



CHIFLEY POSTGRADUATE PROGRAMS

EMPLOYER BASED UNIT (302) APPLICATION FORM

IMPORTANT—Please read the information on this form carefully before submitting your application. Incomplete applications will not be assessed. Please allow 3 weeks for processing of your application.

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.

Please be advised that credit cannot be granted in Unit 302 Employer Based Unit for studies completed prior to your enrolment into the MBA program.

Students who have completed three Chifley Business School short courses with assessment are not required to submit a report as part of the application process. There is a time limit of three years from when you complete the first short course in order to be eligible for credit in Unit 302.

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.

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PERSONAL DETAILS

First Name								
Last Name								
Student Number (if current student)								
Phone (daytime)								
Mobile								
Email								

ORGANISATION TRAINING

Name of training program								
Awarded by								
Was the program assessed?			Yes				No	
Date of completion	D	D	M	M	Y	Y	Y	Y

Name of training program								
Awarded by								
Was the program assessed?			Yes				No	
Date of completion	D	D	M	M	Y	Y	Y	Y

Name of training program								
Awarded by								
Was the program assessed?			Yes				No	
Date of completion	D	D	M	M	Y	Y	Y	Y

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DECLARATION

I have read the above requirements regarding my application for Unit 302—Employer-based Unit and understand that I will be subject to these. I have included all the materials requested in my application and understand that incomplete applications will be returned to me unassessed. I also understand that there is an enrolment fee of \$365 that is payable once you have been granted credit in Unit 302.

Signature

Date

SUBMISSION OF APPLICATION

Chifley Business School
Client Care
GPO Box 1272
Melbourne VIC 3001
Australia