



CAPITAL CAREERS

CAREER COUNSELLORS & TRAINING CONSULTANTS

RTO ID 2194



**WE CARE
FOR YOUR
EDUCATION**

HLT23215 CERTIFICATE II IN HEALTH SUPPORT SERVICES

This qualification reflects the role of workers who provide support for the effective functioning of health services. At this level workers complete tasks under supervision involving known routines and procedures or complete routine but variable tasks in collaboration with others in a team environment.

CAREER OPPORTUNITIES

Health Administration Speciality

- Admissions Clerk (Health Services)
- Health Administrative Worker
- Client Assistant
- Health Support Services Worker

Client Support Speciality

- Health Services Assistant
- Hospital Porter
- Housekeeping Attendant
- Nurse's Aide
- Ward Assistant
- Ward Clerk



This training is subsidised by the NSW Government under the Smart & Skilled Program. Eligibility Criteria apply*

02 6253 0682
0468 390 176



COURSE DETAILS

There are 12 units of competency that must be completed as part of this qualification. This is made up of 4 core units and 8 elective units.

Course Duration: 10 weeks of face to face classes + home study and assessments

Refer to www.capitalcareers.com.au for full list of units & details.

This qualification is nationally recognised. RTO ID 2194

HLT23215 CERT II IN HEALTH SUPPORT SERVICES UNITS OF COMPETENCY

CORE UNITS

UNIT CODE	UNIT NAME
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
HLTINF001	Comply with infection prevention and control policies and procedures
HLTWHS001	Participate in workplace health and safety

ELECTIVE UNITS [CLIENT SUPPORT]

UNIT CODE	UNIT NAME
CHCCCS012	Prepare and maintain beds
CHCCCS020	Respond effectively to behaviours of concern
CHCCCS026	Transport individuals
HLTFSE002	Provide ward or unit based food preparation and distribution services
HLTHSS004	Handle and move equipment, goods and mail
CHCCCS010	Maintain a high standard of service
BSBITU202	Create and use spreadsheets
BSBWOR203	Work effectively with others

ELECTIVE UNITS [HEALTH ADMIN SPECIALTY]

UNIT CODE	UNIT NAME
BSBADM101	Use business equipment and resources
BSBCUS201	Deliver a service to customers
BSBINM201	Process and maintain workplace information
BSBWOR202	Organise and complete daily work activities
BSBWOR204	Use business technology
CHCCCS010	Maintain a high standard of service
BSBITU202	Create and use spreadsheets
BSBWOR203	Work effectively with others

FOR MORE DETAILS www.capitalcareers.com.au

Canberra : Level 3 | Belconnen Churches Centre | Benjamin Way | Belconnen ACT 2617

Parramatta : Suite 506 | Level 5 | Westfield Office Towers | Westfield | 159 Church Street | Parramatta 2150

Sydney CBD : Suite 102 | Level 1 | 32 York Street | Town Hall | Sydney NSW 2000

Adelaide : Level 3 | 118 King William Street | Adelaide SA 5000

YOUR NEXT STEP CONTACT US

ENTRY REQUIREMENT

- ✓ USI (Unique Student Identifier) Number
- ✓ Completion of Year 10 OR
- ✓ Mature age entry
- ✓ **L:** Reading and writing skills
- ✓ **L:** Oral communication skills
- ✓ **N:** Numeracy and mathematics skills

LEARNERS FEES

* The learners fees will vary based on eligibility criteria, for more information on eligibility and fees, please visit www.smartandskilled.nsw.gov.au

Capital Careers also offers fee-for-service option for learners, who are not eligible for government subsidised training.

YOU COULD BE ELIGIBLE FOR RPL OR CREDIT TRANSFER

CALL TO DISCUSS

Please visit our website for details on our

- ✓ Enrolment process
- ✓ Refunds
- ✓ Student services
- ✓ Course fees