



**BUNDABERG STATE HIGH SCHOOL  
VOCATIONAL EDUCATION AND TRAINING (VET) PROGRAMS**

<b>RTO Name: Connect 'N' Grow</b>	<b>RTO NO: 6020</b>
<b>VET Course Code and Name:</b> HLT23215 Certificate II in Health Support Services CHC22015 Certificate II in Community Services	

BSHS Subject Name	Years	Subject Code	ATAR	QCE Credits	VET	Additional
Certificate II in Health Support Services Certificate II in Community Services	<b>11/12</b>	<b>VAH</b>	-	<b>Up to 4</b>	<b>YES</b>	<b>VETIS funded</b>

**Head of Department:** Mrs Kylie Milliken

**Course Outline:**

This course is designed to introduce students to the health and community services field. Students in this course are enrolling in a dual qualification.

**Course Content:**

<b>Certificate II in Health Support Services and Certificate II in Community Services</b>		
Students are required to complete 7 Units of Competency – 4 Core Units and 3 Electives Unit from those listed below.		
HLTWHS001	Participate in workplace health and safety	Core
HLTINF001	Comply with infection prevention and control policies and procedures	Core
CHCDIV001	Work with diverse people	Core
CHCCOM001	Provide first point of contact	Core
CHHCCOM005	Communicate and work in health or community services	Core
BSBWOR202	Organise and complete daily work activities^	Core
HLTAID003	Provide First Aid^#	Elective
HLTHSS003	Perform general cleaning tasks in a clinical setting	Elective
BSBCUS201	Deliver a service to customers	Elective
FSKOCM07	Interact effectively with others at work	Elective
BSBADM101	Use business equipment and resources	Elective
BSBINM201	Process and maintain workplace information^	Elective
BSBWOR204	Use business technology^	Elective
BSBWOR203	Work effectively with others^	Elective

^ Competencies delivered in other courses and may affect new learning and QCE points awarded. This is subject to change.

#External RTO

Students may gain recognition for skills that they have acquired from other subjects/courses to complete some Units of Competency.



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### Assessment Outline:

This is a competency-based course. Students will have a number of opportunities (generally three) to demonstrate that they can competently complete the set activities over the course of study. Students are assessed using a variety of techniques such as questioning, folio of work, workplace activities and teacher observation.

### Career Pathways:

Certificate II in Health Support Services - this qualification reflects the role of workers who provide support for the effective functioning of health services. At this level workers complete tasks under supervision involving known routines and procedures or complete routine but variable tasks in collaboration with others in a team environment.

Certificate II in Community Services - this qualification may be used as a pathway for workforce entry as community services workers who provide a first point of contact and assist individuals in meeting their immediate needs. At this level, work takes place under direct, regular supervision within clearly defined guidelines.

### Potential Activities:

Students are provided with the opportunity to complete tasks within a simulated working environment. These tasks include but are not limited to, working with Microsoft Word, Excel, PowerPoint and using email.

### Costs:

These courses are VETIS funded for eligible students. Students who are not eligible for VETIS can participate through a Fee for Service for \$350. Students will complete HLTAID003 Provide First Aid with an external RTO Provider for a cost of \$65. A Statement of Attainment Certificate will be given to the school for a Credit Transfer. Students, through their resource hire fee, have access to the photocopied class materials and required documentation.

### Student Requirements:

There are no prerequisites for this course. Students will require a laptop computer and school with network access. The Microsoft Office suite is available free to students and can be accessed from the school network.

### Student Information:

Bundaberg State High School does not guarantee that students will complete their qualification or Units of Competencies, however at Bundaberg State High School VET tracking/case-management of students is in place as a checking system to see that student are progressing towards completions. We encourage parent and student communication in this process. We do not guarantee an employment outcome upon completion of this course. Qualifications must be completed in a manner that meet the VET Standards for RTO's 2015.

All information is correct at time of publication but subject to change.