

# Certificate III in Health Administration

HLT37315

 **Designer Life**  
EMPLOYMENT • TRAINING • CAREERS



**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 services
- 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

- BSBINS302** Organise workplace information
- BSBTEC301** Design and produce business documents
- BSBINS308** Control records
- CHCCOM001** Provide first point of contact
- BSBOPS304** 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

OR

- 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.

**REGISTER NOW!**

