

## Federation Business School | Workplace Experience Portfolio

Note: This is an 'essential requirements' form.

Your portfolio establishes your ability to meet the Applied Degree program entry criteria of "significant industry experience". This applies to the Bachelor of Applied Management (BAM) and the Bachelor of Hospitality Management (BOHM). Your portfolio must demonstrate a minimum of 2 years (fulltime equivalent) industry experience in a relevant professional area. It should include your experiences in both paid employment and unpaid voluntary work in which you demonstrate the required managerial knowledge, skills and application of skills and knowledge.

Applicants must complete and submit Appendix 2, 3 and 4.

### Submission Details

**Attach:** To your application

**Email:** [admissions@federation.edu.au](mailto:admissions@federation.edu.au)

### Supporting evidence

The portfolio presents evidence to support your claim of significant industry experience in a relevant professional area, that is, your continuous learning, understanding and application of managerial knowledge, skills, attributes and values in your places of work. Your claim must be clearly connected, in writing, to the documentary evidence you have presented.

Evidence that attests your industry experience includes documents such as performance appraisals, certificates of attainment/completion of workplace learning, presentations, photographic records, case notes or other work-related documents, quality improvement activities, professional development activities, short courses, on-the-job training, and supervisor/line manager reports.

### Checklist

The checklist in Appendix 1 will be used to assess and confirm receipt of a portfolio addressing the entry criteria of significant industry experience. This is filled out by the student administration team at your Institute or Educational Provider.

### Workplace Learning Outcomes Required

The following lists the required managerial knowledge, skills and application of skills and knowledge required in the Applied Degree programs, BAM and BOHM, that may be included in your portfolio. Please note that the applicant must indicate which of these outcomes has been addressed on the Learning Outcome Table, Appendix 4. At least 50% of the outcomes should have some supporting evidence.

#### 1. Knowledge

- 1.1 Have acquired a broad and coherent theoretical and technical knowledge in management, and related business disciplines, with an understanding of the application of those underpinning discipline principles within an organisational context.
- 1.2 Possess an understanding of, and commitment to, the application of ethics, sustainability and social responsibility.
- 1.3 Have a body of knowledge of sufficient depth and development to facilitate the application of new knowledge and skills within a business/management environment.
- 1.4 Possess a body of knowledge of sufficient depth and development to facilitate the obtaining of new knowledge and skills via postgraduate studies.
- 1.5 Have an understanding of international perspectives and competence in managing business within a global context.

#### 2 Skills

- 2.1 Have cognitive, analytical and creative skills to exercise critical thinking and judgement in identifying and solving problems with intellectual independence. Graduates will be able to apply critical thinking and problem solving to analyse and evaluate information to complete a range of organisational management activities.
  - 2.1.1 Analyse organisational opportunities, issues and strategic approaches related to unpredictable and sometimes complex problems within the management discipline.
  - 2.1.2 Develop innovative strategies and make recommendations based on thorough analysis, logic and reasoning.
  - 2.1.3 Engage in research and enquiry; critically evaluating information from a number of sources.
- 2.2 Have cognitive and technical skills to demonstrate the application of methods and technologies that address organisational management issues. Graduates will be able to apply a range of technologies and applications to achieve organisational outcomes.

- 2.2.1** Possess a range of key IT skills appropriate to applied general management in contemporary organisations.
  - 2.2.2** Use IT as a key learning aid both in acquiring and sharing knowledge.
  - 2.2.3** Use business statistics (eg budgeting and market data) to aid management decision making.
  - 2.2.4** Use IT to organise and present data.
- 2.3** Possess well-developed communication skills to present a clear, coherent and independent exposition of knowledge and ideas. Graduates will be able to communicate effectively and confidently in both written and oral forms.
- 2.3.1** Demonstrate high level skills in literacy and the ability to communicate in writing both accurately and confidently.
  - 2.3.2** Develop and apply communication skills using a broad range of business communications channels.
  - 2.3.3** Develop and demonstrate high-level interpersonal skills including active listening.
  - 2.3.4** Demonstrate professional presentation skills to both small and large groups.
  - 2.3.5** Demonstrate intercultural awareness and understanding.
- 2.4** Demonstrate well-developed collaborative skills in teamwork and a capacity for leadership. Graduates will be able to demonstrate the application of leadership competencies in managing a range of organisational outcomes.
- 2.4.1** Demonstrate the ability to lead, manage, build trust, and work cooperatively and productively in groups and teams.
  - 2.4.2** Exhibit the ability to develop relationships, business networks, and transmit knowledge, skills and ideas to others.
- 2.5** Demonstrate well-developed self-management skills. Graduates will be able to demonstrate the application of leadership competencies in managing a range of organisational outcomes.
- 2.5.1** Demonstrate skills in effective task and time management.
  - 2.5.2** Demonstrate the ability to determine self-direction and autonomy.
- 2.6** Display the application of managerial processes that promote organisational ethics, sustainability and social responsibility.

### 3 Application of skills and knowledge

- 3.1** Possess a combination of knowledge and skills which can be translated directly into the workplace and which will provide a basis for future professional development.
- 3.2** Adapt knowledge and skills in diverse contexts demonstrating and applying that knowledge and skills to show autonomy, well-developed judgement and responsibility that require self-directed work and learning.
- 3.3** Demonstrate being responsible and accountable for own learning and professional practice.
- 3.4** Have the cognitive and creative skills to exercise critical thinking and judgement in identifying and solving applied general management problems with rational objectivity.
- 3.5** Integrate social, environmental and economic perspectives into business practice.

### Learning Outcomes

Appendix 4 contains a template for mapping evidence provided against learning outcomes in the program.

### Privacy Declaration

The information being sought in this form is collected for the purposes of processing your application, and, if your application is successful, delivering a program of study to you.

The information gathered in this form, and in any subsequent selection interviews or referee checks, will be used by the University to determine your eligibility and suitability for admission into the program. The information may be disclosed to organisations outside the University, including the Education Department, nominated referees etc, in line with the information provided in this form. If this information is not provided, the University may be unable to process your application. You have a right of access to, and correction of, your personal information in accordance with the University's Information Privacy Policy. You may also contact the University's Privacy Officer at [privacy@federation.edu.au](mailto:privacy@federation.edu.au).

**To be completed by Partner Administration**
**Portfolio Checklist**
*Appendix 1*

The checklist in Appendix 1 will be used to assess and confirm receipt of a portfolio addressing the entry criteria of significant industry experience. This is filled out by the student administration team at your Institute or Educational Provider.

**Student Name:**

**Date:**

**The portfolio contains:**

Component		Included	
1	Full name and contact details (phone, email, postal address)	Yes	No
2	Resume with employment dates and responsibilities listed	Yes	No
3	Current position description	Yes	No
4	Performance appraisals	Yes	No
5	Certificates of attainment/completion of workplace learning	Yes	No
6	Industry presentations	Yes	No
7	Short course certificates or documentation	Yes	No
8	Professional development documentation	Yes	No
9	Professional memberships	Yes	No
10	Record of on the job training	Yes	No
11	Supervisor/line manager reports	Yes	No
12	Relevant volunteer work	Yes	No
13	Names, titles and contacts of managers/supervisors	Yes	No
14	Letter of support attesting workplace learning and application from an employer/industry expert/executive of a volunteer organisation.	Yes	No

Please map all evidence listed on this checklist against the learning outcomes in Appendix 4.

**Applicant notified**
**Date:**

**Outcome:**

**Selection officer**
**Name:**

**Signature:**





**To be completed by applicant:**
**Learning Outcomes**

At least 50% of the learning outcomes should have evidence provided

**Student name:** 
**Date:** 

LO Number	Learning Outcome Description	Supporting Documentation Eg supervisor/line manager reports	Learning Outcomes Demonstrated	
<b>Knowledge</b>				
1.1	Technical knowledge in management, and related business disciplines, with an understanding of the application of those underpinning discipline principles within an organisational context.		Yes	No
1.2	Understanding and commitment to the application of ethics, sustainability and social responsibility.		Yes	No
1.3	Knowledge of sufficient depth and development to facilitate the application of new knowledge and skills within a business/management environment.		Yes	No
1.5	Have an understanding of international perspectives and competence in managing business within a global context		Yes	No
<b>Skills</b>				
2.1	Critical thinking and problem solving to analyse and evaluate information to complete a range of organisational management activities		Yes	No
2.2	Ability to apply a range of technologies and applications to achieve organisational outcomes.		Yes	No
2.3	Possess well-developed communication skills to present a clear, coherent and independent exposition of knowledge and ideas.		Yes	No
2.4	Ability to demonstrate the application of leadership competencies and teamwork skills.		Yes	No
2.5	Well-developed self-management skills.		Yes	No
2.6	Display the application of managerial processes that promote organisational ethics, sustainability and social responsibility.		Yes	No
<b>Application of skills and knowledge</b>				
3.3	Demonstrate being responsible and accountable for own learning and professional practice.		Yes	No
3.4	Exercise critical thinking and judgement in identifying and solving applied general management problems with rational objectivity		Yes	No
3.5	Integrate social, environmental and economic perspectives into business practice.		Yes	No

**Applicant declaration**

I confirm that the information I have provided is true and accurate.  
 I have read the University's statement on privacy and the purposes for which my personal information will be used.  
 I acknowledge that the provision of incorrect information may result in the withdrawal by Federation University Australia of any place that may be offered.

**Signed**
**Date**
**For further information**

**Call:** 1800 FED UNI  
**Visit:** [www.federation.edu.au](http://www.federation.edu.au)  
**Email:** [info@federation.edu.au](mailto:info@federation.edu.au)