



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 Certificate IV is 6 months, unless there are factors such as your prior learning and experience that can shorten the course duration. You are allowed up to 12 months to complete your studies.

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.



BSB42015 Certificate IV in Leadership and Management

Course cost: \$3800 mentored flexible delivery
\$1750 Skills Recognition Assessment (RPL)
\$2200 RPL with gap training

To complete this qualification you must enrol in 12 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 on our scope.

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
TAEDEL404	Mentor in the workplace

Group B Electives

BSBADM409	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
BSBSUS401	Implement and monitor environmentally sustainable work practices
BSBWRT401	Write complex documents

More information may be found on <https://training.gov.au/Training/Details/BSB42015>

BSB42618 Certificate IV in New Small Business

Course cost: \$3300 mentored flexible delivery
\$1750 Skills Recognition Assessment (RPL)
\$2200 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
BSBEU401	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
BSBSUS401	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>

BSB41515 Certificate IV in Project Management Practice

Course cost: \$3800 mentored flexible delivery
\$1750 Skills Recognition Assessment (RPL)
\$2200 RPL with gap training

To complete this qualification you must enrol in 9 Units:

- a. 3 core units plus
- b. 3 units must be from Group A elective units below
- c. the remaining 3 units may be from Group A, Group B or any endorsed Training Package course at Certificate IV level or higher on our scope.

This qualification is suitable for autonomous individuals who identify and apply project management skills and knowledge in a wide variety of contexts. Job titles for these roles may include contracts officers, project administrators, quality officers and small business operators.

Individuals in these roles might be members of a project team, with no direct responsibility for overall project outcomes. Primarily, these roles would support wider project operations. They may use project tools and methodologies selectively to support organisational or business activities.

Job Roles

- Contracts officers
- Project administrators
- Quality officers
- Small Business Operators

Core Units:

BSBPMG409 Apply project scope management techniques
BSBPMG410 Apply project time management techniques
BSBPMG411 Apply project quality management techniques

Group A Electives:

BSBPMG412 Apply project cost management techniques
BSBPMG413 Apply project human resources management approaches
BSBPMG414 Apply project information management and communications techniques
BSBPMG415 Apply project risk management techniques
BSBPMG416 Apply project procurement procedures
BSBPMG417 Apply project life cycle management processes
BSBPMG418 Apply project stakeholder engagement techniques

Group B Electives

BSBADM405 Organise meetings
BSBCEU505 Survey stakeholders to gather and record information
BSBLEG515 Apply the principles of contract law
BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBXBD401 Capture and store big data
BSBXBD403 Analyse big data

Imported Electives

BSBLDR401 Communicate effectively as a workplace leader
BSBMGT403 Implement continuous improvement
BSBMGT404 Lead and facilitate off-site staff
BSBRES411 Analyse and present research information
BSBWOR404 Develop work priorities
BSBSUS401 Implement and monitor environmentally sustainable work practices

More information may be found on <https://training.gov.au/Training/Details/BSB41515>



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