

About Us

Health Training Solutions is a joint initiative between:
AMA ACT, AMA QLD, AMA(SA), AMA TAS, AMA VIC

The Australian Medical Association branches are the pre-eminent representative bodies for all doctors in their respective states.

The AMA branches work at both State and Federal levels to provide a value added service, in order to further the interests of the profession, and the medical needs and expectations of the community.

We offer training for medical practitioners and other sectors of the healthcare industry, with an emphasis on delivering a comprehensive professional development program for medical practitioners and those who support them.

Esset Australia

Esset Australia is an accredited Australian education provider operating as a Registered Training Organisation, and is registered to deliver, assess and issue nationally recognised qualifications to clients.

Esset Australia's operations are implemented through management systems compliant with, and certified to, ISO 9001:2000 Quality Assurance Standards.

HealthTrainingSolutions



Support Programs

A range of course support programs may be available to you or your employees for your chosen course. Course support programs include:

Australian Apprenticeships Program

The Certificate III and Certificate IV course programs for administration and senior administration roles may be available in many Australian states and territories as an Australian Apprenticeships pathway for eligible employees, providing Commonwealth incentives to employers for employees to undertake the course programs. Apprenticeships eligibility is determined by an Australian Apprenticeships Centre.

To find out if you or your employees may be eligible for support, please complete the expression of interest form at www.healthtraining.com.au, or contact us below for further information. When receiving your expression of interest we will contact you to arrange for a Consultant to provide further information.

User Choice Funding Programs

'User choice' funding, providing funds from the state government to cover a component of training costs while on a traineeship, are progressively being released by states around Australia as the new qualifications are implemented.

Eligible new employees in several states can now access user choice funding from the government to cover costs associated with the Certificate II and III training programs.

In the ACT, user choice funding is also available for eligible existing employees, and covers training up to Diploma level.

For further information
www.healthtraining.com.au
or 1300 558 936

PHOTO COURTESY: ST. JOHN OF GOD HEALTH CARE



Courses and Careers in Health Services

AMA VIC, TAS, SA, ACT & QLD, in association with Esset Australia, are now offering a range of nationally accredited courses providing all practice support staff from junior receptionists to Practice Managers and Senior Administrators with

the opportunity to upgrade their skills to deal effectively with issues encountered in busy health care environments.

Certificate II and Certificate III in Health Support Services/ Health Administration

Entry level qualifications into a career in health support.

The Certificate II in Health Support Services has 12 modules to complete the full qualification in the Health Administration stream, including:

- Infection Control
- Occupational Health and Safety
- Patient / Customer Service
- Responding to Challenging Behaviour
- Manual Handling
- Communication
- Word processing and Spreadsheet skills

The Certificate III qualification has 15 modules to complete the full qualification in the Health Administration stream, including:

- Infection Control
- First Aid
- Patient / Customer Service
- Responding to Challenging Behaviour
- Manual Handling
- Medical Terminology
- Medical Accounts
- Cultural Diversity
- Patient Records

Support for Certificate II and Certificate III is available for eligible participants in many states and territories through several support programs, allowing eligible individuals and employees to undertake the program.

Course codes: Certificate II HLT20702/HLT21207
Certificate III HLT316002/ HLT30802

Certificate IV in Health Supervision / Health Administration

A senior level qualification for experienced staff who currently have, or who wish to move into team leader, management or senior administration roles supervising staff and operations.

The Certificate IV qualification has 15 modules to complete the full qualification in the Health Administration stream, including:

- Legal and Ethical Requirements
- Recruiting and Rostering Staff
- Managing Risk
- Responding to Challenging Behaviour
- Time Management
- Medical Terminology
- Report Writing
- Cultural Diversity
- Patient Records
- Administering a Practice

The Certificate IV in Supervision / Health Administration program may be available in some states and territories through the Australian Apprenticeships program for eligible participants, providing support for employers whose eligible employees undertake the program.

Course code: HLT43207/HLT40407

All modules in Certificates II through to IV and the Diploma are also available as stand alone modules for private participants.

Diploma of Practice Management

A management level qualification for staff who currently have, or who wish to move into roles managing staff and operations.

The Diploma has 16 modules to complete the full qualification, including:

- Legal and Ethical Requirements
- Staff Management
- Managing Risk
- Leadership
- Time Management
- Budgets and Finances
- Report Writing
- Marketing
- Practice/Service Management
- Continuous Improvement
- Policy Writing
- Recruitment and Selection of Staff
- OH&S Management

All topics are also available as stand alone modules for private participants.

Course code: HLT52007

Recognition of Prior Learning

The Health Training Solutions initiative offers all participants recognition of existing skills through a Recognition of Prior Learning (RPL) process and application, at the commencement of each module. Recognition procedures require applicants to be assessed and demonstrate their competency – just using a different means (e.g. portfolio of work samples, testimonials, etc.)