

# Candidate Selection and Admission

*Policy P2*



*voice of the profession*

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## Purpose

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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.iaa.org.au](http://www.iaa.org.au)

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## Scope

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This policy applies to all applications for admission into the Graduate Certificate in Internal Auditing

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## Policy statement

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### *Selection and admission*

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

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

- ❖ Candidates must be resident in Australia.
- ❖ Candidates must have completed a minimum of a bachelor's degree from a tertiary institution approved by the IIA-Australia. 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; or the equivalent score on an English proficiency test approved by IIA-Australia.

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

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## Recognition of Prior Learning (RPL)

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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 or 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 7 years that can be mapped to the stated learning outcomes. 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.

It is the responsibility of the candidate to provide evidence, such as course outlines from previous study, to support an application for RPL.

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

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## Academic credit

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Through its accreditation as a Graduate Certificate on level 8 of 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 program at an Australian higher education institution.

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## Admissions process

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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 can be received by the IIA-Australia Registrar at any time. Enrolments should be received during the published enrolment period. Refer to our website for academic calendar or to register for notification of impending enrolment period commencement: [www.iaa.org.au](http://www.iaa.org.au)

## Award admission

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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

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Candidates who have a minimum of two years' experience working in Internal Audit, External Audit, Risk Management, Compliance or Quality Assurance within the last five years and who do not meet the education requirements may undertake Module 1 under a non-award enrolment.

Experience gained in other subject areas related to Internal Audit but not mentioned above may be accepted at the discretion of the IIA-Australia Education Committee.

Non-award candidates must achieve an assessment grade of credit or above on Module 1 and at least 50% on Assignment 2 to subsequently be considered eligible for award admission. In exceptional circumstances the Education Committee may allow non-award candidates who perform satisfactorily in Module 1 but do not meet these specific requirements to progress into the remainder of the GradCertIA.

## Non-admission

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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 the status of their admission request in writing and the reasons for not meeting the criteria.

Candidates may appeal the decision. Please refer to *P4 Candidate Grievance Policy* for information and the procedures to be followed.

## Key contact details

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### *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: [education@iaa.org.au](mailto:education@iaa.org.au)  
Website: [www.iaa.org.au](http://www.iaa.org.au)

## Legislative context

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- ❖ National standards, policy and legislation on which this policy is based:
  - Australian Qualifications Framework Second Edition January 2013
  - Commonwealth of Australia Tertiary Education Quality and Standards Agency Act 2011
  - Higher Education Standards Framework (Threshold Standards) 2015

## Associated documents

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- ❖ Policy P4: Candidate Grievance
- ❖ 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.iaa.org.au](http://www.iaa.org.au)

## Version:

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Version No	Date	Document Location	Name of Person	Comments
V1	May 2016		EC	Revised version
V2	29 Nov 2016		EC	Editing and updating of legislation and responsibilities as required.
V3	January 2017		EC	Updating for HESF 2015
V4	December 2018		IIA-Australia	Updated email address

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