

Become Qualified with Your BSB40215 Certificate IV in Business

This training is
subsidised by the
NSW Government

Limited places
available, apply
today!



Your Course At a Glance...

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

Course Code: BSB40215

Duration: 6-12 months (depending on experience)

Delivery: Online + Unlimited Phone Sessions

Nationally Recognised: Yes

Entry Requirements: Over 21

Example of Practical Units in a Cert IV:

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

Office worker, Administrator, Project Administrator...

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

Why complete this course with Global Training Institute?

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

If you already have administration experience, but no formal 'piece of paper' to prove it, you will be able to have this experience recognized and use your current and previous work towards your assessments. Your course will be designed to fit in around your busy work/home life. This means you can continue to work while you complete it.

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

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

Career Outcome - Where Will It Lead Me

Once completed you will be equipped with:

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



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

Garth Furnell



How Much Will It Cost? - Concession Available.

The maximum fee for this course is only \$240 for eligible people. Contact us for a quote.

Payment Options:

A) Payment Plan

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

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

B) Study Loan - Study now and pay later

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

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

**Study Now,
Pay Later**

**Save
\$3,647!**

For more
information, see...

Become Qualified with Your BSB42015 Certificate IV in Leadership and Management

This training is
subsidised by the
NSW Government

Limited places
available, apply
today!



Your Course At a Glance...

Complete your Certificate IV in Leadership & Management with at Australia's Leading Management Training Company.

Course Code: BSB42015

Duration: 3-12 months (depending on experience)

Delivery: Online + Unlimited Phone Sessions

Nationally Recognised: Yes

Entry Requirements: Over 21, Currently working as a Supervisor or Leading Hand

Example of Practical Units in a Certificate IV:

Communicate effectively as a workplace leader BSBLDR401
Lead effective workplace relationships BSBLDR402
Promote team effectiveness BSBLDR403
Implement operational plan BSBMGT402
Implement continuous improvement BSBMGT403
Identify risk and apply risk management processes BSBRSK401
Implement and monitor WHS policies, procedures and programs to meet legislative requirements BSBWHS401
Develop work priorities BSBWOR404
Coordinate implementation of customer service strategies BSBCUS401
Implement workplace information system BSBINM401
Develop teams and individuals BSBLED401
Show leadership in the workplace BSBMGT401

Save \$3,647

For more
information,
see...

Supervisors, Frontline Managers, Shift Supervisors, Leading Hands...

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

Why complete this course with Global Training Institute?

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

If you already have supervisory or management experience, you will be able to have this experience recognized and use your current and previous work towards your assessments.

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

You will have access to your materials and assessments Online 24/7, and regular phone sessions with your Trainer, daytime or in the evenings. There are No exams and No essays to complete. Only simple computer skills are required. You will have strong support, including Unlimited phone sessions from your Trainer, office staff and your own Completion Coach.

Your course is very practical and is designed around what you do every day working as a Supervisor. You will learn new leadership and management skills and have access to valuable templates and resources.

Career Outcome - Where Will It Lead Me

Once completed you will be equipped with:

- Your Certificate IV of Leadership and Management qualification
- Letters after your name (CertIVLeadMgt)
- Eligibility for Membership to Professional Associations – eg Institute of Managers and Leaders
- Your Career Plan developed for the next 2 -5 years
- Your Resume and LinkedIn profile updated
- Pathway to Diploma qualifications

How Much Will It Cost? - Concession Available.

The maximum fee for this course is only \$240 for eligible people. Contact us for a quote.

Payment Options:

A) Payment Plan

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

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

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B) Study Loan - Study now and pay later

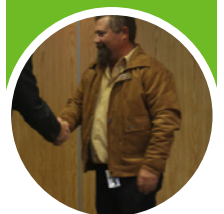
- Private Loan: Borrow all or part of your tuition fees through Study Loans Australia and pay it back over 6 – 48 months.*

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



"The Office gives very helpful and precise support throughout the duration of this course. It was able to assist me in planning ahead to know where I'm headed and what I wanted to achieve overall. It has great workshops and one on one training sessions with the trainers. I would definitely recommend this to others!"

Shannon Clelland



Become Qualified with Your

BSB41515

Certificate IV in Project Management Practice

This training is subsidised by the NSW Government

Limited places available, apply today!



Your Course At a Glance...

Complete your Certificate IV in Project Management Practice (Construction) with at Australia's Leading Management Training Company.

Course Code: BSB41515

Duration: 3-12 months (depending on experience)

Delivery: Online + Unlimited Phone Sessions

Nationally Recognised: Yes

Entry Requirements: Over 21

Example of Practical Units in a Certificate IV:
Apply Project Scope Management Techniques BSBPMG409

Apply project time-management techniques BSBPMG410

Apply Project Quality-management techniques BSBPMG411

Apply project cost-management techniques BSBPMG412

Apply project human resources management approaches BSBPMG413

Apply project risk-management techniques BSBPMG415

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

Develop Work Priorities BSBWOR404

Lead Team Effectiveness BSBLDR403

Project Coordinators, Project Team Members, Project Administrators, Overseers...

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

Why complete this course with Global Training Institute?

Becoming qualified in Project Management is now considered a MUST have a lucrative career in Construction Project Management. Qualified project staff are in high demand in Australia and in most other countries in their construction projects. If you already have experience working on a project team but no formal 'piece of paper' to prove it, you will be able to have this experience recognized and use your current and previous project work towards your assessments.

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

You will have strong support from office staff, Trainer and your own Completion Coach, including Unlimited phone sessions. Only simple computer skills required. Your course assessment and training is designed around your work and what you do every day working in a project management team.

You will learn practical strategies that will make a REAL difference to assisting in delivering projects on-time and in- budget. You will learn to be able to use the formal terms, language, templates etc that the Project Management industry use. You will learn about the key project management principles that the industry uses PMBOK – time, scope, quality, risk, hr, communication...

Career Outcome - Where Will It Lead Me

Once completed you will be equipped with:

- Your Certificate IV of Project Management Practice qualification,
- Letters after your name (CertIVProMgtPrac)
- Membership eligibility to Professional Project Management Associations eg Associate membership with Australian Institute of Project Management (AAIPM)
- Skills that can be transferable to numerous industries and projects

How Much Will It Cost? - Concession Available.

The maximum fee for this course is only \$240 for eligible people. Contact us for a quote.

Payment Options:

A) Payment Plan

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

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"Very practical Project Management Course. The GTI Office gives very helpful and precise support throughout the duration of this Project Management course. It was able to assist me in planning ahead to know where I'm headed and what I wanted to achieve overall. It has great one on one phone training sessions with the trainers. I would definitely recommend this to others!"

Shannon Clelland



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For more
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Become Qualified with Your BSB42618 Certificate IV in New Small Business

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Limited places
available, apply
today!



Your Course At a Glance...

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

Course Code: BSB42618

Duration: 6-12 months (depending on experience)

Delivery: Online + Unlimited Phone Sessions

Nationally Recognised: Yes

Entry Requirements: Over 21

Example of Practical Units in a Cert IV:

Establish and comply with legal and risk requirements of small business BSBSMB401

Manage small business finances BSBSMB421

Market the small business BSBSMB403
Undertake small business planning BSBSMB404

Coordinate implementation of customer service strategies BSBCUS401

Implement workplace information system BSBINM401

Coordinate business resources BSBADM409

Implement Continuous Improvement BSBMGT403

Develop Work Priorities BSBWOR404
Support the recruitment, selection and induction of staff BSBHRM405

Entrepreneurs, Existing Small Business Owners, Managers...

Gain Your Certificate IV in New Small Business and develop Your Existing Business or new Business Idea at the same time.

Why complete this course with Global Training Institute?

Use this to gain new Business Management and Business Growth skills and gain recognition for the business and management skills you already have, help you solve a range of unpredictable problems and develop your business.

Entrepreneurs and Business Owners. Don't become a statistic - You need to do everything you can to improve your chance of being a success.

You will discover and implement the practical strategies that will make a REAL difference to you and your business through

- Developing your business or business idea
- Developing a plan for Your business for the next 1-3 years
- Identifying potential business opportunities and designing the steps
- Developing clearly defined to make it happen, 'action plans'
- Identifying which growth strategies to implement in your business

Learning new Essential business skills including:

- Marketing your business
- Gaining and keeping customers
- Employing staff for your business and getting them working as a team
- Planning business finances
- Day-to-day operational skills
- Business skills

Use this NSW funding to help make your business a success.



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