

Congratulations – Leadership and Workforce Graduation



Certificate III in Health Administration

This qualification covers workers who complete a wide range of administrative tasks, under direct or indirect supervision. There were participants representing a wide range of areas within SWSLHD, including inpatient departments, population health, allied health departments and community health centres to name a few.

The course was conducted over a period of 6 months requiring participants to attend 10 days of in class education and complete comprehensive assessments.

15 competencies were undertaken, including:

- medical terminology,
- cultural diversity,
- team effectiveness,
- personal work priorities and development,
- write simple documents,
- maintain business resources.

The participants of this qualification are required to apply their skills and knowledge to their individual workplace, and with such diversity in workplaces they are able to gain a greater understanding of others role and the influence on the organisation that everybody can make.

The graduates of this course will be able to perform their roles with confidence and a greater understanding of the health system.

Certificate IV in Frontline Management

This qualification reflects the role of individuals who take the first line of management. At this level frontline managers provide leadership and guidance to others and take responsibility for the effective functioning and performance of the team and its work outcomes.

The course was conducted over a period of 10 months requiring participants to attend 9 days of in class education and complete comprehensive assessments.

10 competencies were undertaken, including:

- Work Health Safety,
- team effectiveness,
- addressing customer needs,
- implementing operational plan,
- implementing continuous improvement.

The diversity of the group provided insight and an appreciation of other services and gave participants a broader understanding of the workings of a large organisation. The course provided opportunities to dispel management myths and to gain a more in depth understanding of the importance of the management role.

The growth in participant's knowledge and skills enables our future managers to be better equipped to engage in sound management practice.

Diploma of Management

This qualification reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Typically people in these roles will have considerable experience in their respective industries or vocational areas and combine an informed perspective of specific work requirements with their managerial approaches. The qualification provides a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate own work or the work of a team.

The course was conducted over a period of 10 months requiring participants to attend 9 days of in class education and complete comprehensive assessments.

8 competencies were undertaken, including:

- undertake project work,
- manage personal work priorities and professional development,
- support the recruitment, selection and induction of staff,
- provide leadership across the organisation,
- ensure team effectiveness,
- manage risk,
- facilitate continuous improvement.

The diploma provided the opportunity for course participants to gain a deeper understanding of the functioning of a large organisation, to discuss relevant issues and to establish a network for future support. The assessment process required participants to incorporate their knowledge and skills into the workplace during the course of the program and to undertake a workplace project.

The graduates of this course will be positive and active contributors to the workplace as they continue their management journey.