

With our programs you get to do it your way!

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Our training programs are student centred, interactive, creative, intuitive and enjoyable to give you the best experiential learning activities we can create, based on:

- I hear and I forget
- I see and I remember
- I do and I realise

With HBTA one gets to choose training options:

- custom designed qualifications using the full range of available electives
- the ability to select additional electives for an 'add-on' Statement of Attainment
- professional development programs
- non-accredited corporate training
- Recognition of Prior learning to validate

With a choice of participation methods:

- mentored one-on-one flexible learning
- mentored on-job training
- corporate groups (your venue or ours)
- small group webinars

With these great advantages:

- enrolment at any time
- Study plans to suit personal time availability
- Progress at learner's own pace*
- Corporate group and valued client discounts
- PAYG payment options for individuals

** Normal progression rules apply. Please ask for a full prospectus for full details of submission requirements.*

Fast Track Your Training Options

Full fee-for- service RPL assessment services are available from HBTA. Please contact us for more details.

Highly Recommended Electives

In making any elective choices you should be guided by your job role or the career moves you plan to implement.

We can assist you to make the most appropriate choices based on your needs, particularly when it comes to choosing between similar Units.



BSB50415 Diploma of Business Administration

Course cost: \$3,300 Mentored flexible delivery
\$850 Skills Recognition Assessment (RPL)
\$1,550 RPL with gap training

To complete this qualification you must enrol in 8 elective Units

- a. 5 elective units from Group A plus
- b. 3 elective units from Group B or any other currently endorsed Diploma Training package, or if not listed 1 may be selected from either Cert IV or Advanced Diploma

This qualification reflects the role of individuals who possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of a team.

Job Roles

- Administration Manager
- General Office Manager
- Office Manager.

Group A elective Units:

BSBADM502 Manage meetings
BSBADM503 Plan and manage conferences
BSBADM504 Plan or review administration systems
BSBADM506 Manage business document design and development
BSBFIM502 Manage payroll
BSBITB501 Establish and maintain a workgroup computer network
BSBPMG522 Undertake project work

Highly recommended Group B Units:

BSBCUS501 Manage quality customer service
BSBINN301 Promote innovation in a team environment
BSBMGT502 Manage people performance
BSBRKG502 Manage and monitor business or records systems
BSBSUS501 Develop workplace policy and procedures for sustainability
BSBWOR501 Manage personal work priorities and professional development

Other electives may be chosen from*:

BSBFIM501 Manage budgets and financial plans
BSBR501 Manage risk
BSBWHS501 Ensure a safe workplace

* 1 elective units may come from either a Certificate IV or Advanced Diploma qualification on our Scope for a specific job role

BSB51918 Diploma of Leadership and Management

Course cost: \$3,600 Mentored flexible delivery
\$850 Skills Recognition Assessment (RPL)
\$1,550 RPL with gap training

To complete this qualification you must enrol in 4 core units and 8 elective Units

- a. 4 elective units from Group A plus
- b. 3 elective units from Group B or any other currently endorsed Diploma Training package, or if not listed 1 may be selected from either Cert IV or Advanced Diploma

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements. They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

Job Roles

- Manager

Core Units:

BSBLDR511 Develop and use emotional intelligence
BSBMGT517 Manage operational plan
BSBLDR502 Lead and manage effective workplace relationships
BSBWOR502 Lead and manage team effectiveness

Group A elective Units: Choose at least 4

BSBCUS501 Manage quality customer service
BSBFIM501 Manage budgets and financial plans
BSBINN502 Build and sustain an innovative work environment
BSBLDR513 Communicate with influence
BSBMGT502 Manage people performance
BSBMGT516 Facilitate continuous improvement
BSBPMG522 Undertake project work
BSBR501 Manage risk
BSBWHS501 Ensure a safe workplace
BSBWOR501 Manage personal work priorities and professional development

Group B Units: 4 may be selected

BSBADM502 Manage meetings
BSBCOM503 Develop processes for the manages of breaches in compliance requirements
BSBHRM512 Develop and manage performance-management processes
BSBINM501 Manage and information or knowledge management system
BSBINN501 Establish systems that support innovation
BSBLED501 Develop a workplace learning environment
BSBMGT521 Plan, implement and review a quality assurance program
BSBSUS501 Develop workplace policy and procedures for sustainability

BSB51415 Diploma of Project Management

Course cost: \$3,600 Mentored flexible delivery
\$950 Skills Recognition Assessment (RPL)
\$1,950 RPL with gap training

To complete this qualification you must enrol in 12 Units

- a. 8 Core Units plus
- b. 4 elective units, from Group A or B or any other currently endorsed Diploma Training package

Elective units chosen must be relevant to the work and industry context for project management. They must not include the choice of the unit BSBPMG522A Undertake Project work.

This qualification reflects the role of individuals who apply project management skills and knowledge. They may manage projects in a variety of contexts, across a number of industry sectors. They have project leadership and management roles and are responsible for achieving project objectives. They possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

Job Roles

- Project Manager (generic)
- Project Manager (industry specific)
- Project Leader
- Project Team Leader
- Project Contract Manager
- Project Vendor Manager

Core Units

BSBPMG511 Manage project scope
BSBPMG512 Manage project time
BSBPMG513 Manage project quality
BSBPMG514 Manage project cost
BSBPMG515 Manage project human resources
BSBPMG516 Manage project information and communication
BSBPMG517 Manage project risk
BSBPMG521 Manage project integration

Group A elective Units:

BSBPMG518 Manage project procurement
BSBPMG519 Manage project stakeholder engagement
BSBPMG520 Manage project governance

Group B Units:

BSBINM501 Manage an information or knowledge management system
BSBINN502 Build and sustain an innovative work environment
BSBMGT516 Facilitate continuous improvement
BSBSUS501 Develop workplace policy and procedures for sustainability
BSBWHS506 Contribute to developing, implementing and maintaining WHS management systems
BSBWOR501 Manage personal work priorities and professional development
BSBWOR502 Ensure team effectiveness

BSB51615 Diploma of Quality Auditing

Course cost: \$3,300 Mentored flexible delivery
\$850 Skills Recognition Assessment (RPL)
\$1,550 RPL with gap training

To complete this qualification you must enrol in 8 elective Units

- a. 3 elective units from Group A plus
- b. 2 elective units from Group A or B or an equivalent level qualification within this Training Package
- c. The remaining 3 elective units from Group A or B or any currently endorsed Diploma Training package, or if not listed 1 may be selected from either Cert IV or Advanced Diploma.

This qualification reflects the role of individuals who possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of a team.

Job Roles

- Quality Assurance Manager
- Quality Facilitator
- Quality and Improvement Consultant
- Service Quality System Support Analyst

Group A elective Units:

BSBAUD402 Participate in a quality audit
BSBAUD501 Initiate a quality audit
BSBAUD503 Lead a quality audit
BSBAUD504 Report on a quality audit
BSBINM501 Manage an information or knowledge management system
BSBRSK501 Manage risk

Group B Units:

BSBMGT502 Manage people performance
BSBMGT516 Facilitate continuous improvement
BSBPMG513 Manage project quality
BSBSUS501A Develop workplace policy and procedures for sustainability
BSBWOR502 Ensure team effectiveness

Other electives

BSBWHS606 Conduct a WHS audit

Healthy Business Training Academy

PO Box 217,
Helensvale, QLD 4212

Phone: (07) 5502 6662

Mobile: 0407 292 661

Email: training@hbta.edu.au

Web: www.hbta.edu.au

Skype: amy.boleszny