The Institute of Internal Auditors Australia

Candidate Selection and Admission

Policy P2

voice of the profession

Table of Contents

Purpose 3

Scope 3

Policy statement 3

Recognition of Prior Learning (RPL) 4

Academic credit 4

Admissions process 4

Award admission 5

Non-award admission 5

Non-admission 5

Key contact details 6

Legislative context 6

Associated documents 6

Purpose

Candidate selection and admission to the Institute of Internal Auditors-Australia's (IIA-Australia) Graduate Certificate in Internal Auditing is determined on the basis of academic merit.

IIA-Australia assesses all potential candidates by consistently applying relevant policy and procedures in a fair and equitable manner.

When accepted for enrolment, all candidates are responsible for following IIA-Australia candidate policies and procedures, including the Code of Academic Conduct.

There are consequences for failing to follow these conventions (refer to Policy P14: Code of Academic Conduct). All IIA-Australia candidate policies and procedures can be viewed on the IIA-Australia website: www.iia.org.au

Scope

This policy applies to all applications for admission.

Policy statement

Selection and admission

The admission requirements for the Graduate Certificate in Internal Auditing are as follows:

- Candidates must be resident in Australia.
- Candidates must have completed a recognised bachelor degree from a recognised tertiary institution. An official educational transcript from the university or educational institution must be produced. Only notarised copies or originals can be accepted by mail.
- Candidates with academic qualifications from non-English speaking countries will be required to show evidence of an IELTS score of at least 7.5.
- Due to the practical nature of the coursework, it is highly desirable that candidates are concurrently working in Internal Audit or a closely related area while studying for the Graduate Certificate in Internal Auditing. In circumstances where demand for places exceeds availability, preference will be given to those currently employed in the field.

Non-award admissions are permitted under certain circumstances (see below).

Recognition of Prior Learning (RPL)

IIA-Australia provides the opportunity for candidates to apply to have prior learning considered for credit towards the Graduate Certificate in Internal Auditing, where prior learning is related to the assessable components of the course. Forms of prior learning include previous study from recognised tertiary organisations, relevant work experience, or courses undertaken outside a recognised tertiary education organisation.

An applicant may apply for an assessment of their prior learning only at the time of applying for entry to the course. Only Modules 2 and 3 are available for exemption. Modules 1 and 4 are mandatory for all candidates.

Exemptions are granted on the basis of demonstrated equivalent prior studies or experience. Candidates seeking exemption from a module based on equivalent prior studies will be required to provide evidence of a passing grade in a course completed within the last 10 years that can be mapped to the stated learning outcomes. For courses completed prior to 10 years ago or where exemption is sought on the basis of professional experience, a 'portfolio of evidence' must be provided for assessment against the competencies covered in the unit where an exemption is sought.

Eligibility for RPL does not guarantee an applicant a place in the course for which recognition of prior learning may be available.

Academic credit

Through its accreditation as a Graduate Certificate on the Australian Qualifications framework, the Graduate Certificate in Internal Auditing may be used for advanced standing on entering a Masters of Business Administration (MBA) or other postgraduate business program at an Australian university.

Admissions process

Applicants must complete and submit the application for enrolment form, attach supporting documentary evidence and forward all documents to the Registrar (contact details below).

Applications should be received by the IIA-Australia Registrar during the published enrolment period. Refer to our website for academic calendar or to register for notification of impending enrolment period commencement: www.iia.org.au

Award admission

IIA-Australia's process for verifying the applicant's academic credentials and the status of the awarding institution is as follows:

- all supporting evidence for enrolment, including academic transcripts, must be in the form of a notarised copy
- documents will not be accepted in electronic format (original documents can only be accepted as evidence if sighted, copied and signed by IIA-Australia or its representatives).

Non-award admission

Candidates who have a minimum of two years' experience working in internal audit within the last five years and who do not meet the admission requirements may undertake Module 1 under a non-award enrolment.

Non-award enrolees who achieve an assessment grade of Credit or above on Module 1 will subsequently be considered eligible for Award Admission.

Non-admission

The IIA-Australia will not accept candidates' enrolments where they do not meet the admission requirements set out in the policy.

Candidates will be advised by the Registrar of this in writing and the reasons for not meeting the criteria.

Candidates may appeal the decision by setting out the grounds for an appeal in a statutory declaration with supporting documentation and lodging with the Registrar, no later than 10 days after the date of the non-admission notice. The current fee is set at AUD$100 for this appeal.

- The Director of Learning and Development will review the appeal along with information documented by the Registrar and, where deemed necessary, convene a Panel of the Candidate Conduct and Appeals Committee.
- A letter advising the outcome will be sent to the candidate within 25 working days of receipt of the appeal.
- If the appeal is upheld, the application fee will be refunded.

Key contact details

The IIA-Australia Registrar

The Institute of Internal Auditors-Australia
PO Box A2311
Sydney South NSW 1235

Telephone: **+ 61 2 9267 9155**
Facsimile: **+ 61 2 9264 9240**
E-mail: **registrar@iia.org.au**
Website: **www.iia.org.au**

Legislative context

- NSW Higher Education Act 2001 (the Act)
- Australian Qualifications Framework (AQF)

Associated documents

- Policy P1: Plagiarism
- Policy P4: Candidate Grievance
- Policy P5: Candidate Progression, Exclusion and Graduation Policy
- Policy P8: Candidate Support and Consultation
- Policy P11: Intellectual Property and Copyright
- Policy P13: Candidate Fees and Tuition Assurance
- Policy P14: Code of Academic Conduct
- Procedure R2: Candidate Academic Records Management
- International Professional Practices Framework (IPPF)
- Education Committee Charter which contains the Terms of Reference (ToR) for Candidate Conduct and Appeals Committee
- Graduate Certificate in Internal Auditing Course Handbook

The above documents are available on the website at: www.iia.org.au

The Institute of Internal Auditors-Australia
PO Box A2311
Sydney South NSW 1235

Telephone: **+ 61 2 9267 9155**
Facsimile: **+ 61 2 9264 9240**
E-mail: **governance@iia.org.au**
Website: **www.iia.org.au**

Level 7
133 Castlereagh Street
Sydney NSW 2000 Australia

© Copyright IIA-Australia 2011
ABN 80 001 797 557