Certificate III
Business (Administration Officer)

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What is the role of Administration Officer?

Administration Officers support the daily operations of Sunshine Coast Health. They assist with patient admissions, manage medical records, schedule appointments, and support the smooth operation of healthcare services. Their role ensures efficient communication and coordination between patients, staff and departments/wards.

For more information about Administration Career Pathways

A school based traineeship offers the opportunity for students to kick start their career whilst continuing their Year 11 and 12 studies.

What are the benefits of a school based traineeship?

- Hands on experience working in a real-world environment.
- Receive points towards your Year 12 Queensland Certificate of Education (QCE).
- Contributes toward your Australian Tertiary Admission Rank (ATAR) (you do not need to be ATAR eligible to apply for a traineeship).
- Real job opportunities at the end of your traineeship.

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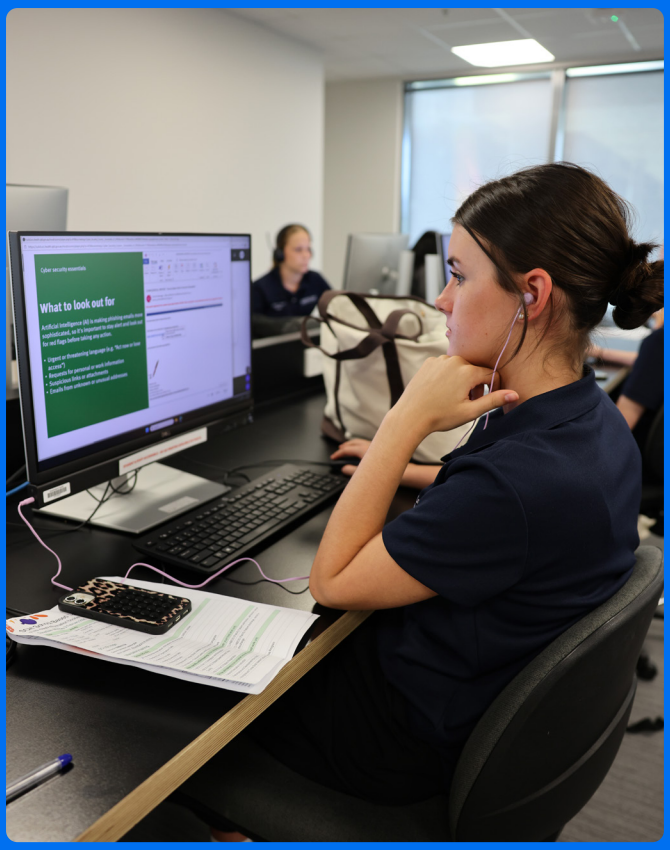

Are you the right person for the job?

To be successful in gaining a school based traineeship your application needs to demonstrate these personal attributes:

- **A current Year 10 student** with the ability to commit to a 2-year school based traineeship across Year 11 and Year 12 – this means you need to have the skills, ability and self-motivation to work towards completing a Certificate III in Business prior to finishing your school education and attend the workplace one day per week.
- **Willingness to learn** – if you are successful in applying for this position, you will be assigned an 'on-the-job supervisor'. Your supervisor will show you how to perform tasks, assign you tasks to complete and assess your workplace competency.
- **A genuine interest in Health** – completing a school based traineeship will allow you the opportunity to explore your pathway into a career in health.

How does a school based traineeship work?

You will attend your traineeship placement at a Sunshine Coast Health facility one day per week (Monday to Friday), on the same day each week. This means you will miss a day of normal schooling each week.

How do I apply?

STEP 1 – Discuss this opportunity with your parent/guardian, school (VET coordinator) and teachers.

STEP 2 – Ensure you can get to your nominated Sunshine Coast Health facility one day per week. As applications will be assessed based on your home location, please only select the facility within your school's catchment area.

STEP 3 – Complete the online application form.

When do applications open?

Applications open in September. Keep an eye on sunshinecoast.health.qld.gov.au/careers/school-based-traineeship-program for updated information or contact SC-Diversity-Inclusion@health.qld.gov.au.

Diversity and Inclusion

We are committed to providing a diverse and inclusive workplace for our people and our community. To find out more, visit Sunshine Coast Health Careers.

Do you need assistance with your application?

If you need help putting together your application, you can contact your school VET coordinator or Sunshine Coast Health on SC-Diversity-Inclusion@health.qld.gov.au.

More information

If you or your parent/guardian would like more information about the Sunshine Coast Health School Based Traineeship Program scan this QR code or email SC-Diversity-Inclusion@health.qld.gov.au

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