

Assessment

The course will be presented in competency-based mode and the student's competency will be assessed at all levels according to competencies and performance criteria. The training package for each competency specifies the conditions and method of assessment. Assessment methods range from completing set tasks and activities, class attendance and participation, practical demonstration and completion of online assessments.

Enrolment process

Complete and return the training registration and eligibility declaration forms to confirm your place in this program.

The course induction session has been scheduled for (date and time) to get participants started in this program. Participants may enrol in this program at any time up to this date and shortly thereafter.

Employability skills

A summary of the employability skills developed through this qualification can be downloaded from <http://employabilityskills.training.com.au>

WE ARE ABLE TO DELIVER OUR COURSES

Health Admin	Capital Region Young Harden Boorowa Yass Crookwell Goulburn Bungendore Braidwood Batemans Bay Mogo Moruya Dalmeny Narooma Bega Tathra Pambula Eden Bombala Jindabyne Perisher Valley Coom Berridale
	Southern Highlands/ Shoalhaven Hill Top Colo Vale Welby Mittagong Bowral Berrima Moss Vale Wingello Bundanoon Exeter Kangaroo Valley Berry Nowra Huskisson Ulladulla Bawley Point Burrill Lake Mollymook Milton Sussex Inlet Jervis Bay
Health Supervision	Capital Region Young Harden Boorowa Yass Crookwell Goulburn Bungendore Braidwood Batemans Bay Mogo Moruya Dalmeny Narooma Bega Tathra Pambula Eden Bombala Jindabyne Perisher Valley Coom Berridale
Leisure and Health	Capital Region Young Harden Boorowa Yass Crookwell Goulburn Bungendore Braidwood Batemans Bay Mogo Moruya Dalmeny Narooma Bega Tathra Pambula Eden Bombala Jindabyne Perisher Valley Coom Berridale

Funded as part of the NSW Government Smart and Skilled



For more details visit

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Our friendly staff are waiting for your call



**CAPITAL
CAREERS**
CAREER COUNSELLORS
&
TRAINING CONSULTANTS

HLT32912 - HEALTH ADMINISTRATION

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HLT32912 – Health Administration

Occupational titles for these workers may include:

- Admissions clerk
- Clinical coding clerk
- Administrative worker
- Ward clerk

Our services include:

- Orientation and induction session
- Upfront recognition of current skills with user-friendly assessment tools
- Online training and assessment resources
- Mentoring support provided by email and telephone (response within 48 hours)
- Regular progress reports and monitoring

Course Description

This qualification is ideal for workers who complete a wide range of administrative tasks, under direct or indirect supervision, in a range of health settings.

15 units of competency are required for award of this qualification, including:

- 5 core units
- 10 elective units

Core

BSBFLM303C Contribute to effective workplace relationships
BSBMED301B Interpret and apply medical terminology appropriately
HLTHIR301C Communicate and work effectively in health
HLTIN301C Comply with infection control policies and procedures
HLTWHS200A Participate in WHS processes

Suggested Electives

BSBWOR301B Organise personal work priorities and development
BSBINM301A Organise workplace information
BSBCMN318A Write simple documents
BSBFLM303B Contribute to team effectiveness
BSBITU303A Design and develop text documents

ENROL WITH CAPITAL CAREERS AND ACHIEVE AN INDUSTRY RECOGNISED QUALIFICATION WITHOUT LEAVING YOUR OFFICE!

Our flexible, online course can provide you or your staff with the work/study/life balance they need.

BSBMED301A Use advanced medical terminology
BSBMED303A Maintain patient records
BSBRKG303A Retrieve information from records
HLTCSD306B Respond effectively to difficult or challenging behaviour
HLTHIR403B Work effectively with culturally diverse clients and co-workers

Other elective choices are available – please contact us for details

Course Location: NSW/Online

COURSE FEE

First Qualification	2nd Qualification	Traineeship	Concession
\$1440	\$1730	\$1440	\$240

We offer payment plans

New worker trainee – an eligible employee who has been employed for less than three months full-time or 12 months part-time.

Existing worker trainee – an eligible employee who has been employed for more than three months full-time or 12 months part-time.

Note: Employer may also be entitled to incentives for New Worker Traineeships. Contact your local Australian Apprenticeship Centres for more details.

Eligibility Requirements

Are you:

- 15 years old or over
- No longer at school?
- Living or working in NSW?
- An Australian citizen, Australian permanent resident, Australian permanent humanitarian visa holder or New Zealand citizen?

Types of courses you're eligible for

Your eligibility for a government-subsidised Smart and Skilled course depends on your previous qualifications:

If you haven't completed a Certificate IV or higher-level qualification, you're entitled to enrol in a subsidised course up to Certificate III.

Go to <https://smartandskilled.nsw.gov.au/are-you-eligible-to-check-eligibility>

Course Pre-requisites

Participants must have well developed communication skills as well as work experience in a relevant industry.

Opportunities for Further Study

Successful completion of this qualification will allow participants to further their studies in a Certificate IV level qualification.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) allows a person to receive recognition and credit for the knowledge and skills they have, no matter how and where they were attained, including overseas. This can include skills from previous study, work experience and life experience.

Credit Transfer

Capital Careers has an obligation to recognise Australian Qualifications Framework (AQF) qualifications and Statements of Attainment issued by other registered training organisations

How long will it take?

The duration of the program is 1 – 2 years or 1200 to 2400 hours and is dependent on the amount of recognition of prior learning or credit transfers a participant is assessed for.