

Candidate Selection and Admission

Policy P2



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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 applications by consistently applying relevant policy and procedures in a fair and equitable manner.

Once 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 policies and procedures (refer to Policy P14: Code of Academic Conduct). All IIA-Australia candidate policies and procedures can be viewed on the [IIA-Australia website](#).

Scope

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

Selection and Admission Requirements

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

- ❖ Applicants 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 (these must be sent by mail) or approved digital documents signed by the awarding institution.

English language proficiency requirements

Applicants to the Graduate Certificate in Internal Auditing must be able to demonstrate proficiency in the English language.

- ❖ Applicants who have completed a bachelor's degree or above in English from Australia or a country on the exempt countries list below satisfy the English language proficiency requirements and do not have to provide further evidence.

Exempt countries list

- Canada
- New Zealand
- Republic of Ireland
- UK
- USA

- ❖ Applicants from non-exempt countries who have completed at least 5 years' of full-time study in a secondary level institution or have completed a bachelor's degree where most classes were in English may also be exempt subject to providing the following information:
 - name and location of the institution/s
 - level of qualification/s
 - official transcript from tertiary institution (where applicable)
 - confirmation of attendance from the secondary level institution (where applicable)
 - number of contact hours per week in English
 - number of years of study

Certified hard copies of these documents must be supplied. The qualification must also be approved as equivalent to an Australian bachelor's degree or above if the applicant is applying for award entry. Applicants who have previously had their qualifications assessed, by a relevant authority, and deemed as equivalent to an Australian Bachelors or above, should provide a copy of the assessment.

- ❖ Applicants whose prior studies were completed in a language other than English must demonstrate their proficiency in the English language as follows:
 - Provide evidence of an IELTS score of at least 7 (academic) for each component of the test, or the equivalent score on an English proficiency test approved by IIA-Australia; OR
 - Provide evidence of having lived and worked in Australia or a country from the above list for at least five years prior to application for entry into the Graduate Certificate in Internal Auditing. Evidence may include employer letters, pay slips or utility bills, for example.

Academic credit

Through its accreditation as a Graduate Certificate at level 8 of the Australian Qualifications Framework, the Graduate Certificate in Internal Auditing may be used for advanced standing on entry to some Masters of Business Administration (MBA) or other postgraduate programs at an Australian higher education institution.

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

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 or an approved document digitally signed by the awarding institution
- ❖ documents will not be accepted in electronic format other than those digitally signed by the awarding institution and approved by IIA-Australia
- ❖ original documents can only be accepted as evidence if sighted, copied and signed by IIA-Australia or its representatives.

Non-award admission

Applicants 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. Additionally, training courses in related areas may be taken into consideration for non-award entry where the full two years' experience has not been attained.

Non-award candidates must achieve an assessment grade of credit or above on Module 1 and at least 50% on Assignment 2 within Module 1 to subsequently be considered eligible for progression as an award candidate to the remainder of the Graduate Certificate in Internal Auditing. 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 Graduate Certificate in Internal Auditing.

Non-Award applicants from a non-exempt country must meet the English Language Proficiency Requirements outlined above.

Decisions and appeals

Applicants will be advised by the Registrar of the status of their application in writing and the reasons for not meeting the criteria.

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

Recognition of Prior Learning (RPL)

IIA-Australia provides the opportunity for applicants 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. Applicants 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 learning outcomes covered in the unit where an exemption is sought.

The portfolio must be clearly laid out and map the relevant experience or study to the learning outcomes. Additionally, a curriculum vitae is to be provided and a verification form is to be completed by a current or former employer confirming the evidence provided in the portfolio. This includes a declaration that the applicant was substantially involved in the work submitted in the portfolio.

It is the responsibility of the applicant to provide evidence, such as course unit outlines from previous study or documents demonstrating experience, 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.

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: education@iia.org.au
Website: www.iia.org.au

Legislative context

- ❖ 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

- ❖ 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.iia.org.au

Version

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
V5	February 2019		IIA-Australia	Removal of Resident of Australia
V6	February 2020		EC	Update to English language requirements
V7	October 2020		EC	Update to exempt countries, non-award requirements and clarification of RPL requirements

The Institute of Internal Auditors-Australia

PO Box A2311
Sydney South NSW 1235 Level 7
133 Castlereagh Street
Sydney NSW 2000 Australia

Telephone: + 61 2 9267 9155
Facsimile: + 61 2 9264 9240
E-mail: education@iaa.org.au
Website: www.iaa.org.au

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