



Undergraduate Admission information

1. About Holmes Institute

- Campus location information is available here <https://www.holmes.edu.au/pages/locations>
- Important dates such as trimester start dates enrolment dates can be found here under Academic Calendar <https://www.holmes.edu.au/pages/schools-and-faculties/higher-education/information>
- Holmes contact details, including campus specific contact details are available here <https://www.holmes.edu.au/pages/contact-us>

2. Admission criteria

Prospective students applying to undertake a higher education program at Holmes Institute are assessed in accordance with the Admission Requirements Policy available [here](#).

To be considered for admission all applicants must:

- meet the student entry requirements below **AND**
- have lodged an application for admission to Holmes Institute.

Domestic Students

To be eligible for admission applicants must have:

- Successfully completed the Victorian Certificate of Education (VCE) or its equivalent OR
- Successfully completed an approved Tertiary Preparation Program, Tertiary Orientation Program, or a Foundation Year program offered by an accredited institution of higher education OR
- Successfully completed one year of full time study at an approved Institute of Tertiary education.

Students may apply for credit for relevant qualifications completed in the VET sector. Refer to Holmes Recognition of Prior Learning Policy available [here](#).

International Students

To be eligible for admission applicants must have:

- Successfully completed a level of achievement in Secondary Education in their country of origin equivalent in standing to the VCE OR
- Successfully completed an approved program of study in their country of origin deemed by VTAC to be the equivalent of a Tertiary Preparation Program or a Foundation Year OR
- Successfully completed one year of full time study at the post-secondary level in their country

of origin at an institute of higher education or its equivalent.

- Demonstrated English proficiency at or above IELTS score of 6.

Students may apply for credit for relevant qualifications completed in the VET sector. Refer to Holmes Recognition of Prior Learning Policy available [here](#).

Applicants with work and life experience

(i.e. those who left/ finished secondary education more than 2 years ago with no tertiary study experience)

Applicants who do not fulfil the educational requirements above may be considered eligible for admission if they have:

- A significant work record or demonstrated record of professional practice **AND**
- Information on courses completed or attempted (with results of study undertaken) **AND**
- A personal resume with a detailed work history including referees **AND**
- A portfolio of supporting documentation.

IMPORTANT NOTE: All applicants must meet the minimum entry requirements as well as any relevant course specific entry requirements. Students wishing to apply specifically the **Bachelor of Fashion Business** has course specific entry requirements requiring the provision of:

- a portfolio of supporting documentation AND
- participation in an Admission Interview.

3. Additional information

Aboriginal and Torres Strait Islander people

Holmes welcomes applications from Aboriginal and Torres Strait Islander people, which will be processed in the normal manner.

Domestic applicants with overseas qualifications

Overseas qualifications will be assessed for equivalence in Australia at the time of application using the Country Education Profiles (CEP) online tool.

English language proficiency

Applicants whose secondary school education and/ or undergraduate studies were not completed in English must demonstrate levels of English proficiency as described below.

For Diploma and Advanced Diploma courses

An IELTS Overall test score of 5.5 or Equivalent.

For Bachelor degree courses

An IELTS Overall test score of 6 or Equivalent.

4. How to apply

All applicants should apply directly to Holmes. You will need to provide the following documents with your application:

- Completed application form. Please download the application form [here](#).
- Certified copies of your academic documents (e.g. transcript, certificates). Transcripts from foreign institutions must be translated.
- Evidence of English language proficiency for admission into the relevant course
- Employment related documents e.g. reference letter, resume (where applicable)
- Any relevant professional/personal development course certificates, and
- Any other additional supporting documentation requested by Holmes such as portfolios of work.

By Email

Scan and email your application email to info@holmes.edu.au

By Post/ In person

Deliver to:
Admissions Office
185 Spring Street
Melbourne
VIC 3000

5. Enrolment

Once an offer for admission has been made, students can accept Holmes' offer by signing the Letter of Offer. Other critical information are available on Holmes Institute's website, for instance:

- **Course information** can be found [here](#).
- **Deferment** - If you wish to defer studies, you must do so before the enrolment date specified in your offer letter. Please refer to the relevant policy [here](#).
- **Fees, start dates and ancilliary** charges are also specified [here](#).
- **Recognition of Prior Learning Arrangements** - 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. For further information about recognition of prior learning refer [here](#).

6. Student profile (General and Course specific)

The table below gives an indication of the likely peer cohort for new students at Holmes Institution including according to course. It provides data on all students who commenced undergraduate study in Trimester 1, 2018.

Trimester 1, 2018			
Basis of Admission	Course	No. of all students	Percentage of all students
Higher Education	Bachelor of Business	N/P	2%
	Bachelor of Fashion Business	L/N	N/P

Trimester 1, 2018			
Basis of Admission	Course	No. of all students	Percentage of all students
	Bachelor of Information Systems	N/P	L/N
	Bachelor of Professional Accounting	N/P	1%
	Diploma of Business Management	L/N	N/P
Higher Education Admission Totals		N/P	1%
VET	Bachelor of Business	N/P	1%
	Bachelor of Fashion Business	L/N	N/P
	Bachelor of Information Systems	N/P	N/P
	Bachelor of Professional Accounting	N/P	N/P
	Diploma of Business Management	N/P	N/P
VET Admission Totals		N/P	1%
Admitted on work/life experience	Bachelor of Business	L/N	N/P
	Bachelor of Fashion Business	L/N	N/P
	Bachelor of Professional Accounting	N/P	N/P
Work/Life experience Admission Totals		N/P	33%
Secondary	Bachelor of Business	N/P	N/P
	Bachelor of Information Systems	L/N	N/P
	Bachelor of Professional Accounting	N/P	N/P
	Diploma of Business Management	L/N	N/P
Secondary Admission Totals		N/P	N/P
International Students		469	99%
All students		474	100%

Notes: L/N – Low numbers: the number of students is less than 5.

N/A – Data not available for this item.

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

7. Where to get further information

Tertiary Education Quality Standards Agency ([TEQSA National Register](#))

QILT website ([Click here](#))

Information on appeals and grievances processes ([Click here](#))