



Graduate Certificate of Business

1. About Graduate Certificate of Business

Information about the Graduate Certificate of Business including course structure, career opportunities, industry relevance, core learning outcomes is available at:

<https://cic.vic.edu.au/courses/graduate-certificate-of-business/>

2. Essential requirements for admission

Completion of an Australian Bachelor degree or equivalent

OR

For prospective students without a Bachelor degree, entry is allowable based on equivalent, relevant professional work experience. Prospective students without a Bachelor degree must demonstrate that they have gained skills and knowledge equivalent to an AQF7 qualification through their work experience. This will require evidence of a minimum of five years full-time work experience through a CV which provides details of employment including key duties, responsibilities and achievements which demonstrate meeting the knowledge, skills and application of skills equivalent to a Bachelor degree and AQF level 7. This will be accompanied by an entrance interview by the course coordinator.

The academic admission criteria and minimum requirements are outlined in Schedule 2 in the [Admissions Policy](#).

CIC's general admission requirements that apply to all CIC courses are available at:

<https://cic.vic.edu.au/student-information/admission-requirements/>

3. Admissions Criteria

CIC's Whole of Institution Admission Information Set is available at:

<https://cic.vic.edu.au/student-information/admission-information-set/>

A. Applicants with higher education study

Where an applicant has studied a postsecondary course in Australia, the most recent year of prior studies together with all other evidence is used to determine the suitability of the applicant for admission.

Applicants may also be eligible for advanced standing in recognition of prior learning.

B. Applicants with work and life experience

Unless specifically stated, CIC does not accept prior work experience in meeting the admissions criteria of the course of study applied for.

4. How to apply

If you are located offshore, you can apply to enrol in a course at CIC by consulting with a [contracted education agent](#).



If you are in Australia, You can apply to enrol in a course at CIC by consulting with a [contracted education agent](#) or directly by submitting a completed enrolment application to admissions@cic.vic.edu.au. A list of contracted education agents is available at: <https://cic.vic.edu.au/agents/>

The enrolment application form is available at: <https://cic.vic.edu.au/forms/enrolment-application-form/>

5. Advanced standing/credit transfer/recognition for prior learning (RPL)

Students may be able to shorten the length of this course through qualifications obtained from other formal studies. AQF qualifications and Statements of Attainment may be recognised by CIC Higher Education. Students who wish to apply for Advanced Standing should contact the College for information on eligibility.

For further information about credit transfer and recognition of prior learning please see: <https://cic.vic.edu.au/policies-procedures/advanced-standing-policy/>

6. Student Profile

The table below gives an indication of the likely peer cohort for new students at CIC. It provides data of students who recently commenced study (outside of the Summer Session where only a select number of units are on offer). NB: Historical data for graduate courses will become available is due course.

Applicant background	2020 Term 3	
	Number of students	Percentage of all students
(A) Higher education study (includes a bridging or enabling course)	24	77%
(B) Vocational education and training (VET) study	3	10%
(C) Work and life experience (Admitted on the basis of previous achievement in the other three categories)	N/A	N/A
(D) Recent secondary education:		
• Admitted solely on the basis of ATAR (regardless of whether this includes the impact of adjustment factors such as equity or subject bonus points)	4	13%
• Admitted where both ATAR and additional criteria were considered (e.g. portfolio, audition, extra test, early offer conditional on minimum ATAR)	N/A	N/A
• Admitted on the basis of other criteria only and ATAR was not a factor (e.g. special consideration, audition alone, school's recommendation scheme with no minimum ATAR requirement)	N/A	N/A
International students	31	100.0%
All students	31	100.0%

Notes: N/A – Students not accepted in this category.
<5 – the number of students is less than 5.



7. Where to get further information

- CIC Higher Education Pty Ltd's courses are available from here:
<https://cic.vic.edu.au/>
- TEQSA (Tertiary Education Quality and Standards Agency) national register:
<https://www.teqsa.gov.au/national-register>
- QILT (Quality Indicators for Learning and Teaching) website: <https://www.qilt.edu.au/>
- Information on appeals and grievance processes:
<https://cic.vic.edu.au/student-information/complaints-and-appeals/>
- The Educations Services for Overseas Students (ESOS) Framework protects the rights of international students studying in Australia:
<https://www.studyinaustralia.gov.au/english/australian-education/education-system/esos-act>