

Career START - General Training

HLT37315 Certificate III in Health Administration

Course Overview

If you are passionate about helping people, a HLT37315 Certificate III in Health Administration. This qualification teaches you how to work with people from all walks of life, provide individualised support, how to recognise healthy body systems, practices for infection prevention and control, and more.

Mode of delivery and training arrangements

This qualification is delivered over 12 months.

Students can choose one of the following delivery options:

- **Online delivery:** Predominantly online via TEAMS.
- **Classroom environment:** Student must attend practical assessments and simulated observations.
- Students must attend the Aurora campus to complete their first aid training.

Eligibility Criteria

The Career START Program has the following eligibility requirements:

- Be a permanent Queensland resident;
- Be an Australian citizen, or Australian permanent resident (includes humanitarian entrant), or temporary resident with the right visa and work permits on the pathway to permanent residency, or a New Zealand citizen;
- Not currently be enrolled in a Qualification;
- Not have previously completed a certificate III or higher-level Qualification within the last 10 years for a general training pathway (qualifications completed as a school student, and foundation skills qualifications, do not count);

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

AT A GLANCE



Duration: 12 Months



Online Delivery



\$39



**Gold Coast
Toowoomba
Townsville**

Employability Skills

- Communication & interpersonal skills
- Digital literacy & technology proficiency
- Health, safety & sustainability awareness



**For more information
scan here**





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	
HLTINF006*	Apply basic principles and practices of infection prevention and control
HLTWH5001	Participate in workplace health and safety
CHCCOM005	Communicate and work in health or community services
BSBMED301	Interpret and apply medical terminology appropriately
CHCDIV001	Work with diverse people

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

*HLTINF006 * Skills must be demonstrated in the work setting with the addition of simulations and scenarios where the full range of contexts and situations cannot be provided in the work setting or may occur only rarely.*

Career START

The Career Start Program is a Queensland Government initiative designed to equip job seekers and workers with the skills and support needed to build sustainable careers in priority and emerging industries.

This program aims to improve access to affordable, high-quality vocational education by offering low-cost Certificate III qualifications and free or subsidised apprenticeships and traineeships. It also expands access to essential foundation skills—such as language, literacy, numeracy and employability capabilities—ensuring individuals are job-ready and confident. Aurora Training Institute is a Skills Assure Supplier under this program for the delivery of this qualification.

Student Co-Contribution Fee

The Student Co-Contribution Fee under the Career START (General Training) Program is \$3.00 per unit and a total cost of \$39.00 (concessional and non-concessional)

This fee represents the total cost to the student to enroll, undertake training and be awarded the qualification and will be required to pay with training.

More information on this program, including eligibility requirements, subsidy information, concessional student status and program related documents, visit <https://www.qld.gov.au/education/training/funded/career-start>

For more information about how and when Co contribution fees are charged and collected, available student support services and assessment methods, please refer to the Student Handbook which is available on our website.

<https://aurora.edu.au/wp-content/uploads/2025/08/QLD-ATI-Student-Handbook-V4.pdf>

