

Course Essentials and Pre-Enrolment Information **BSB50415 Diploma of Business Administration +** **BSB51918 Diploma of Leadership and Management**

Make your future employment more flexible with 2 highly valued qualifications.

Gaining two qualifications often increases your chance of employment and promotions, and extends the industries in which you can gain employment. It shows employers that you are really serious about professional development and your career.

Double Qualifications - 2 qualifications are awarded. Fees are much lower for the 2nd qualification, so you save \$\$\$\$. VET Student Loans are available for both qualifications.

Only extra 4 units needed to gain the 2nd qualification. 12 units in total to gain both qualifications.

- BSBADM503 Plan & Manage Conferences
- BSBADM504 Plan and implement administrative systems
- BSBADM506 Manage Business Document design and development
- BSBADM502 Manage Meetings
- BSBPMG522 Undertake Project Work
- BSBWOR501 Manage personal work priorities and professional development
- BSBFIM501 Manage Budgets & financial plans
- BSBHRM405 Support the recruitment, selection and induction of staff
- BSBLDR511 Develop and use Emotional Intelligence
- BSBWOR502 Lead and Manage Team Effectiveness
- BSBLDR502 Lead and Manage Effective Workplace Relationships
- BSBMGT517 Manage Operational Plan

Many of our past Diploma students have gained 2 qualifications at the same time.



Course Essentials and Pre-Enrolment Information **BSB50415 Diploma of Business Administration**

Team Leaders, EA's, PA's, Administrators, Project Officers, Administrative Support Officers, Office Managers...

Here's how to become a Qualified Administration Officer and develop Your Career and Skills in Business Administration...



You can now gain your formal Office Administration qualification, at a time and location that suits you. Designed for busy people, you can study at your own pace and become qualified. With flexibility built in at every stage, you can complete this around your work, family and you can maintain your work-life balance while building your future and advancing your Career.

Becoming qualified in Business administration is now considered a MUST have for career advancement.

During this course you will:

- Learn how to manage meetings, projects, budgets, administrative systems, recruitment...
- Discover practical strategies that will make a REAL difference to delivering work on-time


Gain Your Business Administration Qualification and use it to Advance Your Career

- ✓ Help gain your next Promotion or New Job
- ✓ **Finally have that 'Piece of Paper' that says you can do it**
- ✓ Formally recognize your work skills and Prove your experience
- ✓ **Get the 'Pat on the Back' you deserve**
- ✓ Learn new skills
- ✓ Fast track to further studies













Advance and Benefit your Career with this Highly Valued Qualification...

- A**ffordable: VET Student Loans, Payment Plans, Tax Rebates, Student Discounts
- B**eneficial: Your Skills Formally Recognised, Promotion Opportunities, Uni Pathways, Association Membership, Career Pathway
- C**onvenient: Online, 24/7, RPL (Experience Recognised), Support Options, Practical Projects

Qualification Name + Code	BSB50415 Diploma of Business Administration
Course Currency	This is the official Diploma of Business Administration Course. You will be gaining the latest and most up-to-date version of this course. If the course gets updated whilst you are studying with us, we will advise you.
Certificate Recognized 	Yes. All qualifications offered by Global Training Institute are nationally recognised and align with the Australian Qualifications Framework. Your qualification is therefore valued by employers throughout Australia and often overseas.
Date of Effect:	1/2/2020 – 31/12/2020
Post Nominal	Yes. You will be able to use the letters DipBusAdmin after your name when you complete your course
Professional Association Membership	Yes. At the end of your course, you will be able to apply for membership with: Australian Institute of Office Professionals https://www.aiop.com.au/
VET Student Loan Approved	YES – You can study this course with a loan from the Government. Means you can Study now and Pay your loan back later through your tax. See details end of flyer
Centrelink Approved	YES. Registered for Austudy, Abstudy, Youth Allowance...52 weeks (including 8 weeks holidays); 20 hours/wk full-time study. GTI NO: 4P976
Recommended for	Those that wish to Advance your Career within Administration Team Leaders, EA's, PA's, Administrators, Project Officers, Administrative Support Officers, Office Managers...
Speciality/Cohort	General Administration
Double Qualification Available	Yes. You can complete this course as a single qualification or you can also gain a second qualification at the same time by completing a few additional units. Obtaining two qualifications often increases your chance of employment and promotions, and extends the industries in which you can gain employment. This course is offered with also: <ul style="list-style-type: none"> • BSB50215 Diploma of Business • BSB50618 Diploma of Human Resources Management • BSB51615 Diploma of Quality Auditing
Delivery Method	Flexi Training – You choose your training method to suit you and your work schedule. <ol style="list-style-type: none"> 1. Mixture of Online + Phone or skype sessions – day or evening sessions 2. Distance -we can provide you with a USB with materials and assessments if you request it) or 3. Face-to-Face (GTI office).
Covers Enrolments	1 st January – 31 December 2020
Start Dates	Flexible. Year Round Start Dates. Means you can start any time. Fast Start & Quick Access to your Course.
Duration of Course	12 months: 44 academic weeks (over 3 trimesters) includes 8 weeks access to your units at the end to ensure you have completed all units. Quicker Completion: Many students complete their course much quicker. Depending upon your previous experience and how much time you can allocate to completing your qualification, will determine when you finish. All the resources and assessments are available to you 24/7, so you can get in and

	complete as fast as you want.
Course Completion Date	You will have access to your units for 12 months, to complete your course, from your enrolment date
Entry Requirements	<p>Age: 18 Years or over</p> <p>Education: Year 12 pass or Certificate IV and 2+ Years relevant Industry Experience or Proof of skills - provide a current resume or 2 Referees to testify to your ability to complete the course</p> <p>Academic Suitable:</p> <ul style="list-style-type: none"> - Proof of Yr12/Senior Certificate - an AQF Qualification at Level 4 or above (Certificate 4, Diploma, University Degree) - Pass a Government approved LLN Test. (You must display competence at or above Exit level 3 in the Australian Core Skills Framework in both numeracy and literacy) <p>English language: see 'English Requirements' in the footer of the website for more information.</p> <p>Resource Requirements: Students are required to have access to the internet and a computer in order to access their materials online.</p> <p>General: Motivation and good reason to complete qualification</p>
Specific requirements needed to successfully complete the course	<p>Yes. Refer Materials/Equipment Needed</p> <p>Active (minimum monthly) communication with your Trainer is required.</p> <p>This is to be organised by the student.</p>
Materials/Equipment Needed	Computer, Internet access, Firefox or Chrome (not Internet Explorer). Students are required to have access to the internet and a computer in order to access their materials, and submit assessments online.
Units In the Course	<p>8 Units are required to gain this qualification.</p> <p>Similar units to these need to be completed:</p> <ul style="list-style-type: none"> • BSBADM502 Manage Meetings • BSBADM503 Plan and Manage Conferences • BSBADM504 Plan and implement Administration Systems • BSBADM506 Manage Business Document design and development • BSBPMG522 Undertake project work • BSBFIM501 Manage Budgets & financial plans • BSBWOR501 Manage personal work priorities and professional development • BSBHRM405 Support the recruitment, selection and induction of staff <p>Your units may differ depending if you have credits, if you are completing another qualification also at the same time or if you have chosen different electives.</p>
Resources Provided:	<p>You will be provided with all the required materials to complete your training and assessments</p> <p>You will also have access to many additional Business, Administration, Leadership, Management and Career Success Resources and Templates. These can really help you to Advance Your Career.</p>
Training Support Services	No additional cost. You will have access to your Trainer, Completion Coach and GTI office support staff, phone sessions and unlimited email support.

	     
Additional Learner Support Services Available if required	<p>Online Access Tutor Completion Coach Unlimited Phone Sessions Recorded Assessments Resources</p> <p>No additional cost. Access to computer programs that will allow you to talk instead of typing, if required. You may also be interviewed through your assessments and then provide the matching evidence.</p>
Location of Training, Sessions & Times	You will arrange your training with your Trainer to suit you both. Training will be usually online plus sessions via phone, skype or similar. You will receive a Training/Completion Plan
Attendance at training if required	Active (minimum monthly) communication with your Trainer is required.
Access to Trainer:	<p>You will have regular contact (minimum monthly) with your Trainer via phone, email, and if convenient, face-to-face.</p> <p>You will know that they are just a phone call or email away whenever you need them.</p>
Recommended study time per week	4-6 hours per week, if you have experience and can access workplace documents or more if you do not.
Location of Assessing	<p>You will complete your assessments at work or home.</p> <p>These will need to be typed (or handwritten and scanned) and submitted into your Online Student Area. It is a very simple process.</p>
Recognition of Prior Learning:	<p>Yes, RPL is available for this course. Same tuition fee applies.</p> <p>You can use your previous experience and workplace documents as part of your normal assessments. Apply for RPL in the Enrolment form.</p>
Credit Transfer	Yes, if you have completed the exact same unit in another qualification, you will not need to redo it. Provide this information along with a copy of your Statement of Results with your Enrolment Form.
Any Work Experience/ Placement Required for completion of qualification:	No
Employment Guaranteed at end of Course	Sorry. GTI is unable to guarantee you any employment or promotions for which you apply. We can provide you with a letter saying that you are completing the course, if you are applying for a job.
University Pathways	<p>Yes. GTI has pathway and articulation arrangements with Universities.</p> <p>After completing this course, you may gain entry into many Undergraduate Degree courses at most Universities. This means that you do not need to have completed Year 12 in the past.</p> <p>See website page 'University Pathways' for full details and confirm with the individual university for their current arrangements and admission processes.</p> <p>You may also be able to gain credits and entry into Bachelor of Business (8 credits)</p> <p>Diploma of Business Administration = 12 months of University.</p> 

Future Study Credits (No of units you won't have to complete)	<p>When you complete this course, you will be able enrol into the next level of qualification and gain the following credits with us here at GTI:</p> <p>BSB60215 -Advanced Diploma of Business - 2 Units BSB61015 - Advanced Diploma of Leadership and Management - 1 Unit</p>
Student Discounts	Yes. Enrolment in this course will mean that you can register as a student with Student Clubs and receive discounts for food, travel, clothing, computers... Details with your enrolment letter.
	Things to Keep in Mind as you Study with us. Your rights and obligations.
Fees	<p>Student Tuition Fees are required for enrolment in this course.</p> <p>Fees can be paid for by you individually or your employer.</p> <p>All fees must be paid before your qualification will be issued.</p>
Government Funding/ Subsidies/ Entitlements Available for this course	<p>NSW Employees and Residents...</p> <p>The NSW Government is heavily subsidising the fees for this course. The course fees may be as low as \$0 - \$3600 under NSW Smart & Skilled. See NSW Smart & Skilled funding webpage for details regarding how this funding works, eligibility, and availability. http://globaltraining.edu.au/global_training_institute/nsw-smart-skilled/</p>
Tuition Fees + Maximum Course Cost	<p>The maximum tuition fee for this course is \$5920 This may be reduced if you have completed the same Unit (code), previously in another qualification – Credit Transfer.</p> <p>See Tuition Fee Schedule, located in the website footer, for current student tuition fees</p>
Any additional costs involved:	No
Tax Rebates & Deductibility	Yes. This course is 100% Tax deductible if it relates to your work. See Fee Schedule for a guide as to how much you may receive back. Confirm this with your Tax Adviser
Payment Options – how fees to be paid, when fees to be paid, terms and conditions	<p>Fees can be paid for by Student or Employer</p> <p>Payment Options:</p> <ul style="list-style-type: none"> - Payment Plans (Fortnightly over duration of course) - Government VET Student Loan (Maximum \$5175 loan applies to this course/ All course fees can be paid via a loan – pay GTI \$0 upfront) - Private Student Loan <div> <div> <p>1. VET Student Loans</p>  <p>Study Now Pay Later</p> </div> <div>OR</div> <div> <p>2. Payment Plans</p>  <p>Payment Plans</p> </div> <div>OR</div> <div> <p>3. NSW Smart & Skilled Funding</p>  <p>NSW Funding <small>"This Training is subsidised by the NSW Government"</small></p> </div> </div> <p>Tax Rebate</p>
Refund Conditions	Details are available in the Student Handbook
Your Rights	For information regarding your learner rights as a student with Global Training Institute, refer to the Student Handbook
Concerns, Queries, Complaints or Appeals	<p>Please contact Global Training Institute</p> <p>Follow the procedures listed in the footer on Global Training Institute website and refer to Student Handbook</p>
Course Deferral, Extension or Withdrawal	<p>If as a Student you need to defer, withdraw or extend your course, you will need to apply in writing using the relevant form, which you can find under the student forms at http://gtionline.edu.au/moodle/ also accessible from the GTI website footer.</p>

	Global Training Institute will then access each application individually and will respond in writing within 5 working days. Full details of the policies regarding these are available in the Student Handbook available in the website footer.
Closure of the Company or ceasing of delivery of course	In the unforeseeable event of Global Training Institute or any third party closing or ceasing to deliver this course, please refer to the Student Handbook for your rights.
Your Obligations	For information regarding your obligations as a student with Global Training Institute, refer to the Student Handbook
To enter and successfully complete this course	Refer to above listed Entry Requirements, material requirements, training and assessment requirements for this course.
USI	You will be required to obtain a Unique Student Identifier Number from the Government prior to enrolling in this course.
Training Provided by	Global Training Institute RTO No 31192.
Assessing Conducted by	Global Training Institute RTO No 31192.
Qualification Issued by	Global Training Institute RTO No 31192.
Quality of Training and Assessment	Global Training Institute is responsible for the quality of the training and assessment for this course in compliance with the Standards for Registered Training Organisations 2015 and for the issuance of the AQF certification documents
Partnership Training or Assessment Arrangements	No partnership arrangements currently exist for this course. Should this change, GTI will notify you.
Global Training Institute Details	Global Training Institute RTO No 31192 PO Box 377 Palmwoods QLD 4555 40 Main St Palmwoods 1800998500. 07 54573334 info@globaltraining.edu.au

VET Student Loan	This means that you Study Now – and Pay your fees back through your Tax. VET Student Loans gives rise to a HELP debt that continues to be a debt due to the Commonwealth until it has been re-paid. Students are required to repay their HELP debt.
VET Student Loans information; amount of debt incurred, when payment is required, associated fees, indexation or interest	This course is eligible for VET Student Loans For up to date information; refer to the VET Student Loans information booklet available from https://www.studyassist.gov.au/ . For all GTI policies, procedures and information – see website footer.
VET Student Loan Eligibility	VET Student Loans will not be approved for students who do not meet eligibility requirements ie. Australian Citizen, Humanitarian Visa Holder, some New Zealand Citizens...
How to Pay your Fees	After your enrolment form is submitted, you will be sent a loan application form

with a VET Student Loan	(eCAF) 2 business days later. You only need to complete 1 eCAF form for all of your fees for that course.
VET Student Loans Cooling Off Period	A compulsory 2 business days cooling off period applies to anyone wishing to pay Tuition Fees via VET Student Loans. This means that you cannot submit an eCAF 'Request for VET STUDENT LOANS' form until 2 business days after you apply to enrol.
Census Days	This is the date that you incur your personal loan debt (that must be paid back through your taxes with the ATO, when you reach the repayment tax amount). The Census date is the last date for you to apply for a VET Student Loans to pay for the tuition fees for the subjects in that VET Unit of Study. It is also the last date in which you can withdraw from the Vet Unit of Study before you incur a debt for the applicable tuition fees. The census date will be 20% of the way through each VUS, as calculated from your VUS Start Date to the Completion Date for each VUS.
Submitting Loan Application	When applying for a VET student loan, your application form (eCAFs) must be submitted prior to the first census day for which you wish to access a loan.
Student Grievance Procedure	Please contact Global Training Institute Follow the procedures listed in the footer on Global Training Institute website and refer to Student Handbook

Here's what other past students have said about completing their Business Qualification...

"I found GIT staff are always helpful, supportive and encouraging. I thought the one-on-one engagement with trainer/assessor was most helpful in developing work skills. The training course provided reinforced need to develop and use systems to ensure intended outcomes. The online study and assessment method was flexible." Brendyn Williams - 2018

"The GTI trainers and staff were always available when I called and happy to help. Training assessments were relevant and I can now implement what I learnt on the job. Particular assessments prompted me to explore, understand and apply many policies/legislative documents I hadn't considered previously. Questions were written well for easy comprehension, making learning easy. The online base of the course made downloading, uploading and checking assessment simple." Bianca Shepherson

"I found the support processes were extremely helpful and the adaptability of the training staff to cater for my needs while holding a full time job were well done." John Casey - 2018

"The training resources online and feedback helped me to develop new workskills which I am now apply to my current project. All aspects of the course were well done and the support from my Trainer was very helpful." Scott Campbell

Course Essentials and Pre-Enrolment Information **BSB51918 Diploma of Leadership and Management**

Advance your Career in Management.

Designed for working professionals, you can study at your own pace and become qualified. With flexibility built in at every stage, you can maintain your work-life balance while building your future and Advancing your Career.



You will be developing your practical skills and knowledge in supervision and management as you complete your Diploma of Leadership and Management. This practical program provides skills, knowledge and support so that you can make changes and have your team or department thriving.

Discover and implement the practical strategies that will make a REAL difference to:

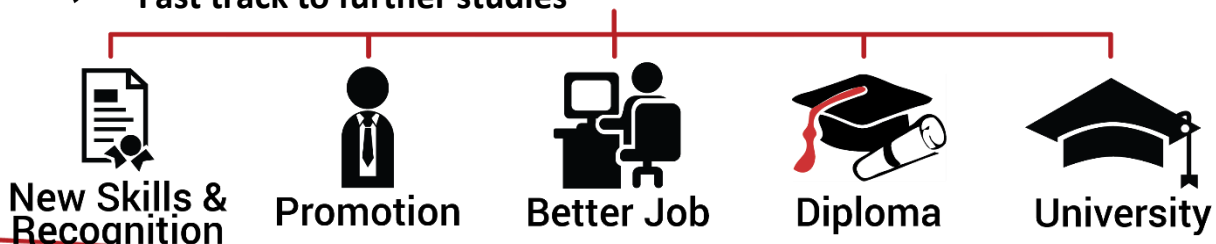
- ✓ Leading your team
- ✓ Increasing you and your team's workplace productivity
- ✓ Improving your staff performance and morale
- ✓ Getting the best out of your people and getting them contributing to the growth of your business or organisation
- ✓ Have your staff doing what you want them to do
- ✓ Reducing the time you need to put out 'emergency fires'

Suitable for

- Supervisors, Managers
- Those who wish to develop or advance their management career.
- Experienced managers who don't have formal management studies and qualifications. Use your prior learning and current management and supervisory experience towards gaining this management diploma.
- Those who wish to do management training or a management course where you learn practical management skills and techniques, as well as gaining a Diploma.


Gain Your Management Qualification and use it to Advance Your Career.

- ✓ Help gain your next Promotion or New Job
- ✓ **Finally have that 'Piece of Paper' that says you can do it**
- ✓ Formally recognize your work skills and Prove your experience
- ✓ **Get the 'Pat on the Back' you deserve**
- ✓ Learn new skills
- ✓ **Fast track to further studies**









Advance and Benefit your Career with this Highly Valued Qualification...



- A**ffordable: VET Student Loans, Payment Plans, Tax Rebates, Student Discounts
- B**eneficial: Your Skills Formally Recognised, Promotion Opportunities, Uni Pathways, Association Membership, Career Pathway
- C**onvenient: Online, 24/7, RPL (Experience Recognised), Support Options, Practical Projects




Qualification Name + Code	BSB51918 Diploma of Leadership and Management
Course Currency	This is the official Diploma of Management Course. You will be gaining the latest and most up-to-date version of this course. If the course gets updated whilst you are studying with us, we will advise you.
Certificate Recognized 	Yes. All qualifications offered by Global Training Institute are nationally recognised and align with the Australian Qualifications Framework. Your qualification is therefore valued by employers throughout Australia.
Date of Effect:	1/2/2020 – 31/12/2020
Post Nominal	Yes. You will be able to use the letters DipLeadMgt after your name when you complete your course
Professional Association Memberships	Yes. At the end of your course, you will be able to apply for membership with: Institute of Managers and Leaders https://managersandleaders.com.au/
VET Student Loan Approved	YES – You can study this course with a loan from the Government. Means you can Study now and Pay your loan back later through your tax. See details end of flyer
Centrelink Approved	YES. Registered for Austudy, Abstudy, Youth Allowance...52 weeks (including 8 weeks holidays); 20 hours/wk full-time study. GTI NO: 4P976
Recommended for	Those that wish to Advance your Career within Management
Speciality/Cohort	Projects objectives and outcomes
Double Qualification Available	You can complete this course as a single qualification or you can also gain a second qualification at the same time by completing a few additional units. Obtaining two qualifications often increases your chance of employment and promotions, and extends the industries in which you can gain employment. This course is offered with also: BSB50215 - Diploma of Business BSB51615 - Diploma of Quality Auditing
Delivery Method	Flexi Training – You choose your training method to suit you and your work schedule. <ul style="list-style-type: none"> 4. Mixture of Online + Phone or skype sessions – day or evening sessions 5. Distance -we can provide you with a USB with materials and assessments if you request it) or 6. Face-to-Face (GTI office).
Covers Enrolments	1 st January – 31 December 2020
Start Dates	Flexible. Year Round Start Dates. Means you can start any time. Fast Start & Quick Access to your Course.



Duration of Course	12 months: 44 academic weeks (over 3 trimesters) includes 8 weeks access to your units at the end to ensure you have completed all units. Quicker Completion: Many students complete their course much quicker. Depending upon your previous experience and how much time you can allocate to completing your qualification, will determine when you finish. All the resources and assessments are available to you 24/7, so you can get in and complete as fast as you want.
Course Completion Date	You will have access to your units for 12 months, to complete your course, from your enrolment date
Entry Requirements	Age: 18 Years or over Education: Year 12 pass or Certificate IV and 2+ Years relevant Industry Experience or Proof of skills - provide a current resume or 2 Referees to testify to your ability to complete the course Employment: 12 months+ experience in a supervisory or management role. Academic Suitable: <ul style="list-style-type: none">- Proof of Yr12/Senior Certificate- an AQF Qualification at Level 4 or above (Certificate 4, Diploma, University Degree)- Pass a Government approved LLN Test. (You must display competence at or above Exit level 3 in the Australian Core Skills Framework in both numeracy and literacy) English language: see 'English Requirements' in the footer of the website for more information. Resource Requirements: Students are required to have access to the internet and a computer in order to access their materials online. General: Motivation and good reason to complete qualification
Specific requirements needed to successfully complete the course	Yes. Refer Materials/Equipment Needed Active (minimum monthly) communication with your Trainer is required. This is to be organised by the student.
Materials/Equipment Needed	Computer, Internet access, Firefox or Chrome (not Internet Explorer). Students are required to have access to the internet and a computer in order to access their materials, and submit assessments online.
Units In the Course	12 Units are required to gain this qualification. Similar units to these need to be completed: <ul style="list-style-type: none">• BSBWOR501 Manage Personal Work Priorities and Professional Development• BSBADM502 Manage meetings• BSBPMG522 Undertake Project Work• BSBRSK501 Manage Risk• BSBWOR502 Lead and Manage Team Effectiveness• BSBLDR502 Lead and Manage Effective Workplace Relationships• BSBLDR511 Develop and Use Emotional Intelligence• BSBMGT517 Manage Operational Plan• BSBFIM501 Manage Budgets and Financial Plans

	<ul style="list-style-type: none"> • BSBHRM405 Support the Recruitment, Selection and Induction of Staff • BSBWHS501 Ensure a Safe Workplace • BSBMGT502 Manage People Performance <p>Your units may differ depending if you have credits, if you are completing another qualification also at the same time or if you have chosen different electives.</p>
Resources Provided:	<p>You will be provided with all the required materials to complete your training and assessments</p> <p>You will also have access to many additional Business, Leadership, Management, Project Management, and Career Success Resources and Templates. These can really help you to Advance Your Career.</p>
Training Support Services	<p>No additional cost. You will have access to your Trainer, Completion Coach and GTI office support staff, phone sessions and unlimited email support.</p> <div>       </div> <p>Online Access Tutor Completion Coach Unlimited Phone Sessions Recorded Assessments Resources</p>
Additional Learner Support Services Available if required	<p>No additional cost. Access to computer programs that will allow you to talk instead of typing, if required. You may also be interviewed through your assessments and then provide the matching evidence.</p>
Location of Training, Sessions & Times	<p>You will arrange your training with your Trainer to suit you both. Training will be usually online plus sessions via phone, skype or similar. You will receive a Training/Completion Plan</p>
Attendance at training if required	<p>Active (minimum monthly) communication with your Trainer is required. Attendance at any webinars or workshops is not compulsory, however there is great value in participating in any that are organised.</p>
Access to Trainer:	<p>You will have regular contact (minimum monthly) with your Trainer via phone, email, and if convenient, face-to-face.</p> <p>You will know that they are just a phone call or email away whenever you need them.</p>
Recommended study time per week	<p>4-6 hours per week, if you have experience and can access workplace documents or more if you do not.</p>
Location of Assessing	<p>You will complete your assessments at work or home.</p> <p>These will need to be typed (or handwritten and scanned) and submitted into your Online Student Area. It is a very simple process.</p>
Recognition of Prior Learning:	<p>Yes, RPL is available for this course. Same tuition fee applies. You can use your previous experience and workplace documents as part of your assessments. Apply for RPL in the Enrolment form.</p>
Credit Transfer	<p>Yes, if you have completed the exact same unit in another qualification, you will not need to redo it. Provide this information along with a copy of your Statement of Results with your Enrolment Form.</p>
Any Work Experience/ Placement Required for completion of qualification:	<p>No</p>
Employment Guaranteed at end of Course	<p>Sorry. GTI is unable to guarantee you any employment or promotions for which you apply. We can provide you with a letter saying that you are completing the course, if you are applying for a job.</p>
Employment	<p>Many of our students have gained promotions and new jobs both within Australia</p>

Opportunities	and overseas, after completing their course with us, and testify that their qualification helped them to gain it. See website for student testimonials.
University Pathways	<p>Yes. GTI has arrangements with Universities. After completing this course, you will be able to gain credits and entry into University. See website "University Pathways for full details". Most Universities offer online study, so that you can continue to study outside of work.</p> <p>Diploma of Leadership and Management = 1st year of Bachelor of Business.</p> <div>   </div>
Future Study Credits (No of units you won't have to complete)	<p>When you complete this course, you will be able enrol into the next level of qualification and gain the following credits with us here at GTI:</p> <p>BSB60215 -Advanced Diploma of Business - 2 Units BSB61015 - Advanced Diploma of Leadership and Management - 1 Unit</p>
Student Discounts	Yes. Enrolment in this course will mean that you can register as a student with Student Clubs and receive discounts for food, travel, clothing, computers... Details with your enrolment letter.
	Things to Keep in Mind as you Study with us. Your rights and obligations.
Fees	<p>Student Tuition Fees are required for enrolment in this course. Fees can be paid for by you individually or your employer. All fees must be paid before your qualification will be issued.</p>
Government Funding/ Subsidies/ Entitlements Available for this course	<p>NSW Employees and Residents...</p> <p>The NSW Government is heavily subsidising the fees for this course. The course fees may be as low as \$0 - \$3600 under NSW Smart & Skilled. See NSW Smart & Skilled funding webpage for details regarding how this funding works, eligibility, and availability. http://globaltraining.edu.au/global_training_institute/nsw-smart-skilled/</p>
Tuition Fees + Maximum Course Cost	<p>The maximum tuition fee for this course is \$7680. This may be reduced if you have completed the same Unit (code), previously in another qualification – Credit Transfer. See Tuition Fee Schedule, located in the website footer, for current student tuition fees</p>
Any additional costs involved:	No
Tax Rebates & Deductibility	Yes. This course is 100% Tax deductible if it relates to your work. See Fee Schedule for a guide as to how much you may receive back. Confirm this with your Tax Adviser
Payment Options – how fees to be paid, when fees to be paid, terms and conditions	<p>Fees can be paid for by Student or Employer</p> <p>Payment Options:</p> <ul style="list-style-type: none"> - Payment Plans (Fortnightly over duration of course) - Government VET Student Loan (Maximum \$5175 loan applies to this course/ All course fees can be paid via a loan – pay GTI \$0 upfront) - Private Student Loan

	<p>1. VET Student Loans  Study Now Pay Later</p> <p>OR</p> <p>2. Payment Plans  Payment Plans</p> <p>OR</p> <p>3. NSW Smart & Skilled Funding  NSW Funding <small>This Training is subsidised by the NSW Government</small></p>
Refund Conditions	Details are available in the Student Handbook
Your Rights	For information regarding your learner rights as a student with Global Training Institute, refer to the Student Handbook
Concerns, Queries, Complaints or Appeals about either Global Training or your training provider	Please contact Global Training Institute Follow the procedures listed in the footer on Global Training Institute website and refer to Student Handbook
Course Deferral, Extension or Withdrawal	<p>If as a Student you need to defer, withdraw or extend your course, you will need to apply in writing using the relevant form, which you can find under the student forms at http://gtionline.edu.au/moodle/ also accessible from the GTI website footer.</p> <p>Global Training Institute will then access each application individually and will respond in writing within 5 working days. Full details of the policies regarding these are available in the Student Handbook available in the website footer.</p>
Closure of the Company or ceasing of delivery of course	In the unforeseeable event of Global Training Institute or any third party closing or ceasing to deliver this course, please refer to the Student Handbook for your rights.
Your Obligations	For information regarding your obligations as a student with Global Training Institute, refer to the Student Handbook
To enter and successfully complete this course	Refer to above listed Entry Requirements, material requirements, training and assessment requirements for this course.
USI	You will be required to obtain a Unique Student Identifier Number from the Government prior to enrolling in this course.
Training Provided by	Global Training Institute RTO No 31192.
Assessing Conducted by	Global Training Institute RTO No 31192.
Qualification Issued by	Global Training Institute RTO No 31192.
Quality of Training and Assessment	Global Training Institute is responsible for the quality of the training and assessment for this course in compliance with the Standards for Registered Training Organisations 2015 and for the issuance of the AQF certification documents
Partnership Training or Assessment Arrangements	No partnership arrangements currently exist for this course. Should this change, GTI will notify you.
Global Training Institute Details	Global Training Institute RTO No 31192 PO Box 377 Palmwoods QLD 4555 40 Main St Palmwoods 1800998500. 07 54573334 info@globaltraining.edu.au

VET Student Loan Information	
VET Student Loan	This means that you Study Now – and Pay your fees back through your Tax. VET Student Loans gives rise to a HELP debt that continues to be a debt due to the Commonwealth until it has been re-paid. Students are required to repay their HELP debt.
VET Student Loans information; amount of debt incurred, when payment is required, associated fees, indexation or interest	This course is eligible for VET Student Loans For up to date information; refer to the VET Student Loans information booklet available from https://www.studyassist.gov.au/ . For all GTI policies, procedures and information – see website footer.
VET Student Loan Eligibility	VET Student Loans will not be approved for students who do not meet eligibility requirements ie. Australian Citizen, Humanitarian Visa Holder, some New Zealand Citizens...
How to Pay your Fees with a VET Student Loan	After your enrolment form is submitted, you will be sent a loan application form (eCAF) 2 business days later. You only need to complete 1 eCAF form for all of your fees for that course.
VET Student Loans Cooling Off Period	A compulsory 2 business days cooling off period applies to anyone wishing to pay Tuition Fees via VET Student Loans. This means that you cannot submit an eCAF 'Request for VET STUDENT LOANS' form until 2 business days after you apply to enrol.
Census Days	This is the date that you incur your personal loan debt (that must be paid back through your taxes with the ATO, when you reach the repayment tax amount). The Census date is the last date for you to apply for a VET Student Loans to pay for the tuition fees for the subjects in that VET Unit of Study. It is also the last date in which you can withdraw from the Vet Unit of Study before you incur a debt for the applicable tuition fees. The census date will be 20% of the way through each VUS, as calculated from your VUS Start Date to the Completion Date for each VUS.
Submitting Loan Application	When applying for a VET student loan, your application form (eCAFs) must be submitted prior to the first census day for which you wish to access a loan.
Student Grievance Procedure	Please contact Global Training Institute Follow the procedures listed in the footer on Global Training Institute website and refer to Student Handbook

Your Quickest And Simplest Path To Completion



Here's what other students have said about completing their Diploma of Leadership and Management with us...

"Great and friendly office support staff. Trainers provided with various templates making it much easier to develop work skills. This course was certainly no disappointment!" **Kerrie Exley**

"The support team were very easy to deal with through the whole process from start to finish. The training was very helpful in teaching me new management skills to be used in the workplace." **Christopher Davis**, Manager, Glen Innes Severn Council



Your Promotion or Better Job For You

*"Completing my course has **helped me secure work in the area I wanted** to move into and helped me professionally."* **Grant Quincey**

*"The Diploma qualifications helped me greatly to **get a new position** with a company that I really enjoy and came with a great package. I have now completed 5 qualifications with Global Training Institute. My Diploma of Civil Construction Management, Diploma of Project Management, Diploma of Management, I then went on and completed my Advanced Diploma of Civil Construction and my Advanced Diploma of Project Management."*
Tony Grey, Executive, McConnell Dowell



We are looking forward to helping you to complete your course and Advance your Career.

The team at Global Training Institute