

## Non-Degree Entry Information

Students wishing to gain entry into the postgraduate qualification 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).

Kaplan Professional will also consider applications where the person does not hold such qualifications.

### HOW DO I APPLY FOR ENTRY TO A POSTGRADUATE COURSE IF I DO NOT HOLD A DEGREE/QUALIFICATION?

Complete the Non-Degree Entry form (see following pages), which asks you to provide three components:

1. A resume including transcripts or other documentary evidence of post-secondary studies and professional development activities undertaken. Students may be permitted to enrol in selected subjects before gaining entry to a course. This can be used to demonstrate potential to undertake study at the assigned level.
2. Personal Statement
3. Letter from Employer

### HOW WILL MY APPLICATION BE ASSESSED?

Your application will be assessed based on:

- your work history — the level of position you have held; the number of years you have worked in a role; the number of staff you have supervised (if relevant). Evidence must include a CV/Resume AND signed and dated letter from employer on letterhead describing current roles and responsibilities
- evidence of completed prior study (completed courses or subjects within courses). Evidence should include certificate of completion or transcripts
- evidence of professional activities you have undertaken (which could be in the form of short training courses that you have taken or delivered). Evidence should include certificate of completion or transcripts.

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

The Student Adviser will notify you of the outcome of your application and suggest the best study pathway or next subject or module 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.

The assessment of your non-degree entry application can take up to three weeks. If, at any time, you are unsure about non-degree entry or the application process, please contact Student Services at 1300 135 798.

### 1 RESUME

Your resume should include the following information:

#### (a) Employment history

Details of your employment history — what positions you have held including roles and activities completed; the number of years you have worked in each role; the number of staff you have supervised (if relevant).

#### (b) Educational qualifications

Evidence of your ability to undertake study successfully. This could be completion of post-secondary courses or subjects within courses (e.g. some subjects towards a university degree); courses undertaken with TAFE, other education providers, professional or other organisations.

#### (c) Professional development activities

Evidence of any professional development activities you have undertaken that support your application. These could be short training courses that you have taken or delivered.

#### (d) Membership of professional or other organisations

Provide evidence of current membership of any professional or other organisations that you believe will support your application.

Please do not attach originals of supporting documents to your application — attach certified copies or present the original and a copy to the Kaplan office in your region to be sighted and stamped as 'Original Sighted'.

### 2 SUPPORTING STATEMENT

Your supporting statement is particularly important in applications for non-degree entry. The supporting statement provides evidence to support your application and should include details such as duties of your current job, your reasons for application and any additional information that might support your application.

### 3 LETTER FROM EMPLOYER

A verified letter from your employer must also be provided to support your application. The letter must be printed on company letterhead, date and signed, outline your current role and responsibilities and provide confirmation of your employment status

# Non-Degree Entry Information

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

## PERSONAL DETAILS

Title: Mr / Ms / Mrs / Miss / Dr / 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:

Qualification	Study Period
Graduate Certificate in Applied Finance	
Graduate Certificate of Financial Planning	
Graduate Diploma 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 12, 45 Clarence Street,  
Sydney, NSW 2000

**EMAIL**

courseadvice@kaplan.edu.au

## APPLICATION ASSISTANCE

Contact a Course Adviser on 1300 135 798 and select option 2