



Diploma of Practice Management

HLT52007

The Health Training Solutions initiative offers the Diploma of Practice Management (HLT52007) as a management level qualification in the career framework for participants who currently have, or who wish to move into management roles of staff and operations.

The Diploma has 16 units to complete the full qualification (10 core + 6 elective):

Core Units

- ▶ HLTHIR505B Provide leadership in promoting effective work practices in health
- ▶ HLTOHS300A Contribute to OHS processes
- ▶ HLTOHS500A Manage OHS processes in the health industry
- ▶ HLTIN403B Implement and monitor infection control policy and procedures
- ▶ BSBFLM503B Manage effective workplace relationships
- ▶ HLTHIR506B Implement and monitor compliance with legal and ethical requirements
- ▶ HLTPM501A Manage in a health care business
- ▶ HLTPM502A Manage health billing and accounting system
- ▶ BSBMED301A Use advanced medical terminology
- ▶ BSBMGT609A Manage risk

Elective Units (select a minimum of 6):

- ▶ BSBFLM507B Manage quality customer service
- ▶ BSBFLM509B Facilitate continuous improvement
- ▶ BSBFLM513A Manage budgets and financial plans within the work team
- ▶ BSBFLM514A Manage people
- ▶ BSBADM502A Manage meetings
- ▶ CHCPOL4A Develop and implement policy
- ▶ BSBAUD502A Prepare and lead a quality audit
- ▶ BSBMKG501A Evaluate marketing opportunities
- ▶ BSBMKG504A Implement a marketing solution
- ▶ BSBHR505A Manage remuneration and employee benefits
- ▶ BSBMGT506A Recruit, select & induct staff



Elective Option

Take the next step...

Participants studying in full face-to-face mode also have an elective option of studying one unit, from the Graduate Certificate in Business Administration, with the La Trobe University Graduate School of Management. The unit options are:

- ▶ Organisational Behaviour
- ▶ Management Fundamentals

Participants completing this option receive recognition for four elective units in the Diploma of Practice Management (Course structure – 10 core + 2 elective + LTU GSM unit)

AND

If you wish to further your study by enrolling in a Graduate Certificate in Business Administration (GCBA), La Trobe University's Graduate School of Management will recognise the LTU GSM module as one unit towards the GCBA (subject to students meeting the entry requirements).

All topics are also available as stand alone modules for private participants. A range of alternative electives are also available for participants interested in other support streams in hospital, aged care and community care settings.

Course Fees

The Diploma program fees are:

- ▶ Full qualification (face to face) - \$4780*
- ▶ Full qualification (online delivery) - \$2700*
- ▶ Upgrade from Certificate IV (Face to Face) - \$3660*
- ▶ Upgrade from Certificate IV (Online delivery) - \$2100*
- ▶ Single Diploma unit workshops - \$350*

RPL Portfolio Fee Option (Diploma units only)

- ▶ Enrolment Fee - \$300
- ▶ Per Hour Assessment Fee - \$120*

5% discount available for employees of AMA members. A range of flexible payment plans are available.

[Express your interest](#) in any of the course programs and one of our consultants will contact you to discuss support programs which may be available to you and our flexible course fees and payment plans.