



**IHNA**  
Australia

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# HLT57715 - Diploma of **Practice Management**

*For Domestic Students*

EDUCATION *for*  
**EMPLOYMENT:**  
Bridging the gap globally



## About the Course

**The HLT57715 – Diploma of Practice Management reflects the role of business or practice managers who manage the operation of small to medium sized health practices. This qualification covers the skills and knowledge required to oversee the operations and promotion of medical, dental and health practices.**

You will gain knowledge on how to lead personnel, accomplish organisational objectives, minimise risk, put infection control procedures into practise, and - most importantly - provide patients with excellent care. By handling all administrative procedures in various healthcare institutions, you can work as a Practice Manager or Health Administration Manager and ensure that the quality of patient care. The healthcare sector is dynamic and challenging, and healthcare administrative professionals must be sharp-thinking, flexible and adaptive. This course teaches the necessary skills and critical core competencies such as communication, leadership, professionalism, knowledge, and business skills.

## Course Details



Duration:  
52 Weeks



Amount of Training:  
876 Hours



AQF Level:  
5



Course Delivery:  
Blended



Campuses:  
Melbourne, Sydney, Perth

The course is provided through Blended mode of delivery. It will be delivered over 876 hours in total including 576 hours of face-to-face (theory and lecture) delivery, 112 hours of other supervised instruction (SBA), 174 hours of structured unsupervised learning (SIL), and 16 hours of Professional Experience Placement (PEP).

# Job Outcomes

- Practice Manager
- Business Manager
- Program Manager
- Service Manager

This course follows Competency-based training which is the concept that individuals learn at different rates as well as through different modes and different environments and that the skills and knowledge that a student has acquired previously are able to be formally recognised.

## Mode of Delivery

### Blended Delivery

**(Blended: Online real-time theory tutorials with on-campus skills training in a simulation environment)**

Students must attend 20 hours of classes per week. This includes simulation-based assessments and professional experience placements.

20 contact hours per week will be delivered through synchronised online learning, which includes on-campus simulation-based training and professional experience placements.

In addition to structured learning, students should plan for approximately 10 hours per week of unstructured learning.

Students must meet additional requirements for professional experience placements (PEP), such as obtaining a clear police check, working with children check, and necessary immunisations.

Simulation-based assessment (1 to 2 weeks on campus) and Professional Placement (16 hours, approximately 3 to 4 weeks) are mandatory.

\*Please call your respective campus locations for more details

### Additional Requirements

- Language, Literacy and Numeracy (LLN) requirement
- All students are required to undergo the LLN test offered by IHNA for their suitability to be determined for undertaking the qualification successfully. They are to demonstrate their competence in literacy and numeracy levels in the Australian Core Skills Framework (ACSF) at exit Level 3 and participate in a pre- training review when enrolling into the course.

### Digital literacy

Computer or Laptop: Having access to a computer or laptop is typically essential for completing online modules, accessing course materials, and participating in virtual classes or discussions.

### Professional Experience Placement Requirements

- A satisfactory National Police Clearance or Australian Federal Police (AFP) Clearance certificate.
- Required immunisation.
- Working with Children Check (WWCC).

*Note: Students must declare a disability or disorder (if any), or if they are on any medication which may require reasonable adjustments.*

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Where a student breaches the above requirements, they could be excluded from their practical placements which may result in unsuccessful completion of the qualification.

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## Entry Requirements

### IHNA Admission requirements

- 18 years of age and above at the time of commencement of the course
- Successful completion of an Australian Year 12 qualification or equivalent.

*Note: Mature age students (22+) will also be considered without the minimum education requirements. Each case will be reviewed individually to ascertain the capacity of the student to meet course requirements.*

## Fees & Funding

Full Fee: \$5,990

### State Funding

#### Victoria

Currently no funding available, please contact us for current fee options.

#### Western Australia

Currently no funding available, please contact us for current fee options.

#### New South Wales

Currently no funding available, please contact us for current fee options.

## How to Enrol

### Online

Submit your application through our website  
[www.ihna.edu.au](http://www.ihna.edu.au)

### Email

Send an email to  
[enquiry@ihna.edu.au](mailto:enquiry@ihna.edu.au)

### Face to face

Appointments are available by contacting us through our Toll-Free number.

You can speak to our admissions consultant if you are unsure about the process.

**Toll free : 1800 22 52 83**

### Accreditation



### Contact us

## Institute of Health & Nursing Australia

Melbourne | Perth | Sydney | Brisbane

 **1800 22 52 83**    [enquiry@ihna.edu.au](mailto:enquiry@ihna.edu.au)    [www.ihna.edu.au](http://www.ihna.edu.au)

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