

HLT23215 CERTIFICATE II IN HEALTH SUPPORT SERVICES (HEALTH ADMINISTRATION)

Gain the essential skills and knowledge to enter the fast-growing Health Industry in a support administrative role

Duration: 12-24 Months

Method: Online | Blended | RPL

Payment: Upfront, Pay Per Unit

Funding: Certificate 3 Guarantee, VETiS

What Can I Expect?

Play a support role in the delivery of health services in an administrative role in a public or community health setting such as aged care, residential care, community centre or hospital.

This qualification provides you with entry-level skills to kickstart your career in the health industry. Specialising in Health Administration, you will learn how to communicate and work within a fast-growing industry, discover strategies for working with diverse people, and deliver a high standard of service to the community. People working in this sector have high job satisfaction by supporting key health personnel with the common goal of health and wellbeing of people in the community as well as learning key administrative functions and services to customers.



HEALTH
ADMINISTRATION



MEDICAL
RECEPTIONIST



DDOCTORS
ADMINISTRATION



SUPPORT SERVICES
ASSISTANT



Industry Experts



Live Webinars



Nationally Recognised



Blended Learning



Pathways to University



Rolling Enrolments

Core Units

CHCCOM005 Communicate and work in health or community services

CHCDIV001 Work with diverse people

HLTWHS002 Follow safe work practices for direct client care

HLTINF001 Comply with infection prevention and control policies and procedures

Electives

BSBADM101 Use business equipment and resources

BSBCUS201 Deliver a service to customers

BSBINM201 Process and maintain workplace information

BSBITU201 Produce simple word processed documents

BSBITU202 Create and use spreadsheets

BSBWOR202 Organise and complete daily work activities

BSBWOR204 Use business technology

BSBWOR203 Work effectively with other

QUALIFICATION STRUCTURE

Packaging Rules

Total Number of Units: 12
4 Core Units Plus
8 Elective Units

Entry Requirements

Not Applicable.

Workplace Requirements

Students may be required to undertake practical workplace tasks in an approved workplace/environment to complete their qualifications.



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