



HLT23215

Certificate II in Health Support Services (Health Administration)

Open up new opportunities in the health sector

Course Outline

Qualification Description

This qualification covers workers who provide support for the effective functioning of health services.



Study Options

Duration: 6 months (flexible)

Method: Classroom & RPL

Payment: Upfront, Payment Plans

Funding: VETiS (QLD ONLY)



Job Outcomes

- Administration
- Support Services
- Assistant



Entry Requirements

There are no entry requirements for this qualification.

There are endless possibilities in what you can achieve post-graduation. The technical, interpersonal, conceptual and practical skills learned through this qualification will help you unlock your potential and future career.

Ready to take the next step or want some questions answered? Visit www.collegeaustralia.edu.au or call (07) 3255 0506 to speak with an advisor. Our website contains all the current information regarding classroom timetables, pricing, government funding, payment options, recognition of prior learning, enrolment and more.

Eligibility criteria applies for various payment options and government funding. Call us to discuss this.





Units of Competency

Packaging Rules

Total number of units = 12

- 4 core units
- 8 elective units

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core Units

CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
HLTINF001	Comply with infection prevention and control policies and procedures
HLTWHS001	Participate in workplace health and safety

Elective Units

BSBADM101	Use business equipment and resources
BSBCUS201	Deliver a service to customers
BSBINM201	Process and maintain workplace information
BSBITU201	Produce simple word processed documents
BSBWOR202	Organise and complete daily work activities
BSBWOR204	Use business technology
SITXFSA101	Use hygienic practices for food safety
SITHCCC103	Prepare sandwiches



V18.0

For more information, visit our website www.collegeaustralia.edu.au or give us a call on (07) 3255 0506.

