

## Mature Age Entry Policy and Procedure

## Mature-Age Entry Policy and Procedure

### Modification history

<b>Date</b>	<b>Modification</b>	<b>Person responsible</b>
03/01/12	New policy	Dr Ian Whyte

### *Definitions*

## **Preamble**

Mature-Age Entry refers to a specific “alternative entry” scheme for applicants over 20 who have not completed Year 12, a Higher Education qualification or a specified level of Vocational qualification. This policy outlines the conditions for Mature-Age Entry into ICHM Bachelor degree programs.

## **Policy**

To be eligible for Mature-Age Entry to ICHM Bachelor degree programs the applicant must:

- be a non-Year 12 applicant or equivalent in their country
- be 20 or older on January 1 of the year of proposed study
- not hold a Higher Education or Vocational qualification over AQF Certificate 3 or equivalent in their country from an accredited institution in Australia or Overseas

## **Procedure - Applicant**

Application information requirements

Mature-Age Entry applications are required to complete the ICHM Application Form and provide information that supports their application, enabling them to demonstrate their capacity to undertake tertiary study. Information on the following is recommended:

### *Professional and postsecondary qualifications*

Examples include:

- Vocational Education and Training qualifications including apprenticeships and traineeships
- Membership of professional associations for which there was a qualifying examination

### *Employment experience*

- Information on employment should include employers name, job title, main duties performed and period of time in the position.
- It is essential that written statements from the employer/s substantiate employment experience.
- Self-employed persons must provide supporting documents from their accountant, solicitor or tax agent.

### *Life experience*

ICHM recognises that many aspects of an individual’s life may result in the development of skills, abilities and knowledge that relate directly to the ability to undertake Higher Education studies successfully. Volunteer experience should be included in this section

### *Special Tertiary Admissions Test (STAT)*

The Special Tertiary Admissions Test (STAT) is a multiple-choice aptitude test that an applicant can take to help demonstrate their potential for Bachelor degree level courses.

## **Procedure – ICHM**

ICHM admission staff will review applications to ensure completion and follow up if further information is required.

ICHM admission staff will submit applications with recommendations to the Principal or Vice-Principal for a decision on the application.

The Principal or Vice-Principal may request further information and/or an interview with the applicant.

The Principal or Vice-Principal will make the final decision on each Mature-Age Entry application.

The Principal will prepare a summary report on these admissions for presentation to the Academic Board, which may seek more detailed information on any applications.