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. ICHM Pty Ltd is the Education Provider (CRICOS number 02914G)
   - Our courses are all Higher Education
   - Our Campus is located at 137 Days Road Regency Park South Australia
   - We are an affiliated school to the hotelleresuisse Swiss Hotel Association
   - We have licensed colleges in Korea, Philippines, Malaysia and South Africa
   - There are 2 intakes each year.
     i. For 2018, semesters commence 20th January and 16th July.
   - ICHM has 1 Open day each year held during August.
   - 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
   - ICHM can be contacted through
     i. Email to Admissions@ichm.edu.au
     ii. ICHM website www.ichm.edu.au
     iii. Mail: PO Box 125 Kilkenny SA 5009
     iv. Telephone (618) 82283664
     v. Face-to-face at K Block, 137 Days Road, Regency Park SA 5010

2. Admission Criteria - minimum admission requirements.

2.1 Admission criteria may include (but not be limited to):
   - Applicants must be properly identified, usually through sighting of a birth certificate or passport.
   - *Academic requirements* such as completion of high school certificate, a minimum ATAR requirement, prior completion of a relevant VET or higher education or other tertiary qualification(s).
     - All - International Baccalaureate (IB) 26; or successful completion Eynesbury Tertiary Preparation Program or similar approved foundation course.
     - Australia - Completion of Year 12 with one of the following ATAR 70, OP14, or Certificate 3 (Hospitality or Business).
   - Progression in other courses and educational institutions is taken into account. Students with other qualifications should send their details for assessment. For students applying during their final year of secondary school, please attach your most recent results, predicted final results (if available) and your previous year’s academic transcript. ICHM can offer enrolment conditional upon the successful completion of your final year.
   - For international students -
     - genuine student, genuine temporary entrant, and/or financial capability requirements.
Attainment of a minimum English language proficiency requirement. International students who apply to study with the College who have not completed a secondary or tertiary education in English must meet the minimum English language proficiency requirements specified for the applicable course in which they apply.

a. These requirements will normally be specified in the form of a minimum International English Language Testing System (IELTS) score (or equivalent) attained no greater than 2 years prior.

b. The minimum English language proficiency standard for any College undergraduate courses is an overall academic IELTS score of 6.0 (Academic) with no sub-score lower than 5.5 (or equivalent).
   
   o English Qualification - Year 1 or Advanced Entry
   o IELTS - 6.0 Academic (min 5.5 in any band)
   o TOEFL (IBT) - 60 (min 15 in any band)
   o PTE - 50 (writing & speaking not below 18)
   o Cambridge English Advanced (CAE) / Cambridge English First (FCE)* - 169 - 175 (with no band below 162)
   o High School - Successful completion of the last 2 years of high/ secondary school, where the language of instruction was English
   o HKDSE - 4
   o English Language College - Successful completion of an English program at Eynesbury or other approved English language college.

- Students who do not meet ICHM English requirements upon application, may be offered enrolment conditional upon successful completion of an approved English language course.

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.

Other requirements, such as prior professional experience - supply of a written explanation of reason for studying course, portfolio examples,

College course admission criteria include facility for the admission and enrolment of students who do not meet the standard admission requirements entering the course on a conditional and/or provisional basis. The criteria for such admission and enrolment will be made explicit and clear in course admission and enrolment information.

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.

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.

Admission articulation arrangements and award of credit or RPL for prior studies

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.
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 decisions should preserve the broad integrity and the intended Graduate Qualities profile of the ICHM degree course. Credit granted must be academically defensible and take into account the student’s ability to make satisfactory academic progress and to successfully complete the requirements of the remainder of the course.

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.

ICHM Undergraduate awards,

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.

Unspecified Credit can be given for a maximum of 6 electives in the 3-year Bachelor of Business (Hospitality Management), a maximum of 9 electives in the 4-year Bachelor of International Hotel Management (Swiss Hotel Association).

Unspecified Credit will normally be given for relevant study completed within the ASCED broad and narrow fields of education listed at the end of the Recognition of Prior Learning Policy, or their international equivalent.

Within this maximum, Unspecified Credit can be given for a maximum of 2 electives in the 3-year Bachelor of Business (Hospitality Management) for study at an equivalent academic level from other ASCED fields of education not listed at the end of the Recognition of Prior Learning Policy, or their international equivalent

3. Admission and Contractual Arrangements

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

i. Download or Online application available from www.ichm.edu.au
ii. Contact an Education Agent – a list of agents is available on the website
iii. Obtaining a Prospectus and completing the enclosed Application form
iv. 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.

Once ICHM has received the completed application, applicants will be advised of the outcome within two weeks. Students applying for RPL/Credit Transfers will take longer.

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

4. Documents supporting applications/ Verifying admission applicants’ credentials

4.1 Original documents (or certified copies) must be sighted and checked for verification in the case of testamurs and/or transcripts, related academic awards, and, where relevant, character references, employers’ testimonials,
4.2 It is a condition of application that the applicant must provide permission for the College to verify the academic qualifications and/or transcript(s) of academic record presented by the applicant with the issuing institution.

5. 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

6. Appeals Rights

Admission applicants and enrolled students have the right to appeal College decisions based on the provision of untrue or incomplete information in accordance with the College’s Non-Academic Grievance Policy.

7. Student Profile

The table below gives an indication of the likely peer cohort for new students (both Australian and International Students) at ICHM. It provides data on students who commenced undergraduate studies and passed the Census date in the most relevant recent intake periods for which data are available for the ICHM campus at Regency Park. The data is inclusive of both semester 1 and semester 2 2017.

<table>
<thead>
<tr>
<th>Applicant Background</th>
<th>College year 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of students</td>
</tr>
<tr>
<td>Past Higher Education study</td>
<td>L/N</td>
</tr>
<tr>
<td>(including a bridging or enabling course)</td>
<td></td>
</tr>
<tr>
<td>Past Vocational education and training (VET) study</td>
<td>L/N</td>
</tr>
<tr>
<td>Recent Secondary Education</td>
<td></td>
</tr>
<tr>
<td>• admitted solely on the basis of ATAR</td>
<td>0</td>
</tr>
<tr>
<td>• admitted where both ATAR and additional criteria were considered (early conditional offer)</td>
<td>14</td>
</tr>
<tr>
<td>• admitted on the basis of other criteria only and ATAR was not a factor</td>
<td>L/N</td>
</tr>
<tr>
<td>Work and Life experience</td>
<td>0</td>
</tr>
<tr>
<td>International Students</td>
<td>101</td>
</tr>
<tr>
<td>All Students</td>
<td>122</td>
</tr>
</tbody>
</table>

Note L/N – low number: the number of students is less than 5

8. Related Legislation and ICHM Policies

Higher Education Support Act 2003
Tertiary Education Quality and Standards Agency Act 2011
Education Services for Overseas Students (ESOS) Act 2000 and
National Code of Practice for Providers of Education and Training Services to Overseas Students
Associated policies
Access and Equity
English and Second language
Enrolment of Minors
Non-Academic Grievance
Mature age Entry
Recognition of Prior Learning