



FEE FOR SERVICE

# HLT23221 - Certificate II in Health Support Services (Health Administration)

## Course Overview

Make a career out of your passion for helping and supporting others!

With Australia's ageing population, there is a significant increase in people needing support in different aspects of their lives. Australia's health care sector is growing rapidly with thousands of jobs expected to open in the coming years.

The HLT23221 - Certificate II in Health Support Services (Health Administration) provides you with the fundamental skill set to start your career in the healthcare industry.

This course will provide you with the skills required to work at an entry level position within a variety of support service roles.

Successful completion of this course will also provide you with the foundation skills needed to undertake further study in the healthcare industry.

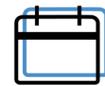
## Course Delivery

The HLT23221 - Certificate II in Health Support Services (Health Administration) is delivered within 6-12 months.

Students can choose one of the following delivery options:

- **Classroom environment:** Face-to-face classroom sessions at our delivery locations, at school or on campus as negotiated (conditional on minimum numbers); or
- **Flexible delivery:** Self-paced learning with one-on-one contact with a trainer.

## AT A GLANCE



6-12 Months



Classroom &  
Flexible Delivery



\$499

## CAREER OPPORTUNITIES

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





## Course Requirements

To achieve a HLT23221 - Certificate II in Health Support Services (Health Administration), 12 units must be completed including 4 core units and 8 elective units.

### Core Units

- HLTWHS001** Participate in workplace health and safety
- CHCDIV001** Work with diverse people
- CHCCOM005** Communicate and work in health or community services
- HLTINF006** Apply basic principles and practices of infection and control

### Elective Units

- BSBOPS101** Use business resources
- BSBTEC201** Use business software applications
- HLTWHS005** Conduct manual tasks safely
- BSBOPS203** Deliver a service to customers
- BSBPEF202** Plan and apply time management
- BSBINS201** Process and maintain workplace information
- BSBMED301** Interpret and apply medical terminology appropriately
- BSBMED303** Maintain patient records

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## Payment Options

One payment of \$499 upon enrolment.