

## Relevant Work Experience Information

Students wishing to gain entry into a Kaplan Professional postgraduate qualification must meet one of the entry requirements as detailed on the Kaplan Professional website [www.kaplanprofessional.edu.au](http://www.kaplanprofessional.edu.au).

Students may be eligible to apply for entry into postgraduate qualification based on their relevant full-time (or part-time equivalent) work experience. This is to ensure that students have the necessary working understanding of financial concepts to be able to successfully complete their studies at Kaplan Professional. Details of the length of relevant full-time (or part-time equivalent) work experience that is required for admission into the course are published on the individual course pages on the Kaplan Professional website.

Relevant work experience can include, but is not limited to:

- Working for an institution in a position with that involves significant exposure to the finances of the company.
- Managing a business for the length of time specified in the entry requirements of the course.
- Self-employed roles in finance related role.

### WHAT INFORMATION DO I NEED TO PROVIDE?

To apply for admission on the basis of relevant work experience, students must submit one of the following documents:

1. A recent CV/Resume that provides the following information (LinkedIn profiles will not be accepted):
  - Employment history detailing roles and responsibilities.
  - Educational qualifications.
  - Professional development activities (if applicable).
  - Professional memberships (if applicable).
2. Letter from the student's employer:
  - Printed on company letterhead.
  - Dated and signed within 30 days of the student's application for admission.
  - Details of the students' roles, responsibilities
  - Details of the length of employment and employment status (full-time or part-time equivalent).

**Note:** You may enrol into the qualification on a provisional basis and provide the supporting documentation following enrolment. If the supporting documentation has not been received by Census Date of the study period, your application for admission may be withdrawn by Kaplan Professional

### WHAT HAPPENS AFTER A DECISION HAS BEEN MADE ON MY APPLICATION?

A Student Adviser will notify you of the outcome of your application and suggest the best study pathway or subject in which to enrol. If your application is not successful, a member of Student Services will make contact with you to discuss your application.

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USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY

## PERSONAL DETAILS

Title: Dr/Mr/Ms/Mrs/Miss/Other		Student ID:
First name(s):		Last name:
Company:		Title/Position:
Email:		
Phone (H):	(W):	(M):

## PLEASE INDICATE THE POSTGRADUATE COURSE TO WHICH YOU SEEK ENTRY:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Graduate Certificate in Applied Finance    | <input type="checkbox"/> Graduate Diploma of Applied Finance        | <input type="checkbox"/> Master of Applied Finance              |
| <input type="checkbox"/> Graduate Certificate in Financial Planning | <input type="checkbox"/> Graduate Diploma of Financial Planning     | <input type="checkbox"/> Master of Financial Planning           |
| <input type="checkbox"/> Diploma of Financial Services              | <input type="checkbox"/> Graduate Certificate in Financial Services | <input type="checkbox"/> Graduate Diploma of Financial Services |
| <input type="checkbox"/> Master of Financial Services               |   |   |

## EMPLOYMENT HISTORY

List your current employment and relevant positions held. You may prefer to attach a current resume that includes the following information:

Employer	Duration: From/To	Position and Duties

## EDUCATIONAL QUALIFICATIONS

Please attach documentary evidence of completed or partially completed qualifications.

Qualification	Institution	Dates	Completed Y/N

## PROFESSIONAL DEVELOPMENT ACTIVITIES

Please attach documentary evidence.

Course/Event	Institution	Date(s)

## MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

Please list current membership of professional or other organisations.

Name of Organisation	Category of membership

## INCLUDE A SUPPORTING STATEMENT

You must provide details of any supporting evidence, such as duties of current job, reasons for application, and any additional information that may support your application. A letter from your employer must also be provided to support your application.

**PRIVACY** — We recommend that you read Kaplan's Privacy Policy published on our website.

## STUDENT DECLARATION

I hereby declare:

- ☐ I have read the instructions provided on this document and supplied all information required.
- ☐ I acknowledge that the decision of Kaplan is final in awarding my non-degree entry.
- ☐ I understand that if I have not submitted the required material, my application won't be processed and will be contacted.
- ☐ I agree to abide by Kaplan policies.
- ☐ I have accurately and truthfully represented my own study and/or work experience in this application. The documentation I have submitted represents my own work and experience.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please ensure that your application is complete and that you have attached all supporting documentary evidence.

Return this form to the Kaplan office via:

**MAIL**

Kaplan Professional  
Level 12, 45 Clarence Street,  
Sydney, NSW 2000

**EMAIL**

[courseadvice@kaplan.edu.au](mailto:courseadvice@kaplan.edu.au)

## APPLICATION ASSISTANCE

Contact your Student Adviser or call 1300 135 798 (+612 8248 7611).