

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



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 skills already acquired
- Austudy/Abstudy approved!

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 several of our programs you will find lists of highly recommended electives.

These are the Units providing the skills most sought after by employers and people seeking advancement.

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.

Certificate 3 Guarantee

The following qualifications are partially funded in Queensland for eligible students:

- BSB30412 Certificate III in Business Administration
- BSB31112 Certificate 3 in Business Administration (Medical)
- BSB40407 Certificate IV in Small Business Management

A co-payment is required and this is reduced for concession students. Please refer to information on our web site for funding and fees details.

RTO No: 30831



BSB30412 Certificate III in Business Administration

Course cost: \$2990 Mentored flexible delivery
\$850 Skills Recognition Assessment (RPL)
\$1550 RPL with gap training

To complete this qualification you must enrol in 13 Units

- 2 core Units plus
- 7 Administrative electives plus
- 4 elective units from the lists below or imported Units

This qualification reflects the role of individuals who apply a broad range of administrative competencies in varied work contexts, using some discretion and judgment. They may provide technical advice and support to a team.

Job Roles

- Accounts Receivable Clerk
- Accounts Payable Clerk
- Clerk
- Data Entry Operator
- Junior Personal Assistant
- Receptionist
- Office Administration Assistant
- Office Administrator
- Word Processing Operator.

Core Units:

BSBITU307A Develop keyboarding speed and accuracy
BSBWHS201A Contribute to health & safety of self & others

7 Units must be chosen from this list:

Administration Units

BSBFIA302A Process payroll
BSBFIA303A Process accounts payable and receivable
BSBFIA304A Maintain a general ledger
BSBADM307B Organise schedules
BSBITU302B Create electronic presentations
BSBITU303A Design and produce text documents
BSBITU304A Produce spreadsheets
BSBITU306A Design and produce business documents
BSBITU309A Produce desktop published documents
BSBWRT301A Write simple documents

4 additional electives to be chosen from the lists below

Highly recommended Units:

BSBCUS301B Deliver and monitor a service to customers
BSBWOR301B Organise personal work priorities and development
BSBINM301A Organise workplace information

Other electives may be chosen from*:

BSBDIV301A Work effectively with diversity
BSBFIA301A Maintain financial records
BSBADM311A Maintain business resources
BSBINM302A Utilise a knowledge management system
BSBINM303A Handle receipt and despatch of information
BSBINN201A Contribute to workplace innovation
BSBCMM301B Process customer complaints
BSBITU301A Create and use databases
BSBITU305A Conduct online transactions
BSBPRO301A Recommend products and services
BSBSUS201A Participate in environmentally sustainable work practices
BSBWOR204A Use business technology

* 2 elective units may come from either a Certificate II or Certificate IV qualification on our Scope for a specific job role

BSB3091 2 Certificate III in Business Administration (Education)

Note: This program has been designed specifically to meet the needs of RTOs and other VET providers

Course cost: \$2990 Mentored flexible delivery
\$850 Skills Recognition Assessment (RPL)
\$1550 RPL with gap training

To complete this qualification you must enrol in 13 Units

- 2 core Units plus
- 1 Industry context elective
- 5 elective units from the Education Administration list
- 5 electives from the Generic Administration lists

This qualification reflects the role of individuals who apply a broad range of administrative competencies in an educational or school support work context, using some discretion and judgment. They may provide technical advice and support to a team.

Job Roles

- Education Program Support Worker
- School Support Officer
- Student Recruitment and Admissions Assistant
- Student Services Officer
- Student Support Assistant

Core Units:

BSBITU307A Develop keyboarding speed and accuracy
BSBWHS201A Contribute to health & safety of self & others

Industry context elective:

BSBIND301A Work effectively in an educational environment

Education Administration electives:

BSBADM405B Organise meetings
BSBADM406B Organise business travel
BSBCUS301B Deliver and monitor a service to customers
BSBEBU401A Review and maintain a website
BSBMKG408B Conduct market research
PSPGOV314A Contribute to conflict management

Generic Administration electives:

BSBADM307B Organise schedules
BSBADM311A Maintain business resources
BSBCMM301B Process customer complaints
BSBDIV301A Work effectively with diversity
BSBFIA301A Maintain financial records
BSBFIA302A Process payroll
BSBFIA303A Process accounts payable and receivable
BSBFIA304A Maintain a general ledger
BSBINM301A Organise workplace information
BSBINN201A Contribute to workplace innovation
BSBITU302B Create electronic presentations
BSBITU303A Design and produce text documents
BSBITU304A Produce spreadsheets
BSBITU305A Conduct online transactions
BSBITU306A Design and produce business documents
BSBITU309A Produce desktop published documents
BSBSUS201A Participate in environmentally sustainable work practices
BSBWRT301A Write simple documents

BSB31112 Certificate III in Business Administration (Medical)

Course cost: \$2990 Mentored flexible delivery
\$850 Skills Recognition Assessment (RPL)
\$1550 RPL with gap training

To complete this qualification you must enrol in 13 Units:

- 2 core units plus
- 5 Medical Administration units plus
- 4 General Administration units plus
- 2 other Generic elective units

This qualification reflects the role of individuals who apply a broad range of competencies in various medical administration contexts. They may exercise discretion and judgment using appropriate knowledge to provide technical advice and support to a team.

Job Roles

- Medical Receptionist
- Medical Records Clerk
- Medical Secretary.

Core Units:

BSBITU307A Develop keyboarding speed and accuracy
BSBWHS201A Contribute to health & safety of self & others

Medical Administration Units:

BSBMED301B Interpret and apply medical terminology appropriately
BSBMED302B Prepare and process medical accounts
BSBMED303B Maintain patient records
BSBMED304B Assist in controlling stocks and supplies
BSBMED305B Apply the principles of confidentiality, privacy and security within the medical environment
BSBMED401B Manage patient record keeping system

General Administration Units:

BSBADM307B Organise schedules
BSBFIA302A Process payroll
BSBFIA303A Process accounts payable and receivable
BSBFIA304A Maintain a general ledger
BSBITU302B Create electronic presentations
BSBITU303A Design and produce text documents
BSBITU304A Produce spreadsheets
BSBITU306A Design and produce business documents
BSBITU309A Produce desktop published documents
BSBWRT301A Write simple documents

Generic Units:

BSBADM311A Maintain business resources
BSBCMM301B Process customer complaints
BSBCUS301B Deliver and monitor a service to customers
BSBDIV301A Work effectively with diversity
BSBFIA301A Maintain financial records
BSBINM301A Organise workplace information
BSBINM302A Utilise a knowledge management system
BSBINM303A Handle receipt and despatch of information
BSBINN201A Contribute to workplace innovation
BSBITU301A Create and use databases
BSBITU305A Conduct online transactions
BSBSUS201A Participate in environmentally sustainable work practices
BSBWOR204A Use business technology
BSBWOR301B Organise personal work priorities and development

BSB40407 Certificate IV in Small Business Management

Course cost: \$3300 mentored flexible delivery
\$850 Skills Recognition Assessment (RPL)
\$1550 RPL with gap training

To complete this qualification you must enrol in 10 Units:

- 5 core units plus
- 6 Elective Units chosen from the list below

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Job Roles

- Business proprietor
- Small business manager

Core Units:

BSBSMB401A Establish legal and risk management requirements of small business
BSBSMB402A Plan small business finances
BSBSMB403A Market the small business
BSBSMB404A Undertake small business planning

Highly Recommended Electives:

BSBCUS401B Coordinate implementation of customer service strategies
BSBMKG413A Promote products and services
BSBSMB405B Monitor and manage small business operations
BSBSMB406A Manage small business finances
BSBSMB407A Manage a small team

Other electives may be chosen from:

BSBCRT501A Originate and develop concepts
BSBFIA402A Report on financial activity
BSBMKG418B Undertake marketing activities
BSBPMG522A Undertake project work
BSBRES401A Analyse and present research information
BSBREL402A Build client relationships and business obligations
BSBRISK401A Identify risk and apply risk management processes
BSBSMB408B Manage personal, family, cultural and business obligations
BSBSMB409A Build and maintain relationships with small business stakeholders
BSBSUS301A Implement and monitor environmentally sustainable work practices
BSBWHS401A Implement and monitor WHS policies, procedures and programs to meet legislative requirements
PSPGOV407A Provide a quotation

Additional electives are also available for this qualification.

BSB40507 Certificate IV in Business Administration

Course cost: \$3300 mentored flexible delivery
\$850 Skills Recognition Assessment (RPL)
\$1550 RPL with gap training

To complete this qualification you must enrol in 10 Units:

- 5 Administration Units plus
- 5 elective units, including at least 1 chosen from remaining Administration Units
- 1 unit may be selected from a Certificate III or Diploma qualification.

This qualification reflects the role of individuals who use well-developed administrative skills and a broad knowledge base in a wide variety of administrative contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Job roles

- Accounts Supervisor
- Executive Personal Assistant
- Office Administrator
- Project Assistant.

Administration Units:

BSBFIA401A Prepare financial reports
BSBADM405B Organise meetings
BSBADM406B Organise business travel
BSBINM401A Implement workplace information system
BSBITU401A Design and develop complex text documents
BSBITU402A Develop and use complex spreadsheets
BSBITU404A Produce complex desktop published documents
BSBWRT401A Write complex documents

Highly Recommended Electives:

BSBCUS401B Coordinate implementation of customer service strategies
BSBMKG413A Promote products and services
BSBWHS401A Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBRISK401A Identify risk and apply risk management processes

Other electives may be chosen from*

BSBADM407B Administer projects
BSBADM409A Coordinate business resources
BSBCMM401A Make a presentation
BSBCUS402B Address customer needs
BSBEBU401A Review and maintain a website
BSBFIA402A Report on financial activity
BSBINN301A Promote innovation in a team environment
BSBITS401B Maintain business technology
BSBMKG414B Undertake marketing activities
BSBREL401A Establish networks
BSBRES401A Analyse and present research information
BSBSUS301A Implement and monitor environmentally sustainable work practices

BSB40812 Certificate IV in Frontline Management

Course cost: \$3300 mentored flexible delivery
\$850 Skills Recognition Assessment (RPL)
\$1550 RPL with gap training

To complete this qualification you must enrol in 10 Units:

- 4 core units plus
- 6 Elective Units

This qualification reflects the role of individuals who take the first line of management in a wide range of organisational and industry contexts.

They may have existing qualifications and technical skills in any given vocation or profession, yet require skills or recognition in supervisory functions. Typically they would report to a manager.

At this level frontline managers provide leadership and guidance to others and take responsibility for the effective functioning and performance of the team and its work outcomes.

Job Roles

- Coordinator
- Leading Hand
- Supervisor
- Team Leader.

Core Units:

BSBMGT401A Show leadership in the workplace
BSBMGT402A Implement operational plan
BSBWHS401A Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWOR402A Promote team effectiveness

Highly Recommended Electives:

BSBCUS401B Coordinate implementation of customer service strategies
BSBLED401A Develop teams and individuals
BSBMKG413A Promote products and services
BSBRISK401A Identify risk and apply risk management Processes

Other electives may be chosen from*:

BSBADM409A Coordinate business resources
BSBCUS402B Address customer needs
BSBCUS403B Implement customer service standards
BSBFIA402A Report on financial activity
BSBINM401A Implement workplace information system
BSBINN301A Promote innovation in a team environment
BSBCMM401A Make a presentation
BSBITS401B Maintain business technology
BSBMGT403A Implement continuous improvement
BSBMGT404A Lead and facilitate offsite staff
BSBMKG413A Promote products and services
BSBPMG522A Undertake project work
BSBREL401A Establish networks
BSBRES401A Analyse and present research information
BSBRISK401A Identify risk and apply risk management processes
BSBSUS301A Implement and monitor environmentally sustainable work practices
BSBWOR401A Establish effective workplace relationship
BSBWOR404B Develop work priorities
BSBWRT401A Write complex documents

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