

Work Integrated Learning (WIL) Recognition of Prior Learning (RPL) process for MBA students

Advanced standing for work integrated learning (WIL) subjects is available only to students who enter the Master of business Administration (MBA) directly (i.e., not available to students progressing through Graduate Certificate/Graduate Diploma of Business Administration). Students must apply for a Recognition of Prior Learning (RPL) before week 11 in the trimester prior to enrolment in WIL8011A.

Students should read the [Advanced Standing Procedures](#): and fill in the [WORK INTEGRATED LEARNING ADVANCED STANDING e-FORM](#) and provide supporting documentation.

1. WIL8011A

If an MBA student believes that they have already completed all or some part of 300 hours of internship, or work experience at an approved company and in a role relevant to the MBA (subject to WIL Department's approval), they should write a **Statement**, following the requirements outlined in [WIL8011A Subject Outline](#) and addressing learning outcomes a, c & d:

- a) Apply management skills and advanced knowledge that contribute to resolving a complex business challenge or dilemma in professional practice.
- c) Effectively communicate using a range of media to a diverse group of stakeholders with authority.
- d) Critically reflect on the skills required to function effectively in a senior management role in a selected industry sector.

Student should provide the following documents (in English or translated into English using an official translator, as per section 1.3 of the [Admissions Guidebook](#)):

- 1) A copy of signed and dated **Employment Contract**;
- 2) A **Reference Letter or Statutory Declaration** signed by the applicant's colleague, confirming the applicant's employment duration and approximate number of hours worked and observed performance.

2. WIL8012A

Precondition for WIL8012A should be successful completion of or exemption from WIL8011A.

If an MBA student believes that they have already completed all or some part of 300 hours of internship, or work experience at an approved company and in a role relevant to the MBA (subject to WIL Department's approval), they should complete a **Statement**, following the requirements outlined in [WIL8012A Subject Outline](#) and addressing learning outcomes a, c & d:

- a) Evaluate and argue employability skills in a professional setting of the chosen specialisation area.
- c) Argue how businesses can adapt to the dynamic of change and provide recommendations relevant for the area of specialisation.
- d) Critically reflect on the significance of professional experience to lifelong learning in a managerial or leadership capacity.

Student should provide the following documents (in English or translated into English using an official translator, as per section 1.3 of the [Admissions Guidebook](#)):

- 1) A copy of signed and dated **Employment Contract**;

2) A **Reference Letter or Statutory Declaration** signed by the applicant's colleague, confirming the applicant's employment duration and approximate number of hours worked and observed performance.

This information will enable WIL and Academic Departments to consider WIL RPL applications.