



# Graduate Certificate of Business (GCBU)

## Supporting evidence for admission through work experience

Evidence of work experience is required to demonstrate equivalence to a Bachelor Degree at AQF level 7 through:

- A curriculum vitae or professional LinkedIn profile which provides details of:
  - Organisation name
  - Position title
  - Start and end dates of employment for each position
  - Type of employment (full-time, part-time or casual)
  - Key duties, responsibilities and achievements which you must provide evidence to demonstrate how you meet knowledge, skills and application of skills equivalent to a Bachelor Degree and AQF level 7 as follows:
    1. Provide evidence of a broad understanding of, and technical skills in, one or more specific area/s. Examples include, marketing, finance, human resource management, accounting and information systems.
    2. Provide examples of written and oral communication that you employed in your role/s to transmit ideas, skills, knowledge and advice to peers and business stakeholders in professional contexts (reports, presentations, conceptual designs etc.)
    3. Provide examples of your ability to undertake independent research to evaluate and make informed judgements to provide solutions to complex and unpredictable business problems and how these solutions were implemented. For example choose a complex and or unpredictable problem/s or issue that you were tasked with to find a solution and demonstrate how you solved the problem/s and successfully implemented a solution.



4. Demonstrate an understanding of how your role/s contributes to broader business functions. For example, how marketing activities contributed to increased sales and revenue and the implications of this for other parts of the business such as stock management, information systems and staffing and resourcing.
  5. Provide evidence of collaboration with others in professional practice. For example team leadership or team involvement and responsibilities and how you contribute effectively in this environment.
  6. Demonstrate a commitment to further learning. For example, completion of short courses or other ongoing professional development activities including self-directed learning initiatives.
- Names, position titles and contact details of referees (employers or supervisors) who will be able to verify the nature of your work for the period of 5 years. Referees may be contacted by USQ and should be able to provide details on, but not limited to: communication skills, self-directed work and learning, managing people or client accounts, managerial responsibilities for any major projects and/or financial delegation accountabilities.