

National Provider No: 2248

Course	Suitable for	Dates
<b>Business qualifications</b>		
<b>Certificate III in Business Administration BSB30407</b>	Everyone	February – October 2010 Applications close 22 January 2010
<b>Certificate IV in Frontline Management BSB40807</b>	Everyone	4 February – 25 November 2010 Applications close 4 January 2010
<b>Diploma of Management BSB51107</b>	Pre-requisite – Cert IV in Frontline Management or management/supervisor experience	31 March – 24 November 2010, Applications close 25 February 2010
<b>Training and assessment</b>		
<b>Certificate IV in Training and Assessment TAA40104</b>	Everyone	<b>Group 1</b> February – April 2010 12 days – Wednesday/Thursday, (9am – 3pm) Applications close 13 January 2010 <b>Group 2</b> May – June 2010 12 days – Wednesday/Thursday, (9am – 3pm) Applications close 31 March 2010 <b>Group 2</b> July – September 2010 12 days – Wednesday/Thursday, (9am – 3pm) Applications close 16 June 2010
<b>Health training package qualifications</b>		
<b>Certificate II in Health Support Services HLT21207</b> * Orderly Pathway	People currently working in a hospital environment	Expressions of interest
<b>Certificate III in Health Service Assistance HLT32507</b> * Theatre Technician Pathway * Orderly Pathway	People currently working in a hospital environment	February – December 2010 Applications close 4 January 2010
<b>Certificate III in Allied Health Assistance HLT32407</b>	People currently working in an allied health environment	Expressions of interest
<b>Certificate III in Hospital/Health Services Pharmacy Support HLT31407</b>	People currently working in a pharmacy environment	Expressions of interest
<b>Certificate III in Sterilisation Services HLT31107</b>	People currently working in a sterilisation environment	Whole qualification – currently taking expressions of interest. Sterilisation Units only: > 18, 19 February and 4, 5 March Applications close 14 January 2010 > 27, 28 May and 10, 11 June Applications close 22 April 2010
<b>Certificate IV in Hyperbaric Technology HLT41507</b>	People currently working in a hyperbaric environment	Ongoing enrolments
<b>Diploma of Nursing (Enrolled/Division 2 Nursing) HLT51607</b>	Everyone	February 2010 – August 2011
<b>Advanced Diploma of Nursing (Enrolled/Division 2 Nursing) HLT61107</b>	Enrolled Nurses with Diploma of Nursing qualification	11 February – October/November 2010 Applications close 7 December 2009

Unit	Title	Suitable for	Dates
Following units can be studied as stand alone units			
<b>BSBITU302A</b>	<b>Create electronic presentations</b>	Everyone	8 April (8.30am – 4.30pm) and 22 April (1pm – 4pm) Applications close 4 March 2010
<b>BSBITU303A</b> <b>BSBITU306A</b>	<b>Design and produce text documents</b> <b>Design and produce business documents</b>	Everyone	19, 26 May (9am – 1pm) Applications close 14 April 2010
<b>BSBPRO301A</b> <b>BSBCMM301A</b> <b>BSBCUS301A</b>	<b>Recommend products and services</b> <b>Process customer complaints</b> <b>Deliver and monitor a service to customers</b>	Everyone	6, 13 July (8.30am – 4.30pm) Applications close 1 June 2010
<b>HLTCSD306B</b>	<b>Respond effectively to difficult or challenging behaviour</b>	Everyone	25, 26 February Applications close 21 January 2010 22, 23 April Applications close 18 March 2010 24, 25 June Applications close 20 May 2010 (two day workshop) (8.30am – 4.30pm)
<b>BSBMED301B</b>	<b>Interpret and apply medical terminology appropriately</b>	Everyone	8, 15, 22, 29 April and 6, 20 May (1pm – 3.30pm) Applications close 4 March 2010
<b>BSBADM302B</b>	<b>Produce texts from notes</b>	Everyone	Self directed – CD available from Staff Development Department
<b>HLTHIR403B</b> <b>HLTHIR404B</b>	<b>Work effectively with culturally diverse clients and co-workers</b> <b>Work effectively with Aboriginal and Torres Strait Islander people</b>	Everyone	2, 8, 9, 16 June (four half day sessions) Applications close 28 April 2010

**Bookings essential – limited places available.**

For further information please contact

Royal Adelaide Hospital Staff Development Department 8222 5107

Intranet: [http://dev.health.sa.gov.au/cnahs\\_dev](http://dev.health.sa.gov.au/cnahs_dev)