

MAKE 2020 YOUR CAREER YEAR



NSW FUNDED QUALIFICATIONS FOR YOU



NSW Smart and Skilled Funding

This training is subsidised by the NSW Government.

Am I eligible?

Live or work in NSW and are an:

- Australian citizen
- Permanent resident
- Humanitarian visa holder
- New Zealand citizen

Gain Your Next Qualification and

- ✓ Help gain Your next promotion or job
- ✓ Finally have that 'Piece of Paper' that says you can do it
- ✓ Get the 'Pat on the Back' you deserve
- ✓ Set yourself up for the next level promotion
- ✓ Prove your experience
- ✓ Get letters after your name
- ✓ Formally recognise your work skills
- ✓ Learn new skills
- ✓ Complete an old qualification that you didn't finish
- ✓ Update your old qualifications
- ✓ Gain entry to University
- ✓ Cut up to 3 years of a University Degree

Save \$\$\$!

**For more details, visit our website
at: <https://bit.ly/2HNRfUm>.**

**60% - 77% funding toward
each qualification you do**

You can gain 2 or more qualifications at the same time

There is no limit to the amount of qualifications you can do.

Many of these qualifications can be completed by only adding a few extra units to your first qualification, or one that you have completed in the past. If so, your student fees will be much less on your 2nd qualification.

**Limited funded places
available.
Apply today!**



Advance Your Career in Administration

with Global Training Institute

In today's competitive world, employers expect formal qualifications when looking to employ Administration and Human Resources staff.

Do you find that the lack of formal qualifications is beginning to hold you back from receiving the promotion you would like, achieving career goals or getting a good job? Your qualification can give you proof of your competence and the national and international recognition you need to stand out from the crowd.

Completing your administration qualifications with GTI will give you letters after your name, membership to Professional Associations and practical skills and tools that will make you that person that the office can't live without.

View the range of Administration Qualifications below! Select the right training level for you

Certificate IV - Administrators, Project Officers, PA's

BSB40215

Certificate IV in Business

Diploma - Office Managers, Team Leaders, EA's, Senior Office Staff, Human Resources Staff, Future University Students

BSB50415

Diploma of Business Administration

BSB50618

Diploma of Human Resources Management

Advanced Diploma

BSB61015

Advanced Diploma of Leadership and Management

Hear from one of our graduates who completed one of our Administration Courses...

Dual Diploma

BSB50415 + BSB50215

Diploma of Business Administration + Diploma of Business

BSB50415 + BSB50618

Diploma of Business Administration + Diploma of Human Resources Management

BSB50618 + BSB50215

Diploma of Human Resources Management + Diploma of Business

BSB50215 + BSB51615

Diploma of Business + Diploma of Quality Auditing

Dual Advanced Diploma

BSB61015 + BSB60215

Advanced Diploma of Leadership and Management +

"Support was great. This course will and has been implemented in all areas of my workspace. My Coach assisted, encouraged and helped me throughout my journey."



Marcia Harvey

So what are you waiting for? Contact us now for a FREE Career Pathway Planning Session, then choose your qualification level, and get started this week.

Become Qualified with Your BSB40215 Certificate IV in Business

This training is
subsidised by the
NSW Government

Limited places
available, apply
today!



Your Course At a Glance...

Complete your Certificate IV in Business at Australia's Leading Management Training Company.

Course Code: BSB40215

Duration: 6-12 months (depending on experience)

Delivery: Online + Unlimited Phone Sessions

Nationally Recognised: Yes

Entry Requirements: Over 21

Example of Practical Units in a Cert IV:

Implement and monitor WHS policies, procedures and programs to meet legislative requirements BSBWHS401
Coordinate implementation of customer service strategies BSBCUS401
Coordinate Business Resources BSBADM409
Write complex documents BSBWRT401
Address Customer Needs BSBCUS402
Develop Teams and Individuals BSBLED401
Develop work priorities BSBWOR404
Implement the operational plan BSBMGT402
Support the recruitment, selection and induction of staff BSBHRM505
Implement Workplace information systems BSBINM401

Office worker, Administrator, Project Administrator...

If you have experience or wish to be employed in one of these roles, studying GTI's BSB40215 Certificate IV of Business is for you...

Why complete this course with Global Training Institute?

Gaining qualifications and formal education in business, is now considered a MUST have to progress your career in administration. Qualified Administrators are in high demand in Australia and in many other countries, in many different industries eg Government, HR, Events, Marketing, Construction...

If you already have administration experience, but no formal 'piece of paper' to prove it, you will be able to have this experience recognized and use your current and previous work towards your assessments.

Your course will be designed to fit in around your busy work/home life. This means you can continue to work while you complete it.

You will have access to your materials and assessments Online 24/7, and regular phone sessions with your Trainer, daytime or in the evenings. There are No exams and No essays to complete.

You will have strong support, including Unlimited phone sessions from your Trainer, office staff and your own Completion Coach. Your course is very practical and is designed around what you do every day working in Administration. You will learn new office skills and have access to valuable templates and resources.

Career Outcome - Where Will It Lead Me

Once completed you will be equipped with:

- Your Certificate IV of Business qualification,
- letters after your name (Cert IVBus)
- Eligibility for Membership to Professional Associations – eg Australian Institute of Office Professionals
- Your Career Plan (developed for the next 2 -5 years)
- Your Resume and LinkedIn profile updated



"Through the training, I am now producing quality goals with time frames. I have solidified our organisations policies and procedures. We are now using systems. I now work smarter and not harder. My team is happier and they now understand what is expected of them. This is my last workshop and that is sad. The course is excellent."

Garth Furnell



**Study Now,
Pay Later**

**Save
\$3,647!**

For more
information, see...

How Much Will It Cost? - NSW Funded.

The maximum fee for this course is only \$1,850 after NSW funding. Fee's may be much lower, depending on your situation. Contact us for a quote.

Payment Options:

A) Payment Plan

GTI Interest free payment plans available over 12 months to suit you.
• Tax Rebates – Individuals – (\$300 - \$711 rebate).

Your course may be **100% Tax Deductible** if you are paying for it and it relates to your work. Confirm your rebate level and situation with your Tax Adviser.

B) Study Loan - Study now and pay later

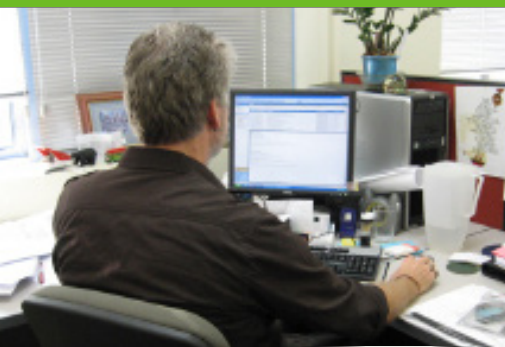
• Private Loan: Borrow all or part of your tuition fees through Study Loans Australia and pay it back over 6 – 48 months.*

*For more information regarding Study Loans and how it works visit our website at <https://bit.ly/2PFG20j>.

Become Qualified with Your BSB50415 Diploma of Business Administration

This training is
subsidised by the
NSW Government

Limited places
available, apply
today!



Your Course At a Glance...

Complete your Diploma of Business Administration at Australia's Leading Management Training Company.

Course Code: BSB40215

Duration: 6-12 months (depending on experience)

Delivery: Online + Unlimited Phone Sessions

Nationally Recognised: Yes

Entry Requirements: Over 21

Example of Practical Units in a Diploma:

Manage Meetings BSBADM502

Undertake project work BSBPMG522

Plan and Manage Conferences BSBADM503

Plan and implement Administration Systems BSBADM504

Manage Business Document design and development BSBADM506

Manage personal work priorities and professional development BSBWOR501

Manage Budgets & financial plans BSBFIM501

Support the recruitment, selection and induction of staff BSBHRM405

Administrative Officer, Senior Office Staff, Executive Assistant, Personal Assistant, Human Resources Staff...

If you have experience or wish to be employed in one of these roles, this course is for you.... This course suits those already working in administration and also those looking to career swap or return to work.

Why complete this course with Global Training Institute?

Becoming qualified in and gaining formal education in administration, is now considered a MUST have to gain promotions and highly sought-after positions. Qualified administration staff are in high demand in Australia and in many other countries.

When you train with us, you get:

- Training that is designed to fit in around your busy work/home life.
- Gain recognition for the Management skills you already have
- Online access 24/7 to resources and assessments
- Regular and UNLIMITED phone sessions with Trainer (day or evening)
- Training and Assessments that relate to your work and industry
- No heavy theory. No Essays. No Exams
- a 'tool-kit' of management, resources, templates, information and skills
- Strong support from office staff, Trainers and your own Completion Coach
- Help You need towards a promotion or better job or even towards further studies

Course Outcomes- Where will it Lead Me?

Once completed you will be equipped with:

- Your Diploma of Business Administration qualification, letters after your name (DipBusAdmin)
- Eligibility for a membership with Professional Associations, such as the Australian Institute of Office Professionals
- University entry without needing Year 12 for many different Degrees.
- Skip first year of University – straight into 2nd Year business and other degrees.
- Your Career Plan (developed for the next 2 -5 years)
- Your Resume and LinkedIn profile updated
- Pathway to Advanced Diploma qualifications
- New skills and knowledge around the subjects



"I would recommend the training to others. My skills and experience were recognized towards my qualification. Expectations were clearly outlined to me at the start of the course. The content was relevant and up to date. Great support from GTI"

Susan Jarvis
Tambo Regional
Council



**\$0 Upfront
Study Now,
Pay Later**

**Save
\$3,070!**

For more
information, see...

How Much Will It Cost? - NSW Funded.

The maximum fee for this course is only \$2,850 after NSW funding. Fee's may be much lower, depending on your situation. Contact us for a quote.

Payment Options:

A) Payment Plan

GTI Interest free payment plans available over 12 months to suit you.

- Tax Rebates – Individuals – (\$300 - \$711 rebate).

Your course may be **100% Tax Deductible** if you are paying for it and it relates to your work. Confirm your rebate level and situation with your Tax Adviser.

B) Government Loan - Study now and pay later through your tax. Interest free.

Government loan - VET Student Loans.

VET student loan gives rise to a HELP debt that continues to be a debt due to the Commonwealth until it is repaid through your tax.

Become Qualified with Your BSB50618 Diploma of Human Resources Management

This training is
subsidised by the
NSW Government

Limited places
available, apply
today!



Your Course At a Glance...

Complete your Diploma of Human Resources Management with at Australia's Leading Management Training Company.

Course Code: BSB50618

Duration: 6-12 months (depending on experience)

Delivery: Online + Unlimited Phone Sessions

Nationally Recognised: Yes

Entry Requirements: Over 21, 12+ months experience in a senior office or HR position

Example of Practical Units in a Diploma:

Manage Employee Relations BSBWRK520
Manage Recruitment Selection and Induction Processes BSBHRM506
Implement and Monitor WHS Policies, Procedures and Programs to Meet Legislative Requirements BSBWHS401
Develop and Manage Performance-Management Processes BSBHRM512
Manage People Performance BSBMGT502
Manage Workforce Planning BSBHRM513
Manage Human Resources Services BSBHRM501
Manage personal work priorities and professional development BSBWOR501
Manage Budgets & financial plans BSBFIM501

**\$0 Upfront
Study Now,
Pay Later**

**Save
\$3,810!**

For more
information, see...

Human Resources Managers, HR Administrators, Recruitment Officer, Training Officers...

If you have experience in one of these roles, this course is for you.... This course suits existing workers and those looking to career swap or return to work.

Why complete this course with Global Training Institute?

Becoming qualified in Human Resources Management is now considered a MUST have a highly sought-after career in HR. Qualified HR staff are in high demand in Australia and in many other countries.

Your course will be designed to fit in around your busy work/home life. This means you can continue to work while you complete it. You will have access to your materials and assessments Online 24/7, and regular phone sessions with your Trainer daytime or in the evenings, to fit in around your work. There are No exams and No essays to complete.

You will have strong support from office staff, Trainer and your own Completion Coach, including Unlimited phone sessions.

Your course assessment and training is designed around your work and what you do with HR.

This program provides practical skills, knowledge and resources that will make a REAL difference to assisting in leading within HR and solving HR issues.

Course Outcomes - Where Will It Lead Me

Once completed you will be equipped with:

- University entry without needing Year 12 for many different Degrees.
- Skip first year of University – straight into 2nd Year business and other degrees.
- Your Diploma of Human Resources Management qualification, letters after your name (DipHRM)
- Eligibility for a membership with Professional Associations, such as The Australian HR Institute, Australian Institute of Office Professionals
- Pathway to Advanced Diploma and University qualifications
- New skills and knowledge around the subjects

How Much Will It Cost? - NSW Funded.

The maximum fee for this course is only \$2,850 after NSW funding. Fee's may be much lower, depending on your situation. Contact us for a quote.

Payment Options:

A) Payment Plan

GTI Interest free payment plans available over 12 months to suit you.

- Tax Rebates – Individuals – (\$501 - \$1282 rebate).

Your course may be **100% Tax Deductible** if you are paying for it and it relates to your work. Confirm your rebate level and situation with your Tax Adviser.

B) Government Loan - Study now and pay later through your tax. Interest free.

Government loan - VET Student Loans.

VET student loan gives rise to a HELP debt that continues to be a debt due to the Commonwealth until it is repaid through your tax.



"Also I just want to say that the support I have received from your team is absolutely fantastic, GTI is definitely the standout RTO that provides the highest quality of service and far outweighing those RTO's I have consulted with and worked for. Well Done."

Bambie Bridges



Become Qualified with Your

BSB61015

Advanced Diploma of Leadership and Management

This training is subsidised by the NSW Government

Limited places available, apply today!



Your Course At a Glance...

Complete your Advanced Diploma of Leadership and Management with at Australia's Leading Management Training Company.

Course Code: BSB61015

Duration: 6-15 months (depending on experience)

Delivery: Online + Unlimited Phone Sessions

Nationally Recognised: Yes

Entry Requirements: Over 21, Currently employed as: Manager, senior staff member, CEO, Director, provide leadership to section, department or business

Example of Practical Units in an

Advanced Diploma:

Lead and manage organizational change BSBINN601

Provide leadership across the Organisation BSBMGT605

Contribute to Organisation development BSBMGT615

Manage Human Resources Strategic Planning BSBHRM602

Develop and implement a business plan BSBMGT617

Develop a marketing plan BSBMKG609

Manage finances BSBFIM601

Manage risk BSBRSK501

Manage knowledge and information BSBINM601

Develop and implement strategic plans BSBMGT616

Establish and maintain strategic networks PSPGEN067

Manage innovation and continuous improvement BSBMGT608

Managers, CEO, Executive Managers, Directors, Senior Officers, Business Owner...

If you have experience in one of these roles, this course is for you.

Why complete this course with Global Training Institute?

Gaining qualifications and formal education in leadership and management, is now considered a MUST have to progress your Management career to the higher levels. Qualified Managers are in high demand in Australia and in most other countries, in many different industries.

When you train with us, you get:

- Training that is designed to fit in around your busy work/home life.
- Gain recognition for the Management skills you already have
- Online access 24/7 to resources and assessments
- Regular and UNLIMITED phone sessions with Trainer (day or evening)
- Training and Assessments that relate to your work and industry
- No heavy theory. No Essays. No Exams
- a 'tool-kit' of management, resources, templates, information and skills
- Strong support from office staff, Trainers and your own Completion Coach

Course Outcome – Where will it Lead me

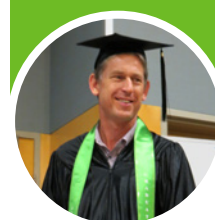
Once completed you will be equipped with:

- University entry into an MBA – skip 3 years University – save \$60,000.
- University entry into a Bachelor of Applied Management. Skip 2 years of University save \$40,000 (also need any Diploma).
- Your Advanced Diploma of Leadership and Management qualification, letters after your name (AdDipLeadMgt)
- Eligibility for a membership with Professional Associations, such as the Institute of Managers and Leaders.
- Your Career Plan developed, your Resume and LinkedIn profile updated



"Thanks. Shane our Trainer is very motivational. Was good to listen to. I am impressed with the organised and focussed attention you give to all your clients."

Michael Freibal Golding Contractor



How Much Will It Cost? - NSW Funded.

The maximum fee for this course is only \$2,910 after NSW funding. Fee's may be much lower, depending on your situation. Contact us for a quote.

Payment Options:

A) Payment Plan

GTI Interest free payment plans available over 12 months to suit you.

- Tax Rebates – Individuals – (\$541 - \$1,282 rebate).

Your course may be **100% Tax Deductible** if you are paying for it and it relates to your work. Confirm your rebate level and situation with your Tax Adviser.

B) Government Loan - Study now and pay later through your tax. Interest free.

Government loan - VET Student Loans.

VET student loan gives rise to a HELP debt that continues to be a debt due to the Commonwealth until it is repaid through your tax.

\$0 Upfront Study Now, Pay Later

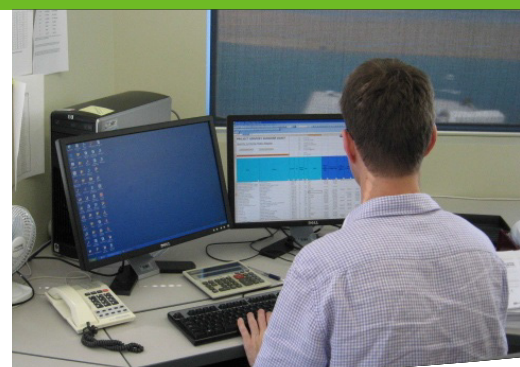
Save \$7,062!

For more information, see...

Become Qualified with Your BSB50415 + BSB50215 Diploma of Business Administration + Diploma of Business

This training is
subsidised by the
NSW Government

Limited places
available, apply
today!



Your Course At a Glance...

Complete your Diploma of Business Administration + Diploma of Business at Australia's Leading Management Training Company.

Course Code: BSB40215

Duration: 6-12 months (depending on experience)

Delivery: Online + Unlimited Phone Sessions

Nationally Recognised: Yes

Entry Requirements: Over 21

Example of Practical Units in a Diploma:

Manage Budgets & financial plans BSBFIM501

Support the recruitment, selection and induction of staff BSBHRM405

Manage Risk BSBRSK501

Manage Meetings BSBADM502

Undertake Project Work BSBPMG522

Plan Direct Marketing Activities BSBMKG508

Plan E-Marketing Communications BSBMKG510

Plan and implement administrative systems BSBADM504

Manage Business Document design and development BSBADM506

Plan & Manage Conferences BSBADM503

Manage personal work priorities and professional development BSBWOR501

Senior Office Staff, Business Owners, Project Officers, Business Managers

If you have experience or wish to be employed in one of these roles but no formal 'piece of paper' to prove it, then this course is for you.

Why complete this course with Global Training Institute?

Becoming qualified in and gaining formal education in business and administration, is now considered a MUST have to gain promotions and highly sought-after positions. Qualified administration staff who have a good understanding of business are in high demand in Australia and in many other countries. Gaining 2 qualifications doubles your employment and promotion opportunities and shows future employers that you are serious about your career.

When you train with us, you get:

- Training that is designed to fit in around your busy work/home life.
- Gain recognition for the administration skills you already have
- Online access 24/7 to resources and assessments
- Regular and UNLIMITED phone sessions with Trainer (day or evening)
- Training and Assessments that relate to your work and industry
- No heavy theory. No Essays. No Exams
- a 'tool-kit' of management, resources, templates, information and skills
- Strong support from office staff, Trainers and your own Completion Coach
- The help you need towards a promotion or better job or even towards further studies

Career Outcomes - Where Will It Lead Me

Once completed you will be equipped with:

- University fast-track - Skip first year of University - straight into 2nd Year business and other degrees.
- University entry without needing Year 12 for many different Degrees.
- Your Diploma of Business Administration and Diploma of Business qualifications, letters after your name (DipBus; DipBusAdmin)
- Eligibility for a membership with Professional Associations, such as the and Australian Institute of Office Professionals and Institute of Managers and Leaders
- Your Career Plan (developed for the next 2 -5 years)
- Your Resume and LinkedIn profile updated
- New skills and knowledge around the subjects



"I have been able to put the learnings from this unit into practice immediately and make a positive influence on change and growth in the company I work in. Also the case studies of the course content enable practical application and provide a good learning tool to put the material in to practice. I would recommend this course to others particularly given that you can set the pace yourself."

Tim Kelly



How Much Will It Cost? - NSW Funded.

The maximum fee for this course is only \$3,920 after NSW funding. Fee's may be much lower, depending on your situation. Contact us for a quote.

Payment Options:

A) Payment Plan

GTI Interest free payment plans available over 12 months to suit you.

- Tax Rebates - Individuals - (\$718 - \$1701 rebate).

Your course may be **100% Tax Deductible** if you are paying for it and it relates to your work. Confirm your rebate level and situation with your Tax Adviser.

B) Government Loan - Study now and pay later through your tax. Interest free.

Government loan - VET Student Loans.

VET student loan gives rise to a HELP debt that continues to be a debt due to the Commonwealth until it is repaid through your tax.

**\$0 Upfront
Study Now,
Pay Later**

**Save
\$4,748!**

For more
information, see...

Become Qualified with Your BSB50618 + BSB50415 Diploma of Human Resources Management + Diploma of Business Administration

This training is
subsidised by the
NSW Government

Limited places
available, apply
today!



Your Course At a Glance...

Complete your Diploma of Human Resources Management + Diploma of Business Administration with at Australia's Leading Management Training Company.

Course Code: BSB50618 + BSB50415

Duration: 3-12 months (depending on experience)

Delivery: Online + Unlimited Phone Sessions

Nationally Recognised: Yes

Entry Requirements: Over 21 & 12+ months experience in a senior office or HR position

Example of Practical Units in a Diploma:

Manage Meetings BSBADM502
Manage Workforce Planning BSBHRM513
Manage Human Resources Services BSBHRM501
Manage Recruitment, Selection & Induction Processes BSBHRM506
Implement and Monitor WHS Policies, Procedures and Programs to Meet Legislative Requirements BSBWHS401
Manage People Performance BSBMGT502
Develop and Manage Performance-Management Processes BSBHRM512
Manage Employee Relations BSBWRK520
Undertake Project Work BSBPMG522
Plan & Manage Conferences BSBADM503
Plan and Implement Administrative systems BSBADM504
Manage Business Document Design and Development BSBADM506

**\$0 Upfront
Study Now,
Pay Later**

**Save
\$4,880!**

For more
information, see...

HR Staff, Office Administrator, Recruitment Coordinator, Senior Office Staff...

If you have experience in one of these roles but no formal 'piece of paper' to prove it, then this course is for you.

Why complete this course with Global Training Institute?

Gaining qualifications and formal education in human resources management and business administration, is now considered a MUST have to gain promotions and highly sought-after positions. Qualified HR staff who have good administration skills are in high demand in Australia and in many other countries. Gaining 2 qualifications doubles your employment and promotion opportunities and shows future employers that you are serious about your career.

When you train with us, you get

- Training that is designed to fit in around your busy work/home life.
- Gain recognition for the HR and administration skills you already have
- Online access 24/7 to resources and assessments
- Regular and UNLIMITED phone sessions with Trainer (day or evening)
- Training and Assessments that relate to your work and industry
- No heavy theory. No Essays. No Exams
- a 'tool-kit' of business resources, templates, information and skills
- Strong support from office staff, Trainers and your Completion Coach
- Help You need towards a promotion or better job or even towards further studies

Career Outcome - Where Will It Lead Me

Once completed you will be equipped with:

- Skip first year of University – straight into 2nd Year business and other degrees
- University entry without needing Year 12 for many different Degrees
- Your Diploma of Business Administration and Diploma of Human Resources Management qualification, letters after your name (DipHRM; DipBusAdmin)
- Eligibility for a membership with Professional Associations, such as the Australian HR Institute, the Institute of Managers and Leaders,
- Australian Institute of Office Professionals
- Your Career Plan (developed for the next 2 -5 years)
- New skills and knowledge around the subjects



"This is my second Diploma completed with Global and I have always found the office support staff to be very helpful in responding to my queries. As with any kind of learning there is always a benefit and I picked up different elements from all of the elements of the course."

Graham Bickerstaff



How Much Will It Cost? - NSW Funded.

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Payment Options:

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- Tax Rebates – Individuals – (\$718 - \$1701 rebate).

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B) Government Loan - Study now and pay later through your tax. Interest free.

Government loan - VET Student Loans.

VET student loan gives rise to a HELP debt that continues to be a debt due to the Commonwealth until it is repaid through your tax.

Become Qualified with Your BSB50618 + BSB50215 Diploma of Human Resources Management + Diploma of Business

This training is
subsidised by the
NSW Government

Limited places
available, apply
today!



Your Course At a Glance...

Complete your Diploma of Business + Diploma of Human Resources Management with at Australia's Leading Management Training Company.

Course Code: BSB50215 + BSB50618

Duration: 6-12 months (depending on experience)

Delivery: Online + Unlimited Phone Sessions

Nationally Recognised: Yes

Entry Requirements: Over 21 & 12+ months experience in a senior office or HR position

Example of Practical Units in a

Diploma:

Develop and Manage Performance-Management Processes BSBHRM512

Manage Employee Relations BSBWRK520

Manage People Performance

BSBMGT502

Manage Workforce Planning

BSBHRM513

Manage Personal Work Priorities and Professional Development BSBWOR501

Manage Budgets & Financial Plans

BSBFIM501

Manage Human Resources Services

BSBHRM501

Manage Recruitment, Selection & Induction Processes BSBHRM506

Implement and Monitor WHS Policies, Procedures and Programs to Meet Legislative Requirements BSBWHS401

Plan Direct Marketing Activities

BSBMKG508

Plan E-marketing Communications

BSBMKG510

HR Staff, Office Managers, Business Managers, Training Coordinators, Senior Office Staff...

If you have experience in one of these roles but no formal 'piece of paper' to prove it, then this course is for you.

Why complete this course with Global Training Institute?

Gaining qualifications and formal education in human resources management and business, is now considered a MUST have to gain promotions and highly sought-after positions. Qualified HR staff who have a good understanding of business are in high demand in Australia and in many other countries. Gaining 2 qualifications doubles your employment and promotion opportunities and shows future employers that you are serious about your career.

When you train with us, you get:

- Training that is designed to fit in around your busy work/home life.
- Gain recognition for the Management skills you already have
- Online access 24/7 to resources and assessments
- Regular and UNLIMITED phone sessions with Trainer (day or evening)
- Training and Assessments that relate to your work and industry
- No heavy theory. No Essays. No Exams
- a 'tool-kit' of management, resources, templates, information and skills
- Strong support from office staff, Trainers and your own Completion Coach

Career Outcome - Where Will It Lead Me

Once completed you will be equipped with:

- Skip first year of University – straight into 2nd Year business and other degrees
- Your Diploma of Business and Diploma of Human Resources Management qualification, letters after your name (DipHRM;DipBus)
- Eligibility for a membership with Professional Associations, such as the Australian HR Institute, the Institute of Managers and Leaders and the Australian Institute of Office Professionals
- University entry without needing Year 12 for many different Degrees
- Your Career Plan (developed for the next 2 -5 years)
- Your Resume and LinkedIn profile updated
- New skills and knowledge around the subjects



"I have 3 x Diplomas with Global Training Institute and am now completing my Advanced Diploma so I can go to University.

The courses have all been great and it made me confident to apply for higher positions, which I now have. 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."

Michael Schroers



How Much Will It Cost? - NSW Funded.

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Payment Options:

A) Payment Plan

GTI Interest free payment plans available over 12 months to suit you.

- Tax Rebates – Individuals – (\$718 - \$1701 rebate).

Your course may be **100% Tax Deductible** if you are paying for it and it relates to your work. Confirm your rebate level and situation with your Tax Adviser.

B) Government Loan - Study now and pay later through your tax. Interest free.

Government loan - VET Student Loans.

VET student loan gives rise to a HELP debt that continues to be a debt due to the Commonwealth until it is repaid through your tax.

**\$0 Upfront
Study Now,
Pay Later**

**Save
\$4,220!**

For more
information, see...

Become Qualified with Your BSB51615 + BSB50215 Diploma of Business + Diploma of Quality Auditing

This training is
subsidised by the
NSW Government

Limited places
available, apply
today!



Your Course At a Glance...

Complete your Diploma of Quality Auditing + Diploma of Business at Australia's Leading Management Training Company.

Course Code: BSB51615 + BSB50215

Duration: 6-12 months (depending on experience)

Delivery: Online + Unlimited Phone Sessions

Nationally Recognised: Yes

Entry Requirements: Over 21

Example of Practical Units in a Diploma:

Manage Personal Work Priorities and Professional Development BSBWOR501
Manage Budgets and Financial Plans BSBFIM501
Facilitate Continuous Improvement BSBMGT516
Manage Meetings BSBADM502
Undertake Project Work BSBPMG522
Participate in a Quality Audit BSBAUD402
Manage Risk BSBRSK501
Manage an Information or Knowledge Management System BSBINM501
Plan and Implement Administrative Systems BSBADM504
Manage people performance BSBMGT502
Plan e-marketing communications BSBMKG510

Business Manager, Office Administrator, HR Officer, Executive Officer, Program Consultant/Coordinator...

If you have experience or wish to be employed in one of these roles, this course is for you.... This course suits those already working in auditing and also those looking to career swap or return to work. 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 worklife balance while building your future and advancing your Career.

Why complete this course with Global Training Institute?

Becoming qualified in and gaining formal education in Quality Auditing, is now considered a MUST have to gain promotions and highly sought-after positions. Qualified Quality Auditing Staff with strong business skills are in high demand in Australia and in many other countries.

When you train with us, you get:

- Training that is designed to fit in around your busy work/home life.
- Gain recognition for the Management skills you already have
- Online access 24/7 to resources and assessments
- Regular and UNLIMITED phone sessions with Trainer (day or evening)
- Training and Assessments that relate to your work and industry
- No heavy theory. No Essays. No Exams
- a 'tool-kit' of management, resources, templates, information and skills
- Strong support from office staff, Trainers and your own Completion Coach
- Help You need towards a promotion or better job or even towards further studies

Course Outcomes- Where will it Lead Me?

Once completed you will be equipped with:

- Your Diploma of Business and Diploma of Quality Auditing qualification, letters after your name (DipBus; DipQA)
- Your Career Plan (developed for the next 2-5 years)
- Eligibility for a membership with Professional Associations, such as Institute of Internal Auditors Australia, Institute of Managers and Leaders and Australian Institute of Office Professionals
- Your Resume updated
- Your Linked-In profile updated

How Much Will It Cost? - NSW Funded.

The maximum fee for this course is only \$3,920 after NSW funding. Fee's may be much lower, depending on your situation. Contact us for a quote.

Payment Options:

A) Payment Plan

- GTI Interest free payment plans available over 12 months to suit you.
- Tax Rebates – Individuals – (\$718 - \$1701 rebate).

Your course may be **100% Tax Deductible** if you are paying for it and it relates to your work. Confirm your rebate level and situation with your Tax Adviser.

B) Government Loan - Study now and pay later through your tax. Interest free.

Government loan - VET Student Loans.

VET student loan gives rise to a HELP debt that continues to be a debt due to the Commonwealth until it is repaid through your tax.



"I found the course practical and easy to work through. Prompt feedback and accessibility to tutors helps a lot. I could use my work projects. I use new techniques now in my job."

Rosanna Smith



**\$0 Upfront
Study Now,
Pay Later**

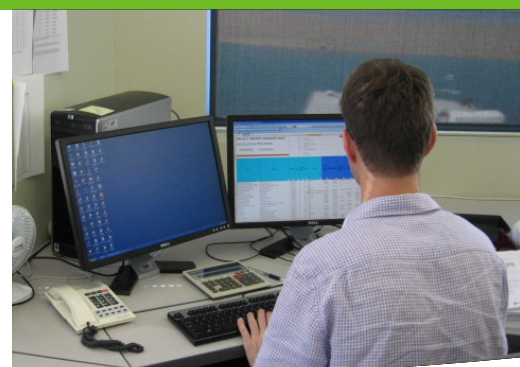
**Save
\$4,340!**

For more
information, see...

Become Qualified with Your BSB61015 + BSB60215 Advanced Diploma of Leadership and Management + Advanced Diploma of Business

This training is
subsidised by the
NSW Government

Limited places
available, apply
today!



Your Course At a Glance...

Complete your Advanced Diploma of Business + Advanced Diploma of Leadership and Management at Australia's Leading Management Training Company.

Course Code: BSB40215

Duration: 6-12 months (depending on experience)

Delivery: Online + Unlimited Phone Sessions

Nationally Recognised: Yes

Entry Requirements: Over 21

Example of Practical Units in a

Advanced Diploma:

Provide leadership across the organisation BSBMGT605

Develop and implement a business plan BSBMGT617

Develop and implement strategic plans BSBMGT616

Lead and manage organisational change BSBINN601

Manage risk BSBRSK501

Contribute to organisation development BSBMGT615

Manage human resources strategic planning BSBHRM602

Manage knowledge and information BSBINM601

Manage finances BSBFIM601

Develop a marketing plan BSBMKG609

Establish and maintain strategic networks PSPGEN067

Manage innovation and continuous improvement BSBMGT608

Managers, Senior Staff members, Executives, CEO, Business Owners...

If you have experience in one of these roles, this course is for you.

Why complete this course with Global Training Institute?

Gaining qualifications and formal education in management and business, is now considered a MUST have to progress your career in the corporate world. Qualified Managers are in high demand in Australia and in most other countries, in many different industries. Gaining 2 qualifications doubles your employment and promotion opportunities and shows future employers that you are serious about your career.

When you train with us, you get:

- Training that is designed to fit in around your busy work/home life.
- Gain recognition for the Management skills you already have
- Online access 24/7 to resources and assessments
- Regular and UNLIMITED phone sessions with Trainer (day or evening)
- Training and Assessments that relate to your work and industry
- No heavy theory. No Essays. No Exams
- a 'tool-kit' of management, resources, templates, information and skills
- Strong support from office staff, Trainers and your own Completion Coach

Career Outcome - Where Will It Lead Me

Once completed you will be equipped with:

- University entry into an MBA – skip 3 years University – save \$60,000.
- University entry into a Bachelor of Applied Management. Skip 2 years of University save \$40,000 (also need any Diploma).
- Your Advanced Diploma of Business and Leadership and Management qualification, letters after your name (AdDipBus; AdDipLeadMgt)
- Eligibility for a membership with Professional Associations, such as the Institute of Managers and Leaders.
- Your Career Plan (developed for the next 2-5 years)
- Your Resume and LinkedIn profile updated



"It feels wonderful to complete my Leadership and Management qualifications. My job prospects have grown exponentially. I now have a new promotion and I will continue with Management studies at University. My Trainers gave me great guidance and tutoring"

Marcia Harvey



**\$0 Upfront
Study Now,
Pay Later**

**Save
\$7,062!**

For more
information, see...

How Much Will It Cost? - NSW Funded.

The maximum fee for this course is only \$2,910 after NSW funding. Fee's may be much lower, depending on your situation. Contact us for a quote.

Payment Options:

A) Payment Plan

GTI Interest free payment plans available over 12 months to suit you.

- Tax Rebates – Individuals – (\$541 - \$1282 rebate).

Your course may be **100% Tax Deductible** if you are paying for it and it relates to your work. Confirm your rebate level and situation with your Tax Adviser.

B) Government Loan - Study now and pay later through your tax. Interest free.

Government loan - VET Student Loans.

VET student loan gives rise to a HELP debt that continues to be a debt due to the Commonwealth until it is repaid through your tax.