

## Course Essentials and Pre-Enrolment Information

### **BSB60120 Advanced Diploma of Business**

**Develop Your Career and Fast track your way to University for a Bachelor of Applied Management, Business or Management Degree or even entry straight into your MBA.**

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

- ✓ Implementing the goals of the organisation
- ✓ Business Planning and System development
- ✓ Culture and Strategy
- ✓ Change Management
- ✓ Planning for Marketing, Human Resources, Risk...
- ✓ Reducing the time you need to put out 'emergency fires'

**Gain Your Advanced Diploma of Business Qualification and use it to Advance Your Career**

- ✓ Help gain your next Promotion or New Job
- ✓ **Finally have that 'Piece of Paper' that says you can do it**
- ✓ Formally recognize your work skills and Prove your experience
- ✓ **Get the 'Pat on the Back' you deserve**
- ✓ Learn new skills
- ✓ **Set yourself up for the next level promotion**
- ✓ Fast track to further studies
- ✓ **Cut up to 3 years off a University Degree - Save \$\$\$ and Time**



### University Pathway:


**Gain University Entrance and Fast Track a Bachelor Degree...**

Completing your Advanced Diploma of Business with us here at Global Training Institute, **will give you Course Credits and reduces the amount of subjects and time you have to do at University.**

- 1. MBA Entry – Advanced Diploma + Management Experience. Entry into your Graduate Certificate – 1<sup>st</sup> part of MBA. Online with Australian Institute of Business from Adelaide.**
- 2. Bachelor of Applied Management – Federation University - Entry into your 3<sup>rd</sup> & Final Year... Save \$20,000 off your University fees.**
- 3. University of the Sunshine Coast, Southern Cross University – Gain up to 18 course credits towards a Business Degree - that's half the Degree.**

Designed for working professionals, 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.













<b>Qualification Name + Code</b>	<b>BSB60120 Advanced Diploma of Business</b>
<b>Course Currency</b>	This is the official <b>Advanced Diploma of Business Course</b> . You will be gaining the latest and most up-to-date version of this course.
<b>Certificate Recognized</b> 	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.
<b>Date of Effect:</b>	01/07/2021 – 30/06/2022
<b>Post Nominal</b>	Yes. You will be able to use the letters <b>AdDipBus</b> after your name when you complete your course
<ul style="list-style-type: none"> <li><b>Professional Association Memberships</b></li> </ul>	<p>Yes. At the end of your course, you will be able to apply for membership with:</p> <ul style="list-style-type: none"> <li>Institute of Managers and Leaders <a href="https://managersandleaders.com.au/">https://managersandleaders.com.au/</a></li> <li>Australian Institute of Office Professionals <a href="https://www.aiop.com.au">https://www.aiop.com.au</a></li> </ul>
<b>VET Student Loan Approved</b>	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
<b>Centrelink Approved</b>	YES. Registered for Austudy, Abstudy, Youth Allowance...52 weeks (including 8 weeks holidays); 20 hours/wk full-time study. GTI NO: 4P976
<b>Recommended for</b>	Those that wish to Advance their Career
<b>Speciality/Cohort</b>	General – University Pathway
<b>Double Qualification Available</b>	You can complete this course as a single qualification or you can also gain a second qualification at the same time by completing a few additional units. Obtaining two qualifications often increases your chance of employment and promotions, and extends the industries in which you can gain employment. This course is offered with also: BSB61015 – Advanced Diploma of Leadership and Management
<b>Delivery Method</b>	Flexi Training –Mixture of Online + Phone or skype sessions – day or evening sessions
<b>Covers Enrolments</b>	1 <sup>st</sup> July 2021 – 30 <sup>th</sup> June 2022
<b>Start Dates</b>	Flexible. Year Round Start Dates. Means you can start any time. Fast Start & Quick Access to your Course.
<b>Duration of Course</b>	18 months: includes 12 weeks holidays. 66 academic weeks (over 3 trimesters) includes 8 weeks access to your units at the end to ensure you have completed all units. <b>Quicker Completion:</b> 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.
<b>Course Completion Date</b>	You will have access to your units for 18 months, to complete your course, from your enrolment date
<b>Entry Requirements</b>	<b>Age:</b> 21 Years or over <b>Education:</b>



	<p>Year 12 pass or Diploma and 2+ Years relevant Industry Experience or Proof of skills - provide a current resume or 2 Referees to testify to your ability to complete the course</p> <p><b>Academic Suitable:</b></p> <ul style="list-style-type: none"> <li>- Proof of Yr12/Senior Certificate or</li> <li>- an AQF Qualification at Level 4 or above (Certificate 4, Diploma, University Degree) or</li> <li>- 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)</li> </ul> <p><b>English language:</b> see 'English Requirements' in the footer of the website for more information.</p> <p><b>Recommended for:</b> Those with a minimum of 2 years in a role as a Senior Office Staff or Business Owner (medium to Large business).</p> <p><b>Employment Entry Requirements</b> To enrol directly in this Qualification You Must be :</p> <p>A. Currently employed as: Manager; Senior Staff Member; CEO; Director, Business Owner;</p> <p>B. Provide Leadership to Section, Department, Organisation or Business</p> <p><b>Resource Requirements:</b> Students are required to have access to the internet and a computer in order to access their materials online.</p> <p><b>General:</b> Motivation and good reason to complete qualification</p>
<p><b>Specific requirements needed to successfully complete the course</b></p>	<p>Yes. Refer Materials/Equipment Needed Active (minimum monthly) communication with your Trainer is required.</p>
<p><b>Materials/Equipment Needed</b></p>	<p>Computer, Internet access, Firefox or Chrome (not Internet Explorer). Students are required to have access to the internet and a computer in order to access their materials, and submit assessments online.</p>
<p><b>Units In the Course</b></p>	<p>10 Units are required to gain this qualification. Similar units to these need to be completed:</p> <ul style="list-style-type: none"> <li>• BSBWHS521 Ensure a safe workplace for a work area</li> <li>• BSBINN601 Lead and manage organizational change</li> <li>• BSBHRM602 Manage Human Resources Strategic Planning</li> <li>• BSBMGT617 Develop and implement a business plan</li> <li>• BSBMKG609 Develop a marketing plan</li> <li>• BSBINM601 Manage knowledge and information</li> <li>• BSBMGT615 Contribute to Organisation development</li> <li>• BSBFIM601 Manage finances</li> <li>• BSBCRT611 Apply critical thinking for complex problem solving</li> <li>• BSBSUS601 Lead corporate social responsibility</li> <li>• BSBTEC601 Review organisational digital strategy</li> </ul> <p>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.</p>
<p><b>Resources Provided:</b></p>	<p>You will be provided with all the required materials to complete your training and assessments</p>



	You will also have access to many additional Business, Leadership, Management and Career Success Resources and Templates. These can really help you to Advance Your Career.
<b>Training Support Services</b>	No additional cost. You will have access to your Trainer, Completion Coach and GTI office support staff, phone sessions and unlimited email support.       <small>Online Access   Tutor   Completion Coach   Unlimited Phone Sessions   Recorded Assessments   Resources</small>
<b>Additional Learner Support Services Available if required</b>	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.
<b>Location of Training, Sessions &amp; Times</b>	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
<b>Attendance at training if required</b>	Active (minimum monthly) communication with your Trainer is required.
<b>Access to Trainer:</b>	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.
<b>Recommended study time per week</b>	4-6 hours per week, if you have experience and can access workplace documents or more if you do not.
<b>Location of Assessing</b>	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.
<b>Recognition of Prior Learning:</b>	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.
<b>Credit Transfer</b>	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.
<b>Any Work Experience/ Placement Required for completion of qualification:</b>	No
<b>Employment Guaranteed at end of Course</b>	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.
<b>University Pathways</b>	Yes. GTI has arrangements with Universities. After completing this course, you will be able to gain credits and entry into a University Degree and even MBA if you have management experience. See website "University Pathways for full details".
<b>Student Discounts</b>	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.

	<b>Things to Keep in Mind as you Study with us. Your rights and obligations.</b>
<b>Fees</b>	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.
<b>Tuition Fees + Maximum Course Cost</b>	The maximum tuition fee for this course is \$8000. 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
<b>Any additional costs involved:</b>	No
<b>Tax Rebates &amp; Deductibility</b>	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
<b>Payment Options – how fees to be paid, when fees to be paid, terms and conditions</b>	<p>Fees can be paid for by Student or Employer</p> <p><b>Payment Options:</b></p> <ul style="list-style-type: none"> <li>- Payment Plans (Fortnightly over duration of course)</li> <li>- Government VET Student Loan (Maximum \$5,358 loan applies to this course/ \$2642 gap remaining payable to GTI as \$102 fortnightly)</li> <li>- Private Student Loan</li> </ul> <p>1. VET Student Loans      2. Payment Plans      3. NSW Smart &amp; Skilled Funding</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">               Study Now Pay Later         </div> <div style="text-align: center;">OR</div> <div style="text-align: center;">               Payment Plans         </div> <div style="text-align: center;">OR</div> <div style="text-align: center;">               Tax Rebate         </div> <div style="text-align: center;">OR</div> <div style="text-align: center;">   <small>NSW Funding This Training is subsidised by the NSW Government</small> </div> </div>
<b>Refund Conditions</b>	Details are available in the Student Handbook
<b>Your Rights</b>	For information regarding your learner rights as a student with Global Training Institute, refer to the Student Handbook
<b>Concerns, Queries, Complaints or Appeals about either Global Training or your training provider</b>	Please contact Global Training Institute Follow the procedures listed in the footer on Global Training Institute website and refer to Student Handbook
<b>Course Deferral, Extension or Withdrawal</b>	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 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.
<b>Closure of the Company or ceasing of delivery of course</b>	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.
<b>Your Obligations</b>	For information regarding your obligations as a student with Global Training Institute, refer to the Student Handbook
<b>To enter and successfully complete this course</b>	Refer to above listed Entry Requirements, material requirements, training and assessment requirements for this course.



<b>USI</b>	You will be required to obtain a Unique Student Identifier Number from the Government prior to enrolling in this course.
<b>Training Provided by</b>	Global Training Institute RTO No 31192.
<b>Assessing Conducted by</b>	Global Training Institute RTO No 31192.
<b>Qualification Issued by</b>	Global Training Institute RTO No 31192.
<b>Quality of Training and Assessment</b>	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
<b>Partnership Training or Assessment Arrangements</b>	No partnership arrangements currently exist for this course. Should this change, GTI will notify you.
<b>Global Training Institute Details</b>	Global Training Institute RTO No 31192 PO Box 377 Palmwoods QLD 4555 40 Main St Palmwoods 1800998500. 07 54573334 <a href="mailto:info@globaltraining.edu.au">info@globaltraining.edu.au</a>

<b>VET Student Loan Information</b>	
<b>VET Student Loan</b>	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.
<b>VET Student Loans information; amount of debt incurred, when payment is required, associated fees, indexation or interest</b>	This course is eligible for VET Student Loans For up to date information; refer to the VET Student Loans information booklet available from <a href="https://www.studyassist.gov.au/">https://www.studyassist.gov.au/</a> . For all GTI policies, procedures and information – see website footer.
<b>VET Student Loan Eligibility</b>	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...
<b>How to Pay your Fees with a VET Student Loan</b>	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.
<b>VET Student Loans Cooling Off Period</b>	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.
<b>Census Days</b>	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.



<b>Submitting Loan Application</b>	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.
<b>Student Grievance Procedure</b>	Please contact Global Training Institute Follow the procedures listed in the footer on Global Training Institute website and refer to Student Handbook

**Some of our students have now completed Diploma and Advanced Diploma qualifications with us and are fast tracking towards University.**

*"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 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, 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.**



*"The course has been good in terms of help me get into a good routine of studying and self-discipline. In the training, I found the unit on Lead and Manage Organizational Change to be the most useful in developing my work skills. 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."* Timothy Kelly. Ad Dip Business.

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

**The team at Global Training Institute**

**Your Quickest And Simplest Path To Completion**

