

## AC001 Student Selection and Admission Policy and Procedure

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<b>Government Legislation</b>	Standards for Registered Training Organisations (RTOs) 2015 Higher Education Threshold Standards Framework (Threshold Standards) 2015 Higher Education Support Act 2003
<b>Responsible Officer</b>	Heads of Faculty Finance and Administration Manager

### 1. Purpose

This policy describes the principles and procedures that govern the selection and admission of students into all courses or study offered by the Ikon Institute of Australia.

### 2. Scope

The policy and procedures for student selection and admission into all courses of study that lead to awards included in the Australian Qualifications Framework (AQF).

This policy does not apply to non-AQF qualifications.

This policy does not apply to international students (Refer to ESOS003 – Student Selection and Admission Policy).

### 3. Related Forms

Student Application for Enrolment Forms  
Student Orientation Handbook

### 4. Related Policies

To be read in conjunction with the Glossary of Terms  
S002 Student Grievance Policy and Procedure  
ESOS003 International Student Selection and Admission Policy

## 5. Principles

- 5.1 Selection and entry to Ikon Institute of Australia's courses are based on the principles of:
- academic merit;
  - access and equity; and
  - the right to recognition of prior learning.
- 5.2 Ikon Institute of Australia will ensure that prospective students and students are provided with sufficient information to enable them to make informed decisions about their studies through the Ikon Institute of Australia website ([www.ikoninstitute.edu.au](http://www.ikoninstitute.edu.au)) and directly from Ikon.
- 5.3 Ikon Institute of Australia will give applicants the opportunity to prove themselves capable of completing the course they have applied for, and provide a duty of care to each applicant to ensure they are not placed in a situation in which it is unlikely they can succeed.

## 6. Roles and Responsibilities

- 6.1 The Academic Board is responsible for approving course entry requirements into Ikon Institute of Australia courses of study as part of the course approval process.
- 6.2 Ikon Institute of Australia is responsible for documenting and publishing the course entry requirements, selection tasks and selection methodology for each course on offer.
- 6.3 Heads of Faculty are responsible for coordinating selection and admission activities.

## 7. Entry Requirements Higher Education (HE)

- 7.1 Applicants must satisfy minimum entrance requirements and any course specific prerequisites, where applicable.
- 7.2 To apply for entry to a bachelor degree an applicant must:
- be over 18 years of age; and
  - have completed the South Australian Certificate of Education (SACE) or equivalent secondary education qualifications with a minimum ATAR or TER of 65 and any prerequisite requirements; or
  - have completed an award from a registered training organisation at AQF Certificate IV or above in a Health and Community Services qualification and any prerequisite requirements; or
  - be a mature age applicant (21 years or over at 1 January of the year of application) with a mature outlook, and experience in a job involving self directed application of knowledge, the exercise of independent judgement and decision making, and a range of technical and other skills deemed appropriate by the Head of Faculty and any pre-requisite requirements. (Note 1)

Note 1 – Mature age applicants who have not undertaken tertiary studies but have relevant work experience may be required to sit a Special Tertiary Admission Test (STAT) or other appropriate test to demonstrate their ability to successfully meet the course requirements.

- 7.3 Applicants also may be required to provide references to support their application.
- 7.4 Some Ikon Institute of Australia higher education courses may require additional entry requirements such as an interview, audition or aptitude testing.

### Vocational Education and Training (VET) award courses

- 7.5 For entry into an Ikon Institute of Australia accredited VET course, an applicant must:
- have completed year 12 in an Australian secondary school or equivalent; or
  - have completed an appropriate certificate or diploma from an Australian Registered Training Organisation and any prerequisite requirements; or
  - have completed studies at an Australian university; or
  - complete a satisfactory competency test prescribed in the course entry requirements; or
  - have relevant work experience and/or demonstrated ability to undertake study at the specified course level; and
  - fulfil Ikon Institute of Australia's English language requirements.
- 7.6 Mature age applicants who have not undertaken tertiary studies may be required to sit a Special Tertiary Admission Test (STAT) or other appropriate test to demonstrate their ability.
- 7.7 Applicants may be required to provide references to support their application.
- 7.8 Specific requirements for entry to each course are established by the Academic Board and are described in the course description.
- 7.9 Some courses require additional criteria such as an interview or aptitude testing.

## 8. Access to Income Contingent Loans

### Access to FEE-HELP Loans

- 8.1 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 the census date of their first eligible unit of study.

### Access to VET Student Loans

- 8.2 Students wishing to access VET Student Loans must meet the eligibility criteria as defined in the *VET Student Loans Rules 2016*, and specifically provide evidence to Ikon Institute of Australia of:
- the student provides a copy of a Senior Secondary Certificate or Education that has been awarded to the student by an agency of authority of a State or Territory for the student's completion of year 12; or
  - both:
    - the student is assessed as displaying competence at or above Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy using the Core Skills Profile for Adults (CSPA) assessment tool; and
    - the provider reasonably believes that the student displays that competence; or

- both:  
the student provides a copy of a certificate that a qualification of level 4 or above in the Australian Qualifications Framework (AQF) has been awarded to the student; and  
the course for the qualification was delivered in English.

8.3 Where a student elects to undertake the CSPA Online Literacy and Numeracy test, the Ikon Institute of Australia will email the student the link to the test. The test is to be undertaken by the named student, and conducted with honesty and integrity. Results of the assessment will be emailed to the student as soon as practicable after the assessment is completed. Results of individual student's results will be provided to the Secretary in the form, manner and by the time requested by the Secretary.

## 9. English Language Requirements

- 9.1 Applicants must provide evidence of satisfying at least one of the following English language entry requirements to be admitted to any Ikon Institute of Australia course:
- proof of completion of secondary education (or higher) in a country in which English is the primary language;
  - an English test score using one of the following English language tests as approved by the Ikon Institute of Australia, minimum requirements can be found on the relevant website:
    - Core Skills Profile for Adults (CSPA); or
    - International English Language Testing System (IELTS); or
    - Pearson Test of English (PTE); or
    - Test of English as a Foreign Language (TOEFL); or
    - other test as approved by the Head of Faculty.

## 10. Selection Process

### Higher Education (HE) courses

- 10.1 Students applying for entry into an Ikon Institute of Australia higher education course must complete the appropriate application form and provide evidence to support their application.
- 10.2 Where there are more applicants who meet the entry requirements than there are places available, priority will be given to earlier applications.
- 10.3 The Head of Faculty has the authority to accept or reject any application solely on the basis of the entry requirements.

### Vocational Education (VET) courses

- 10.4 Applications for VET courses will be considered in order of receipt.
- 10.5 Applications for VET courses will not be pooled (held for competitive selection).
- 10.6 Heads of Faculty are responsible for decisions to admit applicants, based on whether the applicant is deemed capable of succeeding in the course.

- 10.7 Heads of Faculty will make admission decisions with fairness and integrity, based on information provided on the course application form and/or interview.
- 10.8 Staff of partner institutions are delegated with the authority to make admission decisions based on the course entry requirements.

## 11. Information for Applicants

- 11.1 The Student Orientation Handbook and relevant student policies provide full and accurate information on entry requirements for the course of study.
- 11.2 Entry requirements for each course are published on the Ikon Institute of Australia website and in the course promotional material.

## 12. Equity of Access

- 12.1 In considering applications so as to provide equity of access to education, the Academic Board will ensure that entry requirements provide for the selection of students whose probability of success in their chosen course is high. Equity measures and alternative pathways established by Ikon Institute of Australia must meet the needs of the group targeted but ensure the Institute selects students for whom artificial barriers to tertiary or higher education exist, rather than non-achievers. Ikon Institute of Australia will endeavour to make appropriate accommodation for students with a disability.
- 12.2 Ikon Institute of Australia recognises five key groups of people under-represented in tertiary education:
  - people with disabilities;
  - Aboriginal and Torres Strait Islander People;
  - people where a language other than English is spoken at home;
  - people born in a non-English speaking country;
  - women.
- 12.3 Rural and remote populations are additional equity groups that will be taken into account in recruitment and selection.
- 12.4 Course information will describe the inherent requirements of the course in sufficient detail to make these clear to prospective students, including those with disabilities.

## 13. Refusal of enrolment

- 13.1 Enrolment may be refused to applicants who would otherwise be eligible for admission in the following circumstances:
  - the applicant has outstanding fees owing to Ikon Institute of Australia; or
  - in the opinion of the Head of Faculty, the applicant's conduct provides reasonable grounds to exclude the person from study; or
  - in the opinion of the Head of Faculty, the applicant is unable to satisfy the inherent requirements of the course.

## 14. Waiver of Entry Requirements

- 14.1 In cases where an applicant doesn't meet the course entry requirements but can demonstrate they are capable of succeeding in the course, the Head of Faculty may waive the requirements. In this case the Head of Faculty must report the reasons and decision to the Academic Board.

## 15. Appeals

- 15.1 An applicant who is dissatisfied with a decision regarding an application for admission to a course may lodge a written appeal with the Head of Faculty.
- 15.2 A student who is dissatisfied with the decision of the Head of Faculty has the right to appeal only on the grounds that this policy has not been followed.
- 15.3 An appeal will be conducted as set out in the Ikon Institute's Student Grievance Policy.
- 15.4 A decision of the Grievance Committee is final. If a student is not satisfied with the outcome an external appeal may be conducted as described in the Student Grievance Policy.

## 16. Publication

- 16.1 This policy is to be published and provided to students, prospective students and staff on the Ikon Institute of Australia website [www.lkoninstitute.edu.au](http://www.lkoninstitute.edu.au) to ensure that all have access to up to date and accurate information.