



FREE & LOW COST QUALIFICATIONS

Limited Places Available. Apply today!

60% - 100% OFF Each qualification you do with us!

NSW Funded Qualifications

If you Live or work in NSW and are:

- Australian citizen
- Permanent resident
- Humanitarian visa holder
- New Zealand citizen

You may be eligible to gain a **Fee-Free** or **Low cost** qualification through the NSW Governments Smart and Skilled Funding.

Save \$\$\$ - Check Your Eligibility Now

Click the red link below and complete the funding quiz a find out which funding you are eligible for.

<http://gti.edu.au/fundquiz>



'Training under JobTrainer is fee-free and fully funded by the NSW and Commonwealth governments'

Qualifications Can Help You:

- Gain your next promotion or job
- Provide greater job security
- Learn new skills
- Formally recognise your work skills
- Prove your experience
- Cut up to 3 years of a University Degree

View Your Course Options

Take a look through the following pages to find which courses you are most interested in!

We are happy to have a chat with you and help find the best Course and Funding option for your current situation.



Advance Your Career in Administration

In today's competitive world, employers expect formal qualifications when looking to employ Administration and Human Resources staff.

Do you find that the lack of formal qualifications is beginning to hold you back from receiving the promotion you would like, achieving career goals or getting a good job? Your qualification can give you proof of your competence and the national and international recognition you need to stand out from the crowd.

Completing your administration qualifications with GTI will give you letters after your name, membership to Professional Associations and practical skills and tools that will make you that person that the office can't live without.

Dual Qualification

BSB40120 | **Certificate IV in Business (Business Administration)**

BSB40120 | **Certificate IV in Business**

Dual Qualification

BSB50120 | **Diploma of Business**

BSB50120 | **Diploma of Business (Operations) Admin Focus**

BSB50320 | **Diploma of Human Resources Management**

BSB50420 | **Diploma of Leadership and Management**

BSB60420 | **Advanced Diploma of Leadership and Management**

Please see below for more information on each course

Dual Qualification

BSB30120
Certificate III in Business

BSB30120
Certificate III in Business
(Business Administration)

STUDY ONLINE

Great For Administrative Assistants

Course Details

Course Code:
BSB30120

Duration:
6-12 months
(depending on
experience)

Delivery:
Online + Unlimited
Phone Sessions

**Nationally
Recognised:**
Yes

Who is this course for?

Kick start your career in Business Administration or gain formal recognition for your current retail skills with this entry-level certificate.

This qualification reflects the role of individuals in a variety of Business Services job roles. Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills.

During this course you will develop practical skills in areas including: Workplace communication, Business software applications, Personal work priorities, Organising schedules, Workplace safety, and using digital technologies to communicate in the work environment.

This dual qualification is ideal for Administration staff looking to develop practical skills and knowledge for essential business tasks.

Here's what one of our students thinks...

"I found the training has a significant impact on my life in terms of personal growth, Not to mention the support I received was exemplary."

Louise Austin



**Risk Free
Guarantee**

Click Here for details.
(gti.edu.au/riskfree)



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1800 998 500



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How Much Will It Cost? - NSW Funded

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NSW Smart and Skilled Subsidy

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FREE FUNDING QUIZ
gti.edu.au/funding-quiz

Units

There are **13 units** in this qualification.

BSBXCM301
Engage in workplace communication

BSBPPEF301
Organise personal work priorities

BSBTCEC201
Use business software applications

BSBTCEC202
Use digital technologies to communicate in a work environment

BSBPPEF201
Support personal wellbeing in the workplace

BSBSUS211
Participate in sustainable work practices

BSBCRT311
Apply critical thinking skills in a team environment

BSBTWK301
Use inclusive work practices

BSBWHS311
Assist with maintaining workplace safety

BSBOPS303
Organise schedules

BSBINS202
Handle receipt and dispatch of information

BSBPUR301
Purchase goods and services
BSBPMG536
Manage project risk

BSBOPS301
Maintain business resources

NEXT STEPS

1

Choose Funding

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2

Enrol!

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BSB40120

Certificate IV in Business (HR Focus)

STUDY ONLINE

HUMAN RESOURCES FOCUS

If you love working with people and are interested in developing your career as a Human Resources professional.

Course Details

Course Code:
BSB40120

Duration:
6-12 months
(depending on
experience)

Delivery:
Online + Unlimited
Phone Sessions

**Nationally
Recognised:**
Yes

Future Study:
This course
meets the entry
requirements for
BSB50320 Diploma
of Human Resources
Management

Who is this course for?

If you love working with people and are interested in developing your career in Human Resources field, this Certificate IV is the essential starting point.

During this qualification you will discover and implement practical strategies that will prepare you for roles in Human Resources.

You will learn how to build and maintain business relationships, Coordinate recruitment and onboarding, Support human resource functions, Support employee relations and much more.

This qualification is ideal for aspiring HR professionals as it meets the entry requirements for BSB50320 Diploma of Human Resources.

Here's what one of our students thinks...

"This course had a significant impact on my life in terms of work and personal growth. I felt that I could build on my skills and put them into practice straight away.

I now feel much more confident in my skills and my ability to communicate with staff on a technical work and personal level."

Michelle Gledhill

Where can this course take you?

This business course could be the key to solve your current career frustrations and assist you to advance your career across a wide range of industries.

Once completed you will be equipped with:

- Your Certificate IV of Business qualification,
- 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



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FREE FUNDING QUIZ

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Units

There are **12 units** in this qualification.

BSBPEF402
Develop personal work priorities

BSBPEF403
Lead personal development

BSBCRT411
Apply critical thinking to work practices

BSBTWK401
Build and maintain business relationships

BSBXCM401
Apply communication strategies in the workplace

BSBWHS411
Implement and monitor WHS policies, procedures and programs

BSBTEC404
Use digital technologies to collaborate in a work environment

BSBWRT411
Write complex documents

BSBHRM415
Coordinate recruitment and onboarding

BSBHRM417
Support human resource functions and processes

BSBHRM411
Administer performance development processes

BSBHRM412
Support employee and industrial relations

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Dual Qualification

BSB40120 Certificate IV in Business

BSB40120 Certificate IV in Business (Business Administration)

STUDY ONLINE

Great for all office and administration staff

Course Details

Course Code:
BSB40120

Duration:
6-12 months
(depending on
experience)

Delivery:
Online + Unlimited
Phone Sessions

**Nationally
Recognised:**
Yes

Who is this course for?

If you are interested in developing your career in administration, this Certificate IV is the essential starting point.

You will learn how to undertake project work, organise business meeting, Coordinate workplace information systems and resources.

Here's what one of our students thinks...

"The course was very relevant to my work as a receptionist. My trainer was very helpful and patient with me."

Elizabeth Tregaskes

Where can this course take you?

This business course could be the key to solve your current career frustrations and assist you to advance your career across a wide range of industries.

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

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*Accurate as 5th July 2021. For the latest information see [our webpage](http://ourwebpage).



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FREE FUNDING QUIZ
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Units

There are **12 units** in this qualification.

BSBINS402
Coordinate workplace information systems

BSBOPS401
Coordinate business resources

BSBOPS405
Organise business meetings

BSBCRT411
Apply critical thinking to work practices

BSBTEC404
Use digital technologies to collaborate in a work environment

BSBTWK401
Build and maintain business relationships

BSBWHS411
Implement and monitor WHS policies, procedures and programs

BSBWRT411
Write complex documents

BSBXCM401
Apply communication strategies in the workplace

BSBPEF402
Develop personal work priorities

BSBPEF401
Manage personal health and wellbeing

BSBTEC401
Design and produce complex text documents

NEXT STEPS

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Dual Qualification

BSB50120 Diploma of Business

BSB50120 Diploma of Business (Operations) Admin Focus

STUDY ONLINE

ADMINISTRATION FOCUS

Great for Office Managers, Office Administrators, Supervisors & Team Leaders.

Course Details

Course Code:
BSB50120

Duration:
6-12 months
(depending on
experience)

Delivery:
Online + Unlimited
Phone Sessions

**Nationally
Recognised:**
Yes



Who is this course for?

If you want to gain the essential skills to manage business operations within your organisation.

During this course you will learn how to run day-to-day operations smoothly by developing administrative systems, Implementing information management systems, managing business operational plans and undertaking project work to help support you in a variety of business roles.

Here's what one of our students thinks...

"The support from GTI was very helpful and consistent. The module on setting personal work priorities and professional development definitely helped understand the importance of personal growth and how it is both beneficial to my work and personal life.

Completing my course has helped me secure work in the area I wanted to move into and helped me professionally."

Grant Quincey

Where can this course take you?

This business course could be the key to solve your current career frustrations and assist you to advance your career across a wide range of industries.

Your pathway into University! Gain entry into 2nd year University (Accounting, Business, Management, IT, or Hospitality studies) or entry into a 1st Year University Degree with over 30 courses to choose from.

Eligibility for a membership with Professional Associations, such as Institute of Managers and Leaders and The Australian Institute of Office Professionals

*Accurate as 07/072021. For the latest information see [our webpage](#).



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Units

There are **12 units** in this qualification.

BSBOPS502
Manage business operational plans

BSBOPS503
Develop administrative systems

BSBINS501
Implement information and knowledge management systems

BSBSTR502
Facilitate continuous improvement

BSBPEF402
Develop personal work priorities

BSBCRT511
Develop critical thinking in others

BSBFIM501
Manage Budgets & financial plans

BSBOPS501
Manage business resources

BSBSUS511
Develop workplace policies and procedures for sustainability

BSBXCM501
Lead communication in the workplace

BSBOPS504
Manage business risk

BSBTWK503
Manage meetings

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FREE FUNDING QUIZ
gti.edu.au/funding-quiz

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1

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2

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BSB50320

Diploma of Human Resources Management

STUDY ONLINE

Human Resources Managers, HR Administrators,
Recruitment Officer, Training Officers...

Course Details

Course Code:
BSB50320

Duration:
6-12 months
(depending on
experience)

Delivery:
Online + Unlimited
Phone Sessions

**Nationally
Recognised:**
Yes

Entry Requirements:
Please click the link
below to view entry
requirements for this
course

[Click Here](#)



Who is this course for?

If you have either :

- 2 years of full time experience in a Human Resources role, or;
- A Certificate IV in Human Resources.

During this course, you will discover and implement practical strategies that will make a REAL difference to developing and implementing performance management processes, managing people performance, developing job descriptions, advertising staff vacancies, assessing applications and interviewing applicants, and providing recommendations to management.

Here's what one of our students thinks...

"Before I started this qualification, I knew bits and pieces of HR as I had been in this role for 5 years.

Completing this qualification has made me a lot more confident. I can back myself up as I have all the knowledge behind me now. I recommend it to anyone in my field."

Simone Blackmore

Where can this course take you?

This human resources course will not only accelerate your career but also lead you into a wide range of industries in which you can gain employment opportunities, working in banks, insurance companies, manufacturing or retail firms, hospitals, government departments... You name it!

This qualification gets your previous experience and HR skills formally recognised and proves to employers you have the knowledge and experience to be a HR professional.

Eligibility for a membership with Professional Associations, such as The Australian HR Institute, Australian Institute of Office Professionals.

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Risk Free Guarantee
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Units

There are **12 units** in this qualification.

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.

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

BSBFIM501
Manage Budgets & financial plans

BSBHRM513
Manage Workforce Planning

BSBHRM506
Manage Recruitment Selection and Induction Processes

BSBWRK520
Manage Employee Relations

BSBRSK501
Manage Risk

BSBWHS521
Ensure a safe workplace for a work area

BSBCMM511
Communicate with influence

BSBLDR523
Lead and manage effective workplace relationships

BSBHRM521
Facilitate performance development processes

BSBHRM523
Coordinate the learning and development of teams and individuals

BSBHRM527
Coordinate human resource functions and processes

Click the **FREE FUNDING QUIZ** icon on the right and complete a few questions to find out which funding option suits you best.

FREE FUNDING QUIZ
gti.edu.au/funding-quiz

Ever thought of a Dual Qualification?

This qualification is often completed alongside a second qualification.

Here are some popular combinations...

+ BSB50820
Diploma of Project Management

+ BSB50920
Diploma of Quality Auditing

+ BSB50420
Diploma of Leadership and Management

+ BSB50120
Diploma of Business

NEXT STEPS

1

Choose Funding

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2

Enrol!

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BSB50420

Diploma of Leadership and Management

STUDY ONLINE

This course is for...

Junior/Middle Managers, Experienced Supervisors...

Course Details

Course Code:
BSB50420

Duration:
6-12 months
(depending on
experience)

Delivery:
Online + Unlimited
Phone Sessions

**Nationally
Recognised:**
Yes

Entry Requirements:
Please click the link
below to view entry
requirements for this
course

[Click Here](#)



Who is this course for?

This course is suitable for you if you are either:

- a) Experienced manager who doesn't have formal management qualifications
- b) You wish to develop or advance your management career.

You will be developing your practical skills and knowledge in supervision and management as you complete your Diploma of Leadership and Management. This practical program provides skills, knowledge and support so that you can make changes and have your team or department thriving.

Here's what one of our students thinks...

"The course is excellent. Very practical management strategies. Every topic has new ideas to implement - Communication, project, leadership..."

All good for the way I am to communicate with my teams and workers"

Amjad Maaya

Where can this course take you?

This qualification will help you gain employment as a supervisor, leader, or manager, in a wide range of industries.

If you are looking for recognition of your previous experience to be able to move into a new job or industry, having your Diploma of Leadership and Management will help you 'stand out' from the crowd.

You may have previous management experience and are now looking to land a new job or promotion, possibly in a different industry. Many employers are happy to teach you new technical skills if you are entering a new industry as long as you can show you already have the required valuable leadership skills. You will have many transferable skills which are highly valued by employers.

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*"This Training is
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Here are some popular combinations...

+ BSB50820
Diploma of Project Management

+ BSB50230
**Diploma of Human Resources
Management**

+ BSB40120
Diploma of Business

+ BSB50920
Diploma of Quality Auditing

Units

There are **12 units** in this qualification.

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.

BSBADM502
Manage meetings

BSBRSK501
Manage Risk

BSBWH521
Ensure a Safe Workplace
for a Work Area

BSBMGT516
Facilitate Continuous
Improvement

BSBCUS501
Manage quality customer
service

BSBFIM501
Manage Budgets and Financial
Plans

BSBWOR502
Lead and Manage Team
Effectiveness

BSBLDR523
Lead and manage effective
workplace relationships

BSBPEF502
Develop and use emotional
intelligence

BSBOPS502
Manage business operational
plans

BSBCMM511
Communicate with influence

BSBCRT511
Develop critical thinking in
others

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Dual Qualification

BSB60120 Advanced Diploma of Business

BSB60420 Advanced Diploma of Leadership and Management

STUDY ONLINE

Experienced senior managers, executives, CEOs, Directors, and business owners.

Course Details

Course Code:

BSB60120
BSB60420

Duration:

6-12 months
(depending on
experience)

Delivery:

Online + Unlimited
Phone Sessions

**Nationally
Recognised:**

Yes



Who is this course for?

This course is suitable for experienced senior managers, executives, CEOs, Directors, and business owners looking to implement real improvements into their organisations.

Broaden your skillset and expand on your expertise in areas such as strategic planning, managing organisational change, managing business growth, complex problem solving and organisational finances.

Here's what one of our students thinks...

"I learned far more than I expected and it gave me an opportunity to re-evaluate my existing business and implement improvements"

I recommend this course because you are so well supported and the learning materials are all provided."

Zachary Lockhart

Where can this course take you?

By gaining these qualifications with Global Training Institute, you will have the option to fast track your way to the third and final year of a Bachelor of Applied Management, or direct entry into the MBA pathway (skip 3 years of uni and save \$40k-60k.

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Units

There are **10 units** in this qualification.

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.

BSBCRT611
Apply critical thinking for complex problem solving

BSBSTR601
Manage innovation and continuous improvement

BSBLDR601
Lead and manage organisational change

BSBLDR602
Provide leadership across the organisation

BSBSTR602
Develop organisational strategies

BSBHRM614
Contribute to strategic workforce planning

BSBOPS601
Develop and implement business plans

BSBFIN601
Manage organisational finances

BSBSUS601
Lead corporate social responsibility

BSBTEC601
Review organisational digital strategy

Click the **FREE FUNDING QUIZ** icon on the right and complete a few questions to find out which funding option suits you best.

FREE FUNDING QUIZ
gti.edu.au/funding-quiz

NEXT STEPS

1

Choose Funding

Complete our **Funding Quiz** OR **Call Us on 1800 998 500** to find out what funding you are eligible for

2

Enrol!

Meet your Completion Coach and Trainer and get started on your course.

**Call us today on
1800 998 500!**