

UNDERGRADUATE ADMISSIONS INFORMATION

Glossary of common admission-related terms and their meaning

The following common admission-related terms and definitions have been committed to by Australian higher education providers, tertiary admission centres and other related bodies, to ensure consistency in the presentation of admission requirements across courses and institutions.

Admission pathway: Any one of the options available to a prospective higher education student that will enable them to meet the entry requirements of their chosen courses.

Applicant background: The following grouping of applicants is used to help prospective students, family and others easily find the admission information most relevant to their circumstances. The groupings do not themselves determine how an application will be assessed but direct an information seeker to the most useful information.

- **Higher education study:** Applicants whose highest level of study enrolment since leaving secondary education is a higher education course, whether at a university or non-university provider.
- **Vocational education and training (VET) study:** Applicants whose highest level of study enrolment since leaving secondary education is a VET course.
- **Work and life experience** (includes less recent secondary results): Applicants who left secondary education more than two years previously and have not undertaken VET or higher education study since then.
- **Recent secondary education:** Applicants whose admission is based mostly on secondary education undertaken at school, TAFE or other VET or higher education provider (Australian or overseas equivalent) that was completed (or will be) in the current year or within the previous two years.

ATAR: The Australian Tertiary Admission Rank (ATAR) is a ranking from 30 (lowest) to 99.95 (highest) agreed by COAG as a nationally equivalent measure of a person's relative academic ranking within their complete age cohort in the year they graduated from senior secondary school (including those who did not complete Year 12 or completed but were not eligible for an ATAR). The ATAR is derived from the scaled scores achieved for senior secondary school subjects. The specific calculation used is different in each state and territory, but the result is designed to be nationally equivalent.

ATAR-related thresholds: (where relevant – not all institutions use ATAR to determine eligibility. Different institutions may use only some of the following types of eligibility thresholds)

- **Lowest ATAR to which an offer was made:** the lowest “raw” or unadjusted ATAR of an applicant to which an offer of a place was made in the relevant year or year-to-date.
- **Lowest Selection Rank to which an offer was made:** The lowest Selection Rank of an applicant to which an offer of a place was made in the relevant year or year-to-date (including the consideration of any adjustments the applicant may have been eligible for).
- **Minimum ATAR [or Selection Rank] required for consideration to enter in next intake:** For use where a threshold minimum ATAR or Selection Rank must be achieved to be considered for admission to a course or institution.
- **Guaranteed Entry ATAR [or Selection Rank]:** Where achievement of a specified ATAR or Selection Rank (as appropriate) will guarantee acceptance into a course or institution, subject to any non-ATAR criteria being met, such as prerequisite study or English language proficiency.

Advanced standing: A form of credit for any previous learning (Australian Qualifications Framework definition) – see also the definitions for “credit transfer” and “recognition of prior learning”.

Credit transfer: A process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications (Australian Qualifications Framework definition).

Early offer/ Conditional Offer: Where an offer of enrolment is made to a recent secondary school student prior to release of ATARs or equivalent (e.g. OP in Queensland, IB). Such offers are generally conditional on other requirements being met, such as successful completion of a Senior Secondary Certificate of Education or achievement of a specified minimum ATAR.

Enabling Course /Tertiary preparation program/Foundation program: A course designed to provide students with skills needed for success in further study, to assist in the transition to tertiary education – for example study techniques or English language skills. Successful completion helps prepare a person to be admitted to a course that leads to a higher education award.

Experience based entry schemes: A selection method used by higher education providers to assess and select students who may not have educational qualifications sufficient for an offer of admission to a course but who have other relevant work and life skills and experience that make them a suitable candidate.

International Baccalaureate (IB): formerly known as the International Baccalaureate Organisation (IBO) is an international educational foundation founded in 1968 and headquartered in Geneva, Switzerland. The IB Diploma program is a senior secondary education curriculum and assessment framework offered by some schools as an alternative to the Australian National Curriculum and overseen by state and territory curriculum and assessment authorities.



Est. 1992

International College of Hotel Management
ADELAIDE – AUSTRALIA

Overall Position: The Overall Position (OP) refers to a Queensland student's position in a state-wide tertiary entrance rank order based on their overall achievement in senior secondary subjects. It indicates how well a student has done compared to all other OP-eligible students in Queensland. Students are placed in one of 25 OP bands from OP1 (highest) to OP25 (lowest). Queensland will adopt the ATAR instead of the OP for students who commence Year 11 in 2019 and beyond.

Recognition of prior learning (RPL): A process used to assess an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit that may be granted towards completion of a qualification.

School recommendation: A recommendation from a school or other secondary education provider on the abilities of a student. Previously referred to by some as a principal's recommendation.

Selection Rank: The ranking that tertiary admission centres and most universities actually use to assess admission to a course. A person's course Selection Rank can include their ATAR, any adjustments they are eligible for, such as equity or subject adjustments, other contributions calculated on the basis of work experience or previous non-secondary study, portfolio assessments, results of the Special Tertiary Admissions Test, other supplementary tests, etc.

ICHM Admission information

The purpose of the following whole of institution information set is to outline the collection of information about ICHM's admissions policies and processes that is considered necessary to enable a prospective student to gauge and compare the general admissions criteria, application options and processes and institutional student profile across multiple providers. The information is in a format determined by the Australian Government to ensure consistency across educational institutions.

1. About ICHM Pty Ltd (CRICOS number 02914G)

- a. ICHM is a private Higher Education provider owned by Charles Darwin University (CDU)
- b. ICHM's campus is located at K Block 137 Days Road Regency Park South Australia
- c. ICHM is a Swiss Hotel Association affiliate school
- d. ICHM has licensed colleges in Korea, Philippines, Malaysia and South Africa
- e. There are two intakes each year.
 - i. For 2018, semesters commence 29th January and 16th July.
- f. ICHM has one Open day each year held during August.
- g. There are 2 "live-in" Careers Week events held each year in the July and September/October school holidays. These are designed to assist in deciding your future career path and the tertiary study you need to get there. Each ICHM Career Week is specially designed to help those considering hospitality or a related business course. There is a cost associated with the Careers Week.
 - i. For 2018, the programs are 9th July – 13th July and 1st October – 5th October
- h. ICHM can be contacted through
 - i. Email to Admissions@ichm.edu.au
 - ii. ICHM website www.ichm.edu.au
 - iii. Mail: PO Box 125 Kilkeny SA 5009
 - iv. Telephone (618) 82283664
 - v. Face-to-face at K Block, 137 Days Road, Regency Park SA 5010

2. Admission criteria All applicants must be properly identified, usually through sighting of a birth certificate or passport.

A. Applicants with recent secondary education (within the past two years)

Australian Year 12 students

All applicants apply directly to the College and are assessed on the evidence of a completion of year 12 studies with one of the following ATAR 65 or OP14.

Students applying during their final year of secondary school should attach previous year's school report and projected results for their final year. ICHM can offer enrolment conditional upon the successful completion of final year and ATAR or OP.

International students at Australian High schools will be assessed on the entry requirements for Australian Year 12 students.

Selection Rank adjustments

Where a student effectively gets ATAR 55, as opposed to the ATAR of 65 required above, ICHM can accept them, but the student will be placed on a "Student Learning Support Agreement", where they are monitored by ICHM on a fortnightly basis.

A student with an equivalent Internal Entry pass from other countries may also be accepted on a Learning Plan. IB results of 20-23 can be accepted on a "Student Learning Support Agreement".

Criteria that may apply in addition to ATAR

ICHM takes a holistic approach to student selection. In addition to meeting academic requirements, students must also demonstrate the maturity, personality and attitude appropriate for this demanding industry. Applications will be assessed on individual merit, students close to the required academic level that display the other above-mentioned attributes are encouraged to apply. The assessment process might include the requirement for an interview or a recommendation letter that demonstrates student's personal qualities, academic ability and suitability to the hospitality industry.

Other admission options

Special consideration

Where an applicant provides documentary evidence from the school or a medical practitioner of circumstances beyond their control that impacted their secondary studies the college will consider exceptional admissions.

Tertiary Preparation Program (TPP)

Where a student has not got traditional Year 12 (or equivalent) entry they may be admitted to ICHM based on a Tertiary Preparation Program.

The standard program Tertiary Preparation Program (TPP). The student must pass 8 subjects, 4 at level P1 or above. Where there are simply “pass” grades, the student should pass all 8 subjects. Foundation is traditionally completed in 2 semesters, but where there are failures, and repeats are required the student can complete in 3 semesters. A student may not attempt to pass the 8 subjects in more than 4 semesters.

Eynesbury College offers Diploma of Business Studies, Stage One as alternative to TPP. This requires completion of 8 subjects and student must achieve a grade of 55%.

Where a student has undertaken Australian Year 12 and receives an ATAR of 45 or more they may enrol in the TPP (or Diploma of Business Studies Stage One), and if they pass 4 subjects in one semester with an overall grade of 65% or better, they may enter ICHM with only 4 subjects.

Interstate or overseas Year 12

Students from interstate are assessed on equivalent requirements.

Domestic applicants with overseas qualifications will be assessed on the entry requirements for international students * (except for English language requirements). For details please refer to <https://www.ichm.edu.au/admissions/entry-requirements/academic-english-requirements-direct-entry>

Admissions arrangements for minors

Minors may enrol in courses with parental consent, provided they meet the selection criteria for their chosen courses. The details are contained in the Enrolment of Minors Policy https://www.ichm.edu.au/files/f/9793/Enrolment_of_Minors.pdf

International students who are under 18, are not admitted to College programs unless they meet the requirements described within the regulations as set out in Standard 5 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (as updated from time to time).

The Admission of minors is subject to the approval of the Principal.

B. Applicants with higher education study

Applicants with higher education are those whose highest level of study since leaving secondary education is a higher education course, such as a university degree. This includes applicants who are currently studying a higher education course at another education provider and want to transfer to ICHM.

Depending on your academic results you may qualify for recognition of prior learning (RPL) status. The College adheres to policies and procedures for course articulation and transfer and acceptance of credit and/or RPL consistent with the College’s Recognition of Prior Learning Policy. https://www.ichm.edu.au/files/f/7660/Recognition_of_Prior_Learning.pdf

Credit for prior learning is granted only where the prior study or experience is assessed as equivalent in content and level to the subject for which credit is being sought.

Credit will not normally be granted for subjects completed more than ten years before application unless there is evidence of substantial relevant experience during the intervening period. To apply for recognition, you must:

Submit a full application to ICHM indicating that you want to apply for recognition of your prior learning.

Submit certified English translations of all academic/other documents (e.g. curriculum) where necessary.

As part of the recognition assessment, where students are unable to provide sufficient documentation and evidence, recognition cannot be granted.

Specified credit is credit granted towards specific components of the ICHM course for study completed elsewhere which is substantially the same.

Unspecified credit is credit granted towards elective components of the ICHM course for relevant study completed elsewhere at an equivalent academic level for which there is no equivalent component in the ICHM program.

C. Applicants with vocational education and training (VET) study

Applicants who have completed a national qualification at Certificate III (in hospitality or business) or above meet the minimum entry requirements for ICHM.

D. Applicants with work and life experience

(includes those who left secondary education more than 2 years ago)

Applicants over 20 who have not completed Year 12, a Higher Education qualification or a specified level of Vocational qualification can still apply to ICHM if they can demonstrate their capacity to undertake tertiary study. These students are required to complete the ICHM application form and provide the following information to support their application:

Professional and post-secondary 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's degree level courses.

Finished secondary education more than two years ago

Applicants who have finished secondary education more than two years ago are assessed on the ATAR received if one was received. There must be a demonstrated capacity to study at the relevant level.

Completed enabling course (Tertiary preparation programs)

ICHM accepts tertiary preparation programs offered at universities and private education providers around Australia. If you have completed an [tertiary preparation program](#), you may qualify for entry ICHM. The results of your program must be supplied in your application to demonstrate how you meet the admission criteria.

3. Additional information

Aboriginal and Torres Strait Islander people

Indigenous students will be assessed on equivalent requirements.

Domestic applicants with overseas qualifications

Domestic applicants with overseas qualifications will be assessed on the entry requirements for international students * (except for English language requirements). For details please refer to <https://www.ichm.edu.au/admissions/entry-requirements/undergraduate-academic-english>

4. How to apply

Applications can be made by the following methods:

- Downloading the ICHM application form or online from www.ichm.edu.au
- Contacting an Education Agent – a list of agents is available on ICHM website
- Obtaining a prospectus and completing the enclosed Application form
- Contacting ICHM Admissions Department by telephone on (618) 82283664 or by email at admissions@ichm.edu.au.

Note that there are separate application details required for domestic and international applicants.

Only fully completed applications with all relevant documents attached will be processed by ICHM.

ICHM will assess each application and reserves the right to request additional information as required. This means international students might need to provide additional documents or information to satisfy the genuine temporary entrant requirement. This information may also be reviewed by ICHM's external verification agent.

In most cases the process should take just a few weeks; some may take longer if additional information and verification is required.

5. Enrolment

Letter of Offer

ICHM will advise you of the outcome of your application within two weeks. Some applications may take longer to process as additional information may be required; and RPL/credit transfers usually take extra time.

If your application is successful, ICHM will send a Letter of Offer to you or your agent, confirming the course you have been offered, fees payable and course commencement date.

To accept the offer you must sign and return the Acceptance Letter and pay the required fees.

If you are an international student upon receipt of the New Student Fee, ICHM will formally notify you that you have been accepted. The electronic Confirmation of Enrolment (CoE) form will be sent directly to your representative if they are assisting with your application. You will need the Confirmation of Enrolment to apply for your Student Visa. International students intending to study at ICHM must apply for a Student Visa.

All admission and contractual arrangements will be in writing, including course duration, fees and charges, refund policies, particular conditions of enrolment, health requirements for students due to the practical nature of part of the study and the industry placements

With a requirement to undertake study in kitchen, restaurant and housekeeping environments, as well as industry placements, there are workplace health and safety factors to consider before a student with an impediment can be accepted. Refer Access and Equity Policy.

https://www.ichm.edu.au/files/f/7641/Access_And_Equity.pdf

Fees and charges <https://www.ichm.edu.au/admissions/ichm-fees-2018/fees-2018>

International students: The Letter of Offer will advise you of the amount due and the due date for payment. If you receive the Letter of Offer within 15 days or less of the commencement date of the course, full fees are payable immediately upon receipt of this letter.

Australian students: The Letter of Offer will advise you of the amount due and the due date for payment. If you receive the Letter of Offer within 15 days or less of the commencement date of the course, fees for accommodation and uniforms are payable immediately upon receipt of this letter. Tuition fees will be payable by the census date. Australian students should be aware that they can access FEE-HELP for part or all of their tuition fees. ICHM is approved by the Australian Government as a FEE-HELP provider. This means that Australian citizens can borrow from the Government for all or part of their degree studies at ICHM. This applies to the tuition fees only, and does not include accommodation and meals, textbooks, uniforms and other materials.

<https://www.ichm.edu.au/admissions/ichm-fees-2018/fee-help>

Refusal of application, withdrawal of an offer of admission and cancellation of admission or enrolment

ICHM reserves the right to refuse an application, withdraw an offer of admission and cancel admission or enrolment under the following conditions:

- Where the applicant does not meet the admissions criteria included in 3. above
- when the applicant or enrolled student has provided untrue, inaccurate or incomplete information;
- when the College is not satisfied that an international applicant meets the Genuine Temporary Entrant and/or Genuine Student requirements
- where students have been excluded from other ICHM courses and other educational institutions

Deferral of Admission

Deferral relates to postponing an offer of a place in a course before the course or the first course in a package of courses has commenced. This may take place on application and shall remain in force for a maximum of one year, after which time either the student shall enrol or ICHM may withdraw the offer of a place.

If you are an international student, the deferral of your enrolment will affect your visa.

6. Student and campus services

ICHM New student eBooklet: <https://www.ichm.edu.au/media/ichm-new-student-ebooklet>

You will be sent a link to the ICHM new student's information pack outlining what you need to bring and answers to frequently asked questions. New students should also advise ICHM when they will arrive at campus and if pickup is required. Students should ensure that the ICHM Admissions Office has the correct personal email address.

7. Financial assistance

- Australian students can access FEE - HELP to pay their tuition fees. FEE-HELP is a loan from the Federal Government that must be repaid. Students looking to access FEE-HELP should visit the Government's [Study Assist FEE-HELP website](http://studyassist.gov.au/sites/studyassist/help-payingmyfees/fee-help/pages/fee-help-https://www.ichm.edu.au/admissions/ichm-fees-2018/fee-help).
<http://studyassist.gov.au/sites/studyassist/help-payingmyfees/fee-help/pages/fee-help-https://www.ichm.edu.au/admissions/ichm-fees-2018/fee-help>
- Every year ICHM awards scholarships to Australian and New Zealand students. Please refer to <https://www.ichm.edu.au/admissions/ichm-entry-scholarships-2018> for details.
- ICHM also offers international students scholarships. Please contact admissions@ichm.edu.au to find out details regarding these awards.
- Centrelink <https://www.humanservices.gov.au/individuals/centrelink>

8. Student profile

The table below gives an indication of the likely peer cohort for new students at the institution. It provides data on all students who commenced undergraduate study in the most relevant recent intake period, including those admitted through all offer rounds, across all Australian campuses, and international students studying in Australia.

Applicant background	Full year intake - 2017	
	Number of students	Percentage of all students
(A) Higher education study (includes a bridging or enabling course)	5	4%
(B) Vocational education and training (VET) study	5	4%
(C) Work and life experience (Admitted on the basis of previous achievement not in the other three categories)	N/A	N/A
(D) Recent secondary education:		
<ul style="list-style-type: none"> Admitted solely on the basis of ATAR (regardless of whether this includes the consideration of adjustment factors such as equity or subject bonus points) 	2	1.6%
<ul style="list-style-type: none"> Admitted where both ATAR and additional criteria were considered (e.g. portfolio, audition, extra test, early offer conditional on minimum ATAR) 	8	6.4%
<ul style="list-style-type: none"> Admitted on the basis of other criteria only and ATAR was <i>not</i> a factor (e.g. special consideration, audition alone, schools recommendation scheme with no minimum ATAR requirement) 	1	0.8%
International students	104	83.2%
All students	125	100.0%

Notes: “<5” – the number of students is less than 5.

N/A – Students not accepted in this category

N/P – Not published: the number is hidden to prevent calculation of numbers in cells with less than 5 students.

9. Where to get further information

- TEQSA national register <https://www.teqsa.gov.au/about-national-register>
- Information on appeals and grievance processes
[\[https://www.ichm.edu.au/_files/f/7654/Non_Academic_Grievance.pdf\]](https://www.ichm.edu.au/_files/f/7654/Non_Academic_Grievance.pdf)

Appendix D: Program/course admission information set

1. About Bachelor of Business (Hospitality Management) & Bachelor of International Hotel Management (Swiss Hotel Association)

Since being established in 1992 in partnership with the Swiss Hotel Association (SHA) and the South Australian Government, ICHM has produced graduates of the highest calibre that now work at all levels of management within the international hospitality industry.

The International College of Hotel Management (ICHM) prepares students for hotel management roles based on the acclaimed [Swiss Hotel Association \(SHA\)](#) model that stresses the importance of learning all aspects of the hotel industry.

As a student, you can choose to finish your studies after completing the Bachelor of Business (Hospitality Management) or, go on to complete the more advanced Bachelor of International Hotel Management (Swiss Hotel Association). The second degree provides students with additional international management studies aimed at giving you a competitive industry advantage.

Each year at ICHM is comprised of six months full time study, followed by a six-month full time industry placement throughout Australia or possibly overseas! Along with the formal academic study, these industry placements play a vital role in their education as well as their career development, providing a wealth of networking opportunities.

The teaching facilities at ICHM are world class, easily the best in Australia and among the top in the world. It's an exciting environment to learn in; ICHM provides all the benefits of a larger college or university environment and atmosphere by sharing its campus with the Regency campus of TAFE SA.

2. Essential requirements for admission

With a requirement to undertake study in kitchen, restaurant and housekeeping environments, as well as industry placements, there are workplace health and safety factors to consider before a student with an impediment can be accepted. For further details please refer to ICHM's Access and Equity Policy https://www.ichm.edu.au/files/f/7641/Access_And_Equity.pdf

3. Student profile

The table below gives an indication of the likely peer cohort for new students in this course. It provides data on students who commenced in this course in the most relevant recent intake period, including those admitted through all offer rounds and international students studying in Australia.

Applicant background	Full year intake - 2018	
	Number of students	Percentage of all students
(A) Higher education study (includes a bridging or enabling course)	<5	2.7%
(B) Vocational education and training (VET) study	6	5.4%
(C) Work and life experience (Admitted on the basis of previous achievement not in the other three categories)	0	0%
(D) Recent secondary education: <ul style="list-style-type: none"> • Admitted solely on the basis of ATAR (regardless of whether this includes the consideration of adjustment factors such as equity or subject bonus points) • Admitted where both ATAR and additional criteria were considered (e.g. portfolio, audition, extra test, early offer conditional on minimum ATAR) • Admitted on the basis of other criteria only and ATAR was <i>not</i> a factor (e.g. special consideration, audition alone, schools recommendation scheme with no minimum ATAR requirement) 	10	9%
	<5	2.7%
	<5	3.6%
International students	85	76.6%
All students	111	100.0%

Notes: “<5” – the number of students is less than 5.

N/A – Students not accepted in this category

N/P – Not published: the number is hidden to prevent calculation of numbers in cells with less than 5 students.

Admission criteria

ICHM's Bachelor of Business & Bachelor of International Hotel Management degrees are embedded degrees. As a student, you can choose to finish your studies after completing Year 3 - the Bachelor of Business (Hospitality Management) or, go on to complete the more advanced Bachelor of International Hotel Management (Swiss Hotel Association) in Year 4. The second degree provides students with additional international management studies aimed at giving you a competitive industry advantage. The entry requirement for both degrees are the same.

All applicants must be properly identified, usually through sighting of a birth certificate or passport.

A. Applicants with recent secondary education (within the past two years)

ATAR or OP based admission

(For applicants who will be selected wholly or partly on the basis of ATAR)

- Lowest ATAR [/OP] to which an offer was made in [2018]: ATAR 58

(exclusive of any adjustment factors such as equity or subject bonus points)

- Minimum ATAR [/OP]/Selection Rank required for consideration [only if relevant]: ATAR 45
- Guaranteed Entry ATAR [/OP]/Selection Rank [only if relevant]: ATAR 65 or OP16
- Other criteria in addition to a suitable ATAR[/OP]

Students who have not completed high school studies should send their school results to date to get a conditional offer

Selection Rank adjustments

Where a student effectively gets ATAR 55, as opposed to the ATAR of 65 required above, ICHM can accept them, but the student will be placed on a "Student Learning Support Agreement", where they are monitored by ICHM on a fortnightly basis.

ATAR profile for those offered places wholly or partly on the basis of ATAR in 2018

(ATAR-based offers only, across all offer rounds)	ATAR (OP in QLD) (Excluding adjustment factors) * <u>[required]</u>
Highest rank to receive an offer	94.4
Median rank to receive an offer	74
Lowest rank to receive an offer	58

Notes: * "<5" – indicates less than 5 ATAR-based offers were made

Other admission options (For applicants who will be selected on a basis other than ATAR)

Special consideration

Where an applicant provides documentary evidence from the school or a medical practitioner of circumstances beyond their control that impacted their secondary studies the college will consider exceptional admissions.

Where a student has not got traditional Year 12 (or equivalent) entry they may be admitted to ICHM on the basis of a Tertiary Preparation Program.

The standard program is Tertiary Preparation Program (TPP). The student must pass 8 subjects, 4 at level P1 or above. Where there are simply "pass" grades, the student should pass all 8 subjects. Foundation is traditionally completed in 2 semesters, but where there are failures, and repeats are required the student can complete in 3 semesters. A student may not attempt to pass the 8 subjects in more than 4 semesters.

Eynesbury College offers Diploma of Business Studies, Stage One as alternative to TPP. This requires completion of 8 subjects and student must achieve a grade of 55%.

Where a student has undertaken Australian Year 12 and receives an ATAR of 45 or more they may enrol in the TPP (or Diploma of Business Studies Stage One), and if they pass 4 subjects in one semester with an overall grade of 65% or better, they may enter ICHM with only 4 subjects.

Interstate or overseas Year 12

Students from interstate will be assessed on equivalent requirements.

Domestic applicants with overseas qualifications will be assessed on the entry requirements for international students (except for English language requirements).

Aboriginal and Torres Strait Islander people

Indigenous students will be assessed on equivalent requirements.

Domestic applicants with overseas qualifications

Domestic applicants with overseas qualifications will be assessed on the entry requirements for international students (except for English language requirements). For details please refer to <https://www.ichm.edu.au/admissions/entry-requirements/academic-english-requirements-direct-entry>

Admissions arrangements for minors

Minors may enrol in courses with parental consent, provided they meet the selection criteria for their chosen courses. The details are contained in the Enrolment of Minors Policy https://www.ichm.edu.au/files/f/9793/Enrolment_of_Minors.pdf

International students who are under 18, are not admitted to College programs unless they meet the requirements described within the regulations as set out in Standard 5 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (as updated from time to time).

The Admission of minors is subject to the approval of the Principal.

B. Applicants with higher education study

Applicants with higher education are those whose highest level of study since leaving secondary education is a higher education course, such as a university degree. This includes applicants who are currently studying a higher education course at another education provider and want to transfer to ICHM.

Depending on your academic results you may qualify for recognition of prior learning (RPL) status. The College adheres to policies and procedures for course articulation and transfer and acceptance of credit and/or RPL consistent with the College's Recognition of Prior Learning Policy. https://www.ichm.edu.au/files/f/7660/Recognition_of_Prior_Learning.pdf

Credit for prior learning is granted only where the prior study or experience is assessed as equivalent in content and level to the subject for which credit is being sought.

Credit will not normally be granted for subjects completed more than ten years before application unless there is evidence of substantial relevant experience during the intervening period.

To apply for recognition, you must:

Submit a full application to ICHM indicating that you want to apply for recognition of your prior learning.

Submit certified English translations of all academic/other documents (e.g. curriculum) where necessary.

As part of the recognition assessment, where students are unable to provide sufficient documentation and evidence, recognition cannot be granted.

Specified credit is credit granted towards specific components of the ICHM course for study completed elsewhere which is substantially the same.

Unspecified credit is credit granted towards elective components of the ICHM course for relevant study completed elsewhere at an equivalent academic level for which there is no equivalent component in the ICHM program.

C. Applicants with vocational education and training (VET) study

Applicants who have completed a national qualification at Certificate III (hospitality or business) or above meet the minimum entry requirements for ICHM.

D. Applicants with work and life experience

(includes those who left secondary education more than 2 years ago)

Applicants over 20 who have not completed Year 12, a Higher Education qualification or a specified level of Vocational qualification can still apply to ICHM if they can demonstrate their capacity to undertake tertiary study. These students are required to complete the ICHM application form and provide the following information to support their application:

Professional and post-secondary 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's degree level courses.

Finished secondary education more than two years ago

Applicants who have finished secondary education more than two years ago are assessed on the ATAR received if one was received. There must be a demonstrated capacity to study at the relevant level.

4. How to apply

Applications from Domestic and international students can be made by the following methods:

- Downloading an application form or online application via www.ichm.edu.au
- Contacting an Education Agent – a list of agents is available on ICHM website
- Obtaining a prospectus and completing the enclosed Application form
- Contacting ICHM Admissions Department by telephone on (618) 82283664 or by email at admissions@ichm.edu.au.

5. Advanced standing/credit transfer/recognition of prior learning (RPL)

Depending on your academic results you may qualify for recognition of prior learning (RPL) status. The College adheres to policies and procedures for course articulation and transfer and acceptance of credit and/or RPL consistent with the College's Recognition of Prior Learning Policy.

https://www.ichm.edu.au/files/f/7660/Recognition_of_Prior_Learning.pdf

Credit for prior learning is granted only where the prior study or experience is assessed as equivalent in content and level to the subject for which credit is being sought.

Credit will not normally be granted for subjects completed more than ten years before application unless there is evidence of substantial relevant experience during the intervening period.

To apply for recognition, you must:

Submit a full application to ICHM indicating that you want to apply for recognition of your prior learning.

Submit certified English translations of all academic/other documents (e.g. curriculum) where necessary.

As part of the recognition assessment, where students are unable to provide sufficient documentation and evidence, recognition cannot be granted.

Specified credit is credit granted towards specific components of the ICHM course for study completed elsewhere which is substantially the same.

Unspecified credit is credit granted towards elective components of the ICHM course for relevant study completed elsewhere at an equivalent academic level for which there is no equivalent component in the ICHM program.

You may be entitled to credit for prior learning, whether formal or informal. Formal learning can include previous study in higher education, vocational education, or adult and community education. Informal learning can include on the job learning or various kinds of work and life experience. Credit can reduce the amount of study needed to complete a degree.

6. Where to get further information

www.ichm.edu.au