



CAPITAL CAREERS

CAREER COUNSELLORS • TRAINING CONSULTANTS

RTO ID 2194



**WE CARE
FOR YOUR
EDUCATION**

HLT47315 CERTIFICATE IV IN HEALTH ADMINISTRATION

This qualification reflects the role of individuals who work in a senior operational or team leading role in the health industry.

CAREER OPPORTUNITIES

- Health HR Supervisor
- Health Services Supervisor
- Medical Records Team Leader
- How to Recruit Staff
- Reporting on Financial Activity

**This training is subsidised
by the NSW Government
under the Smart & Skilled
Program**

*Eligibility Criteria apply**



📞 **02 6253 0682**
0468 390 176



COURSE DETAILS

There are 14 units of competency that must be completed as part of this qualification. This is made up of 6 core units and 8 elective units.
Course Duration: 6 - 9 months full time, 12 - 24 months part time

Refer to www.capitalcareers.com.au for full list of units & details.

This qualification is nationally recognised. RTO ID 2194

HLT47315 CERTIFICATE IV IN HEALTH ADMINISTRATION UNITS OF COMPETENCY

CORE UNITS

UNIT CODE	UNIT NAME
CHCDIV001	Work with diverse people
CHCLEG001	Work legally and ethically
HLTWHS003	Maintain work health and safety
BSBLDR402	Lead effective workplace relationships
BSBMED301	Interpret and apply medical terminology appropriately
BSBMGT403	Implement continuous improvement

ELECTIVE UNITS

UNIT CODE	UNIT NAME
BSBHRM405	Support the recruitment, selection and induction of staff
BSBLED401	Develop teams and individuals
TAEDEL402A	Plan, organise and facilitate learning in the workplace
BSBMED401	Manage patient record-keeping system
BSBFIA402	Report on financial activity
BSBINM401	Implement workplace information system
BSBADM409	Coordinate business resources
BSBCUS401	Coordinate implementation of customer service strategies

FOR MORE DETAILS www.capitalcareers.com.au

Canberra : Level 3 | Belconnen Churches Centre | Benjamin Way | Belconnen ACT 2617

Parramatta : Suite 506 | Level 5 | Westfield Office Towers | Westfield | 159 Church Street | Parramatta 2150

Sydney CBD : Suite 102 | Level 1 | 32 York Street | Town Hall | Sydney NSW 2000

Adelaide : Level 3 | 118 King William Street | Adelaide SA 5000

YOUR NEXT STEP CONTACT US

ENTRY REQUIREMENT

- ✓ USI (Unique Student Identifier) Number
- ✓ Completion of Year 10 OR
- ✓ Mature age entry
- ✓ **L**: Reading and writing skills
- ✓ **L**: Oral communication skills
- ✓ **N**: Numeracy and mathematics skills

LEARNERS FEES

* The learners fees will vary based on eligibility criteria, for more information on eligibility and fees, please visit www.smartandskilled.nsw.gov.au

Capital Careers also offers fee-for-service option for learners, who are not eligible for government subsidised training.

YOU COULD BE ELIGIBLE FOR RPL OR CREDIT TRANSFER CALL TO DISCUSS

Please visit our website for details on our

- ✓ Enrolment process
- ✓ Refunds
- ✓ Student services
- ✓ Course fees