



**IHNA**  
Australia

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# HLT57715 - Diploma of **Practice Management**

*For Domestic Students*

Accreditation



EDUCATION *for*  
EMPLOYMENT:  
Bridging the gap globally



## Course Overview

The **HLT57715 – Diploma of Practice Management** is designed for those who manage small to medium-sized health practices. This course provides the skills and knowledge to successfully manage the operations and promotion of medical, dental, and health practices.

At this level, students will develop the ability to take initiative and make decisions in planning, organizing, implementing, and monitoring their own work as well as the work of others. They will also learn how to communicate effectively to support individuals and teams in a medical workplace setting.

The course covers areas such as planning, medical terminology, accounting, and billing systems. Students will learn how to solve unexpected problems and gather, analyse, and interpret information from various sources to make informed decisions.

## Course Details



**Duration:**  
52 Weeks



**Amount of Training:**  
876 Hours



**AQF Level:**  
5



**Course Delivery:**  
Blended



**Campuses:**  
Melbourne, Sydney,  
Perth



**Professional Experience  
Placement (PEP):**  
**16 Hours**

This course provides a total of 876 hours in total including 574 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

## 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.*

### 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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**Full Fee: \$3,999\*#**

## 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\*#.

\*Special discounts may be available for selected courses. Contact us to learn more!

\*VET Student Loan is Available for Eligible Students.

#The Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as Student service and resource fees

## 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

Walk into any IHNA campus or visit our Melbourne admission office for assistance.

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

**Toll free : 1800 22 52 83**



# Institute of Health & Nursing Australia

Melbourne | Perth | Sydney | Brisbane | Kochi

 **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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