



# Application Form

## 1. Personal details

Title \_\_\_\_\_ Family name \_\_\_\_\_

Given name(s) \_\_\_\_\_

Date of birth \_\_\_\_\_ Gender \_\_\_\_\_

IIA-Australia member Yes (ID number) \_\_\_\_\_ No \_\_\_\_\_

Home address \_\_\_\_\_

City/State \_\_\_\_\_ Postcode \_\_\_\_\_

Country \_\_\_\_\_

Preferred email address \_\_\_\_\_

Contact number \_\_\_\_\_

Mobile number \_\_\_\_\_

Citizenship Status:

Australian citizen (including Australian citizens with dual citizenship)

New Zealand citizen (excluding those with Australian citizenship)

Residing in Australia with permanent humanitarian visa

Residing in Australia with a permanent visa other than permanent humanitarian visa

Temporary entry permit and residing in Australia during the unit of study

Not one of the above categories and residing outside Australia during the unit of study/time of application

Country of birth: \_\_\_\_\_

Citizenship effective from (date): \_\_\_\_\_

Year arrived in Australia (if applicable): \_\_\_\_\_

Language spoken at home: \_\_\_\_\_

Do you identify as an Aboriginal/Torres Strait Islander?  
Yes No

Do you have a disability: Yes No

Do you require support due to your disability? (We will contact you if you answer yes)  
Yes No

Who is funding your study?  
Self-funded Employer funded  
Other (please state) \_\_\_\_\_

## 2. Current employment details

Position \_\_\_\_\_

Organisation \_\_\_\_\_

Work address: \_\_\_\_\_

City/State \_\_\_\_\_ Postcode \_\_\_\_\_

Country \_\_\_\_\_

Email address \_\_\_\_\_

Date commenced \_\_\_\_\_

Address for correspondence Home Business

## 3. How did you find out about the GradCertIA?

Colleague (please supply name if an IIA-Australia member) \_\_\_\_\_

Google Social Media GradCertIA Student/Graduate

IIA-Australia website IIA-Australia email Other

## 4. Employment history

Internal Audit experience \_\_\_\_\_ years \_\_\_\_\_ months

Name of previous employer 1 \_\_\_\_\_

Name of previous employer 2 \_\_\_\_\_

## 5. Education history

Year left school \_\_\_\_\_ Final level of school: \_\_\_\_\_

Highest level of education attained by parents \_\_\_\_\_

Parent 1 \_\_\_\_\_ Parent 2 \_\_\_\_\_

## 6. Admission

Refer [Candidate Selection and Admission Policy](#) for full requirements including a list of exempt countries which satisfy the English language proficiency requirements and further evidence is not required

## Award Entry

I have completed a Bachelor degree (or higher) from a recognised tertiary institution in Australia or other exempt English speaking country (approved by IIA-Australia).

I have completed a Bachelor's degree (or higher) from a recognised tertiary institution\* in a non-exempt country and have (tick which one is applicable):

IELTS or equivalent score of 7 or above academic (approved by IIA-Australia).

OR

Evidence of working in Australia or an exempt country for at least five years prior to applying for the GradCertIA.

OR

Evidence of having completed at least 5 years' full time study in a secondary level institution or have completed a bachelor's degree where most classes were in English.

Please ensure that you mail certified copies of the following as applicable:

- > Certified copies\*\* of transcripts from previous studies
- > Proof of name change (if applicable)
- > Level 7 IELTS or other approved English language test
- > Evidence of other work or study as applicable

\* Qualification must be equivalent to an Australian Bachelor's degree or above

\*\* A certified copy is a copy of a primary document that has been witnessed and signed to certify that it is a true copy of the primary document. This can either be done by a Justice of the Peace, your Chief Audit Executive, your Partner/ Director, a Professional Member of the Institute of Internal Auditors-Australia (PMIA), or a person authorised to witness a statutory declaration.

### Non-Award Entry

I do not have a tertiary qualification but have at least two years' experience and wish to enrol in Module 1 as a non-award entry student.

I am from Australia or country on the exempt country list.

OR

I am from a non-exempt country and have attached a demonstrated proficiency in English – IELTS or equivalent score of 7 (academic) or above (supporting evidence required).

OR

I have lived and worked in Australia for at least five years or completed at least five years' full time secondary education in English and wish to have my case assessed (evidence required).

Note: An Experience Verification Form will be provided for completion once your application is received.

### Recognition of Prior Learning (RPL)

RPL is available for Module 2 and/or Module 3. Detailed evidence is required and fees apply. Refer [Candidate Selection and Admission Policy](#). A form will be sent to you if you indicate you are seeking RPL.

Please select your RPL application choice

I am not seeking RPL

I am seeking RPL for Module 2

I am seeking RPL for Module 3

Note: Applications for RPL must be made prior to enrolling in module 1.

Registrar  
IIA-Australia  
PO Box A2311  
Sydney South NSW 1235

**Telephone** +61 2 9267 9155

**Facsimile** +61 2 9264 9240

**Email** [education@iaa.org.au](mailto:education@iaa.org.au)

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

### 7. Returning paperwork

All paperwork for award entry must be submitted in **hardcopy only**, electronic copies will not be accepted. Please return all forms as outlined above.

#### In person:

Institute of Internal Auditors – Australia,  
Level 7, 133 Castlereagh Street, Sydney

#### Post:

Registrar, Institute of Internal Auditors – Australia,  
PO Box A2311, Sydney South, NSW 1235

### 8. Privacy Policy

Please refer to our [Privacy and Security of Information Policy](#).

Note that we are required to provide information and statistical data to the Tertiary Education Quality and Standards Agency (TEQSA) Please refer to the [TEQSA privacy policy](#) and the [Department of Education privacy policy](#).

We participate in the QILT ([Quality Indicators for Teaching and Learning](#)) survey which are a suite of government endorsed surveys for higher education. QILT is funded by the Australian Government Department of Education, Skills and Employment.

All aspects of this research will be undertaken in accordance with the Privacy Act (1988) and the [Australian Privacy Principles](#) contained therein, the [Privacy \(Market and Social Research\) Code 2014](#), the Australian Market and Social Research Society's Code of Professional Practice.