



# Course Brochure

(For Offshore Students)

HLT47321 – Certificate IV in

# Health Administration

Accreditations:



# Course Overview

HLT47321 Certificate IV in Health Administration qualification highlights the role of individuals working in operational or team leadership positions within health administration.

The skills acquired through this qualification are to be applied in compliance with Commonwealth and State or Territory legislation, Australian standards, and industry codes of practice.

At the time of publication, there are no occupational licensing, certification, or specific legislative requirements associated with this qualification.

## Course Details



Duration: **6 Months**



AQF Level: **4**



Course Delivery: **Blended**



**Flexible Online classes**



**Online and On-campus Simulation based assessments**



**Guaranteed 16 hours of Professional Experience Placement (PEP)**



Delivery location

**IHNA India (Kochi)**

## Possible Job Outcomes

With HLT47321 - Certificate IV in Health Administration qualification in hand, graduates of the course will be able to work as a/an:

Medical receptionist

Administrative role in a medical/health environment

Ward clerk

Team Leader



## Core Units

BSBMED305	Apply the principles of confidentiality, privacy and security within the medical environment
CHCCCS020	Respond effectively to behaviours of concern
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
CHCLEG001	Work legally and ethically
HLTADM010	Facilitate a coordinated approach to client care
HLTCCD003	Use medical terminology in health care
HLTINF007	Implement and monitor infection prevention and control standards, policies and procedures.
HLTWHS003	Maintain Work Health and Safety

## Elective Units

BSBOPS504	Manage business risk
CHCPRP003	Reflect on and improve own professional practice
HLTADM011	Manage health billing and accounting system
BSBOPS404	Implement customer service strategies
HLTADM008	Administer and coordinate Telehealth services
BSBLDR414	Lead team effectiveness

## Entry Requirements

There are no formal entry requirements for this course.

### IHNA Admission Requirements

- 18 years of age and above at the time of commencement of the course\* #
- Successful completion of Year 12.

*\*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.*

### Language, Literacy, Numeracy and Digital (LLND)

All students are required to complete IHNA's LLND test to ensure their readiness for the course and are encouraged to have basic computer skills to enhance their learning experience.



### Digital literacy

- Basic computer skills.
- Having own computer (desktop or laptop) to facilitate the training and assessment.

### Professional Experience Placement (PEP)

- Professional Experience Placement (PEP) is an essential component of some of the units of this qualification. Students will commence the 16 hours of placement (PEP) upon completing all theory assessments including simulation-based assessments (SBA). During the PEP, students will apply the required essential knowledge and skills to demonstrate competency for each unit of this qualification.
- Each student will work in pairs with a buddy staff member under the supervision of the workplace supervisor at the PEP facility.
- An IHNA trainer and assessor will monitor the student's progress during the PEP. All PEPs are arranged by IHNA. Students may arrange PEP by themselves if preferred, as agreed with and in consultation with, the course coordinator.

*Note: Where a student breaches the PEP requirements as stated in the Entry Requirements, they could be excluded from their PEP. IHNA will not be responsible for any such exclusion.*

# How to Enrol

## Online

Submit your application through our website  
[www.ihnaindia.com](http://www.ihnaindia.com)

## Email

Send an email to  
[enquiry@ihnaindia.com](mailto:enquiry@ihnaindia.com)



## Face to face

### Address

### IHNA India (Kochi)

37/1989 A, Bhattathiripad Road, Kaloor,  
Kochi - 682 017, India



Scan or Click



Click to Location

Appointments are available by contacting us through our contact number : 1800 309 9995

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

**Contact : 999 522 5511**

## Offshore Students

Click or Scan Visit our website and fee details

[Click Here](#)



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## Institute of Health & Nursing Australia

Delivery Locations:

**IHNA India (Kochi)**

**Melbourne | Perth | Sydney | Brisbane**



**+91 999 522 5511**



**[enquiry@ihnaindia.com](mailto:enquiry@ihnaindia.com)**



**[www.ihnaindia.com](http://www.ihnaindia.com)**

Disclaimer: All details on this flyer are accurate on date of publication. 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.

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