



### With our programs You get to do it your way!

Our training programs are student centred, interactive, creative, intuitive and enjoyable to give you experiential learning activities, based on:

- I hear and I forget
- I see and remember
- I do and I realise

With HBTA you have a choice of 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 based on work experience and previous studies

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 your own pace\*
- corporate group and valued client
- discounts
- PAYG payment options for individuals

*\* Progression rules apply and there are time limits for completion of studies. More details are given on enrolment forms and in the student manual.*

### Time limits to complete the qualifications

The volume of learning for a Diploma is 12 months, unless there are factors such as your prior learning and experience that can shorten the course duration. You are allowed up to 18 months to complete your studies.

You may take up to a year to complete a qualification if studying part time and you need to keep us informed of any special circumstances for which you might be allowed an extension.

### Fast Track Your Training Options

It is possible to integrate real work experience into course studies.

If you have workplace evidence that matches the study assessment tasks, you can discuss this with your assessor.

Remember to get permission for this from your employer.

### Keep us up to date

If you change your name, address or contact details you need to keep us informed.

It is also very important to make sure your details match your records for USI.

It is the little things that cause delays in issuing your qualifications.

## BSB50415 Diploma of Business Administration

Course cost: \$3,300 Mentored flexible delivery  
\$1,750 Skills Recognition Assessment (RPL)  
\$2,300 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

## BSB51918 Diploma of Leadership and Management

Course cost: \$3,600 Mentored flexible delivery  
\$1,750 Skills Recognition Assessment (RPL)  
\$2,300 RPL with gap training

### To complete this qualification you must enrol in 12 Units

- a. Four core units
- b. 4 elective units from Group A plus
- c. 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 apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements. They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

### Job Roles

- Manager

### Core Units:

BSBLDR511	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: Choose at least 4

BSBCUS501	Manage quality customer service
BSBFIM501	Manage budgets and financial plans
BSBINN502	Build and sustain an innovative work environment
BSBLDR513	Communicate with influence
BSBMGT502	Manage people performance
BSBMGT516	Facilitate continuous improvement
BSBPMG522	Undertake project work
BSBRSK501	Manage risk
BSBWHS501	Ensure a safe workplace
BSBWOR501	Manage personal work priorities and professional development

### Group B Units: 4 may be selected

BSBADM502	Manage meetings
BSBCOM503	Develop processes for the manages 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
BSBMGT521	Plan, implement and review a quality assurance program
BSBSUS501	Develop workplace policy and procedures for sustainability



## BSB51415 Diploma of Project Management

Course cost: \$3,600 Mentored flexible delivery  
\$1,750 Skills Recognition Assessment (RPL)  
\$2,300 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 BSBPMG522 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: \$3,300 Mentored flexible delivery  
\$1,750 Skills Recognition Assessment (RPL)  
\$2,300 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  
BSBSUS501 Develop workplace policy and procedures for sustainability  
BSBWOR502 Ensure team effectiveness

## Healthy Business Training Academy

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