GLOBAL TRAINING INSTITUTE
SKILLS. KNOWLEDGE. HOPE.

Course Essentials and Pre-Enrolment Information
RII40715 Certificate IV in Civil Construction Supervision

Recommended for: Supervisors, Foreman, Gangers and Leading Hands within Civil Construction.

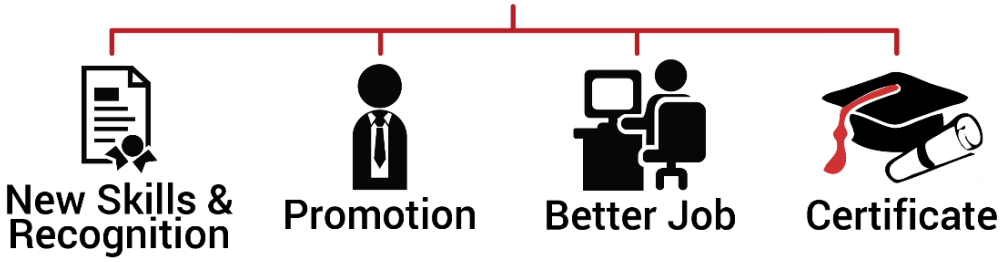
Advance your Career in Civil Construction

Gaining this qualification and becoming qualified as a Supervisor is now considered a MUST have to be employed as a Leading Hand or Supervisor with the major Civil Construction Companies.

Take the opportunity to get recognized for your experience as a Leading Hand or Supervisor within Civil Construction.

Gain your Civil Construction Supervision Qualification and

- ✓ 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
- ✓ **Prove your experience**
- ✓ Get the 'Pat on the Back' you deserve
- ✓ **Learn new skills**
- ✓ Set yourself up for the next level promotion or study



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

Affordable: Payment Plans, Tax Rebates, Student Discounts

Beneficial: Your Skills Formally Recognised, Promotion Opportunities, Career Pathway

Convenient: Online, 24/7, RPL (Experience Recognised), Support Options, Practical Projects

Qualification Name + Code	**RII40715 Certificate in Civil Construction Supervision**
Course Currency	This is the official Certificate IV in Civil Supervision course that employers are looking for. You will be gaining the latest and most up-to-date version of this course. If the course is updated while 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 **CertIVCivConSup** after your name when you complete your course.
Speciality/Cohort	**Recommended for:** leading hand or supervisor, or able to undertake these roles on a training basis e.g. (run pre-start meetings, complete safety forms…)
Double Qualification Available	Yes. You can complete this course as a single qualification or with: BSB42015 Certificate IV in Leadership and Management BSB41515 Certificate IV in Project Management Practice Obtaining two qualifications, often increases your chance of employment promotions and also extends the industries that you can gain employment in.
Delivery Method	Flexi Training – You choose your training method to suit you and your work schedule. 1. Mixture of Online + Phone or skype sessions – day or evening sessions 2. Distance -we can provide you with a USB with materials and assessments if you request it) or 3. Face-to-Face (GTI office).
Covers Enrolments	1st 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:** 21 Years or over **Education:** Year 10 pass or - Certificate III 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:** Currently employed in Civil Construction as a Leading Hand or Supervisor, or able to undertake these roles on a training basis e.g. (run pre-start meetings, complete safety forms…) **Academic Suitable:** - 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. **General:** Motivation and a strong reason to complete and gain your qualification
Specific requirements needed to successfully complete the course	Yes. 1. Have access to a civil construction workplace where you can do practical workplace projects e.g. Run meetings, make improvements. This is to be organised by the student. 2. Refer Materials/Equipment Needed 3. Active (minimum monthly) communication with your Trainer
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: • RIICWM401D Supervise Civil Works • RIICWM402D Supervise Civil Works Contractors • RIIMPO402D Apply the Principles of Earthworks Construction • BSBMGT402 Implement Operational Plan • BSBWHS401 Implement and Monitor WHS Policies, Procedures and Programs to meet Legislative requirements • RIIRIS401D Apply Site Risk Management System • BSBMGT403 Implement Continuous Improvement • BSBWOR402 Promote Team Effectiveness

	• BSBWOR404 Develop Work Priorities • LGACOM401A Administer Contracts • BSBINM401 Implement Workplace Information System • BSBMGT401 Show Leadership in the Workplace Your units may differ depending if you have credits, if you a completing another qualification also at the same time or if you have chosen different electives.
Resources Provided:	You will be provided with all the required materials to complete your training and assessments You will also have access to additional Project Management, Management and Career Success Resources and Templates. These can really help you to Advance Your Career.
Training Support Services	No additional cost. You will have access to your Trainer/Tutor, Completion Coach and GTI office support staff, phone sessions, 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. 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 attending 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, more if you do not.
Location of Assessing	Your assessments 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 this unit. 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:	Yes. Access to a civil construction site where you can in a training mode work as a Supervisor (run pre-start meetings, complete safety forms…) This is to be organised by the student.
Employment Guaranteed at end of Course	Sorry. GTI is unable to guarantee you any employment or promotions for which you apply. M**any of our students** have gained promotions and new jobs both within Australia and overseas, after completing their course with us, and testify that their qualification helped them to gain it. See website for student testimonials.
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.
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:** • RII50415 Diploma of Civil Construction Management - 1 Unit • BSB50215 Diploma of Business - 2 Units • BSB51918 Diploma of Leadership and Management - 1 Unit • BSB50415 Diploma of Business Administration - 1 Unit • BSB50618 Diploma of Human Resources Management - 1 Unit • BSB51615 Diploma of Quality Auditing - 1 Unit
	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 $6300This 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
Government Funding/ Subsidies/ Entitlements Available for this course	NSW Smart & Skilled (subject to availability). See NSW Smart & Skilled funding webpage for details regarding how this funding works, and all implications regarding how training works when utilising this funding, and your obligations
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:** - Payment Plans (Fortnightly over duration of course) - Private Loan
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 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	Global Training Institute RTO No 31192.

by	
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 past students (Leading Hands/Supervisors) have said about completing their Certificate IV in Civil Construction Supervision qualification…

"I found the full assessments were very helpful in developing work skills as I needed to search for answers. The training assessment was practical and the process was fair and reliable. The course was easy to enrol, easy to deal with great trainers, and it is government funded. I recommend it to up and coming supervisors and leading hands." **Wayne Buckley**

"My GTI contact Ross Hicks was very good to deal with. His knowledge and understanding of the course was excellent and made my learning experience easier. GTI is flexible with its time and did all they could to ensure I had the support I needed to succeed. I have been actively employed in the civil industry for over 10 years straight now so most of the subjects were second hand to me. I did however enjoy learning about road design again as I hadn't done them for a few years." **Sam Clatworthy**

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Course Essentials and Pre-Enrolment Information
BSB41515 Certificate IV in Project Management Practice

Here's how to develop Your Career, Skills and become qualified in Project Management...

If you are involved in helping to manage complex projects or would like to move into Project Management, this course is for you.

Becoming qualified in Project Management is now considered a MUST have for a lucrative career in Project Management.

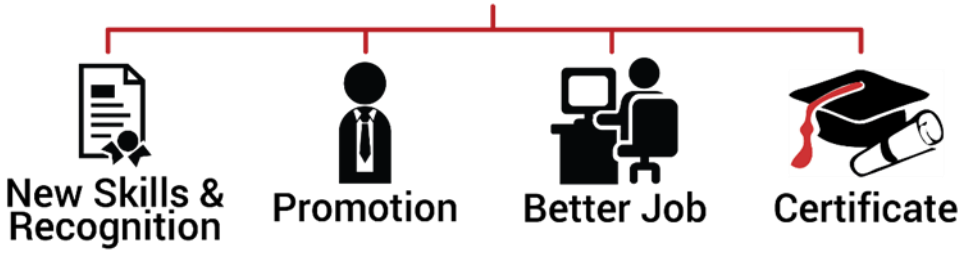
Your project management course is based around the nine knowledge areas within PMBOK – and used worldwide by Project Managers - project scope, time, cost, HR, risk, quality…

You will be developing practical project management skills and learning how to assist in the delivery of the overall project.

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

- ✓ Deliver projects on-time and in- budget
- ✓ Increase your project teams productivity, performance and morale

At the end of your course you will be able to add Project Management letters after your name and join Project Management Professional Associations.



Designed for busy 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.

Qualification Name + Code	**BSB41515 Certificate IV in Project Management Practice**
Course Currency	This is the official Certificate IV Project Management Course. You will be gaining the latest and most up-to-date version of this course. If the course is updated while 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 **CertIVProMgtPrac** after your name when you complete your course.
Professional Association Membership	Yes. At the end of your course, you will be eligible for membership: as an Associate Member of AIPM. Australian Institute of Project Management, and able to use their post-nominal AAIPM. www.aipm.com.au
Speciality/Cohort	Working on complex projects worth more than $50,000 - General, IT, construction, administration… based projects
Double Qualification Available	Yes. You can complete this course as a single qualification or if you work in Civil Construction as a leading hand or supervisor, you can also complete it with your RII40715 Certificate IV in Civil Construction Supervision. Obtaining two qualifications, often increases your chance of employment promotions and also extends the industries that you can gain employment in.
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). Designed to suit you and your work schedule.
Covers Enrolments	1st 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. **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. 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 III 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 **Academic Suitable:** - 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. **General:** Motivation and a strong reason to complete and gain your qualification
Specific requirements needed to successfully complete the course	Yes. Refer Materials/Equipment Needed Active (minimum monthly) communication with your Trainer is required.
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	9 Units are required to gain this qualification. Similar units to these need to be completed: • BSBPMG409 Apply Project Scope Management Techniques • BSBPMG410 Apply Project Time-Management Techniques • BSBPMG411 Apply Project Quality-Management Techniques • BSBPMG412 Apply Project Cost-Management Techniques • BSBPMG413 Apply Project Human Resources Management Approaches • BSBPMG415 Apply Project Risk-Management Techniques • BSBWHS401 Implement and Monitor WHS Policies, Procedures and Programs to meet legislative requirements • BSBWOR404 Develop work priorities • BSBWOR402 Promote Team Effectiveness Your units may differ depending if you have credits, if you a completing another qualification also at the same time or if you have chosen different electives.
Resources Provided:	You will be provided with all the required materials to complete your training and assessments You will also have access to many additional Project Management, Business Administration, Leadership, Management and Career Success Resources and Templates. These can really help you to Advance Your Career.
Training Support Services	No additional cost. You will have access to your Trainer/Tutor, Completion Coach and GTI office support staff, phone sessions, unlimited email support.
Additional Learner Support Services Available	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 attending 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, more if you do not.
Location of Assessing	Your assessments will often be developing workplace systems and procedures to improve your project management processes for either your existing workplace or a case study. 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	If you have completed the exact same unit in another qualification, Provide this information 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. M**any of our students** have gained promotions and new jobs both within Australia and overseas, after completing their course with us, and testify that their qualification helped them to gain it. See website for student testimonials.
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.
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: • BSB50215 Diploma of Business - 2 Units • BSB51918 Diploma of Leadership and Management - 1 Unit • BSB50415 Diploma of Business Administration - 1 Unit • BSB50618 Diploma of Human Resources Management - 1 Unit • BSB51615 Diploma of Quality Auditing - 1 Unit
	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

Available for this course	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 $5497 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	Fees can be paid for by Student or Employer **Payment Options:** - Payment Plans (Fortnightly over duration of course) - Private Loab
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 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	Global Training Institute is responsible for the quality of the training and

Assessment	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