



IHNA
Australia

Powered by
Arizona State University®

HLT47321 - Certificate IV in

Health Administration

For Domestic Students

Accreditation



EDUCATION *for*
EMPLOYMENT:
Bridging the gap globally



Course Overview

The **HLT47321 – Certificate IV in Health Administration** prepares individuals for senior operational or team-leading roles within health administration. These professionals carry out a broad range of administrative and operational tasks, either under direct or indirect supervision.

To successfully complete this course, students must undertake at least 16 hours of mandatory work placement, as outlined in the assessment requirements of the units of competency.

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

There are no specific occupational licensing, certification, or legislative requirements for this qualification at the time of publication.

Course Details



Duration:
26 Weeks (6 Months)



Training Hours:
740 Hours



AQF Level:
4



Course Delivery:
Blended



Campuses:
Melbourne, Sydney, Perth,
Brisbane



**Professional Experience
Placement (PEP):**
16 Hours

The course is provided through Blended mode of delivery. It will be delivered over 740 hours including 490 hours of lectures and tutorials, 104 hours of simulation based training and assessment, 130 hours of structured interactive learning (SIL), and 16 hours of professional experience placement (PEP).

Job Outcomes

- Health Administration Supervisor
- Medical Records Section Leader
- Senior Clinical Coder
- Senior Clerk
- Executive Assistant
- Ward Clerk
- Front Office and reception duties
- Assistant to Practice Manager
- General Office Help

This course follows Competency-based training which is the concept that individuals learn at different rates as well as through different modes and different environments and that the skills and knowledge that a student has acquired previously are able to be formally recognised.

Mode of Delivery

Blended Delivery

(Blended: Online real-time theory tutorials with on-campus skills training in a simulation environment)

Students must attend 20 hours of classes per week. This includes simulation-based assessments and professional experience placements.

20 contact hours per week will be delivered through synchronised online learning, which includes on-campus simulation-based training and professional experience placements.

In addition to structured learning, students should plan for approximately 10 hours per week of unstructured learning.

Students must meet additional requirements for professional experience placements (PEP), such as obtaining a clear police check, working with children check, and necessary immunisations.

Simulation-based assessment (1 to 2 weeks on campus) and Professional Placement (16 hours, approximately 3 to 4 weeks) are mandatory.

*Please call your respective campus locations for more details

Entry Requirements

- 16 years of age and above at the time of commencement of the course*#
- Successful completion of an Australian Year 11 course or equivalent.

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

#Students below 18 years of age should have consent from their parents prior to getting enrolment in any courses.

Additional Requirements

- Language, Literacy and Numeracy (LLN) requirement. All students are required to undergo the LLN test proffered by IHNA for their suitability to be determined for undertaking the course successfully.
- Possess basic computer skills

Professional Experience Placement (PEP) requirements

- A satisfactory National Police Clearance (NCC) or Australian Federal Police (AFP) Clearance certificate
- Required immunisation
- Working with Children Check (WWCC)
- Physical requirements that are necessary to pass the course objectives are:
 - **Strength:** To assist with lifting and transferring a client, and perform CPR
 - **Mobility:** To bend, stoop, and bend down to the floor; ability to move around rapidly; and to move in small, confined spaces
 - **Hearing:** To hear through the stethoscope to discriminate sounds; to hear cries for help; to hear alarms on equipment and emergency signals; and various overhead pages
 - **Vision:** To make physical assessments of client and equipment
 - **Communication:** To communicate in both verbal and written formats; and interact with clients, staff, and faculty supervisors
- Students must declare a disability or disorder (if any), or if they are on any medication which may require reasonable adjustments.

Where a student breaches the above requirements, they could be excluded from their practical placements which may result in unsuccessful completion of the course.

Full Fee: \$3,499*#

State Funding

Victoria

If the student is eligible for Government funding, student pays: \$0

This training is delivered with Victorian and Commonwealth Government Funding

Western Australia

Currently no funding available, please contact us for current fee options.

New South Wales

Currently no funding available, please contact us for current fee options.

*Special discounts may be available for selected courses. Contact us to learn more!

*VET Student Loan is Available for Eligible Students.

#The Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as Student service and resource fees

How to Enrol

Online

Submit your application through our website
www.ihna.edu.au

Email

Send an email to
enquiry@ihna.edu.au

Face to face

Walk into any IHNA campus or visit our Melbourne admission office for assistance.

You can speak to our admissions consultant if you are unsure about the process.

Toll free : 1800 22 52 83



Institute of Health & Nursing Australia

Melbourne | Perth | Sydney | Brisbane | Kochi

 **1800 22 52 83**  enquiry@ihna.edu.au  www.ihna.edu.au

Disclaimer: All details on this flyer are accurate on date of publication. Government Funding is available for selected courses in selected campuses and subject to conditions, please contact us for more details. IHNA reserves the right to alter any course, procedure or fees. Please refer to IHNA policies & procedures for more information on IHNA website.

Legal entity: Health Careers International Pty Ltd
RTO ID: 21985 | CRICOS Provider Code: 03386G | ACN: 106 800 944 | ABN: 59 106 800 944

Version: 11.1 | Dated: October 2024