

## Course Essentials and Pre-Enrolment Information **BSB60420 Advanced Diploma of Leadership and Management**

**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.** Becoming qualified with your Advanced Diploma is highly valued by Employers as it shows them that you are serious about your management career.

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.

Develop your Leadership and management skills as you complete your Advanced Diploma of Leadership and Management. You will discover and implement the practical strategies that will make a REAL difference to:

- ✓ Leading your organization or department
- ✓ Implementing the goals of the organisation
- ✓ Increasing you and your staffs workplace productivity
- ✓ Improving your staff performance and morale
- ✓ Strategic Planning and System development
- ✓ Systems
- ✓ Reducing the time you need to put out 'emergency fires'
- ✓ Growth and success in the 21<sup>st</sup> Century

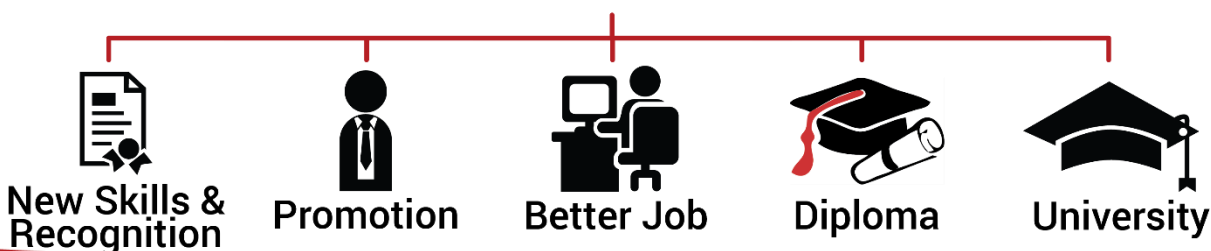


### **Recommended for:**

- ✓ Anyone interested in pursuing a career in Middle to Senior Management
- ✓ Experienced Managers, Executives, CEO's, Directors, Business Owners
- ✓ Those with a minimum of 3 years as a Manager or Foreman
- ✓ Managers who have the responsibility for a department or organization
- ✓ Anyone interested in fast tracking their entry to study Management at University

### **Gain Your Management 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 Leadership and Management with us here at Global Training Institute, **will give you Course Credits and reduces the amount of subjects and time you have to do for a Bachelor Degree 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 12 course credits towards a Degree - that's half the Degree.

\*Confirm latest entry requirements and tuition fees with the individual University.

Qualification Name + Code	<b>BSB61015 Advanced Diploma of Leadership and Management</b>
Course Currency	This is the official Advanced Diploma of Leadership and Management Course. You will be gaining the latest and most up-to-date version of this course.
Certificate Recognized	Yes. All qualifications offered by Global Training Institute are nationally recognised and align with the Australian Qualifications Framework. Your qualification is therefore valued by employers throughout Australia and often overseas.
	
Date of Effect:	01/07/2021 – 30/06/2024
Post Nominal	Yes. You will be able to use the letters <b>AdDipLeadMgt</b> after your name when you complete your course
Professional Association Memberships	Yes. At the end of your course, you will be able to apply for membership with: Institute of Managers and Leaders <a href="https://managersandleaders.com.au/">https://managersandleaders.com.au/</a>
VET Student Loan Approved	YES – You can study this course with a loan from the Government. Means you can Study now and Pay your loan back later through your tax. See details end of flyer
Centrelink Approved	YES. Registered for Austudy, Abstudy, Youth Allowance...52 weeks (including 8 weeks holidays); 20 hours/wk full-time study. GTI NO: 4P976
Recommended for	Those that wish to Advance their Management Career
Speciality/Cohort	General Leadership and Management
Double Qualification Available	You can complete this course as a single qualification or you can also gain a second qualification at the same time by completing a few additional units. Obtaining two qualifications often increases your chance of employment and promotions, and extends the industries in which you can gain employment. This course is also offered with: BSB60215 – Advanced Diploma of Business

<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 2024
<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> <b>Year 12 pass or</b> 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 <b>Academic Suitable:</b> <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> <b>English language:</b> see 'English Requirements' in the footer of the website for more information. <b>Recommended for:</b> Those with a minimum of 3 years in a role as a Foreman or Manager. <b>Employment Entry Requirements</b> To enrol directly in this Qualification You Must be : A. Currently employed as: Manager; Senior Staff Member; CEO; Director B. Provide Leadership to Section, Department, Organisation or Business Resource Requirements: Students are required to have access to the internet and a computer in order to access their materials online. <b>General:</b> Motivation and good reason to complete qualification
<b>Specific requirements needed to successfully complete the course</b>	Yes. Refer Materials/Equipment Needed Active (minimum monthly) communication with your Trainer is required. This is to be organised by the student.
<b>Materials/Equipment Needed</b>	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.
<b>Units In the Course</b>	10 Units are required to gain this qualification. Similar units to these need to be completed: <ul style="list-style-type: none"> <li>• BSBINN601 Lead and manage organizational change</li> </ul>

	<ul style="list-style-type: none"> <li>• BSBMGT605 Provide leadership across the Organisation</li> <li>• BSBMGT616 Develop and implement strategic plans</li> <li>• BSBMGT617 Develop and implement a business plan</li> <li>• BSBFIM601 Manage finances</li> <li>• BSBHRM602 Manage Human Resources Strategic Planning</li> <li>• BSBMKG609 Develop a marketing plan</li> <li>• BSBCMM511 Communicate with influence</li> <li>• BSBCRT611 Apply critical thinking for complex problem solving</li> <li>• BSBSTR601 Manage innovation and continuous improvement</li> </ul> <p>Your units may differ depending if you have credits, if you are completing another qualification also at the same time or if you have chosen different electives.</p>
<b>Resources Provided:</b>	<p>You will be provided with all the required materials to complete your training and assessments</p> <p>You will also have access to many additional Business, Leadership, Management and Career Success Resources and Templates. These can really help you to Advance Your Career.</p>
<b>Training Support Services</b>	<p>No additional cost. You will have access to your Trainer, Completion Coach and GTI office support staff, phone sessions and unlimited email support.</p> <div>       </div> <p>Online Access   Tutor   Completion Coach   Unlimited Phone Sessions   Recorded Assessments   Resources</p>
<b>Additional Learner Support Services Available if required</b>	<p>No additional cost. Access to computer programs that will allow you to talk instead of typing, if required. You may also be interviewed through your assessments and then provide the matching evidence.</p>
<b>Location of Training, Sessions &amp; Times</b>	<p>You will arrange your training with your Trainer to suit you both. Training will be usually online plus sessions via phone, skype or similar. You will receive a Training/Completion Plan</p>
<b>Attendance at training if required</b>	<p>Active (minimum monthly) communication with your Trainer is required.</p>
<b>Access to Trainer:</b>	<p>You will have regular contact (minimum monthly) with your Trainer via phone, email, and if convenient, face-to-face.</p> <p>You will know that they are just a phone call or email away whenever you need them.</p>
<b>Recommended study time per week</b>	<p>4-6 hours per week, if you have experience and can access workplace documents or more if you do not.</p>
<b>Location of Assessing</b>	<p>You will complete your assessments at work or home.</p> <p>These will need to be typed (or handwritten and scanned) and submitted into your Online Student Area. It is a very simple process.</p>
<b>Recognition of Prior Learning:</b>	<p>Yes, RPL is available for this course. Same tuition fee applies. You can use your previous experience and workplace documents as part of your assessments. Apply for RPL in the Enrolment form.</p>
<b>Credit Transfer</b>	<p>Yes, if you have completed the exact same unit in another qualification, you will not need to redo it. Provide this information along with a copy of your Statement of Results with your Enrolment Form.</p>
<b>Any Work Experience/ Placement Required</b>	<p>No</p>

<b>for completion of qualification:</b>	
<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>Employment Opportunities</b>	<b>Many of our students</b> 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.
<b>University Pathways</b>	Yes. GTI has arrangements with Universities. After completing this course, you will be able to gain credits and entry into an MBA or University Degree. 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>Government Funding/ Subsidies/ Entitlements Available for this course</b>	<b>NSW Employees and Residents...</b> <b>The NSW Government is heavily subsidising the fees for this course.</b> The course fees may be as low as \$0 - \$2910 under NSW Smart & Skilled. See NSW Smart & Skilled funding webpage for details regarding how this funding works, eligibility, and availability. <a href="http://globaltraining.edu.au/global_training_institute/nsw-smart-skilled/">http://globaltraining.edu.au/global_training_institute/nsw-smart-skilled/</a>
<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>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>	Fees can be paid for by Student or Employer <b>Payment Options:</b> <ul style="list-style-type: none"> <li>- Payment Plans (Fortnightly over duration of course)</li> <li>- Government VET Student Loan (Maximum \$10,717 loan applies to this course/ All course fees can be paid via a loan – pay GTI \$0 upfront)</li> <li>- Private Student Loan</li> </ul> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>1. VET Student Loans</p>  <p>Study Now Pay Later</p> </div> <div style="text-align: center;"> <p>OR</p> </div> <div style="text-align: center;"> <p>2. Payment Plans</p>  <p>Payment Plans</p> </div> <div style="text-align: center;"> <p>OR</p> </div> <div style="text-align: center;"> <p>3. NSW Smart &amp; Skilled Funding</p>  <p>NSW Funding This training is subsidised by the NSW Government</p> </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</b>	Please contact Global Training Institute Follow the procedures listed in the footer on Global Training Institute website and refer to Student Handbook



<b>Global Training or your training provider</b>	
<b>Course Deferral, Extension or Withdrawal</b>	<p>If as a Student you need to defer, withdraw or extend your course, you will need to apply in writing using the relevant form, which you can find under the student forms accessible from the GTI website footer.</p> <p>Global Training Institute will then access each application individually and will respond in writing within 5 working days. Full details of the policies regarding these are available in the Student Handbook available in the website footer.</p>
<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>	<p>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></p>
<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>	<p>This course is eligible for VET Student Loans</p> <p>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>.</p> <p>For all GTI policies, procedures and information – see website footer.</p>

<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.**

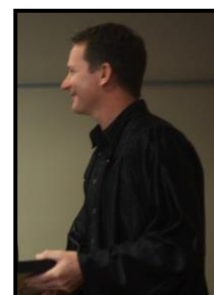
*"I have 3 x Diplomas with Global Training Institute and am now completing my Advanced Diploma so I can go to University. I now work overseas in Laos and have sessions with my Trainer via skype and emails, and I use the online area for everything. The courses have all been great and it made me confident 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.**



**Here's what other students have said about completing their Advanced Diploma of Leadership and Management with us...**

*"I felt the training was easy to understand and had plenty of contact to enable me to make informed decision around my assignments. I found I could use the concepts I was learning from the course with my interactions with my team. Areas including developing leadership had a significant impact on my life in terms of personal growth. The support processes were good and I would recommend this course to other managers."* **Kellie Green**

*"The assessment process was great with the assistance of my Trainer. I would certainly recommend it and have done so already. The support was great with regular contact from*



*Global Training with offers of assistance. The leadership module was the most helpful. The opportunity to revisit some of the key leadership principles will mean I can apply this to all areas of life. It has inspired me to continue my learning in this area. This learning will flow through to work."*

**Matt Anglim**

*"I found the Management units had the most significant impact on my life as well as helping me develop work skills. The business units have helped me understand more on the commercial side of my organisation. The course provides new skills and also help you understand better the skill you already have. The support processes were overall very good. The RPL process was easy to use. I would recommend this training to others as it is very informative, especially for Project Managers."* James O'Brien

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

**The team at Global Training Institute**

