

CERTIFICATE IV IN HEALTH ADMINISTRATION



COURSE CODE:
HLT47315

WHY CHOOSE TAFE NSW?



Opens career doors. Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



Global prospects. TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



State-of-the-art facilities. Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



Industry exposure. TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



Recognised and respected. TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

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QUALIFICATION

Certificate IV in Health Administration

CAREER AREA

Access Education (Further Study For Employment)

TRAINING PACKAGE ENTRY REQUIREMENTS:

There are no entry requirements for this qualification



NATIONALLY RECOGNISED
TRAINING

■ **Traineeship Allowed**
■ **Full Time, Part Time**
Evening

OVERVIEW

Do you want to make a difference in the lives of others every day? The Certificate IV in Health Administration can get you started or take you further - in this important field.

This is a fully government-subsidised JobTrainer course. Eligibility criteria applies.

You will learn how to support the administration function of the health industry, with skills and knowledge in:

- Infection control policies
- WHS processes
- Medical terminology
- Record-keeping

Our Certificate IV in Health Administration graduates go onto rewarding work as a:

- Health Centre Receptionist
- Administration Assistant
- Ward Clerk
- Admissions Clerk

This course is delivered through a number of flexible study options.

CAMPUS	STUDY MODE	START DATE	DURATION	MAX FEE IF ELIGIBLE FOR SUBSIDY	HOURS PER WEEK
TAFE Digital	Online	Anytime	18 Months	\$1,820.00	19
TAFE Digital (Traineeship)	Online	04 Jan 2021	18 Months	\$1,820.00	16
Nepean	Full Time	01 Feb 2021	18 Weeks	\$1,820.00	10.5
Ultimo	PT Evening	01 Feb 2021	36 Weeks	\$1,820.00	5