

Course Essentials and Pre-Enrolment Information

LGA50712 Diploma of Local Government + BSB51918 Diploma of Leadership and Management + BSB51615 Diploma of Quality Auditing

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 and sectors in which you can gain employment. These qualifications are highly valued within Local Government as well as Private Industries, Government and Organisations. 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 BSB51915 and BSB51615 qualifications.


Only 16 units in total to gain all 3 qualifications.

- BSBWOR501 Manage personal work priorities and professional development
- BSBFIM501 Manage budgets and financial plans
- BSBHRM405 Support the Recruitment, Selection and Induction of Staff
- BSBLDR502 Lead and manage effective workplace relationships
- BSBWOR502 Lead and manage team effectiveness
- BSBINM501 Manage an Information or Knowledge Management System
- BSBRSK501 Manage risk
- BSBAUD402 Participate in a Quality Audit
- BSBMGT517 Manage operational plan
- BSBWHS501 Ensure a safe workplace
- BSBMGT502 Manage People Performance
- BSBLDR511 Develop and use emotional intelligence
- 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.

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  <small>NATIONALLY RECOGNISED TRAINING</small>	<p>Yes. All qualifications offered by Global Training Institute are nationally recognised and align with the Australian Qualifications Framework.</p> <p>Your qualification is therefore valued by Local Councils throughout Australia and overseas in countries like the UK.</p>
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	<p>Local Government Employees</p> <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	<p>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.</p> <p>This course is offered with also:</p> <p>BSB51415 Diploma of Project Management (VSL Approved)</p> <p>BSB51615 Diploma of Quality Auditing (VSL Approved)</p> <p>BSB51918 Diploma of Leadership and Management (VSL Approved)</p> <p>BSB50215 Diploma of Business (VSL Approved)</p> <p>LGA504104 Diploma of Local Government (Operational Works)</p>
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	<p>Flexi Training – You choose your training method to suit you and your work schedule.</p> <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	<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: 21 Years or over</p> <p>Employment:</p> <p>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	<p>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.</p>
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.</p> <p>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	<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 style="display: flex; justify-content: space-around; align-items: center;">       </div> <div style="display: flex; justify-content: space-around; align-items: center; font-size: small;"> Online Access Tutor Completion Coach Unlimited Phone Sessions Recorded Assessments Resources </div>
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	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 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 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 <p>1. VET Student Loans 2. Payment Plans 3. NSW Smart & Skilled Funding</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Study Now Pay Later </div> <div>OR</div> <div style="text-align: center;">  Payment Plans </div> <div>OR</div> <div style="text-align: center;">  Tax Rebate </div> <div>OR</div> <div style="text-align: center;">  NSW Funding <small>"This Training is subsidised by the NSW Government"</small> </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	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



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TRAINING
INSTITUTE®


SKILLS. KNOWLEDGE. HOPE.

PO Box 377 Palmwoods QLD 4555

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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. 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... 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

Qualification Name + Code	BSB51615 Diploma of Quality Auditing
Course Currency	This is the official Diploma of Quality Auditing 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 and often overseas.
Date of Effect:	1/2/2020 – 31/12/2020
Post Nominal	Yes. You will be able to use the letters DipQA 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: <ol style="list-style-type: none"> 1. Institute of Internal Auditors Australia www.iaa.org.au 2. Australian Organisation for Quality https://www.aoq.org.au/ 3. ASQ American society for Quality (ASQ) www.asq.org 4. Global Association for Quality Management www.gam.org
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	Staff who are involved in participating in Quality Audits, management of quality documents and systems, manage continuous improvement.
Speciality/Cohort	Projects objectives and outcomes
Double Qualifications 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 BSB50415 - Diploma of Business Administration BSB50618 - Diploma of Human Resources Management BSB51415 - Diploma of Project Management BSB51918 - Diploma of Leadership and Management
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	<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>Employment: Currently employed in a senior office or supervisory role.</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> <p>Common Units:</p> <ul style="list-style-type: none"> • BSBAUD402 Participate in a Quality Audit • BSBRSK501 Manage Risk • BSBADM502 Manage Meetings • BSBMGT516 Facilitate Continuous Improvement <p>Internal Compliance Units:</p> <ul style="list-style-type: none"> • BSBADM504 Plan and Implement Administrative Systems • BSBINM501 Manage an Information or Knowledge Management System • BSBFIM501 Manage Budgets and Financial Plans • BSBWOR501 Manage Personal Work Priorities and Professional

	<p>Development</p> <p>Lead Auditor Units:</p> <ul style="list-style-type: none"> • BSBWOR502 Lead and Manage Team Effectiveness • BSBAUD501 Initiate a Quality Audit • BSBAUD504 Report on a Quality Audit • BSBAUD503 Lead a Quality Audit
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	<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.</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>
University Pathways	<p>Yes. GTI has arrangements with Universities.</p>

	<p>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 Quality Auditing = ½ year off the Bachelor of Business.</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	<p>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.</p>
	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 \$5920. 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	<p>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</p>
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 This Training is subsidised by the NSW Government</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	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. 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 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

We are looking forward to helping you to complete your course and Advance your Career.
The team at Global Training Institute

Your Quickest And Simplest Path To Completion

