

## Applying for your course Certificate III in Business Administration (Medical)

### Your application checklist

To secure a place in your preferred course, please complete the following steps as soon as possible.

1 Read the important information on the following page

2 Review our online timetable to confirm the date and location of your preferred course at <http://www.healthskills.com.au/Timetables.html>

Complete an online application form via our website at <http://www.healthskills.com.au/online-enrolment.html> and upload copies of the following documents:

- 3
- Photo ID
  - Confirmation of your citizenship
  - Confirmation of Year 12 Maths and English results or previous qualifications (if applicable)

Alternatively, send copies of these documents in to us via:

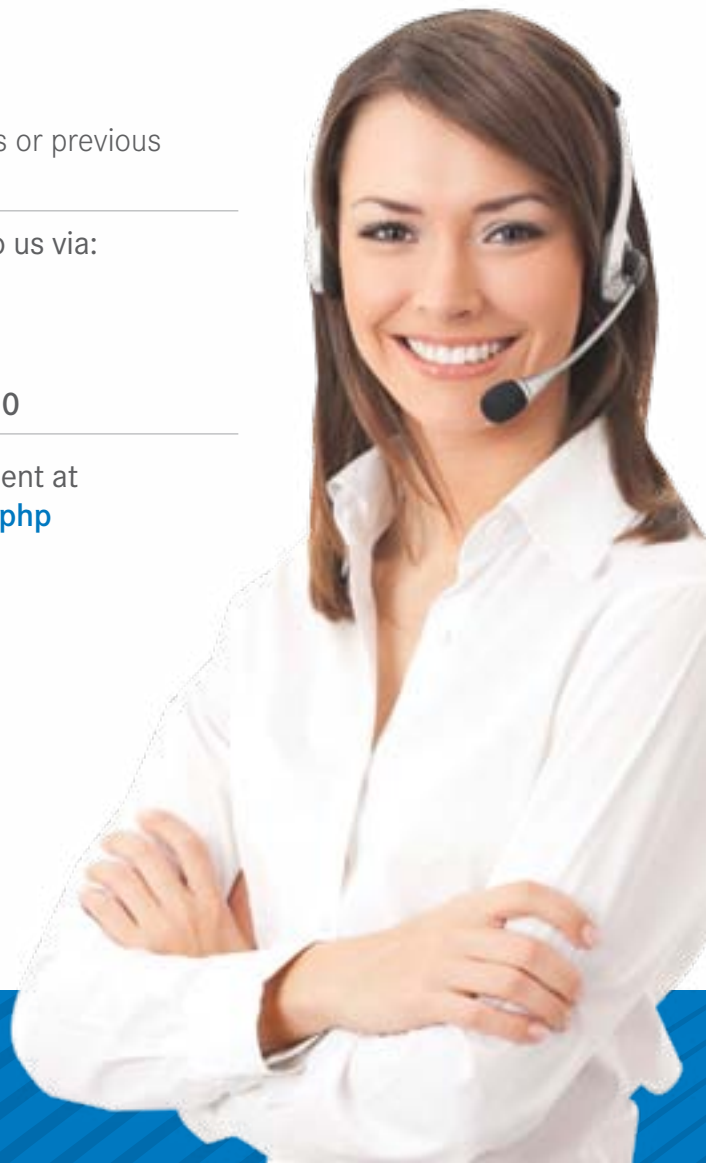
4 email: [info.hsa@navitas.com](mailto:info.hsa@navitas.com)

mail: Navitas Health Skills Australia  
Level 11, 17 York Street Sydney NSW 2000

5 If required, complete the Maths & English assessment at <http://www.healthskills.com.au/landnCertIII1.php>

[healthskills.com.au](http://healthskills.com.au)

T 1300 306 886  
E [info@healthskills.com.au](mailto:info@healthskills.com.au)



## Prerequisites for Enrolment

### Citizenship & Proof of Identity

Health Skills Australia courses are available to:

- Australian Citizens
- Australian Permanent Residents
- Special Category Visa holders (sub-class 444, NZ citizen)
- East Timorese Asylum Seekers
- Temporary Protection Visa holders

Photo ID clearly showing your date of birth is required i.e. Australian licence or passport. Evidence of your citizenship must also be supplied i.e. Australian birth certificate, passport or naturalisation certificate.

Copies need to be provided with your application or prior to receiving an offer of enrolment. Your originals must also be presented at Enrolment & Orientation Day.

### Maths and English Assessment

Candidates may be required to complete a Maths and English assessment, unless a successful pass has been achieved in Year 12 Maths and English or a Certificate III or higher has previously been obtained and proof is provided.

To complete the assessment, go to the following link via our website at <http://www.healthskills.com.au/llandnCertIII1.php>.

## Costs & Funding

### Victorian Training Guarantee (VTG)

Subsidised training is available to eligible individuals through Victorian and Commonwealth Government funding. This means that your course tuition fees can be fully funded, with your contribution being \$100 for books.

VTG funding is available to:

- All candidates under 20 years of age
- Candidates 20 years and above provided you do not hold a qualification higher than a Certificate II level
- Australian citizens, Australian permanent residents or holders of a special category Visa (sub-class 444, NZ citizen), East Timorese asylum seekers or holders of a temporary protection Visa
- Candidates enrolled in two or less subsidised programs in 2014.

For further information, visit <http://skills.vic.gov.au/get-training/get-funding>.

### Full Fee Paying

Full fee paying positions are available for non-subsidised students at a cost of \$3,200. \$100 is also payable for books.

Please Note: Tuition fees may be subject to change.

### Recognition of Prior Learning (RPL) or Credit Transfer (CT)

RPL and CT is a process to acknowledge your previous achievements of competencies or learning outcomes that may count towards your qualification.

RPL provides credit for relevant skills, knowledge and experience gained through working and learning, as well as formal and informal training.

Credit transfer is a process that provides credit for a unit of competency previously achieved.

If you intend on applying for RPL or CT:

1. Carefully read the information contained within the [RPL Information Booklet](#) (available at [healthskills.com.au](http://healthskills.com.au) > HSA Students > Policies & Procedures > HSA RPL Information Booklet).
2. Complete all sections of the [RPL Application Form](#) (available at [healthskills.com.au](http://healthskills.com.au) > HSA Students > Policies & Procedures > HSA RPL Application Form).
3. Collate copies of all required documents to use as evidence of your prior learning/experience and attach them with your application.
4. Submit these via email to [hsa.rpl.vic@navitas.com](mailto:hsa.rpl.vic@navitas.com) no later than the second week of your course.