



CC58 Master of Business Administration (MBA)

Credit for Prior Learning Tool Kit and Guidelines



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Contents

Am I Eligible to Apply for Credit?	3
How much credit can I apply for?	3
When can I apply?	3
What are the different types of Credit?	3
Specified Credit or Unspecified Credit	3
Credit for Recognition of Prior Learning (RPL) or Work Experience	4
Progression of Awarding Foundation Units from GMAT	4
Managerial and/or Professional Work Experience	4
Managerial work experience	4
Professional work experience	4
The General Management Admissions Test (GMAT)	5
Submission of GMAT Results	6
How to Apply?	6
Application Checklist	6
Submitting your Credit Application	6

Am I Eligible to Apply for Credit?

To gain an estimate of the credit you may be eligible to receive and to complete your credit application form, please visit our [Credit Calculator](#).

You should fill out a [Credit Application Form](#) if you wish to apply for credit based on:

- Completion of a similar unit or subject at another recognised tertiary institution.
- Recognition of Prior Learning. This may include relevant managerial or professional work experience. Please note some courses require work experience as an entry requirement that may affect the extent to which RPL can be granted
- Credit is normally granted only for work experience and/or units and courses successfully completed in the last 10 years.

How much credit can I apply for?

Please note that due to accreditation requirements, a maximum of 24 credit points, including both core units and electives, may be credited towards this degree.

Credit shall be based on previous successfully completed equivalent studies, and may also include relevant managerial or professional work experience over and above the minimum entry requirement.

Credit depends upon the level and recency of prior study and/or experience, and final decision on credit will be determined by the MBA Director.

When can I apply?

An application for credit should not be made until the applicant has received and accepted a formal offer of a place from the University.

International students can apply for a credit pre-assessment through [iStart](#), our easy to use online application system for International students

What are the different types of Credit?

Specified Credit or Unspecified Credit

Students who have completed a Postgraduate Qualification or unit with CQUniversity or another Institution can apply for Credit Transfer for a Specified Credit or Unspecified Credit.

- **Specified credit** is granted towards particular or specific components in a qualification, when it can be demonstrated that the unit previously studied is an exact, or near exact, equivalent of a CQUniversity unit which contributes to the course in which the student is enrolled.
- **Unspecified credit** is granted towards elective components in a qualification, when such exact or near exact equivalence cannot be determined.

Where no elective units are available and units cannot be matched, no credit can be granted.

Credit for Recognition of Prior Learning (RPL) or Work Experience

The MBA includes 4 Foundation units:

1. BUSN20017 Effective Business Communications
2. MGMT20144 Management and Business Context
3. MGMT20135 Critical Thinking and Managerial Decision-Making
4. MGMT20134 Business Ethics and Sustainability

MBA students who satisfy the following 3 criteria may apply for RPL for the Foundation Units:

1. Have the approved equivalent postgraduate qualifications
2. Have more than 3 years MANAGERIAL and/or PROFESSIONAL work experience, as distinct from relevant work experience.
3. Have successfully undertaken the Graduate Management Aptitude Test (GMAT) and scored more than 500 points.

Progression of Awarding Foundation Units from GMAT

GMAT SCORE	STUDENT WILL BE AWARDED
500 to 550	MGMT20144 Management and Business Context BUSN20017 Effective Business Communications
Above 550	The above two units PLUS MGMT20135 Critical Thinking and Managerial Decision-Making
Student invited to discuss with the Unit Coordinator to arrange a module and assessment piece	The above 3 units PLUS MGMT20134 Business Ethics and Sustainability

Managerial and/or Professional Work Experience

Applicants would have direct, personal involvement in decision-making responsibility in a range of areas such as budgeting, staffing, project management, financial management process management, determining strategies, managing, leading, delegating and assessing the performance of others and or a team of people, or other relevant professional experience (Visit the course entry in the [CQU Handbook](#) for more details).

- **Managerial work experience** – Applicants will have responsibility and accountability for managing people and or resources, making decisions and giving directions or allocating work to others.
- **Professional work experience** – Applicants who have been in professional practices, maybe as sole traders, pilots, architects, consultants etc., or perhaps work in organisations such as the army, a church, or other Not for Profit type organisations

where they may not have direct experience of hierarchical management systems but would still be suitable MBA candidates.

An applicant's resume or curriculum vitae which is attached to their application, must include indicative duties such as:

- Delegating work to others
- Conducting performance reviews
- Controlling or allocating funds/moneys
- Making purchasing decision- such as equipment or other assets
- Making investment decisions
- Awarding contracts or tenders

Making employment decisions

- Managing and leading projects or change initiatives
- Leading small or large teams, sections or departments
- Providing consulting or professional advice, etc.

The range of job titles for applicants can be diverse. It may relate to their actual job function or their profession; however the terms Manager, Supervisor, Leader are most common.

These applicants with a recognised undergraduate degree qualification, **plus** at least three years of managerial or professional work experience, are eligible for RPL for some or all of the four foundation units, **provided they have submitted a GMAT score with their application, or provide their GMAT score within the first 4 months of their enrolment.**


The General Management Admissions Test (GMAT)

In order to be considered for RPL, applicants with the relevant qualifications and managerial and or professional work experience will need to undertake a General Management Admissions Test (GMAT). Without these results, CQUniversity cannot consider credit for any of the foundation units, however, sitting the test is a choice and needs to be initiated and paid for by the student.

The GMAT is a recognised general management and aptitude test that is used all over the world by business schools and in particular MBA courses. In some cases GMAT is a requirement to gain entry to a Business School and or an MBA. It seeks to measure a variety of skills and abilities that people have acquired over time, from school, previous studies and informal learning in work and life settings.

It is for this reason that CQUniversity has chosen to use this recognised standard as the basis for RPL for the foundation units, when applicants have more than 3 years managerial and or professional work experience in addition to the minimum academic qualifications.

The test has four sections examining a person's verbal comprehension, their quantitative skills, analytical writing and reasoning skills. The test is computer based and takes approximately three and a half hours to complete. Each section has specific scoring to a maximum total score of 800. The majority of people score between 400 – 600 points in their GMAT.



More information about the GMAT can be found at <http://www.mba.com/global/thegmat-exam.aspx>.

Submission of GMAT Results

Due to course requirements eligible applicants must undertake and submit the GMAT results as soon as possible and at a minimum before the end of their first term to insure timely course progression.

How to Apply?

Students applying for credit transfer from another institution are required to submit a [Credit Application Form](#).

Students can search the [Credit Calculator](#) for study completed at their previous institution to gain an estimate of eligible credit towards their CQUniversity course. However if a precedent does not exist they can still submit a [Credit Application Form](#).

Application Checklist

Before you submit your Application, check you have completed the following:

- Credit Application Form. Ensure you have completed the form correctly and have listed all units you would like credited.
- Supporting evidence (e.g. certified copies of transcripts, module synopses, letters, GMAT score, CV and Referee's Name etc.). It is the prospective student's responsibility to provide full detail of the unit being offered for credit- i.e. a unit guide that details the unit content, contact hours, and assessment.

Without this information, staff at CQU cannot assess the equivalency of any non-CQU unit.

If you have additional evidence that cannot be submitted with your application please forward directly to the Academic Pathways Team at credit@cqu.edu.au

Submitting your Credit Application

You should submit your application, including all required supporting documentation, within two weeks of receiving your Letter of Offer.

The deadline for submitting a credit transfer application is four (4) weeks before the commencement of Term.

Students who submit an application less than four weeks before the relevant terms start will have their application assessed as soon as possible. CQUniversity cannot guarantee applications will be assessed prior to commencement of term or census date.

To ensure your application is assessed for your commencement Term, please carefully read the information contained on this web page and in the [Credit Calculator FAQs](#).

Applications from late offer rounds will be assessed on a case by case basis.

Credit transfer is a complex process due to the number of factors that need to be individually assessed.

Your application may take up to four weeks to assess and finalise. We will notify you of the outcome via email to your student account.

The outcome of your application may impact on your upcoming term enrolment. You have until Census date to drop units for the current term without financial or academic penalty. Key dates, including the last day to add units and Census date, are listed in the [Academic Calendar](#) and under [Principle Dates](#) in the CQUniversity Handbook.

NB: *If you are unsure whether your application will be approved, ensure that you apply early enough so that the Academic Pathways Team has enough time to process your application and inform you of the outcome before the last day to add courses. You can then adjust your enrolment to suit*

