



**50-74%  
Government  
Funded**

## **Funded training for all your council employees: Administration, Roads, Water, Civil Works, HR, Community Services...**

### **Career Advancement (Great for everyone)**

BSB42015 Certificate IV in Leadership and Management  
BSB51915 Diploma of Leadership and Management  
BSB50215 Diploma of Business (University 1st year)  
BSB51415 Diploma of Project Management  
BSB61015 Advanced Diploma of Leadership and Management

### **Office Administration Skills**

BSB40215 Certificate IV in Business  
BSB50415 Diploma of Business Administration  
BSB51615 Diploma of Quality Auditing  
BSB50615 Diploma of Human Resources Management

### **Local Government**

LGA50712 Diploma of Local Government (all council employees)  
LGA50712 Diploma of Local Government + Diploma of Local Government (Operational Works)  
LGA40404 Certificate IV in Local Government (Operational Works)  
BSB61015 Advanced Diploma of Leadership and Management +  
LGA60104 Advanced Diploma of Local Government (Operational Works)

**Limited places available, apply today!**

While the NSW Government will help pay for it 50% - 74% funding provided toward each new qualification you do.



### **NSW FUNDING**

*'This Training is subsidised by the NSW Government'*

**Also qualifications in Civil  
Construction + Building Construction.**

### **Contact Anne Now On**



**1800 998 500**



**[globaltraining.edu.au](http://globaltraining.edu.au)**



**[dir@globaltraining.edu.au](mailto:dir@globaltraining.edu.au)**

### **Training Delivery**

Training can be organised through your Council

- Online, distance or
- Workshops available (minimum numbers apply) OR

Individuals can participate separate to your Council in their own time (please just let them know this opportunity is available to them).

Other NSW Councils we have provided training for in the past include: Liverpool, Campbelltown, North Sydney, Armidale, Port Macquarie, Tamworth, Richmond Valley, Snowy Monaro...

## Here's How Your Administration Staff, Supervisors and Managers can develop their Management and Productivity Skills...

This training is heavily **subsidised (50% – 74%)** by the NSW Government under Smart & Skilled.

### Funded Qualifications:

#### All Council Divisions

- ✓ Advanced Diploma of Leadership & Management
- ✓ Diploma of Local Government
- ✓ Diploma of Leadership & Management
- ✓ Diploma of Project Management
- ✓ Diploma of Business
- ✓ Diploma of Quality Auditing
- ✓ Diploma of Business Administration
- ✓ Diploma of Human Resources Management
- ✓ Certificate IV in Leadership & Management
- ✓ Certificate IV in Business
- ✓ Certificate IV in Project Management Practice



**NSW Funding**

*'This Training is  
subsidised by the NSW  
Government'*

#### Operational Works + Civil Staff

- ✓ Certificate IV in Local Government (Operational Works)
- ✓ Certificate IV in Civil Construction Supervision
- ✓ Diploma of Local Government (Operational Works)
- ✓ Diploma of Civil Construction Management
- ✓ Advanced Diploma of Local Government (Operational Works)
- ✓ Advanced Diploma of Civil Construction

### Complete 2 qualifications at the same time:

Add the **Diploma of Local Government** to any of the qualifications listed here for just a few extra units:

- ✓ Diploma of Project Management
- ✓ Diploma of Leadership & Management
- ✓ Diploma of Business Administration
- ✓ Diploma of Human Resources Management
- ✓ Diploma of Quality Auditing

**Advanced Diploma of Leadership & Management PLUS Gain a FREE Advanced Diploma of Business PLUS increase your opportunities for University Credits**



## Investment and Funding – how does this Smart & Skilled Funding work?

### Who is eligible for Smart & Skilled Funding?

Based on individual applying – Must be one of the below

- ☐ **Australian Citizen** (Smart & Skilled Eligible; VET Student Loan Eligible)
- ☐ **Permanent Resident** (Smart & Skilled Eligible; VET Student Loan Eligible)
- ☐ **New Zealand Citizen** (Smart & Skilled Eligible; VET Student Loan – May be Eligible – contact to discuss conditions)
- ☐ **Permanent Humanitarian Visa** (Smart & Skilled Eligible; VET Student Loan Eligible)

### How Many Qualifications per person?

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 the first qualification, or one that you have completed in the past.

Student fees are reduced to match % of units to be completed in the other qualifications, so student fees are often much less on the 2nd qualification.

### What are the Student Fees?

The NSW Government subsidizes the qualifications under Smart & Skilled and have set Student Fees depending on previous qualifications etc.

Student Fees can be paid for by the Council or by the individual

#### Payment Options:

**Council:** Payment Plans available to suit training budget- Can be paid for over 2017-2018 AND 2018-2019 Financial Years (if your training budget runs on financial years).

#### **Individual:**

Payment Plans are available to suit individuals budget (usually paid over 10 months)

VET Student Loan – \$0 upfront for Diploma Courses (subject to availability)

Tax Deductibility - \$200 - \$2000 depending on your tax level and student fees, and if it relates to your work. Confirm with your Tax Advisor or call us for an indicative

#### **Cancellation Policy**

If a participant withdraws after course commences, student fees are still charged.

#### **Commencement Policy**

Participants must commence all funded qualifications by June 2018

### Enrolment Process: How to Enrol & Apply for Funding

Limited places available, apply today for your staff!

With the NSW Government paying **54 – 74%** of the course costs, we expect these places to go quickly.

1. Identify which qualifications your employees would like to complete
2. Confirm with them who will be paying the student fees
3. Have each person complete the Enrolment Form – [click here](#)
4. We will check their eligibility, calculate their Student fees and have a short phone chat to introduce ourselves
5. Arrange student fee payment – by either Council or employee
6. We will get your people up and running on their course with their Trainer



## Student Fees:

	No previous qualifications held	Completed a Cert IV or higher qual since 17 years old	Aboriginal or TSI	Full Qualification Price	% Funded by NSW
BSB42015 - Certificate IV in Leadership and Management	\$1580	\$1850	\$0 Fully Subsidised	\$5790	74% / 70%
BSB40215 - Certificate IV in Business	\$1580	\$1850	\$0 Fully subsidised	\$5030	69% / 63%
BSB41515 - Certificate IV in Project Management Practice	\$1580	\$1850	\$0 Fully Subsidised	\$4840	67% / 66%
<b>Diploma</b>					
LGA50712 - Diploma of Local Government	\$3190	\$4410	\$0 Fully Subsidised	\$8100	60% / 45%
BSB50415 - Diploma of Business Administration	\$2530	\$2850	\$0 Fully Subsidised	\$5850	57% / 51%
BSB50615 - Diploma of Human Resources Management	\$2530	\$2850	\$0 Fully Subsidised	\$6700	57% / 51%
BSB51615 - Diploma of Quality Auditing	\$2530	\$2850	\$0 Fully Subsidised	\$6180	59% / 54%
BSB51915 - Diploma of Leadership and Management	\$2530	\$2850	\$0 Fully Subsidised	\$7590	67% / 62%
BSB50215 - Diploma of Business	\$2530	\$2850	\$0 Fully Subsidised	\$5609	55% / 50%
<b>Advanced Diploma</b>					
BSB61015 - Advanced Diploma of Leadership and Management (including FREE Advanced Diploma of Business BSB60215)	\$2580	\$2910	\$0 Fully Subsidised	\$7770	67% / 63%
<b>Operational Works + Civil</b>					
RII40715 - Certificate IV in Civil Construction Supervision	\$2060	\$2400	\$0 Fully Subsidised	\$6160	67% / 61%
Certificate IV in Civil Construction Supervision + L & M		Civil fees + 462.50			
LGA40404 - Certificate IV in Local Government (Operational Works)	\$1920	\$2240	\$0 Fully Subsidised	\$7390	74% / 70%
RII50415 - Diploma of Civil Construction Management	\$3780	\$4260	\$0 Fully Subsidised	\$9260	60% / 54%
Diploma of Local Government (including Diploma of Local Government (Operational Works))	\$3190	\$4410	\$0 Fully Subsidised	\$8100	60% / 45%
<b>Gain 2 Qualifications</b>					
<b>Dip Bus Admin + Dip Local Gov</b>	Dip Bus Admin \$2530 or \$2580 + Dip Local Gov \$1890				
<b>Dip PM + Dip Local Gov</b>	\$3190 or \$4410				
<b>Dip QA + Local Gov</b>	Dip QA \$2530 or \$2580 + Dip Local Gov –\$1890				
<b>Dip L&amp;M + Dip Local Gov</b>	Dip L&M \$2530 or \$2580 + Dip Local Gov - \$1260				
<b>Dip HR + Dip Local Gov</b>	Dip HR \$2530 or \$2580 + Dip Local Gov - \$1575				

## How Can the training be completed by your Employees?

### Distance/Online – (All NSW Regions)

Includes:

- **Workplace based projects as assessments** (where possible) either current projects or they can use projects they have completed in the past
- ✓ **UNLIMITED Training Sessions** – via phone or skype (daytime or nighttime). Students are expected to do a minimum of 1 phone session per month with their Trainer.
- ✓ **Own Trainer**
- ✓ **Completion Coach** who will organize your employees training sessions, help hold them accountable, provided support and be their day-to-day contact in the office.
- ✓ **Tutor** – access to a tutor if required
- ✓ **Recorded assessments** – your people can be interviewed through their assessments and then provide workplace evidence to match.
- ✓ **Email and phone support**
- ✓ **24/7 access** to all training materials and assessments
- ✓ **No time off work needed** - employees can complete this totally outside of work hours (they will need work support to complete assessments and access to documents) or they can complete the course on job sites, in downtime when it is raining...
- ✓ No need to attend workshops or classes – no exams, no essays.
- ✓ Only basic computer skills are required.
- ✓ Workplace visits – if our trainers are in your region.



Online Access



Tutor



Completion Coach



Unlimited Phone Sessions



Recorded Assessments



Resources

### Council In-house Training – (Regions: Sydney, Capitol, Central Coast, cofts harbour/Grafton, Mid North Coast, Richmond/Tweed)

In-house workshops are available for **6 or more employees**, completing the same units. Contact us to discuss a program designed just for your Council. Workshops are available and where possible, assessments will be completed during the workshops with only practical activities to be completed between sessions – no exams, no essays. Assessments and Unit choice electives can be designed to specifically meet the needs of your Council. Workshops Video hook-up can also be arranged.

**Workplace visits** – tri-monthly visits may be arranged if we have Trainers visiting your region. Employees will need to be able to allocate 3-4 hours to spend with the Trainer during these visits. This is done in conjunction with Online /Distance training.

### What are the General Entry Requirements?

- Currently employed in Local Council in a suitable role to undertake the course e.g. (access to workplace documents, run projects...)
- Fluent in written and spoken English – formulate correct paragraphs
- Motivated and have a strong reason to complete and gain their qualification

**What other Councils has Global Training Institute provided similar training for?**

Global Training Institute provides Training for all council divisions for Councils throughout Australia. We have had NSW funding contracts since 2009.

In NSW, we have provided programs for many councils including Liverpool, Campbelltown, North Sydney, Armidale, Port Macquarie, Tamworth, Richmond Valley, Snowy Monaro...

**How long to complete each course?**

6 - 12 months.

**How many hours per week are expected?**

Depending on experience and access to workplace documents but consistently 4 hours per week will complete 1 unit per month. Students are expected to participate in a minimum of 1x 1hr phone training session per month, and work on their assessments (practical work based projects).



## **Courses and Qualification Level recommended:**

These have worked well for most councils.

Position	General Roles	Qualification Recommended
<b>Council Staff – All Divisions - HR, Customer Contact, Corporate Services, Finance...</b>		
<b>Administration Staff</b>		Certificate IV in Business
<b>Senior Administration Staff</b>		Diploma of Local Government + 1 of the following to match their roles: <ul style="list-style-type: none"> <li>• Diploma of Project Management</li> <li>• Diploma of Business Administration</li> <li>• Diploma of Human Resources</li> <li>• Diploma of Quality Auditing</li> <li>• Diploma of Leadership and Management</li> </ul>
<b>Team Leader</b>	Supervise less than 5 workers	Certificate IV in Leadership and Management
<b>Supervisor</b>	Oversees or supervise more than 5 staff	Diploma of Local Government + Diploma of Leadership and Management
<b>Manager</b>		Diploma of Local Government + Diploma of Leadership and Management
<b>Department Directors/ General Manager</b>		Advanced Dip of Leadership and Management
<b>Operational Works Staff – Construction, Roads, Parks, Asset Services, Water, Safety, Mechanical, Maintenance, Civil Works, Sewerage, Electrical, Infrastructure, Environment, Waste Management/ Recycling...</b>		
<b>Leading Hand/ Team Leader</b>	Lead a gang/team of under 5 workers	Certificate IV in Local Government (Operational Works) LGA40404 + Certificate IV in Leadership & Management Civil Divisions: Certificate IV in Civil Construction Supervision + Certificate IV in Leadership & Management
<b>Supervisor</b>	Oversees or supervise more than 5 staff	Cert IV in Local Government (Operational Works) LGA40404 + Cert IV in Leadership & Management Cert IV in Civil Construction Supervision
<b>Coordinators/ Manager</b>		Dip of Local Government (Operational Works) Dip of Leadership and Management Dip of Civil Construction Management
<b>Operational Project Manager</b>		Dip of Local Government (Operational Works) Dip of Project Management Dip of Civil Construction Management
<b>Department Directors/ General Manager</b>		Advanced Diploma Leadership and Management + either Ad Dip Local Government (Operational Works) LGA60104 OR Advanced Diploma of Civil Construction
Cert IV = Certificate IV; Dip = Diploma; AD Dip = Advanced Diploma		

## **Certificate IV in Project Management Practice - BSB42015**

### **Who is the Certificate IV in Project Management Practice for?**

Those involved in a project team – all Divisions

### **What are the Entry Requirements?**

- Currently employed in Local Council and involved in delivering projects
- Fluent in written and spoken English – formulate correct paragraphs
- Motivated and have a strong reason to complete and gain their qualification

### **How many units/subjects are there?**

9 units will need to be completed

### **Units to complete**

BSBPMG409	Apply Project Scope Management Techniques
BSBPMG410	Apply project time-management techniques
BSBPMG411	Apply Project Quality-management techniques
BSBPMG412	Apply project cost-management techniques
BSBPMG413	Apply project human resources management approaches
BSBPMG415	Apply project risk-management techniques
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWOR404	Develop Work Priorities
BSBWOR402	Promote Team Effectiveness



## **Certificate IV in Business - BSB40215 – Administration Staff**

### **Who is the Certificate IV in Business?**

Administration staff – all Divisions

### **What are the Entry Requirements?**

- Currently employed in Local Council in an administrative role
- Fluent in written and spoken English – formulate correct paragraphs
- Motivated and have a strong reason to complete and gain their qualification

### **How many units/subjects are there?**

10 units will need to be completed

### **Units to complete**

Core

BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Electives – Need 9

#### **need minimum 5 from here**

BSBADM405 Organise Meetings

BSBADM409 Coordinate business resources

BSBCMM401 Make a presentation

BSBCUS401 Coordinate implementation of customer service strategies

BSBRES401 Analyse and present research information

BSBRK401 Identify risk and apply risk management processes

BSBPMG522 Undertake Project Work

BSBLED401 Develop Teams and Individuals

BSBWRT401 Write complex documents

#### **Other Elective choices**

BSBWOR404 Develop work priorities

BSBINM401 Implement workplace information system

BSBMGT402 Implement operational plan

BSBLDR401 Communicate effectively as a workplace leader

BSBLDR402 Lead effective workplace relationships

## **Certificate IV in Leadership and Management- BSB42015**

### **Who is the Certificate IV in Leadership and Management for?**

Local Government leading hands and supervisors – all Divisions

### **What are the Entry Requirements?**

- Currently employed in Local Council in a supervisory role
- Fluent in written and spoken English – formulate correct paragraphs
- Motivated and have a strong reason to complete and gain their qualification

### **How many units/subjects are there?**

12 units will need to be completed

### **Units to complete**

- Communicate Effectively as a Workplace Leader BSBLDR401
- Lead Effective Workplace Relationships BSBLDR402
- Lead Team Effectiveness BSBLDR403
- Implement Operational Plan BSBMGT402
- Implement Continuous Improvement BSBMGT403
- Identify Risk and Apply Risk Management Processes BSBRISK401
- Implement and Monitor WHS Policies, Procedures and Programs to Meet Legislative Requirements BSBWHS401
- Develop Work Priorities BSBWOR404
- Implement Workplace Information System BSBINM401
- Develop Teams and Individuals BSBLED401
- Show Leadership in the Workplace BSBMGT401
- Coordinate Implementation of Customer Service Strategies BSBCUS401

## **Diploma of Local Government - LGA50712**

### **Who is the Diploma of Local Government for?**

Local Government Supervisors, Managers and senior Administration staff – all Divisions

### **How many units/subjects are there?**

14 units will need to be completed

### **Units to complete**

- Work effectively in local government
- Work with others in local government
- Follow defined OHS policies and procedures
- Provide team leadership

### **Electives**

10 units chosen from other Diploma Qualifications listed here or Project Management ones. A second qualification may also be gained depending on units selected.

## **Diploma of Leadership and Management BSB51915**

### **Who is the Diploma of Leadership and Management for?**

Local Government Supervisors, Managers– all Divisions

### **What are the Entry Requirements?**

- Currently employed in Local Council in a more senior role
- Fluent in written and spoken English – formulate correct paragraphs
- Motivated and have a strong reason to complete and gain their qualification

### **How many units/subjects are there?**

12 units will need to be completed

### **Units to complete**

BSBWOR501 Manage personal work priorities and professional development

BSBLDR502 Lead and manage effective workplace relationships

BSBWOR502 Lead and manage team effectiveness

BSBLDR501 Develop and use emotional intelligence

BSBMGT517 Manage operational plan

BSBR501 Manage risk

BSBWHS501 Ensure a safe workplace

BSBADM502 Manage meetings

BSBHRM405 Support the recruitment, selection and induction of staff

BSBFIM501 Manage budgets and financial plans

BSBMGT502 Manage people performance

BSBMGT516 Facilitate continuous improvement

**Student fees: \$2530 or \$2850**

+ Optional

## **Diploma of Local Government - LGA50712**

### **Who is the Diploma of Local Government for?**

Local Government Supervisors, Managers and senior Administration staff – all Divisions

### **Only 4 Extra Units to complete**

- LGACORE104B Work effectively in local government
- LGACORE105B Work with others in local government
- LGACORE102B Follow defined OHS policies and procedures
- LGACOMP026A Provide team leadership

**Student fees: + extra \$1260**

## **Diploma of Project Management BSB51415 + Diploma of Local Government**

### **Who is this Diploma of Project Management is recommended for?**

Project Coordinators and Project Managers

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

- ✓ Delivering projects on-time and in- budget
- ✓ Increase your project teams productivity, performance and morale
- ✓ Reduce the time you need to put out 'emergency fires'

### **Who is the Diploma of Local Government for?**

- ✓ Local Government Supervisors, Managers and senior Administration staff – all Divisions

### **Units to complete (15)**

Manage Project Scope BSBPMG511  
Manage Project Time BSBPMG512  
Manage Project Quality BSBPMG513  
Manage Project Cost BSBPMG514  
Manage Project Human Resources BSBPMG515  
BSBPMG516 Manage Project Information and Communication  
BSBPMG517 Manage Project Risk  
BSBPMG521 Manage Project Integration  
LGACORE102B Follow defined OHS policies and procedures  
LGACORE104B Work effectively in local government  
LGACORE105B Work with others in local government  
LGACOM503B Prepare a budget  
BSBWOR501 Manage Personal Work Priorities and Professional Development  
BSBWOR502 Lead and Manage Team Effectiveness  
BSBLDR502 Lead and Manage Effective Workplace Relationships

**Student Fees = \$3190 or \$4410**

## **Diploma of Human Resources Management- BSB50615**

### **Who is the Diploma of Human Resources Management for?**

Local Government Senior Human Resources Staff – all Divisions

### **How many units/subjects are there?**

9 units will need to be completed

### **Units to complete**

BSBHRM506 Manage Recruitment Selection and Induction Processes

BSBHRM512 Develop and Manage Performance-Management Processes

BSBMGT502 Manage People Performance

BSBHRM513 Manage Workforce Planning

BSBWRK510 Manage Employee Relations

BSBHRM501 Manage Human Resources Services

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

BSBMGT516 Facilitate Continuous Improvement

BSBRISK501 Manage Risk

**Student fees:** \$2530 or \$2850

+ Optional

## **Diploma of Local Government - LGA50712**

### **Who is the Diploma of Local Government for?**

Local Government Supervisors, Managers and senior Administration staff – all Divisions

### **Only 5 Extra Units to complete**

- LGACORE104B Work effectively in local government
- LGACORE105B Work with others in local government
- LGACORE102B Follow defined OHS policies and procedures
- LGACOMP026A Provide team leadership
- BSBWOR501 Manage personal work priorities and professional development

**Student fees:** + extra \$1575



## **Diploma of Quality Auditing – BSB51615**

### **Who is the Diploma of Quality Auditing for?**

Staff who are involved in participating in or leading Quality Audits or continuous improvement processes

### **How many units/subjects are there?**

8 units will need to be completed

### **Units to complete**

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

BSBMGT516 Facilitate Continuous Improvement

BSBRSK501 Manage Risk

BSBAUD402 Participate in a Quality Audit

BSBINM501 Manage an Information or Knowledge Management System

BSBLDR502 Lead and Manage effective workplace relationships

BSBWOR502 Lead and Manage Team Effectiveness

BSBADM502 Manage Meetings

**Student fees:** \$2530 or \$2850

+ Optional

## **Diploma of Local Government - LGA50712**

### **Who is the Diploma of Local Government for?**

Local Government Supervisors, Managers and senior Administration staff – all Divisions

### **Only 6 Extra Units to complete**

- LGACORE104B Work effectively in local government
- LGACORE105B Work with others in local government
- LGACORE102B Follow defined OHS policies and procedures
- LGACOMP026A Provide team leadership
- LGACOM401A Administer contracts
- LGACOM407B Manage finances within a budget

**Student fees:** + extra \$1890

## **Diploma of Business Administration - BSB50415**

### **Who is the Diploma of Business Administration for?**

Senior Administration staff – all Divisions

### **How many units/subjects are there?**

8 units will need to be completed

### **Units to complete**

BSBADM502 Manage Meetings

BSBADM503 Plan and Manage Conferences

BSBADM504 Plan and implement Administration Systems

BSBADM506 Manage Business Document design and development

BSBPMG522 Undertake project work

BSBCUS501 Manage quality customer service

BSBWOR501 Manage personal work priorities and professional development

BSBRISK501 Manage Risk

**Student fees:** \$2530 or \$2850

+ Optional

## **Diploma of Local Government - LGA50712**

### **Who is the Diploma of Local Government for?**

Local Government Supervisors, Managers and senior Administration staff – all Divisions

### **Only 6 Extra Units to complete**

- LGACORE104B Work effectively in local government
- LGACORE105B Work with others in local government
- LGACORE102B Follow defined OHS policies and procedures
- LGACOMP026A Provide team leadership
- LGACOM401A Administer contracts
- LGACOM407B Manage finances within a budget

**Student fees:** + extra \$1890

## **Advanced Diploma of Leadership and Management BSB61015 + FREE Advanced Diploma of Business BSB60215**

### **Who is the Advanced Diploma of Leadership and Management for?**

Local Government Managers and Senior Staff – all Divisions

### **What are the Entry Requirements?**

- Currently employed in Local Council in a senior role

### **How many units/subjects are there?**

12 units will need to be completed

### **Units to complete**

- BSBMGT605 Provide Leadership Across the Organisation
- BSBFIM601 Manage Finances
- BSBINN601 Lead and Manage Organisational Change
- BSBMGT617 Develop and Implement a Business Plan
- BSBRSK501 Manage Risk
- BSBMGT616 Develop and Implement Strategic Plans
- BSBMKG609 Develop a Marketing Plan
- BSBMGT608 Manage Innovation and Continuous Improvement
- BSBHRM602 Manage Human Resources Strategic Planning
- BSBINM601 Manage Knowledge and Information
- BSBMGT615 Contribute to Organisation Development
- PSPGOV602B Establish and Maintain Strategic Networks

## **Gain University Entrance and Fast Track a Bachelor Degree or MBA...**

**Save Time and Dollars \$ – Gain Credits, and Entry into a Bachelor Degree at many of the Australian Universities. Each University may vary with the amount of credit they give you, based on units you have completed, but for example:**

Most **GTI Diplomas** will save you 12 months off a Bachelor of Business or other courses – Save \$20,000 off University Fees

Completing your **Advanced Diploma of Leadership and Management** will give you:

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.  
Save 3 years of University – Save \$60,000**
2. **Bachelor of Applied Management – Federation University**

### **Entry into your 3<sup>rd</sup> & Final Year – Bachelor of Applied Management**

Complete with Global Training Institute:

- 1 x Diploma +
- 1 x Advanced Diploma of Leadership and Management

Save \$40,000 off your University fees.

Study part-time through **one of their partner campuses, located all over Australia.**

Contact us for more details of this great deal.

2. **University of the Sunshine Coast, Southern Cross University – Gain up to 12 course credits towards a Degree - that's half the Degree – Save 18 months, Save \$30,000**

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 is what other Council employees have said about completing their Diploma Qualifications...

*"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."* Susan Jarvis Tambo Regional Council Diploma of Management



***"Thanks. Great course content. It is very specific and relates to my job. Great workshops –very well explained, thorough and easy to apply to everyday work life. Very relevant to work, customer service very great explanation of customer service needs/expectations; Communication helped to build team skills; Project management techniques to help with managing a project within budget time and safety. Others would really benefit also."***  
Lani Hancock – Richmond Valley Council

*"The support team was overwhelmingly helpful! A huge thank you to Shane, Anne and their awesome team. The training program made me realise that what I was doing on a daily basis was appreciated in respect to improvement. The workshops and one on one discussions with Shane were very helpful in developing my skills. I would recommend this 110%. Trainers couldn't help more than they had!"*  
Kerrie Murphy. Narromine Council



***"Excellent. The workshops provide a high level of information regarding how to be an effective leader and manager. I now know how to lead my team, delegate and prioritize my work, influence others, implement change, read and start to prepare budget items, and monitor budgets as a result of the training. I have a number of new techniques for achieving goals."*** Brenton Scambler – Town of Kwinana Council

*Great and friendly office support staff. Trainers provided with various templates making it much easier to develop work skills. This course was certainly no disappointment!"* **Kerrie Exley** Richmond Valley Council



*"The support team were very easy to deal with through the whole process from start to finish. The Diploma of Management training was very helpful in teaching me new management skills to be used in the workplace."* **Christopher Davis**, Manager, Glen Innes Severn Council

*"The course is all good. Great practical information to incorporate into the workplace. Positive learning, that is hands on and practical. Very useful and interesting. It provides resources and promotes thinking outside the square! Course gives a structured guide to managing and project management, with effective techniques to use in the workplace. Great workshop presentations – Thanks Shane for your enthusiasm."* Matthew Potter Lismore City Council. Trades Supervisor

## 7 Reasons why Councils choose to have their employees complete their Qualifications with Global Training Institute...

- 1 Convenient & Accessable** – Everything is available online for your employees, right at their fingertips. Easy for them even if they aren't technology savvy.
- 2 Flexibility** – You can have flexible delivery of their course designed to match your Council needs and schedule - with no off the job or contact hours necessary. Phone Training sessions booked to best fit around their work hours – Day, Night. Workshops can be arranged for groups.
- 3 Strong Support** - You employees will be treated as a Real Person and not a Number. They will have their own Completion Coach to work with and arrange their training sessions. Your employees will also get strong support also from office staff and their Trainer. Fast turn-around of assessments and logical feedback. Simple clear processes and clear expectations.
- 4 Successful Completion** –Your employees successful completion is our Goal. We can arrange qualifications to be presented by your Council and arrange your own Graduation Celebration or they will be invited to celebrate their achievements at our Graduation Ceremony.
- 5 Recognised & Relevant to Your Industry**– The Training and Assessments will be relevant to your employees work by being Practical Work Based Assessments – No workbooks, exams or thousand word essays to complete. Their current workplace experience and knowledge will be recognized as they answer questions and they can use their Workplace Documents. They will learn new skills and knowledge and improve their understanding of your Council Workplace Systems.
- 6 Affordable** – To help your Council with your training budget, there is a payment plan option – work this out with us to suit your budget. Payd over 2 financial years.
- 7 Career Goal Focus** - Dual Qualifications and Unit electives are offered to match your employees Work, previous qualifications and Career Goals.

### How to Enrol & Apply for Funding

1. Identify which qualifications your employees would like to complete
2. Confirm with them who will be paying the student fees
3. Have each person complete the Enrolment Form – [click here](#)
4. We will check their eligibility, calculate their Student fees and have a short phone chat to introduce ourselves
5. Arrange student fee payment – by either Council or employee
6. We will get your people up and running on their course with their Trainer

If you would like to discuss how these courses will suit your employees, or you have any questions, simply give us a call on 1800 998 500. We look forward to talking with you soon and helping you achieve your Council and employee training goals.

**Shane, Anne & the Team at Global Training Institute**

