



HLT47315 – Certificate IV in Health Administration

training – where knowledge and health meet

About AMA Skills Training

AMA Skills Training is a business unit of the Australian Medical Association (South Australia) Inc., which is the peak representative body for the medical professional formed in 1879. AMA Skills Training is a Registered Training Organisation (RTO) RTO No. 40880 under ASQA Standards for Registered Training Organisations (RTOs) 2015

Course Description

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

Entry Requirements

- Must be over the age of 17
- Able to obtain all required clearances
- Must complete all assessment requirements
- Have basic to intermediate computer skills

Complete all required enrolment processes including:

Successfully completing FFS Language, Literacy and Numeracy test (Fee for Service Students)

Successfully completing Upfront Assessment of Need process including Language, Literacy and Numeracy test (Students who are eligible for subsidised funding/Job Trainer)

Course Costs:

- Fee for Service \$3700.00
- *Subsidised \$500.00
- *Job Trainer \$180.00
- *Subject to eligibility criteria
- RPL \$100.00
- Police/DHS/NDIS Checks \$65.45**

** Subject to change

Re-enrolment Fee (if you do not complete within timeframe) \$150.00

Enrolment Deposit of \$50.00 payable at time of enrolment

STUDY MODES:

Online

Course Duration (approx.)

Fulltime 12mths

Part-time 24mths

WEEKLY STUDY COMMITMENT:

Fulltime – 25hrs (min)

Part-time –

12.5hrs (min)

Resources Required:

Computer

Internet & Email

Microsoft Word, Teams

Job Trainer/Subsidies

Eligibility criteria applies



Supported by
Government of South Australia



For more information please contact:

Training Manager

Level 1, 175 Fullarton Road, Dulwich SA 5065

PO Box 685, Fullarton SA 5063

P: 8361 0162

Email: training@amaskillstraining.org.au

Website: www.amaskillstraining.org.au

HLT47315 - Certificate IV in Health Administration

Units of Competency



Code	Title	Nominal hours
Core Units		
CHCDIV001	Work with diverse people	40
CHCLEG001	Work legally and ethically	55
HLTWHS003	Maintain work health and safety	40
BSBLDR402	Lead effective workplace relationships	50
BSBMED301	Interpret and apply medical terminology appropriately	60
BSBMGT403	Implement continuous improvement	40
Elective Units		
CHCCOM006	Establish and manage client relationships	35
BSBAUD402	Participate in a quality audit	40
BSBCUS401	Coordinate implementation of customer service strategies	40
BSBCUS402	Address customer needs	50
BSBHRM405	Support the recruitment, selection and induction of staff	50
BSBLDR403	Lead team effectiveness	50
BSBMED401	Manage patient record keeping system	50
CHCPRP003	Reflect on and improve own professional practice	120

Learning Pathways

Students successfully completing this qualification could consider further study in:

- Diploma in Leadership and Management

Occupation and Career Pathways

Administration Supervisor	Practice Manager	Ward Clerk
Executive Assistant	Medical Records Section Leader	Senior Clerk
Senior clinical coder	Team Leader Clinical Services	Business Manager

Student Support

Students eligible for subsidised training can access Learner Support Services.

All students can access their trainer/assessor through the online portal, telephone, or make an appointment to meet at AMA Skills Training.

Quality and Excellence



Supported by
**Government of
South Australia**



For more information please contact:

Training Manager
Level 1, 175 Fullarton Road, Dulwich SA 5065
PO Box 685, Fullarton SA 5063
P: 8361 0162
Email: training@amaskillstraining.org.au
Website: www.amaskillstraining.org.au