



# APPLICATION FOR ADMISSION

## Graduate Certificate in Organisational Leadership

Students may choose to undertake individual modules as stand-alone units, combine any 4 units and be awarded with a **Graduate Certificate in Organisational Leadership**, combine any 8 units and receive a **Graduate Diploma in Organisational Leadership**, complete all 12 units and receive a **Masters in Organisational Leadership**.

### Personal details

Title: Dr/Mr/Mrs/Miss/Ms

First (given) name(s):

Family name:

Middle name:

Preferred name:

(Names as written in passport)

Work address:

Postcode:

Telephone work: ( )

Facsimile work: ( )

Home: ( )

Work email address:

Alternative email address:

Date of birth (day/month/year) / /

Country of birth:

Languages spoken:

Nationality/Residency:

### Academic history

List ALL tertiary institutions attended and degrees or diplomas awarded.

Name of university/college:

Country:

Title of degree/diploma:

Year of commencement of study:

Transcripts attached: (Please tick) Yes No  
(Please see notes in checklist on Page 2)

Year of graduation:

### Employment history

Current position:

Employer:

Position/Title:

## Referee

The Selection Committee requires that candidates submit one confidential referee report using the Referee Form attached with this application. If possible, the referee should have knowledge of your work experience and management aptitude. The referee should be a person of good standing who is in a position to provide helpful comments about you.

Please note that the Selection Committee may wish to consult with your referees directly.

Referee name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Suburb: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_

Email: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Relation to applicant: \_\_\_\_\_

Referee's recommendation Forms are printed at the back of this application form. These recommendations can be returned to the address below:

1. Direct from referee; or
2. In a sealed envelope with candidate's application.

## Declaration

I declare that to the best of my knowledge the information on this form is correct and complete. I acknowledge that the provision of incorrect information or the withholding of any information relating to my academic record may result in the withdrawal by the institution of a place which may be offered and that this withdrawal may take place at any stage during the tertiary course I undertake. I recognise that this application is submitted and received on the understanding that the institution may obtain official records with respect to my application from the appropriate education institution(s).

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Application Requirements

Please ensure that you have:

**completed the entire application form and attached any additional sheets used**

**attached a suitably verified transcript\* of your undergraduate degree and any postgraduate qualifications detailing all subjects undertaken and results (a copy of a graduation certificate is not sufficient). Please ensure all photocopies are correctly certified by a University Administrator, Justice of the Peace, lawyer, pharmacist, doctor or police officer in accordance with the instructions below**

**proof of citizenship\* (certified copy of your passport including any work visas you have)**

Please note that incomplete applications will not be processed

\* Photocopies of the original documents can be certified by a University Administrator, Justice of the Peace, lawyer, pharmacist, doctor or police officer. All this involves is having any of the before mentioned parties sighting both the original copy and the photocopy of the original document at the same time, ensuring that the photocopy is an exact copy of the original. The photocopy is then stamped and signed by the appropriate authority to confirm that it is an exact copy of the original document. This process is required to ensure that all information submitted has not been altered in any way and is a requirement of the University of Melbourne.

## Returning the application form

To return the application form and supporting documentation, or for further information regarding the application process, please contact:

Katrina Bacon, CEO, Fund Executives Association Limited (FEAL)

Email: [katrina.bacon@feal.asn.au](mailto:katrina.bacon@feal.asn.au)

Mobile: 0404 570 881

### Privacy policy statement

Melbourne Business School Ltd (ABN 80 007 268 233) (MBS) collects your personal information to process your program enquiry or application (including to give you more information about the MBS and its programs) and, if you become enrolled in a program, to administer your program and offer you other opportunities to participate in the MBS community. For these purposes, your information may be disclosed to our agents and service providers. You have a right to access certain personal information which we collect and hold about you. To find out more about this and how MBS manages your personal information please see our Privacy Policy.

If you provide us with your email address or your mobile or other phone numbers, we may use these details to communicate with you until such time as you tell us you would prefer not to receive any communications through a particular channel or generally. You can email us [privacy@mbs.edu](mailto:privacy@mbs.edu) or call 1800 00 66 80 at any time to let us know your preferences.



# REFEREE'S RECOMMENDATION

## Graduate Certificate in Organisational Leadership (4 modules)

Submitted in confidence

### Details

Name of applicant: \_\_\_\_\_

Name of referee: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Organisation: \_\_\_\_\_

Contact telephone: \_\_\_\_\_ Email: \_\_\_\_\_

1. How long have you known the applicant? \_\_\_\_\_

2. Briefly describe your relationship with the applicant.  
\_\_\_\_\_  
\_\_\_\_\_

3. Please describe the reference group against which you rate the applicant in Questions 4 and 5.  
(Reference group may be: University graduate, middle management, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

4. Keeping in mind your reference group, please evaluate the applicant as best and as fairly as you can in each of the categories below by placing an 'X' in the appropriate box beneath the scale at the top.

|                      | Below average<br>Lowest 40% | Average<br>Middle 35% | Above average<br>Next 15% | Outstanding<br>Next 5% | Truly exceptional<br>Top 5% |
|----------------------|-----------------------------|-----------------------|---------------------------|------------------------|-----------------------------|
| General ability      |                             |                       |                           |                        |                             |
| Judgement            |                             |                       |                           |                        |                             |
| Creative qualities   |                             |                       |                           |                        |                             |
| Maturity             |                             |                       |                           |                        |                             |
| Initiative           |                             |                       |                           |                        |                             |
| Self-discipline      |                             |                       |                           |                        |                             |
| Leadership potential |                             |                       |                           |                        |                             |
| Analytical skills    |                             |                       |                           |                        |                             |
| Verbal skills        |                             |                       |                           |                        |                             |
| Writing skills       |                             |                       |                           |                        |                             |

5. Please provide, by completing the grid below, an overall estimation of this applicant's potential.

|  | Below average<br>Lowest 40% | Average<br>Middle 35% | Above average<br>Next 15% | Outstanding<br>Next 5% | Truly exceptional<br>Top 5% |
|--|-----------------------------|-----------------------|---------------------------|------------------------|-----------------------------|
| Academic potential                             |                             |                       |                           |                        |                             |
| Character and<br>personal potential            |                             |                       |                           |                        |                             |
| Future managerial<br>and<br>business potential |                             |                       |                           |                        |                             |

6. How do you see the Organisational Leadership program contributing to the applicant's career?

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7. Please provide any additional comments you feel are important concerning this applicant, specifically in relation to this applicant's aptitude for graduate studies in marketing and their career potential.

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Referee's signature:

Date:

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## Returning the form

Thank you for assisting the School in its selection process. This recommendation can be returned via email to the address below:

Email: [katrina.bacon@feal.asn.au](mailto:katrina.bacon@feal.asn.au)

### Privacy policy statement

To gain maximum benefit from this program we encourage participants to share their feedback with their immediate superior or organisational sponsor. However, in accordance with the Privacy and Personal Information Act 1988, we do not disclose program participant information without their express prior consent.

Melbourne Business School respects the privacy of all individuals. The information you provide on this form is what the Privacy and Personal Information Act 1988 defines as personal information. We are collecting and storing these details so that we can process your enrolment or enquiry, inform you of future activities or events and improve the service we offer you. The only organisations that may use this information are Melbourne Business School and the data service providers we engage from time to time. You may choose not to provide certain details, as is your right, but as a result we may be unable to process your enrolment or enquiry, or complete the process for which we were collecting the information. You are entitled to access and alter your personal details at any time by contacting us by telephone, fax or email. If you do not wish to receive any mail, faxes or emails in the future, let us know by return fax. Please contact Melbourne Business School's Director, Marketing Services if you have any questions about privacy issues.

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