Certificate III in Health Administration

Designer Life EMPLOYMENT • TRAINING • CAREERS

HLT37315

Kickstart your career in health administration!

Whether you're aiming to step into your first job or seeking a new career path, this course provides the foundation you need to succeed in a growing and rewarding industry.

This qualification is designed for people who want to work in the health industry, supporting daily operations and providing quality service. You'll learn how to follow workplace routines and procedures, take responsibility for your own tasks, and build the confidence to work under general supervision.

With a focus on communication, customer service, and practical technical skills, you'll also develop the ability to use judgement and adapt your skills to a variety of situations.

TOTAL COURSE UNITS - 13

5 CORE UNITS

CHCCOM005 Communicate and work in health or community

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

8 ELECTIVE UNITS

BSBINM301 Organise workplace information

BSBITU306 Design and produce business documents

Control records BSBRKG301

CHCCOM001 Provide first point of contact

BSBCUS301 Deliver and monitor a service to customers

CHCLEG001 Work legally and ethically

BSBPEF301 Organise personal work priorities

HLTWHS006 Manage personal stressors in the work environment

As course completion is based on the determination of competency, the total time taken to complete the course will vary based on the student's cohort and their existing skills and knowledge.





ENTRY REQUIREMENTS

- No formal entry requirements
- Students enrolling online must have access to an internet connected computer with webcam and microphone, PDF reader, and word processing software



TRAINING DELIVERY

• Self-paced learning – study on your own schedule

• Online with our skilled trainers



COURSE DURATION

Up to 12 months^



CAREER OPPORTUNITIES

- Receptionist in medical practices, hospitals or allied health facilities
- Practice Manager Assistant
- Medical Receptionist
- Administrative Officer



COURSE FEE \$ 2200

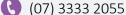
PLEASE NOTE: Some courses have entry requirements, additionally not all courses are available at all Designer Life locations. Please speak with our enrolment team or check out our website for more information prior to enrolment.





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