

## **Course Essentials and Pre-Enrolment Information** **BSB50120 Diploma of Business**

This Diploma of Business is your pathway to studying at an Australian University, whilst studying today's most relevant business topics.

You will be prepared with the skills to work effectively in marketing a business or undertake further studies in Business, IT, Hospitality or other Undergraduate Degrees at University.

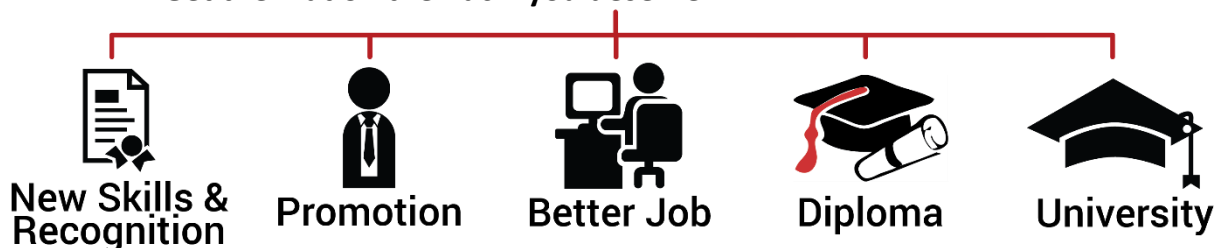
Designed for working people, you can study at your own pace and become qualified. With flexibility built in at every stage, you can maintain your work-life balance while building your future and advancing your Career.

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

- ✓ **Develop your business skills**
- ✓ Help gain your next Promotion or New Job
- ✓ Fast track University and **SAVE** over **\$18,000AUD** in University Fees


Gain **entry to 2nd year University** (Accounting, Business, Management, IT, or Hospitality studies) or Gain **entry to 1st Year University Degree** – over 30 courses to choose from – engineering, nursing, law, social working

- ✓ **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**









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






- A**ffordable: VET Student Loans, Payment Plans, Tax Rebates, Student Discounts
- B**eneficial: Your Skills Formally Recognised, Promotion Opportunities, Uni Pathways, Association Membership, Career Pathway
- C**onvenient: Online, 24/7, RPL (Experience Recognised), Support Options, Practical Projects

<b>Qualification Name + Code</b>	<b>BSB50120 Diploma of Business</b>
<b>Course Currency</b>	This is the official Diploma of Business Course. You will be gaining the latest and most up-to-date version of this course.
 <p><b>Certificate Recognized</b></p>	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.
<b>Date of Effect:</b>	01/07/2021 – 30/06/2024
<b>Post Nominal</b>	Yes. You will be able to use the letters <b>DipBus</b> after your name when you complete your course
<b>Professional Association Memberships</b>	Yes. At the end of your course, you will be able to apply for membership with: <ol style="list-style-type: none"> <li>1. Australian Institute of Office Professionals <a href="https://www.aiop.com.au/">https://www.aiop.com.au/</a></li> <li>2. Institute of Managers and Leaders <a href="https://managersandleaders.com.au/">https://managersandleaders.com.au/</a></li> </ol>
<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 your Career in a business or Office management environment, improve their marketing skills, or fast-track their way to University.
<b>Speciality/Cohort</b>	Pre-University/Marketing
<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: BSB50618 - Diploma of Human Resources Management BSB51415 - Diploma of Project Management BSB51615 - Diploma of Quality Auditing BSB51918 - 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 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>	<p>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.</p> <p><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.</p> <p>All the resources and assessments are available to you 24/7, so you can get in and complete as fast as you want.</p>
<b>Course Completion Date</b>	You will have access to your units for 12 months, to complete your course, from your enrolment date
<b>Entry Requirements</b>	<p><b>Age:</b> 18 Years or over</p> <p><b>Education:</b> 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.</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>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>
<b>Specific requirements needed to successfully complete the course</b>	<p>Yes. Refer Materials/Equipment Needed</p> <p>Active (minimum monthly) communication with your Trainer is required.</p> <p>This is to be organised by the student.</p>
<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>	<p>12 Units are required to gain this qualification.</p> <p>Similar units to these need to be completed:</p> <ul style="list-style-type: none"> <li>• BSBADM502      Manage Meetings</li> <li>• BSBINM501      Manage an Information or Knowledge Management System</li> <li>• BSBADM504      Plan and implement administrative systems</li> <li>• BSBWHS521      Ensure a Safe Workplace for a Work Area</li> <li>• BSBRSK501      Manage Risk</li> <li>• BSBFIM501      Manage Budgets &amp; financial plans</li> <li>• BSBHRM506      Manage recruitment, selection and induction processes</li> <li>• BSBPMG522      Undertake project work</li> <li>• BSBCRT511      Develop critical thinking in others</li> <li>• BSBXCM501      Lead communication in the workplace</li> <li>• BSBOPS501      Manage business resources</li> <li>• BSBSUS511      Develop workplace policies and procedures for sustainability</li> </ul>

	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.
<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, Administration, 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>	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. Attendance at any webinars or workshops is not compulsory, however there is great value in participating in any that are organised.
<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>	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>	<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>	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>	<p>Yes. GTI has arrangements with Universities.</p> <p>After completing this course, you will be able to gain credits and entry into ....</p> <p>See website "University Pathways for full details".</p>

	<p><b>Diploma of Business = 1<sup>st</sup> year of Bachelor of Business, IT or Hospitality Management</b></p> <div>   </div> <p>University of the Sunshine Coast CRICOS PROVIDER NUMBER: 01595D</p>
<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>	<p><b>NSW Employees and Residents...</b></p> <p>The NSW Government is heavily subsidising the fees for this course. The course fees may be as low as \$0 - \$2850 under NSW Smart &amp; Skilled. See NSW Smart &amp; 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></p>
<b>Tuition Fees + Maximum Course Cost</b>	The maximum tuition fee for this course is \$7680. 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 \$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> <div> <p>1. VET Student Loans</p>  <p>Study Now Pay Later</p> </div> <div>OR</div> <div> <p>2. Payment Plans</p>  <p>Payment Plans</p> </div> <div>OR</div> <div> <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 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 at 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.
<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</b>	This course is eligible for VET Student Loans



<b>debt incurred, when payment is required, associated fees, indexation or interest</b>	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

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

