



**NHW/ATEL School Based Traineeships 2018**  
**HLT21207 - Certificate II in Health Support Services**  
**Health Administration (Business)**

Health/Business Administration traineeships

This would suit students interested in ward clerking, personal assistance and business administration

Examples of electives studied include

Use business equipment and resources

Deliver a service to customers

Handle Mail

Examples of tasks trainees may acquire and perform under supervision include

Filing

Data entry

Record keeping

All aspects of creating, delivering and sorting mail

Using business equipment

Answering phones and assisting in reception areas