Certificate IV in Health Administration

COURSE CODE	HLT47321
LOCATIONS	Virtual
STUDY MODE	Part-time, Online
Length	12 months
Commencement	February, July
Timetable	One, three hour virtual classes a week plus self-paced study.

Course Overview

This section gives you an introduction to what you will be learning in this course, plus course outcomes, career opportunities, and student support.

Introduction

This program provides essential skills for medical administration tasks including patient record management, compliance with health and safety standards, and complex word and excel skills. It offers the opportunity to upskill and gain a qualification that represents their experience.

What will I Learn?

You will build on key operational administration skills, including strong communication abilities, effective management of confidentiality and privacy, and the capacity to work confidently with diverse clients in the health services sector.

Mode of delivery

3 hour virtual classes via virtual or smart classroom weekly for 12 months during school term.

In addition to the 3 hour weekly virtual class, students will require an average of 4 hours per week to complete learning and assessment requirements.

*__Virtual classroom__ - a live online teaching and learning environment where teachers and students can present course materials, engage, interact, and work in groups together.

Course Outcomes and Career Opportunities

- Medical receptionist
- Administrative role in a medical/health environment
- Ward clerk
- Health administration supervisor
- Medical records officer

Pathways

This course may be a pathway to Diploma of Business or Diploma of Practice Management.

Information Session

Why don't you come along to our next course info session to find out everything you need to start your learning journey? You can chat with our teachers, tour our facilities, learn more about the course, find out about the application process and get your questions answered by our course experts.

Find the next info session near you

Course Requirements

This section gives you an overview of entry requirements, course units and electives, skills recognition, and assessment criteria.

Entrance requirements & pre-requisites

You must be employed in the health administration field to be eligible to enrol in this course and be 16 years old.

Units offered

Core Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
HLTWHS003	Maintain work health and safety	40	$0.00
CHCCCS020	Respond effectively to behaviours of concern	20	$0.00
CHCDIV001	Work with diverse people	40	$0.00
CHCLEG001	Work legally and ethically	55	$0.00
CHCCOM005	Communicate and work in health or community services	30	$0.00
BSBMED305	Apply the principles of confidentiality, privacy and security within the medical environment	20	$0.00
HLTADM010	Facilitate a coordinated approach to client care	30	$0.00
HLTCCD003	Use medical terminology in health care	85	$0.00
HLTINF007	Implement and monitor infection prevention and control standards, policies and procedures	70	$0.00

Elective Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
BSBMED401	Manage patient record keeping system	50	$0.00
BSBHRM413	Support the learning and development of teams and individuals	40	$0.00
BSBPEF402	Develop personal work priorities	40	$0.00
BSBTEC401	Design and produce complex text documents	100	$0.00
BSBTEC402	Design and produce complex spreadsheets	50	$0.00
BSBLDR414	Lead team effectiveness	50	$0.00

Assessment

This course involves accredited units. You will be required to complete assessment tasks to demonstrate your underpinning knowledge, skills and attributes to meet the course outcomes. A combination of written, oral and practical assessment strategies will be used in either a classroom, online or workplace environment.

Where units require demonstration of skills in a workplace environment, you will have the opportunity to do this either in your own workplace (where appropriate), through a practical placement, or by using one of the Institute's simulated workshops/classrooms. Detailed information about the types, conduct and dates of assessments will be provided in advance. You will also be provided with information about the opportunity for reassessment and appeal.

Fees

This section gives you an overview of course fees, subsidies, and how they can be paid.

Course Fees

Here's an outline of fees and costs associated with your course.

Your fees each year can be made up of 3 different elements. Everyone has different circumstances that can affect what you pay and how much you pay. :

1. Tuition fees - charged as an hourly rate that varies from course to course. A large portion of the tuition is subsidised by the Victorian Government for eligible students.
2. Resource and/or materials costs - covers the cost of materials and other incidentals. This fee will vary according to the course being undertaken.
3. Booklist items - such as textbooks, equipment and stationery recommended for your course

Tuition fees

There are 4 different rates of tuition fees. Only one will apply to you (depending on your eligibility and circumstances).

1. **Government Subsidised Fee** - you could be eligible for a government-subsidised rate under the Skills First funding depending on your age, educational history, and citizenship or residency status. If you are eligible, the government will contribute to the cost of your training.
   Find out more about subsidised training

2. **Government Subsidised Concession Fee** - If you are eligible for a Skills First government-subsidised place and hold a current healthcare or pension card, that you can provide at enrolment, you may be eligible for the concession rate. Note, the concession rate is not applicable to Diploma level courses.
   Find out more about concession rates

3. **If the course is a Free TAFE course or part of the Free TAFE Pathways Program** - Eligible students will not pay course tuition fees for the duration of their enrolment in this course, however, there may be some consumable/material fees for the course (find out more below). Any resource or material costs, or booklist items for this course are listed in the table below.
   Find out more about Free TAFE
   Find out more about Free TAFE Pathways Programs

4. **Full fee** - If you are not eligible for a Skills First government-subsidised place, exemption, concession or are enrolling in a course that isn't government-subsidised, you may be required to pay the full fee rate.

FIND OUT MORE ABOUT FEES AND ELIGIBILITY

The fees listed below are indicative only. The course fees published are subject to change given individual circumstances at enrolment. Course fee funding is made available to eligible individuals by the Victorian and Commonwealth Governments. If funding is utilised, this may affect opportunities to access additional funding in the future. An accurate quote for this course will be provided during the enrolment process.

Course fees by student type	Indicative Course Fee

Government subsidised rate (if eligible)	$2,160.00
Concession rate	$435.00
Full fee rate (if not eligible for govt subsidy)	$5,655.00

Additional course fees	Indicative Course Fee
Course consumable/materials (approximate)	$0.00

Resource and/or materials costs

Some courses require specific resources or materials necessary for your study eg: tools of the trade, excursions, etc. Final costs will be determined upon enrolment.

Student services fee

An annual student services fee contributes to the provision of student engagement, learning and support services.

Student service fee	Annual amount
Concession rate	$100.00
Standard rate	$150.00

This fee is non-refundable upon commencement of your course. Some students may be exempt from the student service fee. Your fee will be confirmed based on your circumstances when you enrol.

How do I pay my fees?

Once we have processed your enrolment form, you will receive an email with your invoice.

You have three options when organising your payment:

1. Upfront payment - can be made over the phone with EFTPOS
2. Payment plan - can be directly debited from your bank account or via a VET Student Loan (for diploma or advanced diploma courses only)
3. Paid by employer, school or job network agency - if your fees are being paid by your employer, school or job network agency, you will need to complete an Authority to Invoice form.

Payments will need to be arranged within five(5) business days of receiving the email containing your invoice.

We also offer a range of scholarships each year which you may be eligible to apply for to assist with course fees.

Next Steps

Ready to take the next step? Here you can make an enquiry, attend an information session or begin the application process.

How to apply

There are five simple steps to apply for a course with us.

1. **Apply** – Submit your online application form.
2. **LLN Assessment** – Complete an LLN assessment if required.
3. **Chat to our team** – Discuss your course and study plan with a teacher or specialist.

4. **Enrol** – Accept your offer and confirm your details.
5. **Pay** – Receive your invoice and arrange payment.

Need help? Contact us or visit your nearest campus.

Careers and Course Advice

Not sure which course is right for you? South West TAFE will help you find your way.

Our Careers Coaches at the Skills and Jobs Centre is here to support you. Whether you're exploring career options, transitioning from school to the workforce or looking to study after school we're here to help you.

Student Support

As a SWTAFE student, you can access a variety of support services that will enhance your study experience and help you complete your studies successfully. For more information about any of these services, visit our student page.