With our programs you get to do it your way!

You get to do it your way!

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

You get to choose your 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 skills already acquired

• Austudy/Abstudy approved for some qualifications!

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.

Gain credit for existing skills and knowledge

Full fee-for-service RPL and RPL with gap training options are available from HBTA. Please contact us for more details.

Choosing 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.

The packaging rules may allow for the choice of additional units not shown on the lists from Certificate IV or above.

Healthy Business Training Academy

RO No: 30831

BSB50215 Diploma of Business

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 8 elective Units

6 of the elective units must be selected from the units listed below, with no more than 3 units selected from any one group

2 elective units may be selected from elective units listed below, from the BSB Business Services Training Package, or from any current accredited course or endorsed Training Package at this qualification level or Certificate IV or Advanced Diploma level. This qualification would apply to individuals with various job titles including executive officers, program consultants and program coordinators.

Individuals in these roles may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions. Conversely, it may also apply to those with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

Job Roles
- Manager
- Personnel Manager

There is a wide range of electives for this qualification. Not all of them are listed here. Please request a full list of electives offered, including Group C units.

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

Group E Units:

BSBINM501	Manage an information or knowledge management system
BSBINN501	Establish systems that support innovation
BSBINN502	Build and sustain an innovative work environment
BSBMGT403	Implement continuous improvement
BSBPMG522	Undertake project work
BSBRSK501	Manage risk
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBWOR501	Manage personal work priorities and professional development

Other electives may be chosen from*:

BSBCUS501	Manage quality customer service
BSBFIM501	Manage budgets and financial plans
BSBINN601	Implement diversity in the workplace
BSBMGT518	Manage people performance
BSBMGT518	Facilitate continuous improvement
BSBMKG608	Develop organisational marketing objectives
BSBWHS501	Ensure a safe workplace

BSB50415 Diploma of Business Administration

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 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
BSBRSK501	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

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: $3,600 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

BSB51915 Diploma of Leadership and Management

Course cost: $4,500 Mentored flexible delivery

                  $950   Skills Recognition Assessment (RPL)

                  $1,950 RPL with gap training

To complete this qualification you must enrol in 12 Units

4 core units plus
4 elective units from Group A plus
Up to 4 units from Group A or Group B

If not listed below up to 2 units may be chosen from Diploma level or above in the BSB Training Package or 1 unit may be chosen from any Training Package at Diploma level.

This qualification reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Their role may be in any industry or organisational setting. Typically people in these roles will have considerable experience in their respective industries or vocational areas and combine an informed perspective of specific work requirements with their managerial approaches. The qualification requires a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate own work or the work of a team.

Job Roles

- Manager

Core Units:

BSBLDR501	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:

BSBCUS501	Manage quality customer service
BSBFIM501	Manage budgets and financial plans
BSBHRM405	Support the recruitment, selection and induction of staff
BSBINN502	Build and sustain an innovative work environment
BSBLDR502	Communicate with influence
BSBLDR504	Implement diversity in the workplace
BSBMGT502	Manage people performance
BSBMGT516	Facilitate continuous improvement
BSBMGT518	Develop organisation policy
BSBPMG522	Undertake project work
BSBRSK501	Manage risk
BSBWHS501	Ensure a safe workplace
BSBWOR501	Manage personal work priorities and professional development

Group B Elective Units:

BSBADM502	Manage meetings
BSBCOM503	Develop processes for the management 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
BSBMGT501	Plan, implement and review a quality assurance program
BSBSUS501	Develop workplace policy and procedures for sustainability

Other electives may be chosen from:

BSBHRM506	Manage recruitment selection and induction processes
BSBINN601	Lead and manage organisational change
BSBMGT616	Develop and implement strategic plans

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