



Administration

Certificate III in Health Support Services / Health Administration HLT32807 / HLT32907

The Health Training Solutions initiative offers the Certificate III in Health Support Services and the Certificate III in Health Administration as experienced level qualifications in the career framework and also as a multipurpose qualification for all health support employees who may specialise in later job roles.

The Certificate III qualifications have 15 units to complete the full qualification:

- ▶ HLTHIR301A Communicate and work effectively in health
- ▶ HLTIN301A Comply with infection control policies and procedures in health work
- ▶ HLTOHS200A Participate in OHS processes
- ▶ BSBFLM303B Contribute to effective workplace relationships
- ▶ HLTHIR403B Work effectively with culturally diverse clients and co-workers
- ▶ CHCORG3B Participate in the work environment
- ▶ BSBFLM312A Contribute to team effectiveness
- ▶ BSBCMN312A Support innovation and change
- ▶ CHCCS401A Facilitate cooperative behaviour
- ▶ HLTCS306B Respond effectively to difficult or challenging behaviour
- ▶ HLTFA301B Apply First Aid
- ▶ HLTHSE04B Follow safe manual handling practices
- ▶ BSBMED302A Prepare and process medical accounts
- ▶ BSBMED301A Use advanced medical terminology
- ▶ HLTCOM404B Communicate effectively with clients

Specialist elective unit streams are also available for:

- ▶ Food Services
- ▶ Cleaning
- ▶ Laundry
- ▶ Transport
- ▶ Maintenance
- ▶ Patient Support

All topics are also available as stand alone modules for private participants. A range of alternative electives are also available for participants interested in other support streams in hospital, aged care and community care settings.

Course Fees

The Certificate III program fees are:

- ▶ Full qualification - \$3300 per participant*
- ▶ Single unit workshops - \$280 per unit*

5% discount available for employees of AMA members. A range of flexible payment plans are available.

Support Programs

The Certificate III in Health Support Services / Health Administration programs are available in some states and territories through the Australian Apprenticeships program for eligible participants, providing support for employers whose eligible employees undertake the programs. Please refer to the [Support Programs](#) section for further information.

[Express your interest](#) in any of the course programs and one of our consultants will contact you to discuss support programs which may be available to you and our flexible course fees and payment plans.

