

COURSE CODE

HLT37315

COURSE

Certificate III in Health Administration

ENROL TODAY

TAFENSW.EDU.AU or 131 601

WHY CHOOSE TAFE NSW?



Opens career doors. Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



Global prospects. TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



State-of-the-art facilities. Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



Industry exposure. TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



Recognised and respected. TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

Certificate III in Health Administration

National Course Code: HLT37315 | TAFE NSW Code: HLT37315-01V02-20SHB-002

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|---------------------|---|
| Qualification Level | Certificate III |
| Study Type | Full Time |
| Course Start Date | Enquire Now |
| Hours Per Week | 29.5 |
| Duration | 18 Weeks |
| Delivery Locations | Shellharbour |
| Course Fees | <p>Subsidised Prices First Qualification: \$1,450.00 Subsequent Qualification: \$1,750.00 Traineeship: \$1,000.00 You may be eligible for the NSW Smart & Skilled Fee Free Traineeship which will be verified at enrolment. Concession: \$240.00</p> <p>Non-subsidised Prices Full Fee: \$7,730.00</p> |
| Course Features | Nationally Recognised Training Traineeship Allowed This training is subsidised by the NSW Government |

Course Description

This qualification reflects the role of administrative workers in the health industry. These workers follow known routines and procedures, taking responsibility for their own work under general supervision. They combine communication, customer service and technical skills, and use discretion and judgment to adapt and transfer their skills to different situations.

ENROLLING IN FIRST AID UNITS OF COMPETENCY

If you are seeking to enrol in a First Aid unit of competency you are advised that to complete the unit you must be able to perform basic life support skills, for example control bleeding and perform cardiopulmonary resuscitation (CPR). If you have a disability that would prevent you from performing required basic life support skills you are advised that you will not be able to achieve the unit of competency.

Entry Requirements

When you study with TAFE NSW, we want you to succeed. Entry requirements allow us to make sure that you have the right pre-existing knowledge and skills to achieve your chosen qualification. You will need

to provide evidence that you meet the requirements listed in this section.

There are no formal entry requirements for this course. However, it is assumed that you have literacy and numeracy skills at Certificate II level for success in this course. Contact your TAFE NSW campus if you have any questions about your suitability.

WORK PLACEMENTS

You may be required to comply with some (or all) of these compulsory work placement components, which assist you to apply your learning in a practical environment. Prior to enrolment, you will need to confirm the total number of hours and check if you are responsible for arranging your work placement.

1. NSW HEALTH

Before you commence any clinical placements in NSW Health facilities, you will be required to Meet NSW Healths - Criminal Record Check requirements;
Sign the NSW Health Code of Conduct form and any other forms required by NSW Health;
Undertake Occupational Assessment, Screening and Vaccination against Infectious Diseases and provide your Health Care Worker/Student Vaccination Record Card.

For specific information on NSW Healths requirements, and to access required forms, it is recommended you visit their FAQs for students at:

http://www.health.nsw.gov.au/careers/student_clearance/pages/default.aspx

AGED CARE WORK - Before you undertake any clinical placements in Aged Care Facilities you will be required to undertake a Federal Criminal Record Check. Visit:

<http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx>

COMMUNITY AND CHILDRENS SERVICES

Anyone in child-related work (including student placements and volunteers) MUST have a current Working with Children Check (students/volunteers free) in line with the Office of Childrens Guardian phase-in schedule and processes. Visit:

<http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check>

STUDENT READINESS FOR WORK PLACEMENT

Generally work placements only occur after a reasonable amount of student/teacher contact and when the teacher is satisfied you are ready to benefit from workplace learning and perform workplace duties. Your teacher can provide further information.

STUDENT RIGHTS AND RESPONSIBILITIES - For more information visit:

<https://www.tafensw.edu.au/courses/rights-and-responsibilities/index.htm>

ADDITIONAL REQUIREMENTS

With 130 locations across the state, TAFE NSW tailors qualifications to meet the needs of the local community and specific student groups (like apprentices, fast-tracked and online students). To make sure this course is the right fit for you, we will need you to demonstrate that you can meet the additional requirements below.

To successfully complete this course you will need pre-existing technology skills to access and navigate the internet and be able to create, open and save electronic files, language and literacy skills to interpret technical language and pronounce complex and specific words correctly, numeracy skills to do basic mathematical calculations and interpret sequential numerical information when dealing with fees and processing medical accounts.

You need to complete 13 units, BSBMED301, CHCCOM005, CHCDIV001, HLTINF001, HLTWHS001 and 8 electives which have been pre-selected after consultation with industry to ascertain the skills and

knowledge required for the job role.

Students should bring a USB Thumb drive, writing paper, pens, folder and headset with microphone to their first lesson.

The expectation is that by enrolling in this qualification you commit to the time frame in which the qualification is being delivered. The proposed study schedule will be discussed and an individual training plan will be established. Should you fall behind your agreed schedule you will be required to complete additional work and learning outside scheduled class time.

Information Sessions and more about the course

INFORMATION SESSIONS

To find out more about this course, meet our teachers and receive information about enrolment and next steps, attend an information session.

Date: Wednesday, 22 January 2020

Time: 12.00pm to 4.00pm

Location: TAFE NSW Shellharbour, Building D, Level 1, Room DF33

STUDY COMMITMENT

This is a fulltime face to face course. You will need to attend approximately 20 hours of class, over 4 days a week, for 18 weeks. As well as the in-class component, you will need to complete approximately 9.5 hours of other study per week.

You may also be required to complete approximately 7 hours of additional study each week outside of class hours, including independent study, research, preparation of assessment tasks, learning support and online learning.

IS THIS COURSE RIGHT FOR YOU?

This course offering is designed for people who need to learn hands-on health and medical administration, computing, and customer service/communications skills in order to gain employment in a health administration support role, or to go on to study either business administration or medical practice management at higher levels.

SERVICES AND STUDY SUPPORT

We offer student services and study support to ensure you can achieve your goals. Learn about TAFE NSW [Student Services](#)

As a TAFE NSW student in this course, you will have access to:

- LinkedIn Learning (formerly Lynda.com)
- Studiosity - online access to a real life tutor
- Easy computing online short courses
- Access to local TAFE libraries
- Accessibility and Disability Support Services
- Access to Read&Write learning support software at TAFE and at home

Attendance

To keep you safe while studying, some of our face to face classes may be replaced with online or connected learning. We have also modified our face to face classes to meet physical distancing requirements and increased cleaning on campus. As restrictions ease, the way you attend your class may change again. If work placement and the demonstration of practical skills are requirements of your course, due to the impacts of COVID 19 there may be a delay or modification in being able to undertake these aspects of your course in the planned timeframe. Be assured, we'll keep you informed every step of the way.

This course is currently scheduled on Tuesday, Wednesday, Thursday and Friday from 9.30am to 3.00pm in room DF.35.

Fee Details

SMART AND SKILLED FEES

This course is government-subsidised, meaning you pay a portion of the full course fee to TAFE NSW and the NSW Government will pay the balance. However, you must meet certain eligibility criteria for this to apply.

Depending on your previous qualifications and experience, your fee may be less than the maximum fee quoted. Your actual fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process. Payment plans are available through TAFE NSW for Smart and Skilled eligible qualifications.

For further information about eligibility and explanations of the different fee categories, visit [Are You Eligible?](#)

READ BEFORE YOU ENROL

Learn about TAFE NSW [Fees](#)

Learn about TAFE NSW [Payment/Funding](#)

RECOGNITION

Recognition is a process of acknowledging previously completed qualifications, skills, knowledge or experience relevant to your course. This may reduce the amount of learning required, reduce your course fees and allow you to achieve your qualification faster.

Learn about Recognition at TAFE NSW [Recognition](#)

How to Enrol

Enquire now for Semester 2 2020 and be notified when enrolments open.

TAFE NSW is open for business so to find out more information on this course including when it will start and how it will be delivered (face-to-face, in a virtual classroom, self-paced, online or a mixture), submit an online enquiry by clicking the Enquire Now button on this page. You can also call 131 601 during

business hours* to chat with a member of our friendly customer service team.

* Our customer service team are available from Monday to Friday, 9am to 5pm AEST.

Units

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|-----------|--|
| BSBMED301 | Interpret and apply medical terminology appropriately |
| 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 |
| BSBCUS301 | Deliver and monitor a service to customers |
| BSBINM301 | Organise workplace information |
| BSBITU211 | Produce digital text documents |
| BSBITU212 | Create and use spreadsheets |
| BSBITU306 | Design and produce business documents |
| BSBMED303 | Maintain patient records |
| BSBWRT301 | Write simple documents |
| CHCCCS020 | Respond effectively to behaviours of concern |