

# Become Qualified with Your BSB51615 + BSB50415 Diploma of Quality Auditing + Diploma of Business Administration



**Your Course At a Glance...**  
Complete your Diploma of Quality Auditing + Diploma of Business Administration at Australia's Leading Management Training Company.

**Course Code: BSB51615 + BSB50415**

**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 Diploma:**

Participate in a Quality Audit BSBAUD402  
Manage Personal Work Priorities and Professional Development BSBWOR501  
Facilitate Continuous Improvement BSBMGT516  
Manage Meetings BSBADM502  
Plan and Implement Administrative Systems BSBADM504  
Manage Business Document Design and Development BSBADM506  
Plan and Manage Conferences BSBADM503  
Undertake Project Work BSBPMG522  
Initiate a Quality Audit BSBAUD501  
Report on a Quality Audit BSBAUD504  
Lead a Quality Audit BSBAUD503

## Administrative Officer, Senior Office Staff, Executive Assistant, Auditors, Quality Managers, Compliance Officers...

This practical program provides skills and knowledge around Quality Auditing and Quality Management Systems and support so that you can make changes and have your team or department or organisation thriving. Designed for busy people, you can study at your own pace and become qualified. With flexibility built in at every stage, you can maintain your worklife balance while building your future and advancing your Career.

### Why complete this course with Global Training Institute?

Becoming qualified in Quality Auditing is now considered a MUST have for a successful career in Quality Auditing and Quality Systems management. Qualified administration staff are in high demand in Australia and in many other countries.

### When you train with us, you get:

- Training that is designed to fit in around your busy work/home life.
- Gain recognition for the Management skills you already have
- Online access 24/7 to resources and assessments
- Regular and UNLIMITED phone sessions with Trainer (day or evening)
- Training and Assessments that relate to your work and industry
- No heavy theory. No Essays. No Exams
- a 'tool-kit' of management, resources, templates, information and skills
- Strong support from office staff, Trainers and your own Completion Coach
- Help You need towards a promotion or better job or even towards further studies

### Course Outcomes- Where will it Lead Me?

**Gain Your Quality Auditing Qualification and use it to Advance Your Career**

- Once completed you will be equipped with:
- Your Diploma of Quality Auditing + Diploma of Business Administration & letters after name (DipBusAdmin + DipQA)
  - Eligibility for a membership with Professional Associations, such as Institute of Internal Auditors Australia
  - Your Career Plan (developed for the next 2 -5 years)
  - Your Resume updated
  - New belief in your skills and yourself
  - In-depth understanding of your own personality, management, leadership and work styles
  - New skills and knowledge around the subjects

"The best aspect has been the flexible nature of the course and good administration of the course. I have built on my current knowledge and skills. The training materials and resources were available when I needed them."

Natalie Clements  
2018



**\$0 Upfront  
Study Now,  
Pay Later**

### How Much Will It Cost?

The maximum fee for this course is only \$8,140.  
Fee's may be much lower, depending on your situation. 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 – (\$1,482 - \$3,510 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) Government Loan - Study now and pay later through your tax. Interest free.

Government loan - VET Student Loans.

VET student loan gives rise to a HELP debt that continues to be a debt due to the Commonwealth until it is repaid through your tax.