



VET IN SCHOOLS (VETiS) PROGRAM

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 health care sector 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 in a face-to-face group-based environment with weekly classroom sessions at the school.

Learning resources are delivered to students electronically on a cloud based platform.

Eligibility Criteria

To be eligible to enrol in the VET in Schools program, you must:

- ✔ Be enrolled at school (year 10, 11 or 12); and
- ✔ Be a Queensland resident; and
- ✔ Be an Australian or New Zealand Citizen, or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency; and
- ✔ Have not already exhausted Certificate II VETiS funding.

QLD State Government VETiS funding is only available for one Certificate II qualification for each student.

AT A GLANCE



6-12 Months



Classroom
Delivery



No Contribution

CAREER OPPORTUNITIES

- Nursing Support Worker
- Health Services Assistant
- Admissions Clerk (Health Services)
- Client Assistant
- Nurse's Aide
- Health Support Services Worker



Proud to be a Queensland Government
subsidised training provider





Course Requirements

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

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

Vocational Education and Training in Schools (VETiS) Program

The VETiS program is funded by the Queensland Government to give eligible students funding to complete a Certificate I or II level qualification while attending secondary school.

VETiS qualifications can be undertaken in years 10, 11 and 12, and may provide credit towards the Queensland Certificate of Education.

Aurora Training Institute is a Skills Assure supplier under this program for the delivery of this Certificate II qualification.

As students can only access the VET in Schools subsidy once, it is important that you consider and compare your training options to ensure they align with your chosen career pathway.

Every student that completes or discontinues a VET in Schools course must complete a Student Training and Employment Survey within 3 months.

For more information on the VETiS program and FAQs, visit the Queensland Government website at <https://desbt.qld.gov.au/training/training-careers/incentives/vetis>.

Fees

There are no student fees applicable for this course.