

Course Essentials and Pre-Enrolment Information

LGA50712 Diploma of Local Government + BSB50215 Diploma of Business + BSB50415 Diploma of Business Administration

Make your future employment more flexible with 3 highly valued qualifications.

Gaining three 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.

Triple Qualifications - 3 qualifications are awarded. Fees are much lower for the 2nd and 3rd qualification, so you save \$\$\$\$. VET Student Loans are available for both BSB50215 and BSB50415 qualifications.

Only 15 units in total to gain all 3 qualifications.

- BSBWOR501 Manage personal work priorities and professional development
- BSBFIM501 Manage Budgets & financial plans
- BSBHRM405 Support the recruitment, selection and induction of staff
- BSBRSK501 Manage Risk
- BSBADM502 Manage Meetings
- BSBPMG522 Undertake Project Work
- BSBMKG508 Plan Direct Marketing Activities
- BSBMKG510 Plan E-Marketing Communications
- BSBADM504 Plan and implement administrative systems
- BSBADM506 Manage Business Document design and development
- BSBADM503 Plan & Manage Conferences
- LGACORE102B Follow Defined OHS policies and procedures
- LGACORE104B Work effectively in local government
- LGACORE105B Work with others in local government
- LGACOM401A Administer Contracts

Many of our past Diploma students have gained 2 or 3 qualifications at the same time.

Course Essentials and Pre-Enrolment Information



LGA50712 Diploma of Local Government

Advance your Career within Local Government, with this Qualification that is highly valued and sought after by Councils throughout Australia.

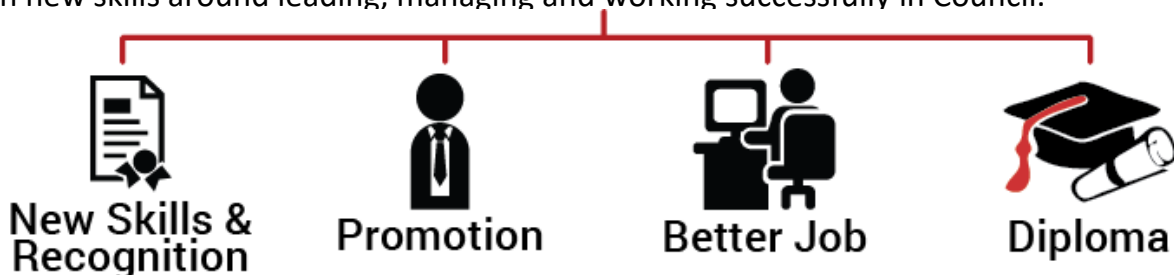
Designed for those working in Council, you can study at your own pace and become qualified. With flexibility built in at every stage, you can maintain your work-life balance while building your future and advancing your Career.

Sessions with your Trainer can be in during worktime or at evenings, your choice. Assessments are based on your work projects.

You can select all of your units to match your work goals. Great range of electives available. Gain a 2nd or even 2nd and 3rd qualification at the same time when you complete this. Doubles your chance of future promotions.

Gain Your Local Government (Qualification and use it to Advance Your Career within Local Government


- ✓ 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 as a Supervisor or Manager
- ✓ **Get the 'Pat on the Back' you deserve**
- ✓ Learn new skills around leading, managing and working successfully in Council.









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




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



Qualification Name + Code	LGA50712 Diploma of Local Government
Course Currency	This is the official Diploma of Local Government 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 Local Councils throughout Australia and overseas in countries like the UK.
Date of Effect:	1/2/2020 – 31/12/2020
Post Nominal	Yes. You will be able to use the letters DipLocGov after your name when you complete your course
Recommended for	Local Government Employees <ul style="list-style-type: none"> - Looking for a promotion in management - Supervisors and coordinators - Office managers - Senior Office staff – all divisions of Council
Speciality/Cohort	General
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, local Government and the wider community. This course is offered with also: BSB51415 Diploma of Project Management (VSL Approved) BSB51615 Diploma of Quality Auditing (VSL Approved) BSB51918 Diploma of Leadership and Management (VSL Approved) BSB50215 Diploma of Business (VSL Approved) LGA504104 Diploma of Local Government (Operational Works)
VET Student Loan Approved	No. Combine with qualification with one of the double qualifications listed above if you would like to pay for some of your fees with a VET student loan.
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 Workshops for Council programs – (minimum numbers apply).
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	You will have access to your units for 12 months, to complete your course, from

Date	your enrolment date
Entry Requirements	<p>Age: 21 Years or over</p> <p>Employment: Must be currently employed in Local Government in a senior office person or supervisor role</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. 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>14 Units are required to gain this qualification. Similar units to these need to be completed: Choose 4:</p> <ul style="list-style-type: none"> • LGACOMP026A Provide Team Leadership • LGACOMP025A Manage a local government project • LGACORE104B Work effectively in local government • LGACORE501B Provide quality and timely advise to council • LGACORE105B Work with others in local government • LGACORE102B Follow defined OHS policies and procedures <p>+ 10 Elective units chosen, from other Diploma level qualifications, with Student to match their goals. This qualification lends itself to you being able to also gain a 2nd qualification at the same time.</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 Project Management, Business, 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	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.
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:	You will have regular contact (minimum monthly) with your Trainer via phone, email, and if convenient, face-to-face. You will know that they are just a phone call or email away whenever you need them.
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	You will complete your assessments at work or home. These will need to be typed (or handwritten and scanned) and submitted into your Online Student Area. It is a very simple process.
Recognition of Prior Learning:	Yes, RPL is available for this course. Same tuition fee applies. You can use your previous experience and workplace documents as part of your normal assessments. Apply for RPL in the Enrolment form.
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.
Future Study Credits (No of units you won't have to complete)	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: BSB60215 -Advanced Diploma of Business - 2 Units BSB61015 - Advanced Diploma of Leadership and Management - 1 Unit
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	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.
Government Funding/ Subsidies/ Entitlements	NSW Employees and Residents... 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 &

Available for this course	Skilled funding webpage for details regarding how this funding works, eligibility, and availability. http://globaltraining.edu.au/global_training_institute/nsw-smart-skilled/
Tuition Fees + Maximum Course Cost	The maximum tuition fee for this course is \$8750. 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
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) - 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>Tax Rebate</p> </div> </div> <p><small>NSW Funding 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	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	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.
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

Here's what other Council Employees have said about completing their Diploma Qualifications with us...

"I would recommend the training to others. My skills and experience were recognized towards my qualification. Expectations were clearly outlined to the start of the course. The content was relevant and up to date." Susan Tambo Regional Council



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Jarvis

"I now have the training and knowledge to lead my team and be an influencer. The course is interesting, Informative and factual. You gain knowledge about people and how people treat others." Graham Bull – Supervisor, Liverpool City Council

"I found the process was simple and clear. Some of the greatest aspects of the training was the self-paced learning and the recognition of workplace experience." Amanda Souvlis.. Principal Officer Customer Service, Public Relations and Regional Marketing. Frazer Coast Regional Council

"Thanks. Great course content. It is very specific and relates to my job. Very relevant to work, customer service very great explanation of customer service needs/expectations; Communication helped to build team skills; Project management techniques to help with managing a project within budget time and safety. Others would really benefit also."
Lani Hancock – Richmond Valley Council

Course Essentials and Pre-Enrolment Information **BSB50215 Diploma of Business**

(Pre University)/ 1st Year Bachelor Degree

This Diploma of Business is your pathway to studying at an Australian University, whilst studying today's most relevant business topics.

You will be prepared with the skills to work effectively in marketing a business or undertake further studies in Business, IT, Hospitality or other Undergraduate Degrees at University.

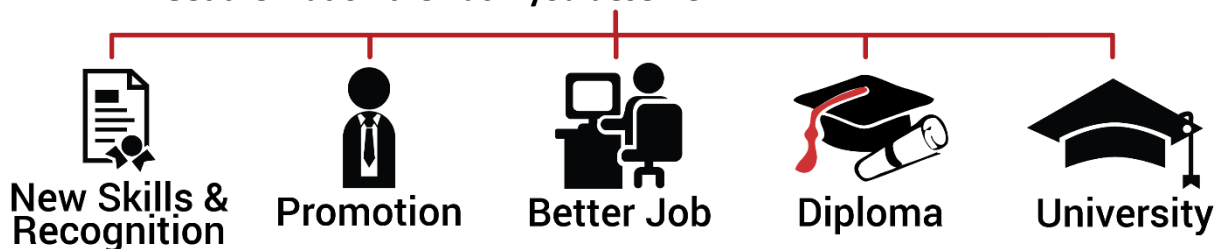
Designed for working people, you can study at your own pace and become qualified. With flexibility built in at every stage, you can maintain your work-life balance while building your future and advancing your Career.

Gain Your Diploma of Business and use it to Advance Your Career

- ✓ **Develop your business skills**
- ✓ Help gain your next Promotion or New Job
- ✓ Fast track University and **SAVE over \$18,000AUD** in University Fees


Gain **entry to 2nd year University** (Accounting, Business, Management, IT, or Hospitality studies) or Gain **entry to 1st Year University Degree** – over 30 courses to choose from – engineering, nursing, law, social working

- ✓ **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**














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	BSB50215 Diploma of Business
Course Currency	This is the official BSB50215 Diploma of Business 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.
 <p>Certificate Recognized</p>	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 DipBus 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: <ul style="list-style-type: none"> 1. Australian Institute of Office Professionals https://www.aiop.com.au/ 2. 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 in a business or Office management environment, improve their marketing skills, or fast-track their way to University.
Speciality/Cohort	Pre-University/Marketing
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: BSB50415 - Diploma of Business Administration BSB50618 - Diploma of Human Resources Management BSB51415 - Diploma of Project Management BSB51615 - Diploma of Quality Auditing BSB51918 - Diploma of Leadership and Management
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	<p>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.</p> <p>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.</p> <p>All the resources and assessments are available to you 24/7, so you can get in and complete as fast as you want.</p>
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. 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> <p>BSBWOR501 Manage Personal Work Priorities and Professional Development</p> <p>BSBR501 Manage risk</p> <p>BSBADM502 Manage Meetings</p> <p>BSBPMG522 Undertake project work</p> <p>BSBFIM501 Manage Budgets & financial plans</p> <p>BSBHRM405 Support the recruitment, selection and induction of staff</p> <p>BSBMKG508 Plan Direct Marketing Activities</p> <p>BSBMKG510 Plan E-Marketing Communications</p> <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	<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	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.
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. Attendance at any webinars or workshops is not compulsory, however there is great value in participating in any that are organised.
Access to Trainer:	You will have regular contact (minimum monthly) with your Trainer via phone, email, and if convenient, face-to-face. You will know that they are just a phone call or email away whenever you need them.
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	You will complete your assessments at work or home. These will need to be typed (or handwritten and scanned) and submitted into your Online Student Area. It is a very simple process.
Recognition of Prior Learning:	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.
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 arrangements with Universities. After completing this course, you will be able to gain credits and entry into See website "University Pathways for full details".</p> <p>Diploma of Business = 1st year of Bachelor of Business, IT or Hospitality Management</p> <div>   </div> <p>University of the Sunshine Coast CRICOS PROVIDER NUMBER: 01595D</p>

Future Study Credits (No of units you won't have to complete)	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: BSB60215 -Advanced Diploma of Business - 2 Units BSB61015 - Advanced Diploma of Leadership and Management - 1 Unit
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	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.
Government Funding/ Subsidies/ Entitlements Available for this course	NSW Employees and Residents... 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/
Tuition Fees + Maximum Course Cost	The maximum tuition fee for this course isThis 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
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	Fees can be paid for by Student or Employer Payment Options: <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> 1. VET Student Loans  Study Now Pay Later </div> <div>OR</div> <div> 2. Payment Plans  Payment Plans </div> <div>OR</div> <div> 3. NSW Smart & Skilled Funding  NSW Funding This Training is subsidised by the NSW Government </div> </div>
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	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 also accessible from the GTI website footer. 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

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

The team at Global Training Institute

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



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"> 7. Mixture of Online + Phone or skype sessions – day or evening sessions 8. Distance -we can provide you with a USB with materials and assessments if you request it) or 9. 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	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.
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:	You will have regular contact (minimum monthly) with your Trainer via phone, email, and if convenient, face-to-face. You will know that they are just a phone call or email away whenever you need them.
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	You will complete your assessments at work or home. These will need to be typed (or handwritten and scanned) and submitted into your Online Student Area. It is a very simple process.
Recognition of Prior Learning:	Yes, RPL is available for this course. Same tuition fee applies. You can use your previous experience and workplace documents as part of your normal assessments. Apply for RPL in the Enrolment form.
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> <p>OR</p> </div> <div> <p>2. Payment Plans</p>  <p>Payment Plans</p> </div> <div> <p>OR</p> </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>
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 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

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