

## Related Industry Experience Information

Students wishing to gain entry into the postgraduate qualifications must meet one of the entry requirements as detailed in the Study Information section of the Kaplan Professional website [www.kaplanprofessional.edu.au](http://www.kaplanprofessional.edu.au).

Students with an unrelated qualification may be required to submit evidence of 2 years related industry experience. This is to ensure that students have the necessary working understanding of financial concepts in the financial industry. Students should read the entry requirements for each course to determine where this information is required.

Related industry experience can include, but is not limited to:

- Working for financial institution(s) in position(s) with exposure to aspects of the industry
- Managing a business for at least two years
- Self employed roles in trading or related areas.

### WHAT INFORMATION DO I NEED TO PROVIDE?

You will need to provide the following together with your completed Related Industry Experience form (see following page);

1. A certified copy of your undergraduate qualification
2. A supporting statement — this statement provides evidence to support your application and should include details such as duties of your current job including roles and activities completed, your reasons for application and any additional information that might support your application.
3. A copy of your CV/Resume – including level of position held, duration in years in each position, number of staff the applicant has supervised within each position
4. A letter from your employer to support the evidence presented in your application. Self-employed may submit a statutory declaration in place of the employment letter. This letter must be on company letterhead verifying the applicant's role and responsibility.

**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, access to the subject rooms and online support will be removed.

### 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 from Student Services will notify you and will discuss your application with you.

## Related Industry Experience Information

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

### PERSONAL DETAILS

Title: Dr/Mr/Ms/Mrs/Miss/Other \_\_\_\_\_ Personal ID: \_\_\_\_\_

Firstname(s): \_\_\_\_\_ Last name: \_\_\_\_\_

Company: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Email: \_\_\_\_\_

Phone (H): \_\_\_\_\_ (W): \_\_\_\_\_ (M): \_\_\_\_\_

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

- Master of Applied Finance     
  Graduate Certificate in Applied Finance     
  Graduate Diploma of Financial Planning  
 Graduate Diploma of Applied Finance     
  Graduate Certificate of Financial Planning     
  Master of Financial Planning

### 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 4, 45 Clarence Street,  
Sydney, NSW 2000

**EMAIL**

studentadvice@kaplan.edu.au

## APPLICATION ASSISTANCE

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