Are you ready to take your health career to the next level? Well, the Diploma of Practice Management is your calling. You’ll learn how to manage the day to day operations of a clinic which will help you further your career. Also, VET FEE-HELP is available for this course, allowing you to study now, pay later.

These courses will help you to develop the skills you’ll need to manage the operations of a health centre or clinic. Developing these managerial skills will help you succeed in the health industry and to develop a long-term career in the field. Upon completion of the course some possible job titles include: practice manager, programme manager, business manager and service manager.

Who Should Attend
This course is for students from a range of backgrounds and career stages including but not limited to: those currently working in the health industry, changing careers, those wishing to enter the health industry as a manager/small business owner, overseas trained health practitioners wishing to ensure their management training is comparable to that which is required in Australia.

Course Structure
This course is delivered online over a period of 72 weeks.

Prerequisites
There are no formal prerequisites for this qualification.

Recognition of Prior Learning (RPL)
If you have studied previously or have work experience that relates directly to your course, you may be exempt from a component/s of your course through recognition of prior learning (RPL). If you think you may be eligible for RPL you should first familiarise yourself with the Course Credit Policy and Procedure (Recognition of Prior Learning) and complete an Application to apply for RPL assessment.

Online Learning Features
Study when it suits you - with no set class timetable you can study when and where you want, tailoring your education to suit your lifestyle, family and any paid work commitments

Personal support - you’ll be guided through your studies with an interactive and web-based educational experience. You get the same high level of support as an on-campus student, maximising your chances of success;

Structured learning - regular timed intakes means you can look forward to a structured learning environment - this ensures continuous progression with all the benefits of flexible Online Learning;

Full access to course materials & resources - get full access to detailed course materials, student email, forums, live chat, recorded lectures, quizzes and assessments, links to external resources materials and videos

This course is delivered by Study Group Australia Pty Limited (RTO Code: 5806), trading as Australian Institute of Applied Sciences

“I am studying at my own pace, online, and find the new Study Smart system very easy to navigate. I really appreciate the forums where other students can support each other and share additional links and resources to help us along the journey.”

Lauren Glucina
ADVANCED DIPLOMA OF WESTERN HERBAL MEDICINE
Course Outline
The Diploma of Practice Management consists of 3 study periods that add up to only a total of 72 weeks. The WHS Management course incorporates the unit of competency HLTIN301C, which must be completed prior to Effective Health Teams if the student has not already completed this Unit of Competency.

Study Period 1
Successful Health Practice
Practice Administration A
Marketing the Practice
Quality Assurance in Health Care

Study Period 2
Managing Budgets & Financial Plans
WHS Management
People Management
Health Practice Risk Management

Study Period 3
Effective Health Teams *prereq HLTIN301C
Healthcare Management
Billing & Accounting Systems

Other Related Qualifications
1. Advanced Diploma of Naturopathy
2. Advanced Diploma of Nutritional Medicine
3. Advanced Diploma of Homoeopathy

Course Fees and Payment Options
The diploma has a total course fee of $7,490. VET FEE-HELP is available for this course allowing you to study now, pay later. For further details on VET FEE-HELP and for the full fee schedule please visit www.upskilled.edu.au/vet-fee-help

How to Apply
Whether you’re inquiring as an individual, or as a manager acting on behalf of one or more employees, the easiest way to apply is to contact Upskilled:
• Select from more than 80 nationally accredited certificate and diploma courses
• Complete an application form at www.upskilled.edu.au
• Submit the form and an Upskilled Education Manager will contact you.