

Vision | Mission | Values

VISION ▼

- ▶ A Centre for Excellence in Health Industry Training

MISSION ▼

- ▶ To continually improve the health training of general practice and other health related stakeholders

VALUES ▼

- ▶ We put the health industry community first
- ▶ We achieve through teamwork, partnerships and sharing of knowledge
- ▶ We value respect and integrity
- ▶ We strive for innovation and excellence



your future...



Health Industry Courses Available

▶ Cert III in Allied Health Assistance (HLT32407)

▶ Cert IV in Allied Health Assistance (HLT42507)

▶ Certificate III in Aged Care Work (CHC30102)

▶ Certificate IV in Aged Care Work (CHC40102)

▶ Certificate III in Population Health (HLT32205)

▶ Certificate IV in Population Health (HLT42305)

▶ Diploma of Population Health (HLT51005)

▶ Diploma of Practice Management (HLT52007)

▶ Cert IV in Medical Practice Assisting (HLT43307)

▶ Certificate III in Health Administration (HLT32907)

▶ Certificate IV in Health Administration (HLT43207)

▶ Certificate IV in Health Supervision (HLT40407)

▶ Certificate III in Frontline Management (BSB3054)

▶ Certificate IV in Frontline Management (BSB41004)

▶ Diploma in Frontline Management (BSB51004)



For More Information Please Contact

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Health Industry Courses

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◀ Aged Care Work

Certificate III in Aged Care Work - CHC30102

This qualification leads into the Certificate IV in Aged Care Work and gives successful participants the opportunity to work in Residential Care, Hostels, Home Care, Palliative Care and Personal Carer. Available as a traineeship.

Certificate IV in Aged Care Work - CHC40102

Following the units in the Certificate III in Aged Care this qualification gives a pathway to the personal carer role and assistant in nursing particularly in Residential Care, Community Care and Respite Care.

Certificate III in Allied Health Assistance - HLT32407

The qualification covers workers who provide assistance under direct supervision and do not conduct programs or therapeutic interviews. Occupational titles may include: Therapy Assistant, Physiotherapy Assistant, Occupational Therapy Assistant, Podiatry Assistant. Available as a traineeship.*

Certificate IV in Allied Health Assistance - HLT42507

This qualification covers workers who provide therapeutic and program related support for allied health professionals. The worker is required to conduct therapeutic and program related activities under the guidance of the Health Professional. Occupational titles may include: Client Care / Therapy Assistant, Allied Health Assistant, Podiatry Assistant, Physiotherapy Assistant, Occupational Therapy Assistant.*

Allied Health Assistance ◀



Health Administration ◀

Certificate III in Health Administration - HLT32907

This qualification covers workers who complete a wide range of administrative tasks, under direct or indirect supervision including Hospitals, Community Health Centres, General Practice, Allied Health venues. Occupational titles may include: Admissions Clerk, Administrative Worker. Available as a traineeship.*

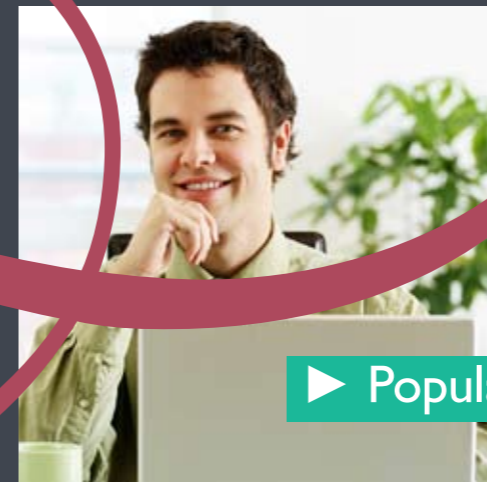
Certificate IV in Health Administration - HLT43207

This qualification covers workers who provide administrative functions in health services where the worker is required to work autonomously or as a senior

member of staff in an administrative team. Optional workers titles may include: Administrative Supervisor, Executive Assistant, Business Manager, Practice Manager, Team Leader for clinical services, other hospital roles.*

Certificate IV in Health Supervision - HLT404074

This qualification covers workers in the role of a supervisor or senior workplace trainer in a functional or operational unit/service in a health care setting, health technical services, health professional services and health administration. Optional titles may be: Supervisor, Assistant Manager.*



▶ Population Health

Certificate III & IV in Population Health - HLT32205 & HLT42305

These qualifications cover workers who are operational in a range of Population Health projects/programs. Workers at this level apply competencies normally used within established routines, methods and procedures. Occupational titles for these workers range from Assistant Project Officer, Team Support Worker, Outreach Worker, Indigenous Support Worker, Health Liaison Worker, Data Entry Supervisor & Team Manager.*

Diploma in Population Health - HLT51005

This qualification provides an entry level for Population Health work or as an additional qualification to those with existing specialist/clinical health qualifications/health projects or programs by applying significant judgement in carrying out broad plans set by Population Health Professionals. These workers may be responsible for managing the work of others. Occupational titles may include: Community Development Worker, Project Manager, Community Health Worker, Senior Project Officer, Health Promotion Coordinator.

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▼ Practice Management

Diploma of Practice Management - HLT52007

This qualification covers workers who undertake a range of functions requiring application of knowledge and skills to achieve results in line with the business goals and strategic direction. These workers will manage the operations of professional practices in the health industry. Occupational titles may include: Practice Manager, Business Manager, Program Manager, Service Manager.



▼ Medical Practice Assistant

Cert IV in Medical Practice Assisting - HLT43307

This qualification provides the knowledge and skills needed to assist in a medical practice under supervision by a medical practitioner. Occupational title for these workers is: Medical Practice Assistant.*

* Qualification is suited to Australian Apprenticeship pathways. More details about each qualification can be obtained from our website:

www.healthfirsttraining.org.au



▼ Frontline Management

Certificate III & IV in Business - BSB3054 & BSB41004

These qualifications are the foundation of Frontline Business Management. They are designed to improve and recognise skills in a range of positions and fields of specialty in business functions. Occupational titles for these workers may include: Receptionist, Administration Assistant, Team Leader & Business Administrator. Certificate III available as a traineeship.

Diploma in Business - BSB51004

This qualification is transferable across most industries in the Business Services area. Frontline Managers are pivotal to production and getting the job done. Healthfirst Training encourages this qualification for people with previous Cert III or IV competencies in Business Studies or current workers in Administration of General Practice or other Business Administration areas. Practice Manager, General Manager, Business Manager.