

Assessment

The assessment methods include:
Observation of simulated workplace tasks and /or work placement
Written and oral questioning
Projects
Role play
Case studies
Others as deemed appropriate

Placement

Bellarine Training and Community Hub will endeavour to find appropriate placement for all students undertaking training, where on the job experience is a requirement of the course.

Employment Skills

This qualification incorporates employability skills; skills that apply across a variety of jobs and life contexts and including:

- Communication
- Team work
- Problem solving
- Initiative and enterprise
- Planning and organising
- Self management
- Learning
- Technology

Expected Self-Paced Study Hours

Beginner (Full Study Model) No recent related Self-paced study hours expected approximately 10 hours per week

Intermediate (Partial Study Model) – Limited knowledge and skills with related industry experience.

Self-paced study hours expected approximately 8 hours per week

Advanced – Extensive current relevant knowledge and skills including related industry work experience

Self-paced study hours expected approximately 6 hours per week



Bellarine Training
& Community Hub



Bellarine Training
& Community Hub



Certificate IV in Health Administration (HLT47315)

HOW TO APPLY

Bellarine Training & Community Hub

1 John Dory Drive, PO BOX 420,
Ocean Grove, VIC 3226

P 5255 4294 | E reception@btach.com.au

btach.com.au

Course Information

This qualification will provide you with the technical skills to interpret and apply medical terminology, lead effective workplace relationships and manage patient record keeping systems. Our highly-experienced industry professionals will guide you every step of the way to ensure your transition into the health sector is a success.

Successful completion of this course will qualify you to lead a health admin team. It will also give you the knowledge to undertake further studies in the field.

This course provides the skills required to work in a senior/supervisor role within health administration.

Pre-requisite: Basic computer skills are required for this course.

In order to undertake a practical placement and secure employment in the future students are required to obtain a current clear Victorian Police Check and Working with Children Check card. If you have any concerns please speak to our friendly staff.

Pathways

Pathways from this qualification include Health Practice Manager, Executive Assistant, Practice Manager, Health Administration Supervisor, Senior Clinical Coder, Ward Clerk, Medical Records Section Leader.

All Welcome

Bellarine Training and Community Hub invites all people from the community including people with disabilities to participate in accredited and non accredited courses offered at the Centre.

Course structure

Total number of units = 15

6 core units

8 elective units

1 additional unit



Course Duration

27 WEEKS X 12 HOURS + 15 hr placement

Core Unit	Nominal Hours
CHCDIV001 Work with diverse people	40
CHCLEG001 Work legally and ethically	55
HLTWS003 Maintain work health and safety	40
BSBLDR402 Lead effective workplace relationships	50
BSBMED301 Interpret and apply medical terminology appropriately	60
BSBMGT403 Implement continuous improvement	40

Elective Units	Nominal Hours
BSBITU306 Design and produce business documents	80
BSBMED401 Manage patient record keeping system	50
BSBR501 Manage Risk	60
BSBINM401 Implement workplace information system	40
CHCPRP003 Reflect on and improve own professional practice	120
BSBMED305 Apply the principles of confidentiality, privacy and security within a medical environment	20
HLTINF001 Comply with infection prevention and control policies and procedures	25
CHCCOM005 Communicate and work in health or community services	30

Additional Unit	Nominal Hours
HLTAID003 Provide First Aid (level II)	18

Fees and Charges

Training is provided with Victorian Government funding. Those seeking funded places must meet the funding criteria to be eligible. This may impact access to further government funded training. Students who hold an eligible concession card may receive a discount on their fees. A \$200 non refundable deposit is required on enrolment of the course.

The Balance may be paid on a weekly payment plan through an external company.

Course Costs

	Funded	Concession	Unfunded
Tuition	\$454.50	\$92.30	\$3302.00
Admin	\$100.00	\$100.00	\$100.00
Books	\$395.60	\$395.70	\$398.00
Total	\$950.00	\$588.00	\$3800.00

Cost per SCH: 0.64

Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Fees may also change in line with Government fees and charges policy.