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.

**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

**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

**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 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.

**Outcome**
HLT37315 Certificate III in Health Administration - On Campus

**Units**
To achieve this qualification you will need to complete:
Core Competencies: 5
Elective Competencies: 8

**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)
Communication
CHCCOM005 Communicate and work in health or community services Core
BSBWOR301 Organise personal work priorities and development Elective
BSBINM301 Organise workplace information Elective
CHCCCS020 Respond effectively to behaviours of concern Core

WHS and Infection
HL TinF001 Comply with infection prevention and control policies and procedures Core
H LTWHS001 Participate in workplace health and safety Core

Terminology and Confidentiality
BSBME D301 Interpret and apply medical terminology appropriately Core
BSBME D305 Apply the principles of confidentiality, privacy and security within the medical environment Elective

Diversity
CHCDIV001 Work with diverse people Core

First Aid
HLTAID003 Provide first aid Elective

Administration
BSBME D302 Prepare and process medical accounts Elective
BSBME D303 Maintain patient records Elective
BSBME D304 Assist in controlling stocks and supplies Elective
M00VPC80 Vocational placement Vocational Placement Scheme

Disclaimer
Not all electives available at all campuses

Accurate as at 18 May 2018. For the latest information see:
tafeeastcoast.edu.au/course/11143

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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.


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Make your future happen
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