

Course Admission Information Set

Graduate Certificate of Business

1. About Graduate Certificate of Business

Information about the Graduate Certificate of Business including course structure, career opportunities, industry relevance, graduate attributes is available at: [Graduate Certificate of Business](#)

2. Essential requirements for admission

Successful completion of a qualification equivalent to at least an Australian Senior Secondary Certificate of Education to Year 12 or international equivalent.

Completion of an Australian Bachelor degree or equivalent

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

English – IELTS (Academic 6.0 with no band lower than 6.0 or equivalent)

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

BPP Institute general admission requirements that apply to all Graduate courses are available at: [Admission Requirements](#)

3. Student Profile

The table below gives an indication of the likely peer cohort for new students at BPP Institute. It provides data on students that commenced study in the most recent intake period (outside of the Summer Session where only a select number of units are on offer).

Applicant background	2025 Semester 1	
	Number of students	Percentage of all students
(A) Higher education study (includes a bridging or enabling course)	0	0%
(B) Vocational education and training (VET) study	N/A	N/A

(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)	N/A	N/A
• 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	<5	0%
All students	<5	0%

Notes: N/A – Students not accepted in this category.

<5 – the number of students is less than 5.

4. Admissions Criteria

BPP Institute's Whole of Institution Admission Information Set is available at:
[Whole of Institution Admission Information Set](#)

A. Applicants with higher education study

Applicants must have Completed an Australian Bachelor degree or equivalent

(ATAR-based offers only, across all offer rounds)	ATAR (Excluding adjustment factors)
Highest rank to receive an offer *	L/N
Median rank to receive an offer #	N/P
Lowest rank to receive an offer *	L/N

Notes:

*L/N – indicates low numbers if less than 5 ATAR-based offers made.

#N/P – indicates figure is not published if less than 25 ATAR-based offers made.

5. How to apply

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

If you are in Australia, You can apply to enrol in a course at BPP Institute by consulting with a [contracted education agent](#) or directly by submitting a completed enrolment application to [BPP Institute Admissions](#).

The enrolment application form is available at:
[Enrolment Application Form](#)

A list of contracted education agents is available at:
[Education Agents](#)

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

You may be entitled to advanced standing/credit for prior learning. Advanced standing/credit can be awarded for previous study in higher education or vocational education. Advanced standing/credit can reduce the amount of study needed to complete a degree.

For further information about credit transfer and recognition of prior learning please see:
[Advanced Standing Policy](#)

7. Where to get further information

- BPP Institute Pty Ltd's courses are available from here:
[Courses](#)
- 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:
[Complaints and Appeals](#)
- The Educations Services for Overseas Students (ESOS) Framework protects the rights of international students studying in Australia:
<https://www.education.gov.au/esos-framework>