



# HLT37315 Certificate III in Health Administration

## Course Description

The 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 judgement to adapt and transfer skills to different situations.

## Program Duration

10 face to face workshop days over seven (7) months including assessment submissions.

**Start:** 26 April 2017 (day 1)

**Finish:** 30 August 2017 (day 10)

**Venue:** Ngarra Education Centre, Liverpool

The qualification includes the following twelve (13) Units of Competence (UOC)

UOC Code	UOC Title	UOC Code	UOC Title
CHCCOM005	Communicate and work in health or community services	BSBMED301	Interpret and apply medical terminology appropriately
CHCDIV001	Work with diverse people	BSBWRT301	Write simple documents
HLTINF001	Comply with infection prevention and control policies and procedures	BSBCUS301	Deliver and monitor a service to customers
HLTWHS001	Participate in workplace health and safety	BSBWOR301	Organise personal work priorities and development
BSBINM301	Organise workplace information	BSBRKG303	Retrieve information from records
CHCCCS020	Respond effectively to behaviours of concern	BSBFLM309	Support continuous improvement systems and processes
BSBINN201	Contribute to workplace innovation		

## Application & Enrolment:

1. This qualification is free of charge for all SWSLHD staff
2. Staff apply through HETI Online – search for HLT37315 > submit application
3. EOI Submission closing date: **Wednesday 12 April 2017**
4. Final approval by SWSCEWD course educators based on current position
5. SWSCEWD approved applicants will be enrolled in the qualification
6. Enrolled applicants will be required to complete NSW Health RTO enrolment requirements

## NSW Government Funding

Places in this course MAY be subsidised by the NSW Government. If you are successful in receiving a subsidised place, you will be notified. Any administration fees for subsidised places may be covered by your employer, SWSLHD. For more information regarding government subsidy please contact your course Coordinator or Administration Office.

**For further information and to request the Course Handbook, please email:**

**Karen Westwood** at [Karen.Westwood@sswahs.nsw.gov.au](mailto:Karen.Westwood@sswahs.nsw.gov.au)