

Adept Training (RTO 90991)

Course information

HLT37315

Certificate III in Health Administration

Version 3_March 2024



adept training
take a leap forward

www.adepttraining.com.au

Why choose Adept Training?

Adept Training has been delivering high quality training in the healthcare space for 20 years and we are passionate and dedicated to providing the healthcare sector with skilled and competent staff. Adept Training is a Registered Training Organisation (RTO) delivering accredited qualifications through the Australian Qualifications Framework (AQF).

Adept Training prides itself on providing hands-on training that engages our students and allowing them the opportunity to develop skills and put their knowledge and learning into practice. We incorporate a range of learning styles to suit individuals and have a pool of experienced trainers and administrative staff to support everyone.

The healthcare environment is the fastest growing sector in Australia and opportunities are available in a wide range of health and community roles. Adept Training supports its learners to achieve their career goals, whether they are already in health care or aspiring to be part of this richly rewarding industry.

Course outline

HLT37315 Certificate III in Health Administration is an interactive course where you will gain the skills and knowledge to work in the rewarding field of healthcare. During the course you will learn how to maintain infection control and WHS procedures, interpret medical terminology and support the medical practitioner in the administration of the medical practice or hospital.

Career opportunities

When you have successfully completed HLT37315 Certificate III in Health Administration course you may find employment in the following job roles:

- Medical Receptionist
- Administration assistant
- Clerical worker
- Medical office assistant
- Health administrator
- Records administrator

Delivery mode

This qualification is delivered **face-to-face** at Adept Training at 83 Marion Street Harris Park or **online**.

Assessments

Each unit requires that you are appropriately assessed to determine that you have gained the skills and knowledge required.

Assessment methods may include:

- Online written assessment (quizzes, multiple choice and short answer questions)
- Verbal assessment
- Online projects and case studies
- Observation of practical skills



Pre – requisites

Before you commence your course, it is a requirement that every student (regardless of their background) completes a Language, Literacy and Numeracy Assessment.

Students should have completed education to a year 10 level.

Careers in health care usually require a clear Police Check, and a Working with Children Check. Immunisation, while not a requirement to undertake training, Adept Training strongly recommends that our students have these in place, as they may be a requirement in some workplaces.

Students will need access to a computer (a laptop or similar, not a mobile phone) and reliable internet to undertake their study and participate in online learning.

Immunisation

Many healthcare facilities require employees to have been immunised against the following:

- Hepatitis A
- Hepatitis B
- Tetanus
- Measles, Mumps and rubella
- Any other immunisations recommended by your GP.

Student handbook

Students are required to familiarise themselves with the Adept Training Student Handbook before they enrol into a course. A copy will be sent to you prior to enrolment or can be viewed on our website www.adepttraining.com.au

Enrolment

Adept Training recommends that students who enrol into this course carefully consider the course requirements and are fully committed to their studies. To enrol into this course, you will need:

- Government issued colour photo ID
- A Unique Student Identifier (USI) go to www.usi.gov.au
- A completed, satisfactory Language, Literacy and Numeracy (LLN) assessment
- Completed enrolment forms.
- Proof of residency status



Fees

Full course fee: \$3,000

This course is funded under Smart and Skilled. Students who are eligible can expect the following fees:

- \$0 (eligible for zero fee)
- \$240 (eligible for concession)
- \$1450 (no previous qualification or a qualification which is lower than Certificate I)
- \$1750 (previous qualification at Certificate II or higher level)

This training is subsidised by the NSW Government. Please refer to NSW Smart and Skilled for eligibility <https://smartandskilled.nsw.gov.au/are-you-eligible>

Payment plans

Fee paying students may pay with our payment plan options in fortnightly instalments.

A \$500 deposit is required to commence training. Payment plans must be maintained throughout a student's study.

You can set up your payment plan at enrolment with our Student Liaison Officer, or chat to us about an alternate payment arrangement.

Recognition of Prior Learning – RPL

RPL means that skills and knowledge you have achieved through previous training, work or life experience are acknowledged. RPL will be granted only where sufficient evidence is provided of competence for an entire unit of competency.

Please note that RPL will not be granted for partial units of competency. You must lodge your RPL application and have it assessed prior to your course commencing. You may be asked to attend an interview with an RPL assessor.

There is an initial application fee of \$800.00 (non-refundable) plus a fee of \$750.00 per Unit of Competency for which RPL is sought. If sufficient is not supplied there will be a \$200 reassessment of evidence fee. If gaps are identified gap training will be provided and costs quoted on an individual basis.

As RPL can be a lengthy process we do not guarantee a timeframe, assessment of evidence provided is processed on an individual basis.

Please see our website for more information.

Credit Transfer

A Credit Transfer is granted if you have completed the same unit of competency with another Registered Training Organisation. You must grant permission to Adept Training to access your USI transcript and complete a Credit Transfer Application form. You may also be required to submit your original transcript or a JP certified copy. This will be verified with the issuing RTO and must be completed before the start of your course.



Student support

Adept Training understands that every student journey is different, and students may at times require additional support to achieve their learning outcomes. Support may be offered in the following forms:

- Access to highly qualified and professional trainers before or after class
- One on one time with a trainer if required.
- Phone, zoom and face to face mentoring with a trainer.
- Access to our friendly administrative support staff who can discuss payment options, make flexible study arrangements or assist you with deferring your course.
- Access to our closed Facebook group where there are lots of people just like you that you can chat to and discuss your study.
- Support for English can be found at <https://www.service.nsw.gov.au/transaction/learn-english-through-the-adult-migrant-english-program#eligibility>

Parking

There is no on-site parking at the college, however there is limited parking in and around the Harris Park area. We recommend that students use public transport when coming to the college.

Parramatta station is approximately 8-minutes' walk and Harris Park station is approximately 2-minutes' walk. Buses are available from Parramatta station regularly.

Children

Children are **not** permitted to accompany students to classes or work placement for any reason. This is a work health and safety requirement; you are required to make your own arrangements for childcare while studying at Adept Training or attending work placement.



Course units

HLT37315 Certificate III in Health Administration consists of 13 units of competency made up of:

- 5 core and
- 8 electives

The course has been designed to blend both theory and practical application of administrative skills in a holistic manner.

Units	Unit name	Core or elective
Five core units		
CHCCOM005	Communicate and work in health or community services	Core
CHCDIV001	Work with diverse people	Core
HLTINF006	Apply basic principles and practices of infection prevention and control	Core
HLTWHS001	Participate in workplace health and safety	Core
BSBMED301	Interpret and apply medical terminology appropriately	Core
Eight elective units		
BSBMED302	Prepare and process medical accounts	Elective
BSBMED303	Maintain patient records	Elective
BSBRKG303	Retrieve information from records	Elective
CHCCCS020	Respond effectively to behaviours of concern	Elective
BSBCUS301	Deliver and monitor a service to customers	Elective
CHCCOM001	Provide first point of contact	Elective
CHCLEG001	Work legally and ethically	Elective
HLTHPS005	Handle medical specimens	Elective



Timetable

Learning	Method	Session times
15 sessions	Face to face	9.30am to 2.30pm
	Online	Trainer assistance as required
Home study	Online	Self-paced study
Assessment	Online and face to face theory at home and in class	You will receive an assessment timetable outlining assessment due dates.
	Face to face practical in class	9.30am to 2.30pm

Course Duration

On average Adept Training students complete their qualification within 4 months, however, please note the overall duration of each course depends on the individual student's commitment to study, attendance at classroom sessions and successful completion of all assessments.

Contact us

If you would like more information or to speak with our Student Liaison Officer, please call us on 1300 366 044.

We welcome all enquiries and are happy to help you in choosing the right course for your career goals.

You will find more information on our website www.adepttraining.com.au or email us at admin@adepttraining.com.au

