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 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 student manual 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.

We no longer offer government funded programs due to lack of public demand.

Instalment options are available or you can pay unit by unit through a course.

RTO No: 30831
BSB30415 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

a. 2 core Units plus
b. 7 Administrative electives plus
c. 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:
- BSBITU307  Develop keyboarding speed and accuracy
- BSBWS201  Contribute to health & safety of self & others

7 Units must be chosen from this list:

Administration Units
- BSFIU302  Process payroll
- BSFIU303  Process accounts payable and receivable
- BSFIU304  Maintain a general ledger
- BSADM307  Organise schedules
- BSBITU302  Create electronic presentations
- BSBITU303  Design and produce text documents
- BSBITU304  Produce spreadsheets
- BSBITU306  Design and produce business documents
- BSBITU309  Produce desktop published documents
- BSOWRT301  Write simple documents

4 additional electives to be chosen from the lists below

Highly recommended Units:
- BSCUS301  Deliver and monitor a service to customers
- BSOWR301  Organise personal work priorities and development
- BSCIN301  Organise workplace information

Other electives may be chosen from*:
- BSBDIV301  Work effectively with diversity
- BSFIU301  Maintain financial records
- BSBADM311  Maintain business resources
- BSBINM302  Utilise a knowledge management system
- BSBINM303  Handle receipt and despatch of information
- BSINN201  Contribute to workplace innovation
- BSCOMM301B  Process customer complaints
- BSBITU301  Create and use databases
- BSBITU305  Conduct online transactions
- BSBSU301  Recommend products and services
- BSBSUS201  Participate in environmentally sustainable work practices
- BSOWR204A  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

BSB31115 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:

a. 2 core units plus
b. 5 Medical Administration units plus
c. 4 General Administration units plus
d. 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:
- BSBITU307  Develop keyboarding speed and accuracy
- BSBWHS201  Contribute to health & safety of self & others

Medical Administration Units:
- BSBMED301  Interpret and apply medical terminology appropriately
- BSBMED302  Prepare and process medical accounts
- BSBMED303  Maintain patient records
- BSBMED304  Assist in controlling stocks and supplies
- BSBMED305  Apply the principles of confidentiality, privacy and security within the medical environment
- BSBMED401  Manage patient record keeping system

General Administration Units:
- BSBADM307  Organise schedules
- BSFIU302  Process payroll
- BSFIU303  Process accounts payable and receivable
- BSFIU304  Maintain a general ledger
- BSBITU302  Create electronic presentations
- BSBITU303  Design and produce text documents
- BSBITU304  Produce spreadsheets
- BSBITU306  Design and produce business documents
- BSBITU309  Produce desktop published documents
- BSOWRT301  Write simple documents

Generic Units:
- BSBADM311  Maintain business resources
- BSBADM301  Process customer complaints
- BSCUS301  Deliver and monitor a service to customers
- BSBDIV301  Work effectively with diversity
- BSFIU301  Maintain financial records
- BSBINM301  Organise workplace information
- BSBINM302  Utilise a knowledge management system
- BSINN201  Contribute to workplace innovation
- BSCINN201  Contribute to workplace innovation
- BSBITU301  Create and use databases
- BSBITU305  Conduct online transactions
- BSBSUS201  Participate in environmentally sustainable work practices
- BSOWR204  Use business technology
- BSOWR301  Organise personal work priorities and development
BSB42015 Certificate IV in Leadership and Management

Course cost: $3800.00 mentored flexible delivery
$650.00 Skills Recognition Assessment (RPL)
$1500.00 RPL with gap training

To complete this qualification you must enrol in 10 Units:
  a. 4 core units plus
  b. 8 Elective Units
    4 units must be from Group A
    Up to 4 units may be additional units selected from Group A
    Up to 4 units may be selected from Group B
    If not listed below, 1 unit may be from any currently endorsed
    Training Package at Certificate IV level or above OR any
    accredited course at Certificate IV level.

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts. As well as assuming responsibility for their own performance, individuals at this level provide leadership, guidance and support to others. They also have some responsibility for organising and monitoring the output of their team. They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

Job Roles
- Coordinator
- Leading Hand
- Supervisor
- Team Leader.

Core Units:
BSBLDR401 Communicate effectively as a workplace leader
BSBLDR402 Lead effective workplace relationships
BSBLDR403 Lead team effectiveness
BSBMGT402 Implement operational plan

Group A Electives:
BSBFIA402 Report on financial activity
BSBINN301 Promote innovation in a team environment
BSBLDR404 Lead a diverse workforce
BSBMGT403 Implement continuous improvement
BSBREL402 Build client relationships and business networks
BSBRSK401 Identify risk and apply risk management processes
BSBWHSA01 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWOAR04 Develop work priorities
TAEDEL404A Mentor in the workplace

Group B Electives
BSBADM409A Coordinate business resources
BSBCOMM401 Make a presentation
BSBCOM406 Conduct work within a compliance framework
BSBCUS401 Coordinate implementation of customer service strategies
BSBCUS402 Address customer needs
BSBCUS403 Implement customer service standards
BSBINM401 Implement workplace information system
BSDBLED401 Develop teams and individuals
BSBMGT401 Show leadership in the workplace
BSBMGT404 Lead and facilitate offsite staff
BSBKG413 Promote products and services
BSBPMG522 Undertake project work
BSBRES401 Analyse and present research information
BSBSUS301 Implement and monitor environmentally sustainable work practices
BSBWR401 Write complex documents

BSB42615 Certificate IV in New Small Business

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:
  a. 5 core units plus
  b. 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:
BSBSMB401 Establish legal and risk management requirements of small business
BSBSMB402 Plan small business finances
BSBSMB403 Market the small business
BSBSMB404 Undertake small business planning

Highly Recommended Electives:
BSBCUS401 Coordinate implementation of customer service strategies
BSBMKG413 Promote products and services
BSBSMB405 Monitor and manage small business operations
BSBSMB406 Manage small business finances
BSBSMB407 Manage a small team

Other electives may be chosen from:
BSBRCRT501 Originate and develop concepts
BSBFIA402 Report on financial activity
BSBKG418 Undertake marketing activities
BSBPMG522 Undertake project work
BSBRES401 Analyse and present research information
BSBREL402 Build client relationships and business obligations
BSBRSK401 Identify risk and apply risk management processes
BSBSMB408 Manage personal, family, cultural and business obligations
BSBSMB409 Build and maintain relationships with small business stakeholders
BSBSUS301 Implement and monitor environmentally sustainable work practices
BSBWHSA01 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
PSPGOV407A Provide a quotation

Additional electives are also available for this qualification.