HELLO THERE, OUR DREAM IS TO HELP YOU MAKE GREAT HAPPEN

Take the next step in your career!

This qualification reflects the role of business or practice managers, who manage the operation of small to medium sized health practices. Achieving a formal qualification in Practice Management, will equip you to manage the operations and promotions of professional practices in the health industry. Learn about the health industry, along with front line management and leadership. It is suitable for people who work or want to become involved in the role of managing a broad range of health care settings.

LOCATION/S
External

DURATION
Online: up to 18 months
Recognition of prior learning (RPL): up to 18 months

Entry requirements
No licensing, legislative, regulatory or certification requirements apply to this qualification

_RESOURCES REQUIRED

INTERNET ACCESS: for access to the iConnect interactive classes and learning management system.

Got a question?
Enquire about your full fee study options

_COURSE DETAILS

To gain access to the Queensland Government, Department of Education and Training’s Higher Level Skills funding initiative, student must be an existing worker in the Health Services industry.

RPL Pricing: Full Fees: $4,819.00; Partial Government Funding Subsidy: $3,073.00; Subsidised Concession:

$ FULL FEE | $4,819 - $8,032
This is the total cost of the course.

$ SUBSIDISED | $3,073 - $5,122
The Queensland Government will offset the cost of study for eligible students. You will still need to pay for a portion of your study costs. The amount above is what you will need to pay.

$ CONCESSION | $2,491 - $4,249
You are eligible for the concession price of a course if you are eligible for subsidised training, and are listed on an Australian Government Low Income Health Care Card or Pensioner Concession Card, if you are Aboriginal or Torres Strait Islander, you hold a Department of Veterans’ Affairs Pensioner Concession Card, or if you have a disability. Further information about concessions.

Accurate as at 14 June 2017. For the latest information see:
tafenorth.edu.au/course/10879

RTO 0275
CRICOS 03020E
Outcome
HLT57715 Diploma of Practice Management

Job prospects
• Health And Welfare Services Managers
• Medical Administrator

Units
Students need to successfully complete 15 units to gain the qualification; 10 core and 5 elective units. You are required to select 5 of the 10 elective units listed below.

<table>
<thead>
<tr>
<th>Units</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTWHS006</td>
<td>Manage personal stressors in the work environment</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMED401</td>
<td>Manage patient recordkeeping system</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBCUS501</td>
<td>Manage quality customer service</td>
<td>Core</td>
</tr>
<tr>
<td>BSBFIM501</td>
<td>Manage budgets and financial plans</td>
<td>Core</td>
</tr>
<tr>
<td>BSBMED301</td>
<td>Interpret and apply medical terminology appropriately</td>
<td>Core</td>
</tr>
<tr>
<td>BSBMGT502</td>
<td>Manage people performance</td>
<td>Core</td>
</tr>
<tr>
<td>BSBRSK501</td>
<td>Manage risk</td>
<td>Core</td>
</tr>
<tr>
<td>CHCDIV001</td>
<td>Work with diverse people</td>
<td>Core</td>
</tr>
<tr>
<td>CHCLEG003</td>
<td>Manage legal and ethical compliance</td>
<td>Core</td>
</tr>
<tr>
<td>HLTADM004</td>
<td>Manage health billing and accounting system</td>
<td>Core</td>
</tr>
<tr>
<td>HLTINF003</td>
<td>Implement and monitor infection prevention and control policies and procedures</td>
<td>Core</td>
</tr>
<tr>
<td>HLTWHS004</td>
<td>Manage work health and safety</td>
<td>Core</td>
</tr>
<tr>
<td>BSBADM502</td>
<td>Manage meetings</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBHRM506</td>
<td>Manage recruitment selection and induction processes</td>
<td>Elective</td>
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<tr>
<td>BSBLDR501</td>
<td>Develop and use emotional intelligence</td>
<td>Elective</td>
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<tr>
<td>BSBLDR502</td>
<td>Lead and manage effective workplace relationships</td>
<td>Elective</td>
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<tr>
<td>BSBMGT516</td>
<td>Facilitate continuous improvement</td>
<td>Elective</td>
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</tbody>
</table>

ARE YOU READY TO TAKE THE NEXT STEP ON YOUR PATH TO GREAT?
Enrol today to secure your spot in this course.

HOW TO ENROL
Enrol now
You’re ready if you have:
• checked your important dates (under the course details tab)
• checked you meet the entry requirements (under the course details tab)
• checked your course costs and know which payment option is right for you (under the costs tab)
• Read the student rules and refund policy
• Created your Unique Student Identifier and can provide this code to TAFE Queensland
• If you are applying for a subsidised cost, please ensure you have all the relevant documents at time of enrolment

All done? Then head to the link below to complete your enrolment:
tafenorth.edu.au/study-with-us/enrolment-fees/enrol

Enrolment options
By telephone: 1300 656 959. In person: at any TAFE Queensland North location.

Recognition of prior learning
Fast-track your way to a formal

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RTO 0275
CRICOS 03020E
BSBWOR502  Lead and manage team effectiveness  Elective
CHCDIV003  Manage and promote diversity  Elective
CHCPRP003  Reflect on and improve own professional practice  Elective
CHCPRP005  Engage with health professionals and the health system  Elective
HLTADM001  Administer and coordinate Telehealth services  Elective

Disclaimer
All electives will contribute to a valid, industry-supported vocational outcome.

qualification by earning credit for the things you already know. Getting recognition for the skills you've gained from the workplace or previous learning means less study time for you, and getting the paper to prove you're qualified a whole lot sooner.

More info:
tafenorth.edu.au/study-with-us/career-changers-jobseeker/recognition-prior-learning/

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