GLOBAL TRAINING INSTITUTE
SKILLS. KNOWLEDGE. HOPE.

Course Essentials and Pre-Enrolment Information

RII50415 Diploma of Civil Construction Management +
LGA50404 Diploma of Local Government (Operational Works)

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

Gaining two qualifications often increases your chance of employment and promotions, and extends the industries in which you can gain employment into including private civil, mining, gas, energy, as well as Local Government, throughout Australia and overseas.

Double Qualifications - 2 qualifications are awarded. Fees are much lower for the 2nd qualification, so you save $$$. VET Student Loans are available for your RII50415 qualification.

Only 15 units in total to gain both qualifications.

BSBWOR501 Manage Personal Work Priorities and Professional Development
BSBWHS501 Ensure a Safe Workplace
BSBWOR502 Lead and Manage Team Effectiveness
LGACOM503B Prepare a Budget
RIIENV501D Implement and Maintain Environmental Management Plan
RIIQUA501D Implement, Monitor and Develop Quality Management Plans
RIIRIS501D Implement and Maintain Management Systems to Control Risk
RIICWM501D Implement Civil Construction Plan
LGAWORK501A Prepare Preliminary Design for Operational Works
LGAWORK502A Prepare Detailed Works
LGAWORK503A Undertake Project Investigation
LGACOM401A Administer Contracts
LGACORE501B Provide Timely Quality Advice to Council
LGACOMP026A Provide Team Leadership
LGACOMP025A Manage a Local Government Project

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

Course Essentials and Pre-Enrolment Information

LGA50404 Diploma of Local Government (Operational Works)

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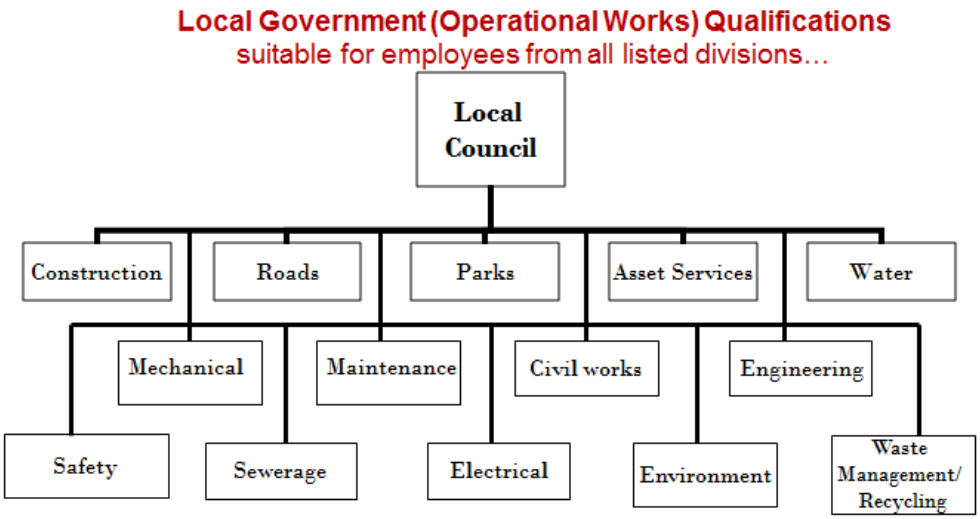
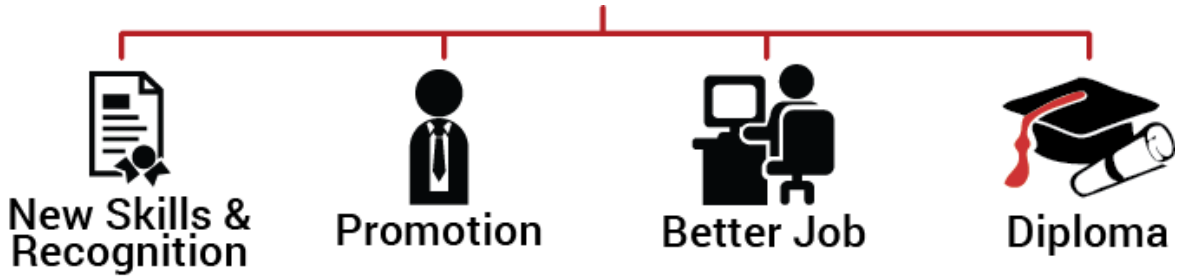
Advance your Career within Local Government, with this Qualification that is highly valued and sought after by Councils throughout Australia.



Gain Your Local Government (Operational Works) 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 successfully delivering operational works projects.

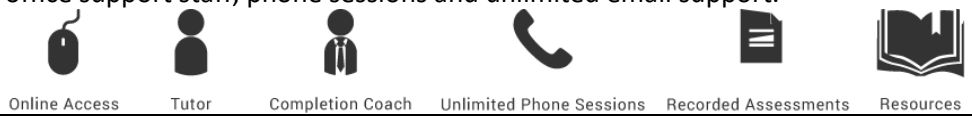
Designed for those working in Council, you can study at your own pace and become qualified. With flexibility built in at every stage, you can maintain your work-life balance while building your future and advancing your Career.
Sessions with your trainer can be in during worktime or at evenings, your choice. Assessments are based on your work projects.



Qualification Name + Code	**LGA50409 Diploma of Local Government (Operational Works)**
Course Currency	This is the official Diploma of Local Government (Operational Works) 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. Our past students have used this qualification to gain new higher level positions in all states of Australia.
Date of Effect:	1/2/2020 – 31/12/2020
Post Nominal	Yes. You will be able to use the letters **DipLocGov(OpWorks)** after your name when you complete your course
Recommended for	Local Council Operational Works Supervisors, Foreman, Gangers and Managers, from all Operational Works divisions. People from the divisions listed in the diagram above have all successfully completed this qualification.
Speciality/Cohort	Local Government (Operational Works) supervisors
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: RII50415 Diploma of Civil Construction Management (VSL Approved) BSB51415 Diploma of Project Management (VSL Approved) BSB51615 Diploma of Quality Auditing (VSL Approved) BSB51918 Diploma of Leadership and Management (VSL Approved) LGA50712 Diploma of Local Government
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. 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	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 **Employment:** Must be:

	• currently employed in Local Government as: Supervisor, Foreman, Manager • Have experience in managing operational works projects in Local Authorities • Have access to a workplace where you are able to access workplace documentation **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 **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. **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	**13 Units** are required to gain this qualification. Similar units to these need to be completed: • BSBWOR501 Manage personal work priorities and professional development • BSBWOR502 Lead and Manage Team effectiveness • BSBLDR502 Lead and Manage Effective Workplace Relationships • LGACOMP026A Provide team leadership • LGAWORK501A Prepare preliminary design for op works • LGAWORK502A Prepare detailed works • LGAWORK503A Undertake project investigation • LGACOMP025A Manage a Local Government Project • BSBPMG522 Undertake Project Work • LGACORE501B Provide Timely Quality Advice to Council • LGACOM401A Administer Contracts • BSBWHS501 Ensure a Safe Workplace • LGACOM503B Prepare a Budget 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, 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, Completion Coach and GTI office support staff, phone sessions and unlimited email support.  Online Access Tutor Completion Coach Unlimited Phone Sessions Recorded Assessments Resources
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.
Employment Opportunities	M**any of our students** have gained promotions and new jobs in their own Councils and other Councils throughout Australia, after completing their course with us, and testify that their qualification helped them to gain it. See website for student testimonials.
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 LGA60104 – Advanced Diploma of Local Government (Operational Works) – 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 $8215. 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 Student Loan **1. VET Student Loans** OR **2. Payment Plans** OR **3. NSW Smart & Skilled Funding** Study Now Pay Later Payment Plans Tax Rebate NSW Funding
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	Refer to above listed Entry Requirements, material requirements, training and assessment requirements for this course.

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 past students have said about completing their Diploma of Local Government (Operational Works)…

"Hi Anne, just letting you know I was successful with my application for the Works Overseer Position that was advertised at Burdekin Shire Council. I am starting the new job next Monday. I am sure it was the Diploma's that got me across the line, thanks to Shane and yourself.
Kind Regards
Robert Potter" email 01/05/2013

"Excellent course and top Trainer – very useful. Everything was at an excellent level. The Diploma of Local Government Operation Works/Management has a lot to do with our work very relevant and useful to work. This means it is useful to me personally and to our Council. I now have more practical management skills to use for my work." Amjad Maaya Supervisor, Liverpool City Council

Course Essentials and Pre-Enrolment Information
RII50415 Diploma of Civil Construction Management

GLOBAL TRAINING INSTITUTE
SKILLS. KNOWLEDGE. HOPE.

Advance your Career in Construction

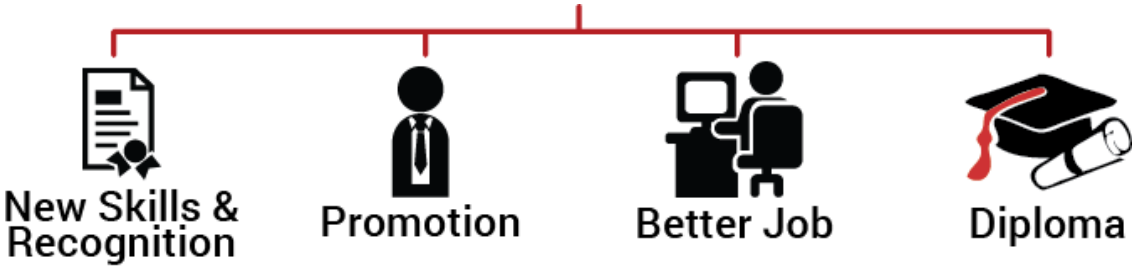
Take the opportunity to get recognized for your experience as a supervisor or foreman within Civil Construction.

Develop your practical skills and knowledge in successfully managing civil construction projects.

Designed for those working in construction, you can study at your own pace, around your shifts, FIFO, etc 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 Civil Construction Qualification and use it to Advance Your Career within the Construction Industry, in Australia or Overseas

- ✓ 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
- ✓ **Set yourself up for the next level promotion**
- ✓ Fast track to further studies
- ✓ **Gain a qualification so you can get work visa for overseas countries**



Advance and Benefit your Career with this Highly Valued Qualification…

Affordable: VET Student Loans, Payment Plans, Tax Rebates, Student Discounts

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

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

Qualification Name + Code	**RII50415 Diploma of Civil Construction Management**

Course Currency	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. This is the official Diploma of Civil Construction Management Course that many of the Major Civil Construction Companies want their Foreman and Project Managers to hold. Your qualification is valued by employers throughout Australia and often overseas. This qualification allows many of our students to gain a work visa for overseas countries to work on the lucrative construction projects.
Date of Effect:	1/2/2020 – 31/12/2020
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
Centrelink Approved	YES. Registered for Austudy, Abstudy, Youth Allowance…52 weeks (including 8 weeks holidays); 20 hours/wk full-time study.
Recommended for	Site Supervisors, General Foreman, Construction Managers, Estimators, Project Manager/Project Supervisors, Contractors Representatives… If you supervise more than 5 people within civil construction.
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 eg. Oil and gas, construction, coal seam gas, mining, solar power, wind farms… This course is offered with also: 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. 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	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 12months, to complete your course, from your enrolment date

Entry Requirements	**Age:** 21 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 **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. **Employment:** - currently employed in the industry - 3+ years of Civil Construction experience - Have practical field experience in Civil Construction as a one of the following: Supervisor, Foreman, Estimator, Safety Supervisor, Project Manager, Engineer, and Superintendent… - Access to a workplace where you can complete practical workplace projects including running meetings. (If you are between contracts or jobs, please call us to discuss. You may be able to access evidence from previous jobs or complete case studies). **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. • Access to a civil construction workplace where you can complete practical workplace projects including running meetings. This is to be organised by the student. • 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	13 Units are required to gain this qualification. Similar units to these need to be completed: • RIIENV501D Implement and maintain environmental management plan • RIIQUA501D Implement, monitor and develop quality management plans

	• RIIRIS501D Implement and maintain management systems to control risk • RIICWM501D Implement civil construction plan • BSBMGT517 Manage Operational Plan • LGACOM401A Administer contracts • RIICWM503D Prepare civil works cost estimate • RIICWM504D Prepare civil works bill of quantities • RIICWM505D Prepare civil works schedule of rates • BSBWOR501 Manage personal work priorities and professional development • BSBWOR502 Lead and Manage Team effectiveness • BSBLDR502 Lead and Manage Effective Workplace Relationships • BSBWHS501 Ensure a Safe 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 many additional Project Management, Business 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, Completion Coach and GTI office support staff, phone sessions and unlimited email support. Online Access · Tutor · Completion Coach · Unlimited Phone Sessions · Recorded Assessments · Resources
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, skype or 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:	Yes. You will need access to a construction workplace where you can complete practical workplace projects including running meetings.
Employment Guaranteed at end of Course	Sorry. GTI is unable to guarantee you any employment or promotions for which you apply.
Employment Opportunities	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. Our students work on construction projects throughout Australia and in countries including New Zealand, PNG, Laos, UAE, Kazakhstan, China, UK… This qualification allows them to gain the needed work visa for countries like Kazakhstan.
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 You will then be able to gain credits at University.
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 $9500. 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) - Government VET Student Loan (Maximum $15514 loan applies to this course/ All course fees can be paid via a loan – pay GTI $0 upfront) - Private Student Loan

	1. VET Student Loans Study Now Pay Later OR 2. Payment Plans Payment Plans Tax Rebate OR 3. NSW Smart & Skilled Funding NSW Funding
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 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

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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

GLOBAL TRAINING INSTITUTE.
SKILLS. KNOWLEDGE. HOPE.

Here's what other past students (Foreman/Site Project Managers) have said about completing their Diploma of Civil Construction Management Qualification…

"Good practical discussions were encouraged at workshops, and good exchange of ideas and strategies. The content was well suited to our Civil management roles. It reinforces good processes for the workplace. Workshops are always high value/high gain- excellent sessions. Thanks." Andrew Dunbar – Manager, Abigroup

"The qualification backed up what I do day to day. I learned more about company policies and environment factors, which I'm now more aware of at work. It was a very accommodating course because it allowed me to do it in my own time and at times which suited me. It did not interfere with my work days and therefore would certainly recommend the training to others. All aspects of the training really suited me. I enjoyed having the opportunity to study and discuss with a trainer and a time that suited me. The staff were always very supportive at all times. Excellent." Paul Abbott

"I have now completed 5 qualifications with Global Training Institute. My Diploma of Project Management, Diploma of Civil Construction Management, Diploma of Management, I then went on and completed my Advanced Diploma of Project Management and my Advanced Diploma of Civil Construction. The Diploma qualifications helped me greatly to get a new position with a company that I really enjoy and came with a great package. I was very happy with the structure and presentation style used for the course. The knowledge can be applied to our projects. The learning's also have benefits outside of work." Tony Grey Leightons

"I have 3 x Diplomas with Global Training Institute and am now completing my Advanced Diploma so I can go to University. I now work between Australia and overseas in Laos and have sessions with my Trainer via skype and emails, and I use the online area for everything. The courses have all been great and it made me confident to apply for higher positions in Civil Construction, which I now have. The support from Global is excellent. The supplied materials were very helpful to use for developing my work skills. I am able to use my former experience and evidence in my assessments. I would recommend the training to others 100% - very good school, good Trainers and very helpful staff." Michael Schroers.

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

The team at Global Training Institute