



HLT47315 CERTIFICATE IV IN HEALTH ADMINISTRATION

Launch your career to new heights by becoming an outstanding health Administration leader and making an epic impact in one of Australia's fastest-growing industries.

Duration: 6-12 Months

Method: Online | Blended | RPL

Payment: Upfront, Pay Per Unit

Funding: Higher Level Skills

What Can I Expect?

Move into a senior or leadership role in health administration, expand your options within the healthcare and medical industries, and fast-track your career by gaining the essential skills and knowledge needed with a Certificate IV in Health Administration.

This certificate qualifies workers who support the effective functioning of health services at a senior operational level. These workers may also lead teams, provide workplace training, or perform a leading hand function. They do not deliver direct care to clients.



HEALTH HR
MANAGER



EXECUTIVE
ASSISTANT



PRACTICE
MANAGER



MEDICAL
SECRETARY



CLINICAL CODING
ADMINISTRATOR



HOSPITAL WARD
CLERK



Industry Experts



Live Webinars



Nationally Recognised



Blended Learning



Pathways to University



Rolling Enrolments

Core Units

CHCDIV001 Work with diverse people

CHCLEG001 Work legally and ethically

HLTWHS003 Maintain work health and safety

BSBLDR402 Lead effective workplace relationships

BSBMED301 Interpret and apply medical terminology appropriately

BSBMGT403 Implement continuous improvement

QUALIFICATION STRUCTURE

Packaging Rules

Total Number of Units: 14

6 Core Units Plus

8 Elective Units

Entry Requirements

Not Applicable.

Electives

BSBCUS401 Coordinate implementation of customer service strategies

BSBCUS402 Address customer needs

BSBWOR404 Develop work priorities

BSBITU306 Design and produce business documents

BSBREL402 Build client relationships and business networks

BSBLED401 Develop teams and individuals

BSBLDR401 Communicate effectively as a workplace leader

BSBHRM405 Support the recruitment, selection and induction of staff

Workplace Requirements

Students may be required to undertake practical workplace tasks in an approved workplace/environment to complete their qualification.



Scan for more info

V22.1

Visit our website collegeaustralia.edu.au or call us on 07 3255 0506 for more information and current pricing.

All information is correct at the time of printing. While every attempt is made to ensure that information is updated and accurate, some changes may occur without notice.