

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 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

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.

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

- 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:

BSBITU307 Develop keyboarding speed and accuracy
BSBWHS201 Contribute to health & safety of self & others

7 Units must be chosen from this list:

Administration Units

BSBFIA302 Process payroll
BSBFIA303 Process accounts payable and receivable
BSBFIA304 Maintain a general ledger
BSBADM307 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
BSBWRT301 Write simple documents

4 additional electives to be chosen from the lists below

Highly recommended Units:

BSBCUS301 Deliver and monitor a service to customers
BSBWOR301 Organise personal work priorities and development
BSBINM301 Organise workplace information

Other electives may be chosen from*:

BSBDIV301 Work effectively with diversity
BSBFIA301 Maintain financial records
BSBADM311 Maintain business resources
BSBINM302 Utilise a knowledge management system
BSBINM303 Handle receipt and despatch of information
BSBINN201 Contribute to workplace innovation
BSBCMM301B Process customer complaints
BSBITU301 Create and use databases
BSBITU305 Conduct online transactions
BSBPRO301 Recommend products and services
BSBSUS201 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

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:

- 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:

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
BSBFIA302 Process payroll
BSBFIA303 Process accounts payable and receivable
BSBFIA304 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
BSBWRT301 Write simple documents

Generic Units:

BSBADM311 Maintain business resources
BSBCMM301 Process customer complaints
BSBCUS301 Deliver and monitor a service to customers
BSBDIV301 Work effectively with diversity
BSBFIA301 Maintain financial records
BSBINM301 Organise workplace information
BSBINM302 Utilise a knowledge management system
BSBINM303 Handle receipt and despatch of information
BSBINN201 Contribute to workplace innovation
BSBITU301 Create and use databases
BSBITU305 Conduct online transactions
BSBSUS201 Participate in environmentally sustainable work practices
BSBWOR204 Use business technology
BSBWOR301 Organise personal work priorities and development

BSB42015 Certificate IV in Leadership and Management

Course cost: \$3800.00 mentored flexible delivery
\$850.00 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
BSBRISK401	Identify risk and apply risk management processes
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWOR404	Develop work priorities
TAEDEL404A	Mentor in the workplace

Group B Electives

BSBADM409A	Coordinate business resources
BSBCMM401	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
BSBMKG413	Promote products and services
BSBPMG522	Undertake project work
BSBRES401	Analyse and present research information
BSBSUS301	Implement and monitor environmentally sustainable work practices
BSBWRT401	Write complex documents

BSB42618 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. 4 core units plus
- b. 6 Elective Units chosen from the list below, or from any other Certificate IV course on our scope.

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
BSBSMB403	Market the small business
BSBSMB404	Undertake small business planning
BSBSMB421	Manage small business finances

Small Business Electives:

BSBSMB201	Identify suitability for micro business
BSBSMB301	Identify microbusiness opportunities
BSBSMB407	Manage a small team
BSBSMB408	Manage personal, family, cultural and business obligations
BSBSMB409	Build and maintain relationships with small business stakeholders
BSBSMB420	Evaluate and develop small business operations

Other electives may be chosen from:

BSBADM409	Coordinate business resources
BSBEBU401	Review and maintain a web site*
BSBFIA412	Report on financial activity
BSBINN301	Promote innovation in a team environment
BSBREL402	Build client relationships and business obligations
BSBRES411	Analyse and present research information
BSBSUS301	Implement and monitor environmentally sustainable work practices
PSPGEN028	Provide a quotation

Additional electives are also available for this qualification. Please discuss your needs with the RTO before making a final choice.

More information may be found on <https://training.gov.au/Training/Details/BSB42618>

* Special conditions apply.

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