

BSB80320 Graduate Diploma of Strategic Leadership

Entry requirements: what to send with your application

1 CHOOSE ONE PATHWAY. YOU MUST MEET IT COMPLETELY. DO NOT MIX PATHWAYS.

PATHWAY	YOUR QUALIFICATION	EXPERIENCE	LEVEL RULE
A	Diploma or Advanced Diploma in a related field (see box 2)	3 years	Must be AQF Diploma or Advanced Diploma.
B	Bachelor's degree in a related field (see box 2)	2 years	Must be a bachelor's degree.
C	No qualification needed. Use this if you have no Diploma or degree, or your field is not related.	5 years	A Certificate I, II, III or IV does not meet Pathway A or B. Use Pathway C.

2 IS YOUR QUALIFICATION IN A RELATED FIELD OF STUDY? RELATED MEANS RELATED TO LEADERSHIP AND MANAGEMENT.

ACCEPTED. YOUR QUALIFICATION IS A MANAGEMENT, LEADERSHIP OR BUSINESS QUALIFICATION.	ALSO ACCEPTED, BUT ONLY WITH A NAMED MAJOR OR STREAM.
Management · Strategic Management · Leadership and Management · Business · Business Administration · Business Management · Commerce · Human Resource Management · Project Management · Program or Portfolio Management · Operations Management · Quality Management · Risk Management · Change Management · Marketing Management · Accounting · Finance · Financial Management · Banking · Economics · Entrepreneurship · Small Business Management Plus sector-named management qualifications: Hospitality Management · Tourism Management · Retail Management · Event Management · Construction Management · Practice Management · Health Administration · Public Administration	A qualification in any other field is accepted only if your transcript names a major, stream, specialisation or double degree in management or business. Accepted: Bachelor of Science majoring in Business Management · Bachelor of Engineering (Management) · Bachelor of IT with a Business Management major Not accepted: a nursing, IT, engineering, cookery, real estate, logistics or trade qualification with one or two management units and no named major. A few units do not change the field of study.

Not in a related field? You are not refused. Apply under Pathway C with five years of experience. Note that work experience is counted separately and cannot make a field of study related.

3 DOCUMENTS TO SEND, AND WHEN. SEND EACH STAGE COMPLETE. PART APPLICATIONS ARE NOT ASSESSED.

STAGE 1. SEND THESE SIX TO RECEIVE A LETTER OF OFFER.	STAGE 2. SEND THESE TWO TO RECEIVE YOUR COE.
1 Application form, completed and signed, including the truth declaration 2 Passport, biographical photo page 3 Visa, current grant notice, if you are already in Australia 4 English language evidence, IELTS 5.5 overall or an accepted equivalent test result 5 Evidence that you meet the course prerequisites, as set out in boxes 1, 2 and 4: • Pathway A and B: certified copy of your certificate or testamur, certified copy of your full academic transcript, and a certified English translation of both if they are not in English. • All pathways: an employer letter for every job you claim, built exactly as box 4 requires, plus one backup document per job. Pathway C: a letter covering every job across the full five years with no gaps, and two backup documents per job and evidence of completion of year 12 or equivalent. 6 Consent to verify form, signed. We cannot assess your application without it.	1 Letter of Offer, signed by you and returned 2 Evidence of payment, as set out in your Letter of Offer 3. Pre training review form (PTR) Your CoE is created only after both are received and all Stage 1 evidence has been verified. Nothing is issued on the strength of documents alone.

4 YOUR EMPLOYER LETTER MUST CONTAIN ALL EIGHT OF THESE. ONE LETTER PER JOB.

1 On company letterhead, with the company ABN or registration number 2 Dated 3 Your full name exactly as it appears in your passport 4 Exact start date and exact end date, as day / month / year	5 Your job title 6 Full time, part time or casual, and your average hours per week 7 Staff who reported to you, money you could approve, and decisions you could make without asking permission 8 Signature, name, job title, work email and work phone of the person signing
Backup documents. Send one per job (two for Pathway C): Employment contract · payslips · annual pay summary · tax or income statement · superannuation statement · organisation chart showing your name · business registration and financial statements if self-employed	Never accepted on their own: Your CV · a statutory declaration you signed yourself · a personal or character reference · a screenshot of a professional profile page · a letter with no hours, no dates or only general praise

5 HOW WE COUNT YOUR YEARS

Full time = 38 hours per week.
Part time and casual count in proportion. 20 hours a week for 4 years = 2.1 years, not 4.
Only time you actually led people or a function counts. 2 years as an officer then 3 as a team leader = 3 years, not 5.
Two jobs at the same time count once, not twice.

6 WE CHECK EVERY APPLICATION

We contact every employer using phone and email details we find ourselves, not the ones on your letter. Tell your referees to expect our call.
Australian qualifications are checked through your USI transcript or the university.
Overseas qualifications are confirmed with the issuing institution and reviewed to establish they are comparable to the Australian level claimed.
A false document means the offer is withdrawn or the enrolment cancelled. Tell us about a mistake before we find it.

The entry requirement is set nationally in the BSB Training Package and published at training.gov.au. We cannot waive it, vary it or approve an exception, and recognition of prior learning cannot be used to meet it. Not sure which pathway fits? Ask admissions before you apply.