

Graduate Certificate in Business

CRICOS Course Code	106808A
Course Id	CRS1401070
Australian Qualifications Framework (AQF)	Upon successful completion, the award conferred is recognised in the AQF at Level 8
Full Time	6 Months (1 Semesters)
Part Time	1 years (Domestic students only – see below) (2 Semesters)
Units	4
Credit points	24 credit points
Campus Location	Level 16, 233 Castlereagh Street, Sydney 2000
English Language Requirements	IELTS 6.5 overall with no band less than 6.0
Delivery mode	Blended: on-campus face-to-face with some online content and activities
Outcome	Graduate Certificate in Business
Pathways post completion	This Degree upon successful completion will meet AQF requirements of an AQF level 8 that would allow a pathway to postgraduate studies including Graduate Diploma or Master's degree.
Financing Options	This course is offered as a Fee for service course and is available to both Domestic and International Students.
Intakes	PIA accepts intakes each semester into this Degree

Course Description

The Graduate Certificate in Business is the generalist post graduate qualification of our age, opening job opportunities in a wide range of businesses.

Graduates with a Graduate Certificate in Business are ready for many different positions in business. The Graduate Certificate gives you the business skills to commence your para-professional career in assisting in the engagement of clients.

Graduates will be prepared for success in contemporary organisations and prepared to take on the industry's trends, responsibilities, needs and opportunities.

Career Outcomes

- ❖ Executive assistant
- ❖ Business para-professional roles
- ❖ Project/Operations Assistant

Course Learning Outcomes

GC1	Critically evaluate a range of core concepts and theories of organisations and their management
GC2	Analyse information and be able to review and effectively communicate in a business context
GC3	Apply concepts, theories, and experience to business problems and propose sustainable solutions demonstrating initiative, ethics and social responsibility



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GC4	Develop awareness into the management of people and potential leadership development
GC5	Communicate professionally and proficiently to business and non-business audiences

Graduate attributes

GA1	Communicate effectively in a diverse range of professional or community context
GA 2	Complete work tasks and assignments independently or as an effective member of multidisciplinary teams
GA 3	Engage in and value life-long learning leading to the enhancement of professional knowledge and skills
GA 4	Are information and technology literate
GA 5	Respond appropriately to a changing workforces, cultures and values reflecting a global work environment
GA 6	Demonstrate critical thinking, problem solving and decision-making abilities essential to contributing soundly to the resolution of issues confronting organisations
GA 7	Facilitate intellectual curiosity
GA 8	Act in an ethical manner in all aspects of professional life.

Accreditation

The Graduate Certificate in Business is accredited by the [Tertiary Education Quality and Standards Agency](#).

Course Structure

	UNIT CODE	UNIT NAME	PRE-REQUISITES
YEAR 1-SEMESTER 1			
1	ACC500	Business Decision Making	NIL
1	BUS500	Business and Management in Context	NIL
1	ECO500	Economics for Managers	NIL
1	LAW500	Business Law	NIL

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Polytechnic Institute Australia Pty Ltd.

ABN: 34 145 333 795 Provider Number PRV14049 CRICOS 03535M



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Please Note

- The program is available each intake but note that some units of study are subject to quotas and minimum enrolment requirements.
- Not all units of study are available every semester, and changes in course structure occur from time to time.

Exit Outcomes

To obtain a Graduate Certificate in Business, candidates are required to successfully complete all 4 units. Not all units are offered each semester.

International Student Duration

The CRICOS-registered duration is 26 weeks or 6 months of full-time study (1 semester). Please note the part time mode is not available to a holder of a student visa, who is not a citizen of Australia or New Zealand, or who is not an Australian permanent resident, or who is a temporary resident of Australia.

Domestic Student Duration

For domestic students, the course is 6 months full-time or 1 year part-time.

Device Specifications

Postgraduate Degrees	
Operating system	Windows 10, 11 Mac OS 10.12 Sierra, 10.13 High Sierra, 10.14 Mojave, or 10.15 Catalina
Browser	Safari, Chrome, and Firefox - current version Microsoft Edge - latest version Internet Explorer - current or immediately previous version
Computer and processor	1 GHZ or faster x86 or 64-bit processor with SSE2 instruction set
Memory	8 GB RAM (64-bit)
Disk space	Minimum 500 gigabytes (GB)
Monitor resolution	1024 x 768

Delivery Methods

Type	Explanation
Blended	Delivered partially on campus and partially online
Face to Face	This is delivered at level 16, 233 Castlereagh street Sydney

Assessment Methods

The Institute uses authentic assessment principles that may include practical exercises, case studies, presentations, reports, online simulations, essays, and examinations. These may include being done under invigilation.

Entry Requirements

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- a) a pass bachelor's degree or higher qualification (or equivalent) at an institution approved by the Business School and graded at a standard acceptable to the Institute; or
- b) a minimum of five years' relevant work experience, which includes at least three years' management experience, or significant technical experience, as determined by the Institute.
- c) satisfaction of the English language proficiency requirements; and
- d) any other minimum standards specified by the Business School.

International students

Must satisfy the English Language Requirements.

AND

- a) a pass bachelor's degree or higher qualification (or equivalent) at an institution approved by the Business School and graded at a standard acceptable to the Institute; or
- b) a minimum of five years' relevant work experience, which includes at least three years' management experience, or significant technical experience, as determined by the Institute.
- c) satisfaction of the English language proficiency requirements; and
- d) any other minimum standards specified by the Business School.

Special/Alternative Admission Arrangements

In exceptional circumstances the Institute may admit applicants without these qualifications who, in the opinion of the Institute, have qualifications and evidence of experience and achievement sufficient to successfully undertake the award. These may include:

- i. a minimum of five years' relevant work experience, which includes at least three years' management experience, or significant technical experience
- ii. completion of an Advanced Diploma or Associate Degree (AQF Level 6) or learning equivalent to an AQF Level 6 qualification and at least three years' relevant work experience
- iii. completion of the Graduate Certificate stage at PIA (or equivalent at a recognised HEP or University)
- iv. any other entry pathway where PIA can demonstrate that the candidate has the appropriate English language proficiency, academic knowledge and acumen to successfully complete the course in which they enrol.

The processes used to monitor the progress of students enrolled under special/alternative arrangements include:

- monitoring of the student's progress by the Learning and Teaching Committee at the conclusion of each term in the first year of the student's enrolment; and
- a "Review of Student Progress" meeting between the student and the Learning and Teaching Committee at the conclusion of the first semester of the student's enrolment to review both the academic progression and student welfare.

Language requirements

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As well as meeting the admissions criteria set out above in 6.1, all international candidates must meet the minimum English language proficiency requirements. Candidates must provide certified documentation that they meet the minimum English language proficiency requirements.

Below are the minimum requirements which must be demonstrated for entry into the postgraduate courses

- IELTS International English Language Testing System: Academic version
- TOEFL iBT Test of English as a Foreign Language: Internet-based Test
- PTE Academic Pearson Test of English Academic
- C1A Cambridge English C1 Advanced (previously CAE or Cambridge English: Advanced)
- C2P Cambridge English C2 Proficiency (previously CPE or Cambridge English: Proficiency)
- OET Occupational English Test
- KITE Kaplan International Tools for English
- Duolingo* Duolingo English Test

PIA may consider applicants who have successfully completed at least one full year of a higher education course (AQF Level 7 or above) at an Australian higher education provider within the last 2 years. PIA may also consider applicants who have successfully completed at least one full year of a Vocational Education and Training course (AQF Level 8 or above) at an Australian Registered Training Organisation within the last 2 years.

All evidence provided and test results must have been officially obtained within two years of the proposed commencement date for the course.

Advance Standing

Granting credit for prior learning ensures that students commence study at a level that appropriately recognises their prior learning experiences and are not required to repeat equivalent learning successfully undertaken in another context. Process for applying for Advance Standing (credit) can be found in the [Advanced Standing Policy and Procedure](#)

Fees

The course fees (per semester) are indicated on the fees page of our [website](#) and are based on a standard full-time study load and duration. Your course fees and duration may vary if you have applied for and been granted Advanced Standing. Tuition fees may increase during your studies. Students are advised in advance of any increase in tuition fees being implemented.

Further Information

For further information please contact:

Polytechnic Institute Australia Pty Ltd

CRICOS: 03535M

TEQSA provider number: PRV14049

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