



CHIFLEY POSTGRADUATE PROGRAMS CREDIT APPLICATION POLICY

Credit is available for previous, relevant, postgraduate study. Study must have been completed within the last ten years and each case is reviewed individually. In order to graduate from any Chifley Business School program, you must complete at least 50% of the course you are enrolled in by taking Chifley postgraduate units. The Employer-based Unit (Unit 302) is considered in the same category as a credit.

Credit is assessed on a case-by-case basis.

HOW TO APPLY

Prospective and existing students seeking credit must apply during enrolment periods (November/December for Study Period 1 and April/May for Study Period 2). Applications received outside these periods will not be assessed until the next assessment time. Applications for credit from existing students will only be available for courses completed after the initial enrolment in Chifley postgraduate program(s). Applications are assessed based on documentation submitted and must include:

- > A certified copy of formal statement of academic results
- > Statement/details of course structure
- > Summary details of course subjects/syllabus
- > Certified copy of certificate of completion (where available)
- > Applications that do not include all necessary information will not be assessed.

UNIT 302—EMPLOYER BASED UNIT

The Employer-based Unit is designed so students can credit relevant organisational training to their postgraduate qualification. An Employer-based Unit may take one of the following forms:

- > An individually tailored program aimed at facilitating personal development;
- > A series of structured and intensive short course programs with an overall unifying theme;
- > Residential programs;
- > A combination of 1,2,3 above;
- > An approved equivalent unit conducted by an external (non-academic) organisation.

The Employer-based Unit must consist of at least 160 hours, including contact time and personal study that may be required. Please note that Unit 302 - Employer-based Unit is considered in the same category as a credit. Therefore, if you are granted Unit 302, it will be counted as a credit towards your record.

Students applying for Unit 302 - Employer based Unit must apply during enrolment periods (November-December for Study Period 1 and April-May for Study Period 2). An Employer-Based Unit is only acceptable when it is undertaken while the student is enrolled in one of the Chifley Business School's postgraduate programs. Prior written approval from Chifley must be obtained before enrolling in the Employer-Based Unit.

Applications must be in the form of a report. The quality of the report is included in the assessment for credit. The report should contain the following information:

- > An outline of each training program, its objectives, the way it was undertaken (intensive over a number of days, traditional lectures, internet study, self-study etc.) and the amount of time involved in workshop presentation, group work, self-study. Any recognition of the training programs or courses should be stated,
- > Any assessment contained in each training program. This might be either formal assessment leading to a certificate of completion or informal assessment including group work, simulations, presentations, peer evaluation, feedback etc.,
- > A detailed statement containing the benefits of the training programs to the students self-knowledge and to application of this knowledge in the students work management role - specific examples are encouraged. The statement should include why the student undertook the training programs including whether they were company supported.
- > An appendix containing:
Evidence of completion (certified copy required)
The course syllabus and any supporting detail of each training program.

Students must apply for approval of Unit 302 (Employer Based Unit) in order to obtain a pass for the unit.

[See Application form for Employer Based Unit \(302\)](#)

GETTING YOUR DOCUMENTS CERTIFIED

We do not accept original copies of your qualification and academic results. You should make a photocopy of the original document and take the original and the copy to an authorised person.

What the certified copy should include:

- > Each page of the document must have the following information:
"I have sighted the original document and certify this to be a true copy of the original."
- > The authorised person should then sign and date each statement and provide their designation and employer number (if available).

List of authorised persons to witness statutory declarations:

Please note that some authorised persons listed below are only relevant to Australia.

- > A justice of the peace or a bail justice or a public notary
- > A barrister and solicitor of the supreme court
- > The prothonotary or a deputy prothonotary of the supreme court
- > The registrar of a deputy registrar of the county court
- > The principal registrar of the magistrates' court or a *registrar of deputy registrar of the magistrates' court
- > The registrar of probates or an assistant registrar of probates
- > The associate to a judge of the supreme court or of the county court
- > The secretary of a master of the supreme court or of the county court
- > A registered patent attorney
- > A member of the police force
- > The sheriff or a deputy sheriff
- > A member or former member of either House of the Parliament of Victoria
- > A member or former member of either House of the Parliament of the Commonwealth
- > A councilor of a municipality or a senior officer of a council
- > A registered medical practitioner or registered dentist
- > A veterinary practitioner
- > A pharmacist
- > A principal in the Victorian government teaching service
- > The manager of a bank
- > A member of the institute of chartered accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants
- > The secretary of a building society
- > A minister of religion
- > A Victorian public servant with authorisation to sign statutory declarations
- > A fellow of the Institute of Legal Executives (Victoria)