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.

<table>
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<tr>
<th>Version</th>
<th>Date Amended</th>
<th>Modification Details</th>
<th>Name</th>
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<tr>
<td>1</td>
<td>June 2013</td>
<td>Creation</td>
<td>G Morris</td>
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<tr>
<td>2</td>
<td>July 2013</td>
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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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>BS510</td>
<td>Accounting for Managers</td>
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<td>BS573</td>
<td>Human Resource Management</td>
<td>25</td>
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<td>BSxxx</td>
<td>Business Communication for Managers</td>
<td>25</td>
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<tr>
<td>BSxxx</td>
<td>Children's Services Governance and Regulation</td>
<td>25</td>
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**Total Credit Points**

100