

Evidence of at least 5 years work experience is required to demonstrate equivalence to a Bachelor Degree at AQF level 7 for entry into the Graduate Certificate of Career Development at James Cook University.

This can be demonstrated through completing this form and providing your CV, employer statements, and referees (if not provided in your CV):

CV

A curriculum vitae or professional LinkedIn profile which provides details of:

- Organisation name,
 - Position title
 - Start and end dates of employment for each position
- Type of employment (full-time, part-time or casual),
- Key duties, responsibilities, and achievements.

STATEMENT FROM YOUR EMPLOYER/S

A written reference statement from your past/present employer which provides evidence of your past experience.

Requirements of an employer statement:

- Must be written on official company letterhead,
- Date the statement was written,
- Job title,
- Duties performed,
- Type of employment (full-time, part-time or casual) and hours per week or total hours for the period of employment,
- Start date (mm/yyyy) and end date (mm/yyyy) of service, or stating you are still employed, if applicable,
- Position and signature of your employer (or person authorised by your employer to write the statement eg Human Resources Officer),
- If multiple roles have been held within the same organisation, start date (mm/yyyy) and end date (mm/yyyy) of service, for each of these roles must be noted.

Note: A personal resume, curriculum vitae, group certificates, pay slips, tax returns, separation certificates, employment contracts or documents similar to these, are not sufficient. Duties statements or job descriptions are not sufficient; this information must be stated in the letters.

STATEMENT IF SELF-EMPLOYED

For self-employed applicants we require statements from the applicants accountant, solicitor, or tax agent adhering to these requirements:

- Must be written on the official letterhead of your accountant, solicitor or tax agent,
- Date the statement was written,
- Type of business you conduct(ed),
- Job title,
- Duties performed,
- Start date (mm/yyyy) and end date (mm/yyyy) of service, or stating you are still self-employed, if applicable,
- Type of employment (full-time, part-time or casual) and hours per week or total hours for the period of employment,
- Length of time the accountant, solicitor or tax agent has been of service to you and the relevant business,
- Position and signature of your accountant, solicitor or tax agent.

Note: A personal resume, curriculum vitae, group certificates, pay slips, tax returns, separation certificates, employment contracts or documents similar to these, are not sufficient. Duties statements or job descriptions are not sufficient; this information must be stated in the letters.

REFEREES

Names, position titles and contact details of referees (employers or supervisors) who will be able to verify the nature of your work for the period of 5 years (if not listed in your CV).

Referees may be contacted by JCU and should be able to provide details on, but not limited to:

- Communication skills,
- Self-directed work and learning,
- Managing people or client accounts,
- Supervisory responsibilities for any projects and/or financial delegation accountabilities.

EVIDENCE

You must provide evidence to demonstrate how you meet knowledge, skills, and application of skills equivalent to a Bachelor Degree and AQF level 7. To do so, please complete the following section on 'Evidence of equivalence' and attach the saved document with your CV, employer statements and referees list (if not provided in your CV) when completing your online application at the **JCU Application Portal**. If you have already completed your online application please provide the form and supporting documents via email to admissions@jcu.edu.au

If you have any questions about the application process or your eligibility, please contact our Client Solutions Manager – Madeleine Gardam via madeleine.gardam@careerahead.com.au or **0423 666 424**.

YOUR DETAILS

NAME

EMAIL

PHONE

TECHNICAL SKILLS

Provide evidence of a broad understanding of, and technical skills in, one or more specific area/s.

Examples include:

- a. Career advising,
- b. Recruitment,
- c. Human resource management,
- d. Community or social services.

Enter your response in the box below:

COMMUNICATION

Provide examples of written and oral communication that you employed in your role/s to transmit ideas, skills, knowledge and advice to peers and stakeholders in professional contexts (reports, presentations, conceptual designs etc).

Enter your response in the box below:

WORKING INDEPENDENTLY

Provide examples of your ability to undertake independent research to evaluate and make informed judgements to provide solutions to complex and unpredictable problems and how these solutions were implemented.

For example, choose a complex and or unpredictable problem/s or issue that you were tasked with to find a solution and demonstrate how you solved the problem/s and successfully implemented a solution.

Enter your response in the box below:

COLLABORATION

Provide evidence of collaboration with others in professional practice. For example, team leadership or team involvement and responsibilities and how you contribute effectively in this environment.

Enter your response in the box below:

FURTHER LEARNING

Demonstrate a commitment to further learning. For example, completion of short courses or other ongoing professional development activities including self-directed learning initiatives.

Enter your response in the box below: