Program Code: 4003
CRICOS Code: 092768A

PROGRAM REGULATIONS:
Graduate Certificate in Business
GradCertBus

Responsible Owner: Dean
Responsible Office: School of Business, Fremantle
Contact Officer: PCAC Executive Officer
Effective Date: 1 January 2020
1 TABLE OF CONTENTS

2 AMENDMENTS

Amendments to these regulations will be made in accordance with the General Regulations.

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<thead>
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<th>Date Amended</th>
<th>Amendment Details</th>
<th>Approved by</th>
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<tr>
<td>1</td>
<td>September 2016</td>
<td>Amalgamation of Graduate Certificates</td>
<td>Dean, Sydney</td>
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<td>2</td>
<td>October 2015</td>
<td>Amalgamation Consultation</td>
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<td>November 2015</td>
<td>UCAC Feedback</td>
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<td>4</td>
<td>September 2016</td>
<td>Addition of Financial Planning stream</td>
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<td>5</td>
<td>October 2017</td>
<td>Change of terminology unit -&gt; course, course -&gt; program, credit points -&gt; units of credit</td>
<td>Dean</td>
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<td>6</td>
<td>December 2017</td>
<td>Minor edits as per tracked changes</td>
<td>Associate Dean, Fremantle</td>
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<td>7</td>
<td>January 2018</td>
<td>New course codes assigned</td>
<td>PVCA</td>
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<td>New program template</td>
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3 PURPOSE

These Program Regulations set out the approved requirements for the Graduate Certificate in Business.

4 OVERVIEW

4.1 Campus Availability
The Graduate Certificate in Business has been approved for delivery on the Fremantle Campus and the Sydney Campus.

4.2 Student Availability
The Graduate Certificate in Business is available for enrolment to domestic Students and international Students with a student visa.

4.3 Australian Qualifications Framework
The Graduate Certificate in Business is accredited by the University as a Level 8 AQF qualification.

4.4 Duration
The Volume of Learning for the Graduate Certificate in Business is 0.5 years of equivalent full-time study.

An option to complete this Program Part-time is available.

4.5 Maximum Duration
The maximum period of time within which a student is permitted to complete the Graduate Certificate in Business Award is 3 years (including any periods of approved leave of absence) from the date on which they were first enrolled into the program by the University.

4.6 Study Mode
The Graduate Certificate in Business is offered in Internal Study mode.

4.7 Professional Accreditation
There are no professional accreditation requirements applicable to this Program.

5 ENTRY REQUIREMENTS

5.1 University Admission Requirements
To be eligible for admission to The University of Notre Dame Australia, all applicants must meet the University’s minimum requirements for admission. The requirements for admission are detailed in the University’s Policy: Admissions.

5.2 Specific Program Requirements for Admission
To be eligible for admission to the Graduate Certificate in Business applicants must also meet the following specific requirements.

5.2.1 A recognised undergraduate degree (or equivalent qualification) or studies sufficient to meet the requirements of that Award; or

5.2.2 Where the applicant does not meet the criteria in 2.2.1 above, the Dean may approve admission to this program if the Dean is satisfied that:
   • the applicant has sufficient background and/or experience in management/supervision; and
   • the applicant has the skills necessary to complete postgraduate studies
6 PROGRAM REQUIREMENTS

6.1 Program Learning Outcomes
Upon successful completion of the Graduate Certificate in Business graduates will be able to:

1. Apply management skills to lead and manage a team in the business community;
2. Apply management skills to plan and manage a financially sustainable business;
3. Deploy contemporary management theory as applied in the field of business management;
4. Effectively analyse and manage ethical matters;
5. Employ critical reflection to encourage ongoing learning to maintain and improve professional knowledge and skills;
6. Be able to think critically, reason and use judgment in preparation for their professional practice;
7. Use evidence-based research in preparation of professional analysis and advice.

6.2 Required Courses
To be eligible for the award of Graduate Certificate in Business students must complete a minimum of 100 Units of Credit chosen from the courses listed in Appendix A comprising:

25 Units of Credit from one (1) compulsory Course.

75 Units of Credit from three (3) elective Courses.

6.3 Elective Courses
Students enrolled in the Graduate Certificate in Business are required to complete 3 elective courses. Elective courses can be selected from the approved list of course offerings listed in Appendices A or B.

6.4 Course substitutions
Course substitutions, where permitted, must be approved by the Dean.

7 DEFINITIONS

For the purpose of these Regulations, the following definitions are available in the General Regulations.

- Leave of Absence
- Major
- Units of Credit
- Pre-requisite Course
- Minor
- Elective
- Co-requisite Course
- Specialisation
- General Elective
# 8 LIST OF APPENDICES

## APPENDIX A: Graduate Certificate in Business

<table>
<thead>
<tr>
<th>Units of Credit</th>
<th>One (1) Compulsory Course</th>
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Three (3) elective courses chosen from one of the following streams of study:

**General Business stream** (Available Fremantle and Sydney)

**75 Units of Credit** chosen from the Postgraduate Business Electives detailed in Appendix B.

**OR**

**Corporate Social Responsibility stream** (Available Sydney)

**75 Units of Credit from the following courses:**
- BUSN5370 Corporate Public Relations
- BUSN6015 Corporate Social Responsibility
- BUSN5350 Issues and Crisis Management

**OR**

**Financial Planning stream** (Available Fremantle and Sydney)

**75 Units of Credit from the following courses:**
- BUSN6000 Financial Advice Context
- BUSN6001 Superannuation and Retirement Financial Advice
- BUSN6002 Integrated Investment Planning
- BUSN6003 Risk Management and Life Insurance
- BUSN6006 Investment and Portfolio Planning
- BUSN6008 Complex Statement of Advice
- BUSN6009 Intergenerational Wealth
- BUSN6004 Taxation and Law for Financial Planning
- BUSN6005 Advanced Estate and Retirement Planning

**OR**

**Health Services Management stream** (Available Sydney)

**75 Units of Credit from the following courses:”**
- BUSN5730 Human Resource Management
- NURS4003 Clinical Leadership and Governance
- NURS4006 Professional Development

**OR**

**Human Resource Management stream** (Available Fremantle and Sydney)

**75 Units of Credit from the following courses:”**
- BUSN5730 Human Resource Management
- BUSN5860 Employment Relations
- BUSN5140 Human Resource Development

**TOTAL 100**
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<tr>
<th>Course Code</th>
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<td>BUSN5280</td>
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<td>BUSN5290</td>
<td>Negotiation Skills</td>
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<td>BUSN5350</td>
<td>Issues and Crisis Management</td>
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<td>BUSN5410</td>
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<td>BUSN5570</td>
<td>Strategic Marketing for Managers</td>
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<td>BUSN5620</td>
<td>Leadership: Theory and Practice</td>
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