



Graduate Certificate in Internal Auditing 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 _____

Unique Student Identifier (USI)* _____

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 (dd/mm/yyyy): _____

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) _____

* From 1 January 2023, all higher education students must have a USI in order to graduate and receive their award. This includes all students who started before 2021, and all onshore international students. For more information, and direction on how to get your USI, see [information on USI for students](#) and [frequently asked questions for higher education students](#). We will hold your USI on file to ensure you are eligible to graduate and receive your award once you complete the GradCertIA.

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

Final level of education _____ Year completed _____

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 five years' full time study in a secondary level institution or have competed 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 (PMIIA), 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 so have my case assessed (evidence required).

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

Registrar
IIA-Australia
PO Box A2311
Sydney South NSW 1235

Telephone +61 2 9267 9155
Facsimile +61 2 9264 9240
Email education@iia.org.au

www.iia.org.au/GradCertIA



The Institute of
Internal Auditors
Australia

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.

8. Signature

I declare that the information contained on this application form (and any attached documents) is true and accurate.

Signed by applicant:

Date signed

9. 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 5, 580 George Street, Sydney

Post:

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

10. 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](#), the Australian Market and Social Research Society's Code of Professional Practice.

