

APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL)



MGSM
MACQUARIE UNIVERSITY
GRADUATE SCHOOL OF MANAGEMENT

01 RECOGNITION OF PRIOR LEARNING GUIDELINES

MGSM recognises formal, informal and non-formal learning contexts when considering granting Recognition of Prior Learning (RPL).

Types of prior learning:

Non-formal – occurs through a structured program of learning but does not lead to an accredited qualification.

Formal – occurs through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification.

Informal – occurs through work, social, family, hobby or leisure activities and experiences. Unlike formal or non-formal learning, informal learning is not organised or externally structured in terms of objectives, time or learning support.

- A** Applicants who have completed or partially completed a relevant graduate award at a recognised tertiary institution may receive up to 50% credit towards an MGSM award. This equates to:

Graduate Certificate – Maximum of two MGSM units

Graduate Diploma – Maximum of four MGSM units

Master of Management – Maximum of eight MGSM units

MBA – Maximum of eight MGSM units

Master of Social Entrepreneurship – Maximum of eight MGSM units

- B** Specified credit will only be granted where formal prior learning is appropriately evidenced

- C** RPL is only considered if the prior learning was completed:
- at graduate level or a level equivalent to graduate level and
 - within ten years from the date of application.

- D** Where an applicant demonstrates non-formal or informal prior learning at a graduate level, this will result in credit being granted for elective units.

- E** • No RPL will be granted for the following MGSM units: MGSM 820, 850, 860, 880, 950, 951, 952, 953, 955, 960, 985, nor 989.

- F** Qualifications from the following professional bodies are granted RPL at MGSM as follows:

• **Graduate Diploma of Chartered Accounting of the ICAA Program**

– MGSM840 Accounting for Management plus 3 electives.

• **Professional Level of the CPA Program**

– MGSM840 Accounting for Management plus 3 electives.

• **Institute of Actuaries of Australia (IAA)**

Fellowship Program

– MGSM845 Economic Context of Management

- G** Students are discouraged from seeking substitutions for elective units as this will not reduce the volume of learning / course duration. Instead, students are encouraged to actively select elective units that are different to completed units.

02 INSTRUCTIONS

- A** Print clearly in block letters using a blue or black pen.
- B** All applicants must attach legible copies of the following documents where applicable (refer to section 7):
- Certified copy of the transcript of results;
 - Description of the grading system used;
 - Description of all subjects completed, taken from the institution's official handbook for the appropriate year, including:
 - Detailed course outline
 - Method of assessment (textbooks used, group work, exam, etc.)
 - Hours of total workload (face-to-face hours, including attendance requirements).

Documents must be submitted for the period the study was completed.

All relevant documentation must be submitted at the same time as the RPL application. Additional information submitted to MGSM following submission of an application will not be considered. If you have new information that you would like considered for the purposes of RPL, you must complete and submit a new application.

- C** A CERTIFIED English translation of any documentation must be supplied in addition to the original documentation. Please see Section 7 for notes on the certification of documents (on page 9 of this form).

- D** Return the completed application form and ALL CERTIFIED supporting documentation:

Via post to:

The Application Officer Client Services Centre
Macquarie Graduate School of Management
Macquarie University NSW 2109

OR

In person to:

The Application Officer Client Services Centre
Macquarie Graduate School of Management
Building E12B, Macquarie University

- E** Please note:
Faxed applications or documents are NOT acceptable.

Please provide all the necessary information and documentation for your application as incomplete applications will not be assessed.

03 PERSONAL DETAILS

Name

Student Identification

Program

Sex

Male Female

Date of birth (dd/mm/yy)

/ /

Work/Mobile

Email

Postal Address

04 RPL SOUGHT FOR

- All applicants must ensure to complete applicable sections in the table below (in the section to be completed by the applicant). Applicable sections will depend on the type of RPL applied for.
- If applying for formal prior learning complete section 4.1 and for non-formal or informal prior learning complete section 4.2 below and overleaf. If applying for both formal and non-formal and/or informal prior learning complete both sections 4.1 and 4.2. (below and overleaf)

4.1 FORMAL PRIOR LEARNING

THIS SECTION TO BE COMPLETED BY THE APPLICANT						THIS SECTION TO BE COMPLETED BY ACADEMIC REVIEWER					
	Please tick (✓) to request credit or substitution	Equivalent MGSM Unit	Previous Unit/ Program/ Degree Completed <small>*Only input program name if eligible for blanket credit outlined in part 1E.</small>	Name of Institution	Year	Approved Y/N	Reason for the decision	Credit or Subn.	Program approved for	Academic reviewer's signature	Date signed
	<input type="checkbox"/> Credit <input type="checkbox"/> substitution	<i>Example: MGSM840 Accounting for Management</i>	<i>Example: MBA Program or Unit xxx</i>	<i>Deakin University</i>	<i>2009</i>						
4.1 Formal Prior Learning applied for	<input type="checkbox"/> Credit <input type="checkbox"/> substitution										
	<input type="checkbox"/> Credit <input type="checkbox"/> substitution										
	<input type="checkbox"/> Credit <input type="checkbox"/> substitution										
	<input type="checkbox"/> Credit <input type="checkbox"/> substitution										
4.2 Informal + Non formal (input data from overleaf)	<input type="checkbox"/> Credit										
	<input type="checkbox"/> Credit										
	<input type="checkbox"/> Credit										
	<input type="checkbox"/> Credit										
Comments						Academic Comments:					

4.2 NON-FORMAL OR INFORMAL PRIOR LEARNING FOR:

(please tick the boxes that apply to you below)

- i) admission, or (Refer Appendix 1 RPL Management Plan)
- ii) unspecified credit: (Refer Appendix 2 RPL Management Plan)
 - a) without designation. (Refer Appendix 2 RPL Management Plan)
 - b) with designation (for instance where your prior learning is in a particular area, e.g. Accounting, Marketing, Human Resources) (Refer Appendix 3 RPL Management Plan).

A APPLICANT SECTION

CURRENT EMPLOYMENT

Are you currently employed (includes self-employment)?

- Yes No

If Yes, what is your occupation?

Who is your current employer?

How long have you been employed here?

EDUCATION AND TRAINING

Have you undertaken any education and/ or training courses related to the program applied for?

- Yes No

If yes:

In what industry/area?

Training completion date (month, year)

/ /

Country where you trained

Name of course and institution (if applicable)

B RPL SELF-ASSESSMENT REPORT (UP TO 2,000 WORDS)

Demonstrate how your informal and/or non-formal prior learning experiences satisfy the equivalence criteria for the unit or MGSM program of study for which you seek RPL. (Please refer to MGSM's RPL Management Plan for relevant, unit or program specific equivalence criteria and provide sufficient information to support your application below).

Relevant learning outcomes	How I meet them
<p><i>Applicant: please identify the unit name or code you are seeking RPL for & list all applicable unit or program specific criteria (Refer to RPL Plan). Note: Each criteria should have its own section.</i></p> <p>(UNIT # OR NAME)</p> <p>1.</p>	

Relevant learning outcomes	How I meet them
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2.	
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3.	
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4.	
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Relevant learning outcomes

How I meet them

5.

6.

7.

5 REFEREE SECTION (Informal and Non formal learning applications only)

A RPL PROFESSIONAL REFEREE REPORT

Referee name

Position

Organisation

Phone number

Email

How long have you known the applicant?

What is your professional relationship with the applicant?

B PLEASE COMPLETE THE FOLLOWING:

- 1) Insert all relevant MGSM performance equivalence criteria into the Performance Equivalence Criteria column in the table below. e.g. If the applicant is applying for RPL for credit in the Graduate Certificate of Management, MGSM's Graduate Certificate of Management for credit performance equivalence criteria must be inserted.
- 2) Rate the applicant on the relevant MGSM equivalence criteria by ticking/checking the appropriate cell in the table (Poor to Excellent). Use what you think is general managerial ability as a base for comparison.
- 3) Comment on how the applicant satisfies the criteria.

Performance equivalence criteria (tick (✓) appropriate box)	Poor (lowest 30%)	Average (above 30% < 65%)	Good (above 65% < 90%)	Excellent (top 10%)	Further comment (optional)
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(Applicant/Referee list applicable performance equivalence criteria below) Note: 1 criteria per line.

Referee signature

Date

/ /

6 DECLARATION AND SIGNATURE

(Your application cannot be considered unless you accept all conditions set out below by signing and dating this declaration and authority).

I declare that the information submitted in this application is correct and complete. I understand that Macquarie Graduate School of Management (MGSM), as part of Macquarie University, reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information.

I understand that in submitting this application, MGSM/Macquarie University is collecting personal information from me and that this is considered personal information for the purposes of the Privacy and Personal Information Protection Act 1998. I understand that the purpose for collecting the information is to enable my application to be considered and that the intended recipients of this information are officers within MGSM/Macquarie University and any other body who may require the information for administrative purposes, including agencies of the Federal Government.

I understand that the supply of information is voluntary, if I cannot provide or do not wish to provide the information sought, my application may not be processed. I consent to and authorise MGSM/Macquarie University to obtain, if necessary, official records from any tertiary institution previously or currently attended by me.

Name

Signature

Date //

7 CERTIFICATION OF DOCUMENTS

Photocopied documents must be stamped and certified as a true copy of the original by:

- A Justice of the Peace, your current or previous education institution, a notary public, a representative who is registered with Macquarie University, a Macquarie University or MGSM staff member.

PLEASE NOTE: The person certifying the photocopies must:

- Write on the copy: "This is a true copy of the original document sighted by me"
- Sign it
- Print the following details:
 - name
 - contact phone number
 - category in the above list
 - date verified
- Affix the official stamp or seal of the verifier's organisation on the copy, if the organisation has a stamp

Alternatively, documents can be certified at:

Client Services Centre (Building E12B)
Macquarie Graduate School of Management
Macquarie University

NB: Please bring a photocopy of each document requiring certification, along with your original documentation.

CHECKLIST FOR APPLICANTS

Before submitting your application, please check that you have completed the following:

- Sections 3 to 6 have been completed in full as appropriate to your circumstances.
- You have signed and dated the Declaration (section 6).
- Certified copies of the full official transcripts of your previous academic record(s) have been provided in ENGLISH as well as the original language.
- A description of all units completed, taken from the institution's official handbook for the appropriate year, or other appropriate evidence have been provided.

Please note:

Faxed applications or documents are not acceptable. Processing of application requires an original or certified copy of relevant documents.

Applications which are incomplete or which have inadequate documentation will not be processed.