



Mature Age Entry Policy and Procedure

Mature-Age Entry Policy and Procedure

Modification history

Date	Modification	Person responsible
03/01/12	New policy	Dr Ian Whyte
6/11/2012	Addition of the Changes to the Policy section	Dr Ian Whyte & Gerald Lipman
7/01/2014	Where applicable change reference to degree programs to all ICHM programs – following recommendation of TEQSA 19/12/2014	Dr Ian Whyte & Gerald Lipman
25/1/2016	Minor title revisions	Dr George Brown

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 programs.

Policy

To be eligible for Mature-Age Entry to ICHM 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 Director, Academic for a decision on the application.

The Principal or Director, Academic may request further information and/or an interview with the applicant.

The Principal or Director, Academic will make the final decision on each Mature-Age Entry application and advise Admissions.

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.

Changes to the Policy

The Chief Executive and Principal must approve any change to this Mature Age Entry Policy and Procedure.