Diploma of Practice Management

TAFE NSW Course Number: HLT57715-01V01 (19OTE-007)
National Course Code: HLT57715
Nominal Hours: 650

Course description
This qualification reflects the role of business or practice managers who manage the operation of small to medium sized health practices.

No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of publication.

We highly recommend you complete a personalised career and study profile to confirm this course is right for you, you will find the Career Voyage link below.

Other information
Depending on your previous qualifications and experience, your fee may be less than the maximum fee quoted.

This course is approved for a Commonwealth VET Student Loan. If you meet the eligibility requirements, you are able to apply to the Commonwealth for a loan to cover all or part of your fees. We will ask you whether you would like to apply for a VET Student Loan when you enrol and advise you of the process.

If you would like more information about VET Student Loans please visit the TAFE NSW website or contact us on 131 241.

For full details on TAFE NSW fees and money matters please visit our Paying for Your Course page.

To ensure you leave us with the most up to date qualification...
If during or after your enrolment, the course in which you are enrolled is updated in line with national industry standards, the Institute reserves the right to transition you into an alternate course. If this becomes necessary, the Institute will advise you of the change and the arrangements which will be available for you to complete your alternate course.

What are the entry requirements? (including Recognition of Prior Learning)
There are no entry requirements for this qualification.
Credit (or recognition) for modules/units may be granted based on previous learning, studies, work and/or life experiences. For more information on Credit visit the Credit Pathways page on TAFE Digital website. [https://www.tafensw.edu.au/digital/getting-started/credit-pathways](https://www.tafensw.edu.au/digital/getting-started/credit-pathways)

**Please note:** Some industries have their own legislative or licensing requirements. TAFE NSW recognition does not apply to these.

**Other requirements**

**WORK PLACEMENTS**

Many TAFE courses have a compulsory work placement component to assist you to apply your learning in a practical environment and you may be required to comply with some (or all) of the following.

1. **NSW HEALTH**

Before you commence any clinical placements in NSW Health facilities, you will be required to

- Meet NSW Health’s - Criminal Record Check requirements;
- Sign the NSW Health Code of Conduct form and any other forms, as required by NSW Health;
- Undertake Occupational Assessment, Screening and Vaccination against Infectious Diseases and provide your Health Care Worker/Student Vaccination Record Card.

For specific information regarding NSW Health’s requirements, and access to the required forms, it is recommended that you visit their FAQs for students at: [http://www.health.nsw.gov.au/careers/student_clearance/pages/default.aspx](http://www.health.nsw.gov.au/careers/student_clearance/pages/default.aspx)


3. **COMMUNITY AND CHILDREN’S SERVICES**


4. **STUDENT READINESS FOR WORK PLACEMENT**

Generally work placements will only occur after there has been a reasonable amount of student/teacher contact and when the teacher is satisfied that you are ready to benefit from workplace learning and perform workplace duties. Your teacher can provide further information.
STUDENT RIGHTS AND RESPONSIBILITIES - For more information visit: https://www.tafensw.edu.au/courses/rights-and-responsibilities/index.htm

Will I need to undertake Work Placement?

HLTINF003 Implement and monitor infection prevention control policies and procedures and HLTWHS004 Manage work health and safety the Skills must have been demonstrated in the workplace with the addition of simulations and scenarios where the full range of contexts and situations have not been provided in the workplace or may occur only rarely.

Under 17 and wanting to leave school?

If you are under 17 and want to leave school, your options have been affected by a recent change in NSW law. From January 2010 you must complete Year 10 and then continue in either full-time education, training, paid employment or a combination of these options until you’re at least 17 years of age. More information about options for school students under 17 is available from our website: oten.tafensw.edu.au/under17

Pathway to university or higher education

Thinking of studying next year? Not sure if you should go to TAFE or uni? Let us help you decide. At TAFE NSW we offer you the flexibility to fast-forward your career with Pathways.

Choosing to study at TAFE before going on to uni can see you graduating and entering a competitive workforce sooner — and not with one, but two, nationally recognised qualifications! For more information visit oten.tafensw.edu.au/uni

What units will I study?

BSBCUS501 – Manage quality customer service
BSBFIM501 – Manage budgets and financial plans
BSBHRM505 – Manage remuneration and employee benefits
BSBHRM506 – Manage recruitment selection and induction processes
BSBHRM507 – Manage separation or termination
BSBMED301 – Interpret and apply medical terminology appropriately
BSBMGT502 – Manage people performance
BSBMGT517 – Manage operational plan
BSBMKG502 – Establish and adjust the marketing mix
BSBMKG514 – Implement and monitor marketing activities
BSBRSK501 – Manage risk
CHCDIV001 – Work with diverse people
CHCLEG003 – Manage legal and ethical compliance
CHCPRP003 – Reflect on and improve own professional practice
HLTADM004 – Manage health billing and accounting system
HLTINF003 – Implement and monitor infection prevention and control policies and procedures
HLTWS004 – Manage work health and safety

The above list includes units being offered by TAFE Digital. If licensing in another
state other than NSW is required, please check requirements with the relevant state.

**Do I need additional resources to study this course?**

ISBN : 9780170354059
Mastering Medical Terminology ANZ.
ISBN: 9780729541114

**Your learning materials will be provided in:**

Your learning materials will be accessed online via the student learning support site

**This qualification is completed by:**

Diploma of Practice Management

**How much is the course?**

The indicative cost of this course is $6,495.

There are no subsidies for this course, it is offered for enrolment under a fee-for-service. There are no concessions, exemptions or scholarships available. Payment by instalments is available. Please ensure to read and understand the associated fee policies and conditions related to withdrawal from a course, applying for a refund of fees, applying for a deferral to your studies, and if you are behind in instalment payments.

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For full details on TAFE NSW fees and money matters please visit our website:  
[oten.tafensw.edu.au/fees](oten.tafensw.edu.au/fees)

**I would like to talk to someone before I enrol**
Please contact TAFE Digital Customer Service on 131 601.

We are committed to enhancing all students' prospects to reach their potential and achieve a positive future. We recognise that for some students additional support services are fundamental to ensure success. We have the following expert support services available which you may access by calling (02) 9715 8446 or 1300 655 993 to make an appointment: Counselling and Career Development, Disability, Aboriginal, Multicultural, Outreach, Adult Basic Education and Open Learning Centre Support Services.

**Need help deciding?**
Our free online career and study planning tool can help.

You will receive a personalised career and study profile based on your responses. If you would like to discuss your results in person, please contact our Counselling and Career Development Unit by calling 1300 655 993 or 02 9715 8446. To get started click the link below:

**Unique Student Identifier (USI)**
From 1 January 2015, all students participating in Nationally Recognised Training in Australia will need to have a Unique Student Identifier, or USI.

This includes students completing an apprenticeship, skill set, certificate or diploma course.

A USI gives you access to your online USI account and will contain all of your nationally recognised training records and results from 1 January 2015 onwards. Your results will be available in your USI account in 2016.

When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life.

**How to get a USI**
It is free and easy for you to create your own USI online at [usi.gov.au](usi.gov.au). Your local Customer Service office can also provide further information and assistance. If you already have your USI you can enrol with TAFE NSW.

**How do I enrol?**
To enrol in this course please click on the Enrol Now button. You may also enrol over the phone by calling TAFE Digital on 131 241.
Enrol now (click below)
oten.tafensw.edu.au/mdfdqq

Current as at 30/5/2019