HLT37315 Certificate III in Health Administration

CRICOS Course Code: 093195C
Toll Free: 1800 22 52 83
INTRODUCTION

Health administration relates to the leadership, management, and administration of hospitals and healthcare institutes, and is a job well suited to those who wish to pursue an administrative career that is people-centric, where you can fulfil your sense of social mission by caring for the people you serve. You will be required to demonstrate quick thinking, organisational abilities, and superior decision making competencies. This certification course is the perfect way to start, and provides the specialised skills and knowledge essential to work in the administrative department in health-related organisations. On completing this course, you will become competent in a wide variety of administrative duties required to work in the health industry.

IHNA offers a wide range of healthcare courses that are designed to suit the needs of professionals who wish to practice in the healthcare industry in Australia. Students can gain from the methodical and structured approach to theory and clinical skills in all of IHNA’s courses. The course material is continuously checked for current relevance in the industry, and the content is on par with the best courses of a similar nature across the globe. IHNA educators are recognised as experts in their fields of study, and are thoroughly conversant with the medical environment in this country.

IHNA’s focus is student-centric and is based on a foundation of quality and compassion. The learning environment offered to students encourages and promotes the development of an inquiring and receptive mind. They are given the best infrastructure and learning support, and receive individualised guidance from their instructors. All this ensures that they are able to reach their highest level of competence and confidence in their own abilities as an expert healthcare professional.

IHNA’s comprehensive education helps each of our students to achieve their highest potential. To date, over 2000 students in over 100 batches have completed courses at IHNA with highly successful results, and have gone on to achieve exceptional job outcomes in leading institutes in Australia and around the world.
WHY STUDY AT IHNA?

- IHNA’s excellence in delivering training for international students has been rewarded with the prestigious Victorian International Education Provider Award 2016. We are also shortlisted as finalists for the 2016 Victorian Small Training Provider of the Year Award.
- Our courses and learning materials are work-focused and designed to meet global standards in healthcare.
- We offer ample flexibility, you can study online and meet your work schedules and commitments as well.
- Our trainers are experienced healthcare professionals who have work experience in Australia.
- Successful candidates will be job-ready and will have the knowledge and skills to practice with confidence and competence.
- Students are supported and guided, every step of the way.
- Our courses are nationally recognised.
The HLT37315 Certificate III in Health Administration reflects the role of administrative workers in the health industry, who follow known routines and procedures, and are required to take responsibility for their own work under general supervision. These workers need to combine communication, customer service and technical skills during the course of work. They must use their own discretion and judgment to adapt and transfer their skills to different situations that may arise.

This course may also provide a pathway into other higher education courses in health care.

### Course Details

<table>
<thead>
<tr>
<th>Qualification</th>
<th>HLT37315 Certificate III in Health Administration</th>
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<tbody>
<tr>
<td>CRICOS Code</td>
<td>093195C</td>
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<tr>
<td>Delivery mode</td>
<td>Face to face / Blended Delivery.</td>
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<td>This course is offered to Domestic and International students.</td>
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<tr>
<td>Course duration</td>
<td>The face to face mode will be delivered over a maximum of 26 weeks, which includes a minimum 20 hours of classroom based hours per week.</td>
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<td>The Blended course will be offered through a combination of e-learning and practical tasks in a simulated environment.</td>
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<td>For both modes of delivery, completion time frames will however vary between students based on their individual skills, experiences and previous studies.</td>
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<td>There is a mandatory simulation work shop at an IHNA campus.</td>
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<td>Assessments</td>
<td>The assessments include:</td>
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<td></td>
<td>• Knowledge based tests</td>
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<tr>
<td></td>
<td>• Simulation based assessments</td>
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### Possible Job Outcomes

After the successful completion of the program the candidates may gain employment as Health Administration Staff in such settings as Medical Centres, Dental Clinics, Chiropractic Clinics, Podiatry Clinics, Maternal Health Care Centres, and other Community Health Care settings.

Occupational titles may include:
- Admissions Clerk
- Health Administrative Worker

This course is a nationally recognized qualification, not currently accredited with an industry body.
WHAT DO YOU NEED TO KNOW ABOUT THIS COURSE?

What is the aim of this course?
Students may undertake this course to develop skills and knowledge for a career in Health Administration, as an administrative worker in the health industry.

How is the course delivered?
The mode of delivery intended for this course is Face to face and Blended mode.

How do I know the course enrolment details?
Call us to enquire about the next enrolment date.

What learning materials are included with this course?
Your learning materials include:
- Study guide
- Learners workbooks
- Discussion forums
- Video resources
- Links to key online resources

What are the Admission Criteria for this course?
There are no pre-requisites or any other training package entry requirements for this course.

IHNA has in place admission criteria for courses in its scope as required by its ‘Application and Enrolment Procedure for VET Courses’ to ensure that candidates meet industry requirements.

Applicants seeking entry into this course are required to meet the following criteria:
- Minimum 18 years of age
- Successfully completed Year 12 or a Language, Literacy and Numeracy test (LLN)
- Basic computer skills
- Satisfactory Police Clearance Certificate

Aboriginal and Torres Strait Islanders are encouraged to apply.

What are the Fees and Costs?
For details please refer to our website www.ihna.edu.au
How is the course assessed?

Assessment strategies are implemented for collecting evidence and making judgements about whether competency has been achieved by the learner.

The assessments confirm whether an individual can perform to the standards expected in the workplace, as expressed in the relevant endorsed unit of competency.

Assessment tools used include:
- Knowledge based tests
- Simulation based assessments

What will I get on successful completion of this course?

Students who successfully complete all of the required units of competency of this course will be issued a testamur with the record of results printed at the back.

A statement of attainment will be issued if a student successfully completes one or more units of competency of this course, but does not meet the requirements for a qualification (as specified in the Training Package). The statement of attainment will list all of the units of competency achieved.

What further studies could I pursue?

Candidates may progress to higher level qualifications within and/or across the community sector.

What other course may I be interested in?

- HLT33115 Certificate III in Health Services Assistance
- CHC33015 Certificate III in Individual Support (Ageing, Disability)
- HLT47315 Certificate IV in Health Administration
- CHC43115 Certificate IV in Disability
- CHC43015 Certificate IV in Ageing Support
- HLT54115 Diploma of Nursing
- HLT57715 Diploma of Practice Management
- CHC50113 Diploma of Early Childhood Education and Care
- CHC50113 Diploma of Early Childhood Education and Care

Candidates may progress to higher level qualifications within and/or across the community sector.
What is IHNA’s Access and Equity Policy?

Our Code of Practice includes an Access and Equity Policy. This document is available on request. It is the responsibility of all our staff to ensure that students’ requirements of the Access and Equity Policy are met at all times.

Is there any legislation that I should know about?

A range of legislations are applicable to all IHNA staff and students.

Information on relevant legislation is provided at www.ihna.edu.au/law_and_legislation

Further Information

Students may enrol at any time of the year. The commencement of all courses is subject to enrolment quotas.

Disclaimer

All information contained in this publication including the availability of courses and fees is correct as of December 2016. For the latest course information, please refer to the relevant course section in IHNA website.

However, the Institute reserves the right to alter any course, procedure or fee.

Students should check with IHNA for any amendments prior to enrolment.
13 units of competency are required for this qualification, including:

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<tr>
<th>Core Units</th>
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<td>CHCDIV001  Work with diverse people</td>
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<tr>
<td>CHCLEG001  Work legally and ethically</td>
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<tr>
<td>BSBMED301  Interpret and apply medical terminology appropriately</td>
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<tr>
<td>HLTAAP001  Recognise healthy body systems</td>
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<tr>
<td>HLTWHS001  Participate in workplace health and safety</td>
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<tr>
<td>HLTINF001  Comply with infection prevention and control policies and procedures</td>
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<tr>
<td>HLTAID003  Provide first aid</td>
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<tr>
<td>CHCCOM005  Communicate and work in health or community services</td>
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<tr>
<td>BSBMED302  Prepare and process medical accounts</td>
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<td>BSBMED303  Maintain patient records</td>
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<td>BSBITU306  Design and produce business documents</td>
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<tr>
<td>CHCPRP001  Develop and maintain networks and collaborative partnerships</td>
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<td>BSBLDR402  Lead effective workplace relationships</td>
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Healthcare for a Better World
HOW TO ENROL?

Online

You can enrol online
www.ihna.edu.au

Email

Send an email to enquiry@ihna.edu.au

Face to face

Apply in person at any IHNA campus. Our contact details are on the last page.

Toll free

You can speak to a career counsellor or a guide, if you are unsure about the way forward. Please feel free to call.
Toll free: 1800 22 52 83
IHNA is focussed on developing your career in health care. If you wish to take your career a step forward, an accredited higher level qualification is the way to go. Based on your current qualification, please see below the pathways that are available to you.

Learn advanced skills and stay up to date with current best practice in your sector!

Note: Information in this diagram is of a general nature and entry criteria applicable to specific courses may vary. Please refer to specific course information to determine the exact criteria for entry or contact our admissions consultants for more details.
Melbourne (Administrative Office)
Level 1, 76-80 Turnham Avenue, Rosanna, Victoria 3084, Australia
Ph: +61 3 9455 4400 Fax: +61 3 9455 4433

Perth Campus
Level 3, Carillon City Arcade, 680-692 Hay Street Mall, Perth WA 6000
Ph: +61 8 6212 8200

Sydney Campus
Level 7, 33 Argyle Street, Parramatta, NSW 2150, Australia.
Ph: +61 2 8228 6400

Melbourne Campus
597-599 Upper Heidelberg Road, Heidelberg Heights, Victoria 3081, Australia
Ph: +61 3 9450 5100

Melbourne City Campus
Opening Soon

Legal Name: Health Careers International Pty Ltd  I  ABN 59 106 800 944  I  CRICOS Code: 03386G  I  RTO ID: 21985