



THE UNIVERSITY OF  
**NOTRE DAME**  
A U S T R A L I A

# **COURSE REGULATIONS**

## **SCHOOL OF BUSINESS**

**GRADUATE CERTIFICATE IN BUSINESS (CHILDREN'S SERVICES  
MANAGEMENT**

**GCertBus(ChildServMgt)**

**COURSE CODE: 4139**

THESE COURSE REGULATIONS ARE EFFECTIVE FROM 1.1.2014

**SCHOOL OF BUSINESS**

- 1. These Course Regulations apply to all students who are enrolled in this Award on the Sydney Campus.
- 2. The Dean is the responsible Executive of these Course Regulations.
- 3. The contact officer for this document is the Senior Administration Officer, School of Business, Sydney Campus.

**MODIFICATION HISTORY**

- 1. These Course Regulations are effective from the 1 January 2014.

<b>Version</b>	<b>Date Amended</b>	<b>Modification Details</b>	<b>Name</b>
1	June 2013	Creation	G Morris
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# 1 INTRODUCTION AND INTERPRETATION

## 1.1 Introduction

These Course Regulations apply to all students enrolled in the Graduate Certificate in Business (Children's Services Management) Award at The University of Notre Dame Australia.

These Regulations should be read in conjunction with the University's General Regulations and the School of Business Regulations.

## 1.2 Interpretation

The terms included in these Regulations have the meanings as defined in the University's General Regulations and the School of Business Regulations.

## 1.3 Amendments made to Course Regulations

Unless otherwise specified, when amendments are made to the structure, content or academic requirements of the Graduate Certificate in Business (Children's Services Management) Award, the amendments will automatically apply in accordance with General Regulation Section 1.7.

## 1.4 Applicability to Campuses of the University

The Graduate Certificate in Business (Children's Services Management) is available on the Sydney Campus only.

## 1.5 The Australian Qualifications Framework (AQF)

The Graduate Certificate in Business (Children's Services Management) Award is a Level 8 AQF qualification.

## **2 ENTRY CRITERIA**

### **2.1 General Criteria**

The standard entry requirements for admission are detailed in the University's General Regulations and the School of Business Regulations.

### **2.2 Additional Entry Requirements / Pre-Requisites**

The following entry requirements apply to this Award:

2.2.1 A first degree from an approved institution or a minimum of three years experience in a managerial or supervisory position in the children's services or education sectors.

2.2.2 Where the applicant does not meet the criteria in 2.2.1 above, the Dean may approve admission to this course if the Dean is satisfied that the applicant has sufficient background and/or experience in the children's services childhood or education sectors and that the applicant has the skills necessary to complete postgraduate studies

### **2.3 External Accreditation Requirements**

External accreditation requirements are not applicable to this Award.

### 3 AWARD REQUIREMENTS

#### 3.1 Structure

For the Graduate Certificate in Business (Children's Services) Award Structure, refer to Appendix A.

The minimum credit points for the Graduate Certificate in Business (Children's Services Management) is 100 credit points. The credit points must be obtained by completing units as specified in Appendix A

##### 3.1.1 Compulsory Units

See Appendix A for details.

##### 3.1.2 Elective Units

There are no electives within this Award.

##### 3.1.3 Majors and Double Majors

There are no Majors available in this Award.

##### 3.1.4 Minors

There are no Minors available in this Award.

##### 3.1.5 Specialisations

There are no Specialisations available in this Award.

##### 3.1.6 Special Interest Units

There are no Special Interest Units available in this Award.

#### 3.2 Special Award Requirements

There are no Special Award Requirements for this Award.

#### 3.3 Practicum or Internship requirements

There are no Practicum or Internship requirements for this Award.

#### 3.4 Approved unit substitutions

Unit substitutions, where permitted, must be approved by the Dean.

#### 3.5 Alternative Pathways

A student who completes a Graduate Certificate in Business (Children's Services Management) may enrol in any other Graduate Diploma in Business or Master of Business offered at the University with full credit for the appropriate units completed as part of their original course provided the enrolment is within the time permitted by the General Regulations.

#### 3.6 Volume of Learning

##### 3.6.1 Standard Duration

- (a) The standard duration for the Graduate Certificate in Business (Children's Services Management) Award is 0.5 years of full-time equivalent study.
- (b) A student is able to enrol in this Award on a part-time basis.

### **3.6.2 Accelerated Duration**

An accelerated mode is not available for this Award.

### **3.6.3 Maximum Duration**

The maximum period of time within which a student is permitted to complete this Award is 3 years. This period (including any periods of approved leave of absence) is from the date on which the student first enrolled into the course.

### **3.7 Graduation**

Where a student has satisfied all the requirements of the Graduate Certificate in Business (Children's Services Management) Award as detailed in these Course Regulations and the General Regulations, the University may grant the student graduation status.

### **3.8 Exit Awards**

Exit Awards are not available within this course.

### **3.9 Honours**

This Award is not offered with Honours.

## **END OF REGULATIONS**



**APPENDIX A:**

		<b># Credit Points</b>	<b>Totals</b>
BS510	Accounting for Managers	25	
BS573	Human Resource Management	25	
BSxxx	Business Communication for Managers	25	
BSxxx	Children's Services Governance and Regulation	25	<b>100</b>
<b>Total Credit Points</b>			<b>100</b>