RECOGNITION OF PRIOR LEARNING APPLICANT STATEMENT

Program: Graduate Certificate in Aviation Management – 12377

NOTE: The information below should be read in conjunction with the admission requirements available at http://gradschool.edu.au/programs/details/graduate-certificate-aviation-management-12377

The University of Newcastle recognises the value of informal learning gained through professional experience, and is committed to providing pathways for students to commence postgraduate study.

Admission to the Graduate Certificate in Aviation Management program is available to applicants who can demonstrate a suitable combination of education, professional experience and industry qualifications. The table below outlines the required number of years of experience required, depending on your previous educational qualifications.

<table>
<thead>
<tr>
<th>Educational Qualification</th>
<th>Number of years relevant industry experience</th>
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<tbody>
<tr>
<td>Certificate IV in Aviation and/or Commercial Pilot's License</td>
<td>Eight</td>
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<tr>
<td>Diploma in Aviation</td>
<td>Seven</td>
</tr>
<tr>
<td>Advanced Diploma in Aviation and/or Air Transport Pilot's License</td>
<td>Six</td>
</tr>
<tr>
<td>3 year non-Aviation Bachelor degree</td>
<td>One</td>
</tr>
<tr>
<td>3 year Aviation Bachelor degree</td>
<td>Zero</td>
</tr>
</tbody>
</table>

Educational qualifications completed outside of Australia will be assessed for equivalence according to standards provided by the National Office of Overseas Skills Recognition.

To be considered for Recognition of Prior Learning, applicants will need to provide the following:

- A detailed CV outlining relevant employment. This should include position, period of employment and duties. Please include details of any education and training courses completed, and copies of any relevant certifications.

- A signed Statement of Service from your employer(s) that confirms the details included on your CV. The statement of service must include confirmation of the duration of employment, part time/full time status, positions and typical duties. An example Statement of Service is included at the end of this document. In lieu of a signed statement, this detail may be provided by your employer(s) directly to the University via email.

- A statement describing how your professional experience has prepared you to undertake postgraduate study.

Recognition of Prior Learning (RPL) will be evaluated on a case by case basis and must be current and relevant to the program’s learning outcomes. To assist in the assessment of RPL, applicants should complete the following statement.
RPL APPLICANT STATEMENT

Please describe how your industry experience, previous study and informal learning demonstrate the ability to (additional pages may be attached):

- Communicate effectively, both orally and in writing

- Work effectively, both independently and in a team

- Engage in analytical thinking and analytical problem-solving

- Demonstrate knowledge of discipline related concepts and ability to apply a range of discipline skills

- Display proficiency in the utilization of information and technology in the discipline
Sam Citizen was employed full time (35 hours per week) by Jones and Associates Accounting as an Administration Officer between June 2010 and December 2013.

Sam’s duties include

- Telephone and reception
- Responding to emails
- Monitoring and ordering office supplies.
- Managing CEO’s diary
- Invoicing clients
- Registering and Filing correspondence.

Your sincerely

Linda Carpenter

Human Resources Manager