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
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
- BSBFIMS02 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*:
- BSBFIMS01 Manage budgets and financial plans
- SBRSK501 Manage risk
- BSWHSS501 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

Note that BSB51107 Diploma of Management qualification is in teach out but may still be undertaken provided that you finish your course by the end of February 2016.

Please see page 4 for course details.

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
- BSBFIMS01 Manage budgets and financial plans
- BSBLRHM405 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
- SBRSK501 Manage risk
- BSWHSS501 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
- BSBLRHM512 Develop and manage performance-management processes
- BSBSUS501 Manage and information or knowledge management system
- BSBLRHM501 Establish systems that support innovation
- BSBBLED501 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:
- BSBLRHM506 Manage recruitment selection and induction processes
- BSBLRHM501 Lead and manage organisational change
- BSBMGT616 Develop and implement strategic plans
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
- BSBRSK501 Manage risk
- BSBMGT502 Manage people performance
- BSBMGT516 Facilitate continuous improvement
- BSBPMG513 Manage project quality
- BSBSUS501A Develop workplace policy and procedures for sustainability
- BSBWOR502 Ensure team effectiveness
- BSBWHS606 Conduct a WHS audit

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
BSB1107 Diploma of Management

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 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

Group A elective Units:
BSBCUS501C Manage quality customer service
BSBFIM501A Manage budgets and financial plans
BSBINM501A Manage information or knowledge management system
BSBLED501A Develop a workplace learning environment
BSBMGT406A Plan and monitor continuous improvement
BSBMGT502B Manage people performance
BSBMGT515A Manage operational plan
BSBMGT516C Facilitate continuous improvement
BSBPMG522A Undertake project work
BSBRSK501B Manage risk
BSBWHS501A Ensure a safe workplace
BSBWOR501B Manage personal work priorities and professional development
BSBWOR502B Ensure team effectiveness

Highly recommended Group B Units:
BSBCOM503B Develop processes for the management of breaches in compliance requirements
BSBDIV501A Manage diversity in the workplace
BSBHRM405A Support the recruitment, selection and induction of staff
BSBHRM512A Manage workforce planning
BSBHRM513A Manage workforce planning
BSBINN501A Establish systems that support innovation
BSBINN502A Build and sustain an innovative work environment
BSBPRR501A Manage intellectual property to protect and grow business
BSBSUS501A Develop workplace policy and procedures for sustainability
BSBWRK510A Manage employee relations

Other electives may be chosen from:
BSBADM502B Manage meetings
BSBHRM506A Manage recruitment selection and induction processes

This qualification is in teach out.

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