

Believe and you
can achieve it



HLT47321 - Certificate IV in
**Health
Administration**

Online Blended Delivery

This qualification reflects the role of individuals who work in a senior operational or team leading role in health administration. Health Administration Workers complete a wide range of administrative and operational tasks under direct or indirect supervision. To complete this course satisfactorily, the student must have completed at least 16 hours of mandatory work placement as detailed in the Assessment Requirements of the units of competency.

The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.



AQF Level:
4



Training Hours:
740 Hours



Mode of Delivery:
Online Blended

Career Outcomes

- Administration supervisor
- Business manager
- Executive assistant
- Medical records section leader
- Practice manager
- Senior clerk
- Senior clinical coder
- Team leader for clinical services
- Ward clerk

Entry Requirement

- 16 years of age and above at the time of commencement of the course
- Successful completion of an Australian Year 11 qualification or equivalent.
- Students below 18 years of age should have consent from their parents prior to getting enrolment in any courses.
- At Orientation, students will participate in a language, literacy, and numeracy (LLN) assessment to determine their language, literacy, and numeracy competencies (prior to commencing the courses).

Note: Mature age students (22+) will also be considered without the minimum education requirements. Each case will be reviewed individually to ascertain the capacity of the student to meet course requirements.

Students enrolling on the online program will be required to attend:

- The online orientation
- The course is provided through Online Blended mode of delivery. It will be delivered over 740 hours including 490 hours of lectures and tutorials, 104 hour simulation based assessment, and 16 hour Professional Experience Placement (PEP).

Please call our friendly admissions team to know more about the course.

INSTITUTE OF HEALTH & NURSING AUSTRALIA



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