Get the right skills

If you are looking to begin your career in the health care industry but don’t know how? TAFE Queensland East Coast has a course built specifically to give you the skills necessary to work in a variety of health related workplaces. This Certificate covers workers who complete a wide range of administrative tasks, under direct or indirect supervision. These functions can be carried out in a range of settings, including Hospitals, Community Health Centres or Private Health Practices. This Certificate does not include medical software or IT learning. These skills can be concurrently

...more online

LOCATION/S
Sunshine Coast Health Institute

DURATION
Full time: 6 months / 2 days per week

Entry requirements
Recommended: Successfully completed year 10 (or equivalent), turned
...more online

Resources required
No specific resources are required to successfully complete this course.
It is recommended that students have access to a reliable internet connection to
...more online

Students are required to complete a
...more online

Important Information
Evidence of the following must be
...more online

What are my payment options?
No matter what your circumstances, TAFE Queensland East Coast has a payment option to suit you. If you are unsure of what’s right for you, or just want someone to talk it over with, call us on 1300 656 188. We’re here to help.

For more
tafeeastcoast.edu.au/study-with-us/enrollment-fees/course-fees

...more online

FULL FEE | $3,600
This is the total cost of the course.

Got a question?
Enquire about your full fee study options

SUBSIDISED | $1,052
The Queensland Government will offset the cost of study for eligible students. You will still need to pay for a portion of your study costs. The amount above is what you will need to pay.

CONCESSION | $506
You are eligible for the concession price of a course if you are eligible for subsidised training, and are listed on an Australian Government Low Income Health Care Card or Pensioner Concession Card, if you are Aboriginal or Torres Strait Islander, you hold a Department of Veterans’ Affairs Pensioner Concession Card, or if you have a disability.

Accurate as at 22 June 2017. For the latest information see:
tafeeastcoast.edu.au/course/11143

RTO 0275
CRICOS 03020E
**Outcome**

HLT37315 Certificate III in Health Administration - On Campus

**Job prospects**
- Administrator
- Admissions Clerk
- Medical Receptionist

**Units**

To achieve this qualification you will need to complete:

<table>
<thead>
<tr>
<th>Core Competencies: 5</th>
<th>Elective Competencies: 8</th>
</tr>
</thead>
</table>

**Communication**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCOM005</td>
<td>Communicate and work in health or community services</td>
<td>Core</td>
</tr>
<tr>
<td>BSBWOR301</td>
<td>Organise personal work priorities and development</td>
<td>Elective</td>
</tr>
<tr>
<td>CHCCOM001</td>
<td>Provide first point of contact</td>
<td>Elective</td>
</tr>
<tr>
<td>CHCCCS020</td>
<td>Respond effectively to behaviours of concern</td>
<td>Core</td>
</tr>
</tbody>
</table>

**WHS and Infection**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTINF001</td>
<td>Comply with infection prevention and control policies and procedures</td>
<td>Core</td>
</tr>
<tr>
<td>HLTWHS001</td>
<td>Participate in workplace health and safety</td>
<td>Core</td>
</tr>
</tbody>
</table>

**Terminology and Confidentiality**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMED301</td>
<td>Interpret and apply medical terminology appropriately</td>
<td>Core</td>
</tr>
<tr>
<td>BSBMED305</td>
<td>Apply the principles of confidentiality, privacy and security within the medical environment</td>
<td>Elective</td>
</tr>
</tbody>
</table>

**Diversity**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCDIV001</td>
<td>Work with diverse people</td>
<td>Core</td>
</tr>
</tbody>
</table>

**First Aid**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTAID003</td>
<td>Provide first aid</td>
<td>Elective</td>
</tr>
</tbody>
</table>

**Administration**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMED302</td>
<td>Prepare and process medical accounts</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBINM301</td>
<td>Organise workplace information</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMED303</td>
<td>Maintain patient records</td>
<td>Elective</td>
</tr>
<tr>
<td>M00VPC80</td>
<td>Vocational placement</td>
<td>Vocational Placement Scheme</td>
</tr>
</tbody>
</table>

**Disclaimer**

Not all electives available at all campuses

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**ARE YOU READY TO TAKE THE NEXT STEP ON YOUR PATH TO GREAT?**

Enrol today to secure your spot in this course.

**HOW TO ENROL**

Enrol now

You’re ready if you have:
- checked your important dates (under the course details tab)
- checked you meet the entry requirements (under the course details tab)
- checked your course costs and know which payment option is right for you (under the costs tab)
- Read the student rules and refund policy
- Created your Unique Student Identifier and can provide this code to TAFE Queensland
- If you are applying for a subsidised cost, please ensure you have all the relevant documents at time of enrolment

All done? Then head to the link below to complete your enrolment:


**Enrolment options**

By telephone: 1300 656 188.
In person: at any TAFE Queensland East Coast location.
Online: Full Fee paying students can enrol online

**Recognition of prior learning**

Fast-track your way to a formal qualification by earning credit for the things you already know. Getting recognition for the skills you’ve gained from the workplace or previous learning means less study time for you, and getting the paper to prove you’re qualified a whole lot sooner.

More info:


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[tafeeastcoast.edu.au/course/11143](tafeeastcoast.edu.au/course/11143)