



CERTIFICATE 3 GUARANTEE PROGRAM

HLT37315 - Certificate III in Health Administration

Course Overview

Looking for an exciting pathway into the health industry?

This qualification reflects the role of administrative workers in the health industry. These workers follow known routines and procedures, taking responsibility for their own work under general supervision. They combine communication, customer service and technical skills, and use discretion and judgement to adapt and transfer their skills to different situations.

Course Delivery

The HLT37315 - Certificate III in Health Administration is delivered within 12 months.

Students can choose one of the following delivery options:

- **Classroom environment:** Weekly classroom sessions at our delivery locations; or
- **Flexible delivery:** Self-paced learning with one-on-one contact with a trainer.

Eligibility Criteria

The Certificate 3 Guarantee program has the following eligibility requirements:

- ✔ Be a permanent resident of Queensland aged 15 years or above; and
- ✔ No longer be at school (with the exception of VET in school students); and
- ✔ Not have completed or be enrolled in a Certificate III (or higher qualification), this does not include qualifications completed at school; and
- ✔ Be an Australian or New Zealand citizen or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency.

Not eligible? Contact us on 1300 936 864 to discuss other options.

AT A GLANCE



Within 12 Months



Classroom or
Flexible Delivery



\$26 ^

CAREER OPPORTUNITIES

- Ward Clerk
- Clinical Coding Clerk
- Admissions Clerk (Health Services)
- Health Administrative Worker
- Medical Receptionist



Proud to be a Queensland Government
subsidised training provider



NATIONALLY RECOGNISED
TRAINING



Course Requirements

To achieve a HLT37315 - Certificate III in Health Administration, 13 units must be completed including 5 core units and 8 elective units.

Core Units

- CHCCOM005** Communicate and work in health or community services
- CHCDIV001** Work with diverse people
- HLTWHS001** Participate in workplace health and safety
- BSBMED301** Interpret and apply medical terminology appropriately
- HLTINF006** Apply basic principles and practices of infection prevention and control

Elective Units

- BSBFIA301** Maintain financial records
- BSBINM301** Organise workplace information
- BSBITU306** Design and produce business documents
- CHCCOM001** Provide first point of contact
- HLTAID011** Provide first aid
- BSBCUS301** Deliver and monitor a service to customers
- BSBPEF301** Organise personal work priorities
- BSBTWK201** Work effectively with others

Certificate 3 Guarantee Program

The Certificate 3 Guarantee program is funded by the Queensland Government and supports eligible individuals to complete their first post-school Certificate III level qualification and increase their skills to move into employment, re-enter the workforce or advance their career.

Aurora Training Institute is a Skills Assure supplier for the delivery of this Certificate III qualification. As you can only access the Certificate 3 Guarantee program funding once, it is important that you consider your training options carefully and ensure they align with your chosen career pathway.

As a condition of your enrolment, you will be required to complete a student training and employment survey within three months of finishing or discontinuing your training.

For more information on the Certificate 3 Guarantee program, including eligibility requirements, subsidy information, concessional student status and program related documents, visit <https://desbt.qld.gov.au/training/training-careers/incentives/certificate3>.

Student Contribution Fee [^]

The Student Contribution Fee under the Certificate 3 Guarantee program is \$2 per unit and a **total cost of \$26 (concessional and non-concessional)**. This fee represents the total cost to the student to enrol, undertake training and be awarded the qualification and will be required to be paid before training commences.