

Sunshine Coast University Hospital



# Certificate III Administration Officer

at Nambour, Birtinya or Gympie

## 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.

**Sunshine Coast  
Health**



**Queensland  
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## 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. Following a selection process you will become an employee of a Group Training Organisation (GTO) who provide the legal/insurance cover required. You will be required to manage your school workload, theoretical workload and on-the-job practical training and complete the required theoretical learning through a Registered Training Organisation (RTO).

## How do I apply?

**STEP 1** – Talk to your parents, your school (VET coordinator) and your teachers about this fantastic opportunity and why you would like to apply for this traineeship with Sunshine Coast Health.

### **STEP 2 – Ensure you are able get to your nominated Sunshine Coast Health facility one day per week**

Initial applications will be assessed based on your home location in relation to the selected facility. You should only select the traineeship at the facility within your school's catchment area.

### **STEP 3 – Complete the application form**

The following information is required as part of the application form;

Your personal details and the details of your parent/guardian, your reason for applying, your interest in a health career, skills you have gained through part time work, volunteering, hobbies or sporting endeavours and a healthcare related quiz.

## Diversity and inclusion

We are committed to providing a diverse and inclusive workplace for our people and our community. To find out more, visit SCH 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](mailto:sc-diversity-inclusion@health.qld.gov.au)

## 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 selfmotivation to work towards completing a Certificate III in Administration Officer 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.



### More information

Would you or your parent/guardian like more information about the Sunshine Coast Health school based traineeship? Scan this QR code for more detailed information on SCH school based traineeships

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