



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.

BSB51918 Diploma of Leadership and Management

Course cost: \$4,200 Mentored flexible delivery
\$4,200 Skills Recognition Assessment (RPL)

To complete this qualification you must enrol in 12 Units

- Four core units
- 4 elective units from Group A plus
- 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 |
| BSBRISK501 | 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
\$3,600 Skills Recognition Assessment (RPL)

To complete this qualification you must enrol in 12 Units

- 8 Core Units plus
- 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
\$3,300 Skills Recognition Assessment (RPL)

To complete this qualification you must enrol in 8 elective Units

- 3 elective units from Group A plus
- 2 elective units from Group A or B or an equivalent level qualification within this Training Package
- 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 |
| BSBR501 | 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 |



Transition to new BSB qualifications

BSB50415 Diploma of Business Administration

This qualification has been superseded and no new enrolments are being taken. We will not be offering the replacement qualification in the near future.

BSB51415 Diploma of Project Management

This qualification is in teach out and will be replaced by the new qualification on our scope shortly.

Students undertaking the BSB51415 will be kept informed of transition and credit transfer arrangements.

BSB51918 Diploma of Leadership and Management

This qualification is in teach out and will be replaced by the new qualification on our scope shortly.

Students undertaking the BSB51918 will be kept informed of transition and credit transfer arrangements.

BSB51615 Diploma of Quality Auditing

This qualification has been superseded and is in teach out until April 2022.

An addition to scope application is in process for the new qualification which has the addition of a new set of electives on compliance. This new section is also a Skills Set.

Students undertaking the BSB51615 will be kept informed of transition and credit transfer arrangements.

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