



HLT 57715 Diploma of Practice Management

Stand out with Australia's best



Suited for

People working, or seeking to work in supervisory or management roles in a health practice. Develop skills in providing leadership and guidance, in taking responsibility for the effective functioning, viability and performance of the team and its workplace outcomes.



Duration

15 - 18 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 Practice Management skills to the next level and *stand out* with *Australia's best* medical training courses

Why Study with the AMA?

The AMA is Australia's peak body representing doctors, medical students and the health sector in general. AMA Training Services is a highly regarded registered training organisation with personalised service and quality learning experiences as our key aim. Our courses are developed with our in-depth understanding of the requirements of the health industry.

Quality Industry-based Supporting Material

- The Diploma of Practice Management is delivered using AMA Training Services' 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 in a while.
- 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 interactive live online lectures and occasional evening seminars / workshops from expert presenters. This approach keeps your school holidays free from study requirements whilst ensuring there are other students and a dedicated trainer sharing your learning journey with you. For added flexibility, live online sessions will be recorded and made available for later viewing of course work.
- Four 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 equipping you with the skills you need to complete your studies and maintaining your work/life balance.

Course Fees

- Total course fee: \$6,400* (paid as you go)
- \$500 is paid upon enrolment which covers the cost of the first two self-paced units
- A late assessment submission fee may apply to ASP units where assessments are not completed within the term of study.

*Total course fees will vary depending on any credit for prior studies that may be applicable.

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 a health practice at a supervisory or higher level.

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



“ The guidance and support from the lectures makes it very enjoyable. I have already been able to action a few things at our practice.- V. Yates ”

Units of Competency

Students must complete 15 Units: 10 Core and 5 Electives

Unit Title	Study Mode	Study Date	Unit Cost
CHCDIV001 Work with Diverse People	Self-Paced	Start anytime	\$250
HLTINF003 Implement and monitor infection control policies and procedures	Self-Paced	Start anytime	\$250
HLTWHS004 Manage work health and safety	Self-Paced	Start anytime	\$250
CHCPRP003 Reflect on and improve own professional practice	Self-Paced	Start anytime	\$250
BSBMED301 Interpret and apply medical terminology appropriately	Self-Paced	Start anytime	\$400
HLTADM004 Manage health billing and accounting system	Assisted Study Program	Term 1 2024	\$500
BSBCUS501 Manage quality customer service	Assisted Study Program	Term 1 2024	\$500
BSBMGT516 Facilitate continuous improvement	Assisted Study Program	Term 2 2024	\$500
BSBWOR501 Manage personal work priorities and professional development	Assisted Study Program	Term 2 2024	\$500
CHCLEG003 Manage legal and ethical compliance	Assisted Study Program	Term 3 2024	\$500
BSBHRM506 Manage recruitment selection and induction processes	Assisted Study Program	Term 3 2024	\$500
BSBMGT502 Manage people performance	Assisted Study Program	Term 4 2024	\$500
BSBWOR502 Lead and manage team effectiveness	Assisted Study Program	Term 4 2024	\$500
BSBFIM501 Manage budgets and financial plans	Assisted Study Program	Term 1 2025	\$500
BSBRSK501 Manage risk	Assisted Study Program	Term 1 2025	\$500

Ready to enrol?

See back page for details

TRAINING



How to Enrol

The most convenient way to enrol is via amatraining.edu.au

AMA Training Services can also be contacted via

Web www.amatraining.edu.au

Phone 1800 248 292

Email training@amawa.com.au

Head Office

12 - 14 Stirling Highway
Nedlands, Western Australia 6009

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My experience learning with *AMA*



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The interactive live online lectures are awesome! The way the Diploma is delivered through online lectures and seminars throughout the term really reinforces what you're learning. As a busy working mother of 3 I love the fact that the lectures are recorded. Gives you that flexibility to juggle work, study and family life. - Sarah. R.

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