enrolment

- 17.1 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.

### 18. Deferring Commencement

- 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. Recognition of Prior Learning

- 19.1 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).
- 19.1 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.
- 19.2 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.
- 19.3 For more information, see the institute's *Recognition of Prior Learning & Credit Policy*.



## 20. Fees

- 20.1 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. 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
- 20.2 For more information, see the institute's *Deferral, Withdrawal, Refund and Tuition Assurance Policy*.

## 21. Readmission

- 21.1 A former student who was enrolled in a course of study at Ikon and has since withdrawn or discontinued their enrolment, was excluded from a course for a period of time or had their enrolment cancelled by Ikon, must reapply to resume their study at Ikon.
- 21.2 In addition to the standard application outlined in this policy, former students seeking readmission to the same or a different course, may be required to provide a show cause statement of 500 words to demonstrate why they should be considered for readmission (or reenrolment). A former student's academic progression and conduct during previous periods of enrolment will be considered as part of the assessment process.
- 21.3 Readmission may include conditions relating to the student's reenrolment such as, but not limited to, study load, progression, duration for completion, additional academic support activities, counselling or conduct. Students are required to satisfy all conditions of readmission to maintain their enrolment. Ikon retains the right to cancel a student's enrolment where readmission conditions are not being met or achieved within the set timeframe or in accordance with relevant policy.
- 21.4 Ikon has the right to decline future application on the basis of unsatisfactory academic progression or misconduct, including but not limited to:
- the applicant is unable to satisfy the 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
- 21.5 Applicants will be advised of the decision in writing and, where refused, their right to appeal (see [Appeal an Admission Related Decision](#)).
- 21.6 Where an application for readmission has been refused, or a readmission offer withdrawn, the applicant is excluded from making further applications for a period of twelve months from the date of the decision letter. An applicant may reapply at the end of the exclusion period.

## 22. Waiver of Entry Requirements

- 22.1 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.

## 23. Appeal an Admission Related Decision

- 23.1 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*.
- 23.2 An appeal can be initiated by lodging an 'Application for Appeal' with the Grievance Officer via mailbox [appeals@ikon.edu.au](mailto: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/](http://ikon.edu.au/policies-procedures/).

## FINANCIAL ASSISTANCE

### 24. FEE-HELP Loan Assistance

- 24.1 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.
- 24.2 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.
- 24.3 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.

### 25. Fee Refunds

- 25.1 The *Deferral, Withdrawal, Refund and Tuition Assurance Policy* outlines 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 refund policy when signing the student declaration contained in their Letter of Offer to study at Ikon.
- 25.1 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 *Deferral, Withdrawal, Refund and Tuition Assurance Policy*.

## OTHER

### 26. Roles and Responsibilities

- 26.1 The Academic Board is responsible for approving course admission requirements as part of the course development and review process.
- 26.2 Heads of Faculty are responsible for coordinating selection and course admission activities.
- 26.3 The Marketing Team is responsible for publishing the course admission criteria, selection tasks and selection methodology for each course on offer in consultation with the Head of Faculty and Quality Assurance.
- 26.4 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.

### 27. Publication

- 27.1 This policy is to be published and provided to students, prospective students and staff on the Ikon Institute of Australia website [www.ikon.edu.au](http://www.ikon.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
<b>A. Applicants with Higher Education (HE) Study</b> <i>includes bridging courses and internal articulation by credit transfer</i>	42	17.4%
<b>B. Applicants with Vocational Education &amp; Training (VET) Study</b>	82	34.0%
<b>C. Applicants with Work &amp; Life Experience</b>	75	31.1%
<b>D. Applicants with Recent Secondary Education</b>		
<ul style="list-style-type: none"> <li>Admitted solely on the basis of ATAR regardless of whether this includes the impact of adjustment factors such as subject, remote or access adjustments</li> </ul>	L/N	N/P
<ul style="list-style-type: none"> <li>Admitted where both ATAR and additional criteria were considered for example, portfolio of work, audition, extra test, early offer conditional on minimum ATAR</li> </ul>	0	0%
<ul style="list-style-type: none"> <li>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</li> </ul>	L/N	N/P
<b>International Students</b>	39	16.8%
<b>All Students</b>	<b>241</b>	<b>100%</b>
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	Academic Board
Date of Approval	11 November 2020
Endorsed By	
Date of Approval	
Previous Versions	13, May 2019, 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	15 October 2020
Description	Extend minimum age to 17 years for Applicant Groups A (Year 12) and C (VET) Clarify (reasons to refuse an application) Quantify (exclusion period for reapplication is twelve months) Update (add references and information relevant to School of Education courses) Other Minor Editorial Changes
Approved	11 November 2020
Responsible Officer	Academic Board, 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 Admission 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.

## Admission Statement Criteria

Your written admission 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.

## Academic 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

## Written Statement Assessment Rubric

Written admission statements are assessed by the Head of Faculty to determine eligibility for admission using the rubric below. Each criterion will be assessed and assigned a value 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.