

# Become Qualified with Your BSB51615 + BSB50618 Diploma of Quality Auditing + Diploma of Human Resources Management

This training is subsidised by the NSW Government

Limited places available, apply today!



## Your Course At a Glance...

Complete your Diploma of Quality Auditing + Diploma of Human Resources Management at Australia's Leading Management Training Company.

**Course Code:** BSB51615 + BSB50618

**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 Risk BSBRK501  
 Facilitate Continuous Improvement BSBMGT516  
 Manage Human Resources Services BSBHRM501  
 Manage Recruitment, Selection & Induction Processes BSBHRM506  
 Develop and Manage Performance-Management Processes BSBHRM512  
 Manage Workforce Planning BSBHRM513  
 Manage Human Resources Services BSBWRK501  
 Implement and Monitor WHS Policies, Procedures and Programs to Meet Legislative Requirements BSBWHS401  
 Initiate a Quality Audit BSBAUD501  
 Report on a Quality Audit BSBAUD504  
 Lead a Quality Audit BSBAUD503

## Administrative Officer, Senior Office Staff, Executive Assistant, Personal Assistant, Human Resources Staff...

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

### Once completed you will be equipped with:

- Your Diploma of Human Resources Management and Diploma of Quality Auditing qualification, letters after your name (DipQA; DipHRM)
- Your Career Plan (developed for the next 2-5 years)
- Eligibility for a membership with Professional Associations, such as Institute of Internal Auditors Australia, Institute of Managers and Leaders and Australian Institute of Office Professional
- Your Resume updated
- Your Linked-In profile updated
- New belief in your skills and yourself
- More understanding of your own personality, management, work styles
- New skills and knowledge around the subjects



"I have 3 x Diplomas with Global Training Institute and am now completing my Advanced Diploma so I can go to University. 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



## How Much Will It Cost? - NSW Funded.

There is lots of funding available at the moment: subsidies, payment plans, government grants that may make your course 100% FREE or at least pay \$0 upfront to start....

You are welcome to have a browse of the 'funding options' page here, but you'll probably find more than one that will fit you.

To see what you are eligible for, either do the **quick quiz** on that page or just give us a call on 1800 998 500 and we will work out the best option for you.