



# 11218NAT *Diploma of Health Administration*

Delivered Exclusively by the AMA



## Suited for

This qualification has been specifically designed for middle managers, or aspiring managers, working in a health, aged care or community setting. This qualification is ideal for Facility Managers, Regional Managers, Nurse Unit Managers, Allied Health Managers, Clinical Nurse Managers and Corporate Services Managers. Develop the skills needed to successfully tackle the day to day challenges for managers working in a health setting.



## Duration

18 - 24 months



## Start Date

Any time - rolling intakes



## Outcome

Nationally recognised qualification



## Study Mode

Mix of interactive, live online classes, seminars and assisted self-directed learning.

# Take your health management skills to the **next level** and stand out with this **exclusive**, nationally recognised **qualification** from the **AMA**

## *Why Study with the AMA?*

When you study with AMA Training Services you will have access to a rich learning environment, industry-experienced trainers, high quality training materials and a friendly team geared to supporting your learning journey. Our courses are developed with our in-depth understanding of what the health industry is looking for in its workforce.

## *About The Diploma of Health Administration*

The Diploma of Health Administration has been developed by the AMA after extensive consultation with health-sector stakeholders. The Diploma of Health Administration is only available via the AMA and is our flagship qualification. The qualification specifically addresses the needs of middle-level managers working in a health, aged care or community setting. As such, learning material, case studies and assessments are tailored to these industries to ensure maximum relevance.

- The Diploma reflects the diverse expectations placed on health-sector managers, from budgeting and financial acumen, team leadership, customer service and clinical compliance requirements.
- The Diploma is delivered using the AMA's unique Assisted Study Program (ASP). The Assisted Study Program ensures that you are given every opportunity to succeed and develop yourself as a manager, even if you haven't studied for some time.
- Unit competencies are assessed via coursework. There are no examinations.
- The ASP guides you through two units of competency per school term, supporting your studies with weekly live online lectures in our virtual classroom. Throughout the term you will also have the opportunity to attend workshops and seminars relevant to your studies. The online lectures and seminars are recorded, so can be viewed later if you cannot attend.
- This approach keeps your school holidays free from study requirements whilst ensuring there are other students and dedicated trainers sharing your learning journey with you.
- Four core units are completed as self-paced study, meaning you can commence your studies at any time without having to wait for the next ASP term to begin.
- The Assisted Study program strikes a balance between providing you with a rich learning experience and maintaining your work/life balance.



“

*Learning with  
AMA Training was  
flexible, rewarding  
and the best move  
for my career*  
- A. Hill

”



## Course Fees

\$500 is paid upon enrolment, which covers the cost of the two self-paced core units. ASP units are billed prior to their term commencement.

Total course fees will vary depending on the elective units chosen and any credit for prior studies that may be applicable.

A late assessment submission fee may apply to ASP units where assessments are not completed within the term of study.

## Entry Requirements

There are no specific entry requirements for this qualification, though appropriate language, literacy and numeracy skills for a Diploma-level qualification are expected.

Ideally, students will have current vocational experience within the health, aged and/or community sector at a supervisory or higher level.

Some units may require access to a workplace setting in order to complete assessment requirements.

## Units of Competency

The Diploma of Health Administration consists of 16 units, made up of 10 core units and 6 electives.

Unit Title	Study Mode	Study Date	Unit Cost
HLTWHS004 Manage work health and safety	Supported Self-Paced	Start anytime	\$250
BSBPEF502 Develop and use emotional intelligence	Supported Self-Paced	Start anytime	\$250
BSBPMG430 Undertake project work	Supported Self-Paced	Start anytime	\$250
HLTINF004 Manage the prevention and control of infection	Supported Self-Paced	Start anytime	\$250
CHCPOL003 Research and apply evidence to practice	Supported Self-Paced	Start anytime	\$250
BSBMED301 Interpret and apply medical terminology appropriately	Supported Self-Paced	Start anytime	\$400
FNSACC523 Manage budgets and forecasts	Assisted Study Program	Term 1 2024	\$500
BSBOPS505 Manage organisational customer service	Assisted Study Program	Term 1 2024	\$500
TLIE4013 Apply workplace statistics	Assisted Study Program	Term 2 2024	\$500
DHAMKD001 Manage the impact of key healthcare drivers on management practice	Assisted Study Program	Term 2 2024	\$500
CHCLEG003 Manage legal and ethical compliance	Assisted Study Program	Term 3 2024	\$500
BSBHRM525 Manage recruitment and onboarding	Assisted Study Program	Term 3 2024	\$500
BSBLDR522 Manage people performance	Assisted Study Program	Term 4 2024	\$500
BSBTWK502 Manage team effectiveness	Assisted Study Program	Term 4 2024	\$500
BSBTEC402 Design and produce complex spreadsheets	Assisted Study Program	Term 1 2025	\$500
BSBOPS504 Manage business risk	Assisted Study Program	Term 1 2025	\$500





“  
AMA helped me realise my  
potential. I love my new  
career!” - Jo  
”

## ***Further Study Opportunities With Edith Cowan University***

The AMA is delighted to be working closely with Edith Cowan University (ECU) to offer students graduating from the Diploma of Health Administration advanced standing for further studies.

Through this partnership, AMA College students who complete the Diploma of Health administration and wish to develop their management and leadership skills, may now receive up to one year advanced standing into ECU's new Health Management major.

So if you're studying the Diploma of Health Administration at the AMA College, you'll be able to move straight into the second year of the Bachelor of Commerce

ECU is an innovative university that prides itself on being relevant to the real world. With state-of-the-art facilities and high-quality teaching, ECU is a modern institution that offers the right balance of academic study and practical work as part of its programs.

The School of Business and Law at ECU also prides itself on delivering high quality teaching. In the Quality Indicators in Learning and Teaching (QILT) survey released in 2018, ECU has been ranked top public university in Australia for overall educational experience for the second year in a row, and was ranked the top public university for teaching quality, skills development and student support.

The Bachelor of Commerce is available through on-campus and online delivery and offers thirteen majors across a broad range of disciplines. These majors are created in consultation with industry, with many being accredited and recognised professionally with relevant industry bodies.

You can choose to study the Health Management major by itself, or pair it with another major, or a minor for example in Human Resource Management or Project Management.

Find out where ECU's Bachelor of Commerce could take you today.

Visit [www.ecugetready.com.au/business](http://www.ecugetready.com.au/business) for more information.

School of  
**Business & Law**



TRAINING



## *How to Enrol*

*The most convenient way to enrol is via [amatraining.edu.au](http://amatraining.edu.au)*

*AMA Training Services can also be contacted via*

**Web** [www.amatraining.edu.au](http://www.amatraining.edu.au)

**Phone** 1800 248 292

**Email** [training@amawa.com.au](mailto:training@amawa.com.au)

## *Head Office*

12 - 14 Stirling Highway  
Nedlands, Western Australia 6009

## *Follow Us*



[www.amatraining.edu.au](http://www.amatraining.edu.au)

## **My experience learning with** *AMA*



“ I can honestly say that I feel more equipped with the knowledge and tools that I have gained from this course to be able to help others that are faced with any situation with ease, and help them work towards positive outcomes. For this I cannot express how truly blessed and grateful I am. - Cindi ”