

Recognition of Prior Learning (RPL) Application Form

Before completing this form, applicants should read the information below carefully

1. The Exemption Committee will only consider applications for RPL from
 - a. Module 2 – Legal and Regulatory Environment and/or
 - b. Module 3 – Organisational Systems and Processes
2. Applicant should refer to Module 2 and/or Module 3 Syllabus available on this form.
3. Applicants must enclose full syllabus and Course outline for each and all relevant courses that have been completed. Furthermore, applicants should clearly identify which part (s) of the university course or professional course corresponds to the module syllabus for which RPL is sought.
4. Certified copies of academic transcript (s) and/or professional qualification indicating the completion of relevant course (s) and date completed must be submitted.
5. 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 7 years that can be mapped to the stated learning outcomes.
6. For courses completed prior to 7 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.
7. If you are applying for RPL from both modules, please complete a separate form for each module and provide supporting documentation for each module.
8. Please include all necessary supporting documents with this application along with appropriate payment. Incomplete applications will not be accepted.
9. Further information regarding RPL policy is available on our website from the following [link](#)
10. There is an Assessment fee of \$440 including GST per module
11. All applications must be submitted together with supporting document and payment to

Mail To: The Registrar The Institute of Internal Auditors-Australia Level 7, 133 Castlereagh Street
Sydney NSW 2000 Email: education@iia.org.au

Recognition of Prior Learning (RPL) Application Form

Personal Information

Membership ID (if applicable) _____

Full name _____

Home address _____

City/State Country Postcode

Contact number _____

Email address _____

University Attended _____

Degree(s) obtained: _____

Year Degree obtained: _____

RPL Submission Date: _____

RSL Application For

Module 2 - Legal and Regulatory Environment
 \$440

Module 3 - Organisational Systems and Processes
 \$440

Declaration

I hereby apply for Recognition of Prior Learning (RPL) from Module 2 and/or Module 3 and declare that the information provided is correct and the documents provided is legitimate:

I understand I will be charged \$440 Assessment Fee per Module:

Date: _____

Signature _____

Checklist

I have completed and signed this RPL form

I have enclosed a certified copy of my degree(s) and transcript

I have enclosed full syllabus and course outline(s) for each and all the relevant courses that have been completed in the last 7 years.

I have completed mapping table

I have read and understand the exemption policy

Payment Details

Cheque AMEX Mastercard

VISA DINERS CLUB Money Order

Card Number _____

Expiry Date _____

Amount: \$440.00 per Module _____

Cardholder's name (Please print): _____

Direct Deposit

Westpac Banking Corporation
BSB: 032 003 Account No: 478233, King Street, Sydney NSW 2000

Return To

ABN 80 001 797 557
Cheques payable / Posted to :
Institute of Internal Auditors – Australia
PO Box A2311, Sydney South NSW 1235
t +61 (0) 2 9267 9155 f +61 (0) 2 9264 9240
e education@iia.org.au

Office Use Only

Module Assessed: _____

Assessor: _____

Approved date: _____

Declined date: _____

Reason for Declining _____

Database Entry: _____

Communication of outcome with Candidate:

Letter Email

Mapping Table

Applicants should complete the table(s) below in sufficient detail and with sufficient clarity to allow the IIA to make an informed assessment of the degree to which the applicant has addressed each facet of the learning outcomes. References to documents should be as specific as possible, for example noting the particular section/page within a reference that is relevant to the (dot point) facet being addressed.

Module 2 - Legal and Regulatory Environment

Major Topics	Expected Learning Outcomes, Knowledge and Competency Areas	Evidence submitted to demonstrate competence (For student to complete – where a document is referenced, number and attach the document – “B. Ec, Uni of Sydney, Results Transcript, Doc 2, page 4”)	Sufficient Evidence YES/NO (For Assessor to complete)
1. Legal and Regulatory Environment	<p>1.1 The ability to critically reflect on, understand and explain the regulatory and legal framework within which specific organisations operate.</p> <p>Specific reference to the following facets:</p> <ul style="list-style-type: none"> > The Australian legal framework > Private & public sector legislation > Standards & guidelines > Contract law > Governance within organisations (private and public sector) > Legislative and regulatory mandate for internal audit > Internal audit’s role in supporting legislative and regulatory compliance 		

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2. Economic Environment	2.1 The ability to demonstrate an understanding of macro and microeconomics appropriate to the organisation. Specific reference to the following facets: > Economics and the market economy > Demand and supply > Macroeconomics		
3. Ethics	3.1 The ability to demonstrate an understanding of the principles of ethics, conflict of interest, and the role of internal audit in evaluating ethics. Specific reference to the following facets: > Elements of an ethical organization > Drivers of ethical and unethical behaviour > Conflicts of interest > Evaluating and auditing organizational ethics		

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4. Fraud	<p>4.1 The ability to demonstrate an understanding of fraud, fraud risk evaluation and the appropriate means for detection, investigation and prevention of fraud.</p> <p>Specific reference to the following facets:</p> <ul style="list-style-type: none"> > Fraud triangle > Profiling fraudsters > Fraud indicators and red flags > Investigating fraud > Fraud control plans > Internal auditing and fraud 		

Module 3 - Organisational Systems and Processes

Major Topics	Expected Learning Outcomes, Knowledge and Competency Areas	Evidence submitted to demonstrate competence (For student to complete – where a document is referenced, number and attach the document – “B. Ec, Uni of Sydney, Results Transcript, Doc 2, page 4”)	Sufficient Evidence YES/NO (For Assessor to complete)
<p>1. Financial Management and Accounting</p>	<p>1.1 Apply an understanding of the technical aspects of finance and accounting appropriate to the operation of a specified organisation.</p> <p>Specific reference to the following facets:</p> <ul style="list-style-type: none"> > Accounting processes > Financial reporting > Financial statements, wealth and the measurement of profits > Statements of Financial Position and Performance, Statement of Equity and Cash Flow Statement > Accrual Accounting and Income-Matching Conventions > Financial Statements Analysis <p>1.2 Apply an understanding of management accounting appropriate to the operation of a specified organisation.</p> <p>Specific reference to the following facets:</p> <ul style="list-style-type: none"> > Nature and Purpose of Management Accounting > Budgets and the budget process > Cost Classification and Using Management Accounting to Support Decision-Making 		

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2. Information Training	2.1 Apply an understanding of IT risk, control and security appropriate to the operation of a specified organisation. Specific reference to the following facets: > IT Risks and Controls > IT Audit Process > IT Governance > Auditing IT Projects > IT Security > Business Continuity Management		