


Course Essentials and Pre-Enrolment Information







Enrolment into:

BSB42315 Certificate IV in Environmental Management and Sustainability

Qualifications Gained:

**BSB40120 Certificate IV in Business (Sustainability) +
BSB40120 Certificate IV in Business (Bonus)**

Qualification Name + Course Details	BSB42315 Certificate IV in Environmental Management and Sustainability / BSB40120 Certificate IV in Business (Sustainability)
Course Currency	Due to a Government change, you will be enrolling into the Certificate IV in Environmental Management and Sustainability and completing the latest course - BSB40120 Certificate IV in Business (Sustainability) , which supersedes the Certificate IV in Environmental Management and Sustainability
Certificate Recognized 	Yes. All qualifications offered by Global Training Institute are nationally recognised and align with the Australian Qualifications Framework. Your qualification is therefore recognised and valued by employers throughout Australia and often overseas.
Date of Effect:	01/06/2021
Covers Enrolments	1 st June 2021 – 17 April 2022
Speciality/Cohort	Suitable for: those wishing to improve their skills and knowledge in business, leadership, communication and sustainability
Delivery Method	Flexi Training – Mixture of Online + Phone or zoom sessions
Post Nominal	Yes. You will be able to use the letters CertIVBus(Sus) after your name when you complete your course.
Start Dates	Flexible. Year Round Start Dates. Means you can start any time. Fast Start & Quick Access to your Course.
Duration of Course	12 months: All the resources and assessments are available to you 24/7, so you can get in and complete as fast as you want.
Course Completion Date	12 months from your enrolment date. If deferral granted during Course: You will have 15 months to complete your course from your enrolment Access to course materials: 15 months from enrolment
Entry Requirements	Age: 18 Years or over Education: Year 12 pass or

	<ul style="list-style-type: none"> - Certificate III and 2+ Years relevant Industry Experience or - Proof of skills - Provide a current Resume or 2 Referees to testify to your ability to complete the course <p>English language: see 'English Requirements' in the footer of the website for more information.</p> <p>General: Motivation and a strong reason to complete and gain your qualification</p>
Materials/Equipment Needed	Computer, Internet access, Firefox or Chrome (not Internet Explorer). Students are required to have access to the internet and a computer in order to access their materials, and submit assessments online. A mobile phone is not sufficient.
Units in the Course	<p>12 Units are required to gain this qualification. Similar units to these need to be completed:</p> <p>BSBXC401 Apply communication strategies in the workplace BSBPEF403 Lead personal development BSBCRT411 Apply critical thinking to work practices BSBTEC404 Use digital technologies to collaborate in a work environment BSBTWK401 Build and maintain business relationships BSBPEF402 Develop personal work priorities BSBWHS411 Implement and monitor WHS policies, procedures and programs BSBSUS401 Implement and monitor environmentally sustainable work practices BSBSUS511 Develop workplace policies and procedures for sustainability BSBSUS413 Evaluate and report on workplace sustainability BSBSUS412 Develop and implement workplace sustainability plans BSBWRT411 Write complex documents</p>
Resources Provided:	<p>You will be provided with all the required materials to complete your training and assessments</p> <p>You will also have access to many additional Management, Business, Leadership and Career Success Resources and Templates.</p>
Training Support Services	<p>No additional cost. You will have access to your Trainer, Completion Coach and GTI office support staff, phone sessions, unlimited email support.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> Online Access</div> <div style="text-align: center;"> Tutor</div> <div style="text-align: center;"> Completion Coach</div> <div style="text-align: center;"> Unlimited Phone Sessions</div> <div style="text-align: center;"> Recorded Assessments</div> <div style="text-align: center;"> Resources</div> </div>
Additional Learner Support Services Available if required	No additional cost. Access to computer programs that will allow you to talk instead of typing.
Location of Training, Sessions & Times	You will arrange your training with your Trainer to suit you both. Training will be usually online plus sessions via phone, skype or similar. You will receive a Training/Completion Plan.
Attendance at training if required	Active (minimum monthly) communication with your Trainer is required. Attendance at any Zoom and tutorial sessions is not compulsory, however there is great value in attending any that are organised.

Access to Trainer	You will have regular contact (minimum monthly) with your Trainer via phone, email, and if convenient, face-to-face. You will know that they are just a phone call or email away whenever you need them.
Recommended study time per week	4-6 hours per week, if you have experience, allow more time if you do not.
Location of Assessing	Your assessments will often be developing workplace systems and procedures to improve your processes for either your existing workplace. These will need to be typed (or handwritten and scanned) and submitted into your Online Student Area. It is a very simple process.
Recognition of Prior Learning:	Yes, RPL is available for this course. Same tuition fee applies. At the beginning of each unit can use your previous experience and workplace documents as part of your assessments, and answer short answer questions.
Credit Transfer	Yes, if you have completed the exact same unit in another qualification, you will not need to redo that unit. Provide this information along with a copy of your Statement of Results with your Enrolment Form.
Any Work Experience/ Placement Required for completion of qualification:	No
Employment Guaranteed at end of Course	Sorry. GTI is unable to guarantee you any employment or promotions for which you apply. Many of our students have gained promotions and new after completing their course with us, and testify that their qualification helped them to gain it. See website for student testimonials.
Things to Keep in Mind as you Study with us. Your rights and obligations.	
Fees	Student Tuition Fees are required for enrolment in this course. Fees can be paid for by you individually or your employer. All fees must be paid before your qualification will be issued.
Tuition Fees + Maximum Course Cost	The tuition fee for this course is \$5750, paid for by your Employer.
Any additional costs involved:	No
Refund Conditions	Details are available in the Student Handbook
Your Rights	For information regarding your learner rights as a student with Global Training Institute, refer to the Student Handbook
Concerns, Queries, Complaints or Appeals about either Global Training or your training provider	Please contact Global Training Institute Follow the procedures listed in the footer on Global Training Institute website and refer to Student Handbook
Course Deferral, Extension or Withdrawal	Because you are signed up for a traineeship, if you wish to defer, withdraw or extend your course, you will need to confirm this with your employer prior to applying in writing using the relevant form, which you can find under the student forms accessible from the GTI website footer. Maximum deferral will be 3 months.

	Global Training Institute will then assess each application individually and will respond in writing within 5 working days. Full details of the policies regarding these are available in the Student Handbook available in the website footer.
Closure of the Company or ceasing of delivery of course	In the unforeseeable event of Global Training Institute closing or ceasing to deliver this course, please refer to the Student Handbook for your rights.
Your Obligations	For information regarding your obligations as a student with Global Training Institute, refer to the Student Handbook
USI	You will be required to obtain a Unique Student Identifier Number from the Government prior to enrolling in this course.
Training Provided by	Global Training Institute RTO No 31192.
Assessing Conducted by	Global Training Institute RTO No 31192.
Qualification Issued by	Global Training Institute RTO No 31192.
Quality of Training and Assessment	Global Training Institute is responsible for the quality of the training and assessment for this course in compliance with the Standards for Registered Training Organisations 2015 and for the issuance of the AQF certification documents
Partnership Training or Assessment Arrangements	No partnership arrangements currently exist for this course. Should this change, GTI will notify you.
Global Training Institute Details	Global Training Institute RTO No 31192 PO Box 377 Palmwoods QLD 4555 40 Main St Palmwoods 1800998500. 07 54573334 info@globaltraining.edu.au

We are looking forward to helping you to complete your course and Advance your Career.
The team at Global Training Institute