

How long will it take?

The duration of the program is 0.5 – 2 years or 600 to 2400 hours and is dependent on the amount of recognition of prior learning or credit transfers a participant is assessed for.

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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Or visit us at the office

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Our friendly staff are waiting for your call

HLT40412 - CERTIFICATE IV HEALTH SUPERVISION

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**CAPITAL
CAREERS**
CAREER COUNSELLORS
&
TRAINING CONSULTANTS





HLT40412 Certificate IV Health Supervision

Occupational titles for these workers may include:

This qualification covers workers in the role of a supervisor or senior workplace trainer in a functional or operational unit/service in a healthcare setting providing health support services, health technical services, health care services, health professional support services and health administration services.

- Supervisor
- Assistant Manager
- Upfront Recognition of Prior Learning assessments to recognise skills already held / demonstrated
- Comprehensive learning resources directly linked to units of competency
- Online learning
- structured workshops (depending on unit selection and location of participants)
- Distance and self-paced learning
- Holistic work-based projects

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.

Course Description

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

- 6 Core units • 9 Elective units

Core

BSBMED301B Interpret and apply medical terminology appropriately
BSBWOR402A Promote team effectiveness
HLTHIR506C Implement and monitor compliance with legal and ethical requirements
HLTIN403C Implement and monitor infection control policy and procedures (Note pre-req: HLTIN301C)
HLTWHS300A Contribute to WHS processes
HLTSUP401B Supervise in a health setting

Suggested Electives

HLTHIR403C Work effectively with culturally diverse clients and co-workers
BSBHRM402A Recruit, select and induct staff
BSBLED401A Develop teams and individuals

SITXHRM003A Roster staff
BSBWOR404B Develop work priorities
BSBRSK401A Identify risk and apply risk management processes
BSBMED305B Apply the principles of confidentiality, privacy and security within the medical environment
HLTCSD306D Respond effectively to behaviours of concern
TAEDEL402A Plan, organise and facilitate learning in the workplace

Other electives may be available

Course Location: NSW/Online

COURSE FEE

First Qualification	2nd Qualification	Traineeship	Concession
\$1970	\$2300	\$1970	\$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.

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