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COLLEGE AUSTRALIA

Learn for Life

HLT37315 Certificate III in
Health Administration

This qualification focuses on equipping administrative professionals with essential skills for roles within healthcare. You will be equipped with communication, customer service, and technical expertise to allow you to excel within your position.

Duration:
12 - 24 months

Method:
Online, RPL

Payment:
Upfront, Pay Per Unit

Funding:
Certificate 3 Guarantee

What can I expect?

This qualification is expertly designed to equip you with a comprehensive suite of skills and knowledge essential for a flourishing career in health or community services. Throughout this course, you will master the art of effective communication within diverse and dynamic health environments, ensuring you can work efficiently with a broad spectrum of individuals. You'll dive deep into the critical practices of infection prevention and control and participate actively in maintaining workplace health and safety—foundational elements in any health-related role. Additionally, the course covers maintaining financial records, designing documents, and organising schedules. This holistic approach lays a robust foundation for lifelong career progression.

Career Pathway Potential

Ward Clerk

Admissions Clerk

Medical Receptionist

Health Administrative Worker

Qualification Structure

Total Number of Units: 13

- ✔ **5 Core Units**
- ✔ **8 Elective units**

Core Units:

CHCCOM005
Communicate and work in health or community services

CHCDIV001
Work with diverse people

HLTINF006
Apply basic principles and practices of infection prevention and control

HLTWHS001
Participate in workplace health and safety

BSBMED301
Interpret and apply medical terminology appropriately

Elective Units:

BSBFIA301
Maintain financial records

BSBFIA303
Process accounts payable and receivable

BSBCUS301
Deliver and monitor a service to customers

BSBITU306
Design and produce business documents

BSBINM301
Organise workplace information

BSBINM201
Contribute to workplace innovation

BSBOPS303
Organise schedules

CHCCOM001
Provide first point of contact

Workplace Requirement

Not applicable

Entry Requirements:

Not applicable

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