HELLO THERE, OUR DREAM IS TO HELP YOU MAKE GREAT HAPPEN

Payment options

Want to work in health?

Give your career a boost and become an important part of the health care sector. Gain the skills and knowledge to provide high-level administrative functions in health services, work autonomously and as a senior member of staff in an administrative team.

LOCATION/S
External

DURATION

Course delivery options
WORKLOAD LOCATION DELIVERY

External Online, Recognition of prior learning (RPL)

Entry requirements
This course has no formal pre-requisites. Ideal for those currently working in health.

...more online

Resources required
Internet access: for access to the iConnect interactive classes and learning management system.
Textbooks

...more online

No matter what your circumstances, TAFE Queensland North has a payment option to suit you. If you are unsure of what's right for you, or just want someone to talk it over with, call us on 1300 656 959. We're here to help.

RPL Pricing: Full Fee: $2,640.00; Government Funded Subsidised Fee: $498.00; Government Funded Subsidised Concession Fee: $39.00

$ FULL FEE | $2,640 - $4,400
This is the total cost of the course.

$ SUBSIDISED | $498 - $830
The Queensland Government will offset the cost of study for eligible students. You will still need to pay for a portion of your study costs. The amount above is what you will need to pay.

$ CONCESSION | $39 - $65
You are eligible for the concession price of a course if you are eligible for subsidised training, and are listed on an Australian Government Low Income Health Care Card or Pensioner Concession Card, if you are Aboriginal or Torres Strait Islander, you hold a Department of Veterans’ Affairs Pensioner Concession Card, or if you have a

Accurate as at 12 September 2017. For the latest information see:
tafenorth.edu.au/course/15523

RTO 0275
CRICOS 03020E
Outcome

HLT47315 Certificate IV in Health Administration

On completion of the Certificate IV in Health Administration you may consider career opportunities such as Health Assistant Manager and Health Supervisor. You could further expand your vocational opportunities by progressing to the Diploma of Practice Management (HLT57715) leading to employment in Supervisory or clinical practice management; residential facilities and related support services whether in institutions, in community based settings or in other medical ancillary services.

Job prospects
- Practice Managers
- Senior Office Administrator
- Office Manager

Units

Students need to successfully complete 14 units to gain the qualification; 6 core and 8 elective units. You are required to select 8 of the 12 elective units listed below.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTWHS006</td>
<td>Manage personal stressors in the work environment</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBLDR402</td>
<td>Lead effective workplace relationships</td>
<td>Core</td>
</tr>
<tr>
<td>BSBMED301</td>
<td>Interpret and apply medical terminology appropriately</td>
<td>Core</td>
</tr>
<tr>
<td>BSBMGT403</td>
<td>Implement continuous improvement</td>
<td>Core</td>
</tr>
<tr>
<td>CHCDIV001</td>
<td>Work with diverse people</td>
<td>Core</td>
</tr>
<tr>
<td>CHCLEG001</td>
<td>Work legally and ethically</td>
<td>Core</td>
</tr>
<tr>
<td>HLTWHS003</td>
<td>Maintain work health and safety</td>
<td>Core</td>
</tr>
<tr>
<td>BSBCUS401</td>
<td>Coordinate implementation of customer service strategies</td>
<td>Elective</td>
</tr>
</tbody>
</table>

ARE YOU READY TO TAKE THE NEXT STEP ON YOUR PATH TO GREAT?

Enrol today to secure your spot in this course.

HOW TO ENROL

Enrol now

You're ready if you have:
- checked your important dates (under the course details tab)
- checked you meet the entry requirements (under the course details tab)
- checked your course costs and know which payment option is right for you (under the costs tab)
- Read the student rules and refund policy
- Created your Unique Student Identifier and can provide this code to TAFE Queensland
- If you are applying for a subsidised cost, please ensure you have all the relevant documents at time of enrolment

All done? Then head to the link below to complete your enrolment:

tafenorth.edu.au/study-with-us/enrolment-fees/enrol

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BSBCUS402  Address customer needs  Elective
BSBINN301  Promote innovation in a team environment  Elective
BSBLDR403  Lead team effectiveness  Elective
BSBHRM405  Support the recruitment, selection and induction of staff  Elective
BSBMD401  Manage patient recordkeeping system  Elective
BSBRSK501  Manage risk  Elective
BSBWOR404  Develop work priorities  Elective
CHCPRP003  Reflect on and improve own professional practice  Elective
HLTADM001  Administer and coordinate Telehealth services  Elective
HLTADM004  Manage health billing and accounting system  Elective

Disclaimer

All electives will contribute to a valid, industry-supported vocational outcome.

All the units below are eligible for Credit transfer directly to Diploma of Practice Management (HLT57715)
BSMED301- Interpret and apply medical terminology appropriately#
BSBRSK501 - Manage risk
CHCPRP003 - Reflect on and improve own professional practice
HLTADM001- Administer and coordinate Telehealth services
HLTADM004 - Manage health billing and accounting system

Enrolment options

By telephone: 1300 656 959. In person: at any TAFE Queensland North location.

Recognition of prior learning

Fast-track your way to a formal qualification by earning credit for the things you already know. Getting recognition for the skills you've gained from the workplace or previous learning means less study time for you, and getting the paper to prove you're qualified a whole lot sooner.


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