
DOMESTIC STUDENT ADMISSION POLICY

1. Purpose

- 1.1 This policy describes the principles and procedures that govern the selection and admission of domestic students into courses of study offered by Ikon Institute of Australia (Ikon).

2. Scope

- 2.1 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:

- Student Handbook
- Inclusion, Diversity & Equity Policy
- Student Academic Progress Policy
- Reasonable Adjustment Policy
- Enrolment Policy
- Fees and Refunds Policy
- Grievance & Appeals Policy
- Glossary of Terms

All policies and any associated forms referenced in this document can be downloaded from the [Policies & Procedures](#) section of the Ikon website and in the student and staff policy libraries.

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

Schedule A: Student Profile

4. Definitions

"**Domestic Student**" means any applicant that does not require a student visa to study in Australia.

A full glossary of terms can be found [here](#).

POLICY

5. Principles

- 5.1 Selection and admission to a course of study at Ikon is based on the principles of academic merit, access and equity, fairness and the right to recognition of prior learning.
- 5.2 Ikon will ensure that prospective students are provided with information to enable them to

make informed decisions about their studies via the Ikon website at ikon.edu.au or by contacting Ikon directly on 1300 000 993.

- 5.3 Ikon will give all applicants the opportunity to prove themselves capable of completing the course for which they have applied and have a duty of care to ensure applicants are not placed in a situation where it is unlikely they can succeed.
- 5.4 Admission criteria are to be transparent and clearly expressed, with a rules-based objective approach to determine satisfaction of meeting the criteria.
- 5.5 A clear, documented, and efficient admission processes that is customer friendly

6. Roles & Responsibilities

- 6.1 The Academic Board is responsible for approving course admission requirements as part of the course development and review process.
- 6.2 The Registrar is responsible for administering the selection and course admission process.
- 6.3 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 School and Quality Assurance Manager as outlined in the *Information Management Policy*.
- 6.4 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.

7. About Ikon

Courses

- 7.1 Ikon offers the following courses to domestic students:

Higher Education Diplomas

Diploma of Arts Therapy
Diploma of Counselling and Psychotherapy
Diploma of Early Childhood Education

Undergraduate Courses

Associate Degree of Arts Therapy
Associate Degree of Counselling and Psychotherapy
Bachelor of Arts Therapy
Bachelor of Counselling and Psychotherapy
Bachelor of Early Childhood Education

- 7.2 All Ikon courses are accredited by TEQSA and recognised in the [Australia Qualifications Framework](#).

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	Levels 4 and 6, 601 Bourke Street, Melbourne VIC 3000

Open Days & Campus Tours

7.3 Open Days are offered at each campus throughout the year and the dates are published on the Ikon website ikon.edu.au/open-day/.

Key Academic Dates

7.4 Key dates for the upcoming academic year can be found on the Ikon website [here](#).

Enquiries

7.5 All course enquiries are handled by Ikon's friendly team of Course Advisors:

Telephone	1300 000 933
Course Enquiries	info@ikon.edu.au
Admissions Enquiries	admissions@ikon.edu.au
Website:	www.ikon.edu.au

PROCEDURE

8. General Admission Criteria

- 8.1 Applicants may be admitted into a course of study at Ikon where they meet the following criteria:
- satisfy the admission criteria for the Applicant Group most relevant to their circumstances
 - satisfy any course specific admission criteria relevant to their chosen course
 - satisfy the non-academic admission criteria for the course
 - meet the minimum age requirement
 - agree to abide by the conditions of enrolment as outlined in the Offer Acceptance Declaration
- 8.2 The above admission criteria apply to entry to all courses of study at Ikon.
- 8.3 Ikon has a range of admission pathways available to students of all circumstances and academic backgrounds.
- 8.4 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, applicant's should choose the group most relevant to their circumstances and academic background.
- 8.5 If an applicant has any questions about the best applicant group for their circumstances, they can contact Admissions on 1300 000 933 or at email admissions@ikon.edu.au.
- (Click here to go to [Applicant Groups](#))

9. Age Requirement

- 9.1 Applicants who are 17 years of age at the time of application will only be admitted if they will turn 18 years of age within six months their course commencement date.
- 9.2 Work/Life applicants are required to be at least 21 years of age on or before 1 January in the year they intend to commence their study at Ikon.

10. Course Specific Admission Criteria & Requirements

- 10.1 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.
- 10.2 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.

11. Non-Academic Admission Criteria

- 11.1 Applicants must demonstrate they have the course specific inherent qualities and motivations to be successful in the course.
- 11.2 To demonstrate this, applicants will need to complete an online questionnaire as part of the application process.
- 11.3 The information gathered through the questionnaire is crucial to assess an applicant's suitability for the demands of the course.
- 11.4 An applicant's response to the questions will be reviewed, in addition to their academic achievements in order to consider the applicant for a place in the desired course.
- 11.5 In cases where an applicant's responses do not adequately demonstrate their suitability for the course they will not be offered a place in the course.
- 11.6 Applicants will not receive feedback to responses to the questions.
- 11.7 If Ikon requires further information to assess an application, the applicant may be required to attend an interview.

Bachelor of Early Childhood Education (and nested courses)

- 11.8 Applicants for the Bachelor of Early Childhood Education and Diploma of Early Childhood Education must submit an Initial Teacher Education Teaching Statement demonstrating their suitability to teaching with the right mix of qualities to enable them to become an effective early childhood teacher including:
 - the reasons for wanting to become an early childhood teacher and why early childhood teaching is a good career choice for them. Applicants may consider the following points in framing their response:
 - who or what has inspired them to become a teacher
 - why is teaching a good career choice
 - why they are interested in teaching young children
 - what subjects they are interested in teaching and why
 - what does being a good teacher mean
 - what skills and abilities do they have that will make them a good teacher
 - the personal and academic qualities they possess that will enable them to become an effective early childhood teacher. Applicants may consider the following qualities in framing their response:
 - commitment to learning
 - resilience to overcome obstacles, challenges or problems
 - interpersonal and intrapersonal communication skills
 - organisation and planning skills
 - describe one or two leadership, community and/or learning & development activities that they have engaged in. Applicants could include examples of the following in

framing their response:

- school experience or co-curricular participation
- leadership experiences
- work experience
- volunteer or community experience
- support of other learners
- community learning and training experiences
- elite performances and representation
- disadvantage they have overcome including social, cultural or economic, geographical (remote and rural) and personal or health related

11.9 The information gathered from the statement is crucial to assessing an applicant's suitability for the demands of the course in addition to their academic achievements.

11.10 In cases where an applicant's written statement does not adequately demonstrate their suitability for the course they will not be offered a place in the course.

11.11 Applicants will not receive feedback on their written statement.

11.12 If Ikon requires further information to assess an application, the applicant may be required to attend an interview.

Bachelor of Counselling and Psychotherapy / Bachelor of Arts Therapy (and nested awards)

11.13 Applicants for the Bachelor of Counselling and Psychotherapy / Bachelor of Arts Therapy (and nested awards) must complete a questionnaire as part of the application process, demonstrating their suitability and qualities to enable them to become an effective therapist. The questionnaire requires applicants to address the following:

- traits a therapist should possess
- interpersonal relationships abilities and skills
- qualities required to navigate psychological distress
- personal experiences of providing support to someone experiencing life distress
- personal experiences with psychotherapy
- navigation of personal experiences and the skills and resources used to manage and resolve them

11.14 The information gathered through the questionnaire is crucial to assess an applicant's suitability for the demands of the course in addition to their academic achievements.

11.15 In cases where an applicant's responses do not adequately demonstrate their suitability for the course they will not be offered a place in the course.

11.16 Applicants will not receive feedback to responses to the questions.

11.17 If Ikon requires further information to assess an application, the applicant may be required to attend an interview.

Admission Interview

11.1 Applicants may be required to participate in an interview to determine their suitability for the course and related career outcomes.

11.2 The interview will take place via videoconference.

11.3 Applicants who do not attend a required interview may not be accepted.

- 11.4 An applicant's responses in the interview will be assessed by Ikon, in addition to their academic achievements in order to consider the applicant for a place in the desired course.
- 11.5 In cases where an applicant's responses do not adequately demonstrate their suitability for the course, they will not be offered a place in the course.
- 11.6 Applicants will not receive feedback responses at the interview.

12. Applicant Groups

- 12.1 Ikon has a range of academic admission pathways available to students of all academic backgrounds. Each pathway has set academic admission criteria specific to the Applicant Group. When applying to study at Ikon, applicants should choose the Applicant Group most relevant to their academic background and circumstances, see also [Pathway Programs](#)

Recent Year 12 Secondary Education Applicants

- 12.2 To gain admission to an undergraduate 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. For guaranteed entry, applicants must have achieved the following minimum ATAR (or Selection Rank):

Counselling and Psychotherapy	65
Arts Therapy	65
Early Childhood Education	60

- 12.3 Applicants must provide evidence of the completion of their Australian Year 12 Senior Secondary Certificate (or equivalent) and evidence an ATAR where one has been obtained. Overseas equivalency will be determined using the [International Baccalaureate Selection Rank Conversion Table](#) and [Overseas Secondary Qualifications](#) published by the University Admissions Centre (UAC)
- 12.4 Secondary Education Applicants who do not meet the minimum ATAR requirement may still be considered for admission through alternate admission arrangements. This may include recognition of strong academic performance, remote or rural residence, and/or hardship suffered during their secondary school studies.
- 12.5 To discuss alternate admission arrangements to support an applicant's recent senior secondary education, they can contact Admissions on 1300 000 933 or email admissions@ikon.edu.au.

Applicants with Higher Education (HE) Study

- 12.6 To gain admission to a course of study at Ikon, HE Applicants may have completed or partially completed an accredited higher education qualification within the last ten years. For partial completion, a judgement will be made by academic staff regarding the applicant's suitability for the course.
- 12.7 Applicants are required to provide evidence of the completion of their qualification and a copy of their academic results.
- 12.8 Applicants who have undertaken prior higher education studies may also be eligible for subject exemption in recognition of prior learning.

Applicants with Vocational Education & Training (VET) Study

- 12.9 To gain admission to a Bachelor degree course of study at Ikon, VET Applicants must have completed an accredited VET qualification at Diploma level or higher (or equivalent for VET qualifications completed outside of Australia).

12.10 To gain admission to a Diploma course of study at Ikon, VET Applicants must have completed an accredited VET qualification at Certificate III level or higher (or equivalent for VET qualifications completed outside of Australia). Applicants must present evidence of the completion of their qualification and academic results.

Applicants with Work Life Experience

12.11 Applicants who have not undertaken previous study, or completed previous study within the stipulated timeframe, may be admitted in recognition of their work and life experience.

12.12 Work/Life applicants are required to be at least 21 years of age on or before 1 January in the year they intend to commence their study at Ikon.

12.13 Work/Life Applicants are required to 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)

12.14 The intention of the written admission statement is to provide evidence of 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, and certificates of completion for non-award study.

12.15 For more information on writing the admission statement, refer to the Admissions Statement Guidelines for Work Life Applicants via ikon.edu.au/application-process/.

12.16 Work/Life Applicants may be required to sit a Special Tertiary Admissions Test (STAT Multiple Choice and Written English Tests) to demonstrate their ability to successfully meet the academic requirements of tertiary study..

13. Access & Equity Entry Scheme

13.1 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.

13.2 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 considered, including:

- financial disadvantage
- culturally and linguistically diverse background
- 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

13.3 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 their circumstances from someone who is not a family member.

14. Aboriginal and Torres Strait Islander Entry Scheme

14.1 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.

15. Making an Application

15.1 Students applying for entry into a course of study at the Ikon Institute of Australia are required to 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 Ikon's website.

15.2 Incomplete or unsuccessful applications will not progress, and the applicant will be notified.

15.3 Applicants will complete their interview, if required, by videoconference.

15.4 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).

16. Selection Process

16.1 Admission decisions will be made with fairness and integrity.

16.2 Ikon has the authority to accept or refuse an application for admission based on the information provided during the application process, including (if applicable) the interview, and the applicant satisfying the requirements for entry to the intended course of study.

16.3 Admission decisions may be referred to the Head of School or Dean. The Head of School has overall responsibility for admission decisions based on whether the applicant is deemed capable of succeeding in their course requirements.

16.4 Applicants will be sent written notification of the decision.

17. Offer of Admission

17.1 Successful applicants will receive an offer of admission via a Letter of Offer.

17.2 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.

17.3 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](#)).

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

18.1 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

18.2 Applicants will be advised of the decision in writing and their right to appeal (see [Appeal an Admission Related Decision](#)).

18.3 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.

19. Acceptance of Offer

19.1 The Letter of Offer requests applicants to carefully read 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 are required to sign and return the Offer Acceptance Declaration.

20. Confirmation of Enrolment

20.1 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.

21. Deferring Commencement

21.1 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 Ikon's *Enrolment Policy*.

22. Recognition of Prior Learning

22.1 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).

22.1 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.

22.2 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 the course commencement date. Applications will not be accepted after Census Date of the first trimester of study with Ikon.

22.3 For more information, see Ikon's *Recognition of Prior Learning & Credit Policy*.

23. Fees

23.1 The indicative tuition fees for each course of study can be found at the '[Fees & Payment Options](#)' tab on Ikon's website. Students are required to meet the liability for tuition fees by Census Date each trimester, having either:

- a) paid in full all tuition fees upfront
- b) paid part of their tuition fees upfront and deferred the balance through FEE-HELP assistance
- c) deferred their entire tuition fee liability through FEE-HELP assistance

23.2 For more information, see Ikon's *Fees and Refunds Policy*.

24. Readmission

24.1 A former student who was enrolled in a course of study at Ikon and has since withdrawn or discontinued their enrolment or 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.

24.2 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 progress and conduct during previous periods of enrolment will be considered as part of the assessment process.

24.3 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.

24.4 Ikon has the right to decline on application for readmission on the basis of unsatisfactory academic progression or misconduct, including:

- a) the applicant is unable to satisfy the requirements of the course
- b) the applicant's conduct provides reasonable grounds to exclude the person from study
- c) the applicant has outstanding fees owing to Ikon Institute of Australia

24.5 Applicants will be advised of the decision in writing and, where refused, their right to appeal (see [Appeal an Admission Related Decision](#)).

24.6 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.

25. Waiver of Entry Requirements

25.1 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 School may waive the requirements. In these cases, the Head of School will report the decision to the Dean.

26. Appealing an Admission Related Decision

- 26.1 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 Ikon's *Grievance & Appeals Policy*.
- 26.2 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 Ikon website.

27. FEE-HELP Assistance

- 27.1 Domestic students, who choose not to pay their tuition fees upfront may have access to FEE-HELP assistance to pay their fees. FEE-HELP is available to eligible full-time and part-time domestic students enrolled in a course of study at Ikon.
- 27.2 Domestic students wishing to access a HELP Loan are required to meet the eligibility criteria as defined in the *Higher Education Support Act 2003* and complete the eCAF form prior to Census Date.
- 27.3 The '[FEE-HELP Information Booklet](#)' and the '[FEE-HELP Student Brochure](#)' provide additional information.

28. Tuition Fee Refunds

- 28.1 The *Fees and Refunds Policy* outlines the grounds by which a student may be eligible for a refund of course tuition fees. 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.
- 28.1 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 tuition 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 HELP balance, please refer to the *Fees and Refunds Policy*.

29. Publication

- 29.1 This policy will be published in the [Policy and Procedures](#) section of the Ikon website and the staff policy library.

Policy Information & History

Policy Category	Academic, Admissions
Policy ID	AD001A
Approved By	Academic Board
Date of Approval	10 October 2022
Previous Versions	9 September 2022, 8 December 2021, 11 November 2020, 15 October 2020, 8 April 2020, 13 May 2019, 17 February 2017, 1 August 2014, 1 July 2011
Next Review Date	November 2025
Government Legislation	<u>TEQSA Act 2011</u> <u>Higher Education Standards Framework (Threshold Standards) 2021</u> <u>Higher Education Support Act 2003</u> <u>Australian Qualifications Framework</u>
Responsible Officer	Dean
Sources:	In developing this policy, the following documents were considered: <u>TEQSA, <i>Good Practice Note: Making higher education admissions transparent for prospective students</i>, 5 July 2019</u> <u>TEQSA, <i>Guidance Note: Admissions (coursework)</i>, Beta version 1, 8 February 2021</u>

Schedule A

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 during the 2021 academic year, including those admitted across all campuses, and international students studying in Australia with Ikon.

STUDENT PROFILE 2021		
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>	72	21%
B. Applicants with Vocational Education & Training (VET) Study	50	15%
C. Applicants with Work & Life Experience	109	32%
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, for example, personal statement, portfolio of work, audition, extra test, early offer conditional on minimum ATAR Admitted on the basis of other criteria only and ATAR was not a factor, for example, special consideration, interview alone, school recommendation scheme with no minimum ATAR requirement 	L/N	L/N
International Students	102	30%
All Students	337	100%
NOTES: 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		