

QACADEMY
REMEDIAL + MASSAGE THERAPIES

HLT57715

DIPLOMA OF PRACTICE MANAGEMENT

INTERNATIONAL COURSE GUIDE

CRICOS Course #115366C

INTRODUCTION TO THE DIPLOMA OF PRACTICE MANAGEMENT 03

COURSE DETAILS 04

UNITS OF COMPETENCY 05

SUBJECT DESCRIPTIONS 06

APPLICATION PROCESS 08

VISA REQUIREMENTS 09

LIVING IN SOUTH-EAST QUEENSLAND 10

ACCREDITATION 11

ABOUT Q ACADEMY 12



Why Study Practice Management?

Introduction to the HLT57715 Diploma of Practice Management

The HLT57715 Diploma of Practice Management will teach you the tools and knowledge required to run a successful small massage business or healthcare practice.
This could open up many more opportunities for your career in complementary health. You'll learn about financial management, marketing your business, customer service, and strategic business planning. Perfect if setting up your own massage clinic, or working with and alongside physiotherapists, chiropractors and other health professionals sounds like an exciting and rewarding career to you.

*Q Academy does not guarantee career or employment outcomes for students or graduates.

Course Details



HLT57715 Diploma of Practice Management
CRICOS course #115366C

Entry Requirements

Students must have completed the HLT52021 Diploma of Remedial Massage to enrol.
A sound understanding of written and spoken English is required. An interest in the health and wellbeing of others is recommended. As the course content is delivered online, students must have access to a tablet, laptop or computer, with internet access for the full duration of the course. Online learning requires students to be motivated and self-disciplined. You must be confident in your ability to maintain self-directed study, and follow the schedule of lessons for the full duration of the course.

Start Dates

The course is delivered in our on-campus e-classroom mixed delivery.

Course Fees

The course tuition fee for the HLT57715 Diploma of Practice Management is $7,375 (fee indicative of upgrade from HLT52021 Diploma of Remedial Massage).
The course fees are broken down into 5 instalments $1,475.
An additional materials fee of $35 and an application fee of $150 is due at the time of enrolment.

Course Delivery

The HLT57715 Diploma of Practice Management will take 4-6 months to on-campus in the e-classroom.
You will be required to attend two days per week on campus.

Course Inclusions

You will have 24/7 online access to course learning materials, with specially developed video lessons and course content in your flipbook manual. You will have access to tutors and course coaches for additional support.

Career Outcomes

The HLT57715 Diploma of Practice Management, will not only give you the skills and knowledge to be the best possible massage therapist - but also a successful manager of a small business or healthcare practice.
This can potentially create a number of exciting opportunities working in a rewarding industry like allied health, which is perfect if you have a dream to set up your own home clinic or even a multi-modality clinic with other allied health specialists.

Units of Competency

HLTADM004	Manage health billing and accounting system
BSBOPS505	Manage organisational customer service
BSBFIN501	Manage budgets and financial plans
BSBLDR522	Manage people performance
BSBOPS504	Manage business risk
BSBTWK503	Manage meetings
BSBMKG552	Design and develop marketing communication plans
BSBMKG551	Create multiplatform advertisements for mass media
CHCDIV001	Work with diverse people**
CHCLEG003	Manage legal and ethical compliance **
HLTINF003	Implement and monitor infection prevention control policies and procedures **
HLTWHS004	Manage work health and safety **
BSBMED301	Interpret and apply medical terminology appropriately **
CHCPRP003	Reflect on and improve own professional practice **
CHCPRP005	Engage with health professionals and the health system **

** Shared units with the HLT52021 Diploma of Remedial Massage which are eligible for credit transfer

Subject Descriptions:
HLT57715 Diploma of Practice Management

Customer Service

Managing customer service and people performance within a clinic setting. This module will teach you the skills to ensure quality service within a clinic setting. This is important for running a professional and efficient operation in a business setting. This module also covers people performance, which is aimed towards the management of others and the assessment of performance. All of these skills are essential to running a top-tier clinic.

Conducting Meetings

Skills and ability to undertake workplace meetings with staff. Hosting meetings is a regular duty for a manager, whether it is formal, such as training or informal, such as a pre-work meeting. This module of study will teach the skills and knowledge to ensure this process is efficient and conducted properly.

Creating Advertising

An integral part of a successful business is letting people know that you exist and what services you offer. This module will cover the skills and knowledge to create and distribute advertising materials across multiple platforms.

Managing Financials

This module will cover the skills and knowledge of planning, monitoring and reviewing financial management practices. These skills are essential to running a successful business and ensuring that an accurate financial position is always established.

Managing Risk

There are many risks associated with running a business. These could include strategic risks, for example, a competitor coming onto the market, compliance, financial or operational risks. In this module, we will examine some of these risks and use standard risk management strategies to minimise your business's exposure. Understanding these concepts and the scope of risk in business will help you run a successful business.

Industry Essentials

This subject sets the scene for a career in the healthcare industry by covering the following topics: communication, goal setting, scope of practice, medical terminology, client screening and record keeping.

Safe Practice

This subject is essential for a professional therapist or clinic manager. The knowledge covered in this subject is very important during the professional career of any healthcare professionals and can help ensure the treatments they perform and clinic they maintain are done safely for the client and also for the practice from a legal point of view.

Remedial Massage Foundations

Key topics include:

- Benefits of Remedial Massage
- Scope of practice
- Causes of musculoskeletal dysfunction
- Sensory receptors and reflexes
- Stress and adaptation syndromes
- Record keeping
- Indications and contraindications
- Managing the recovery process

The subject covers the knowledge related to the way the human body works (and commonly doesn't work). The module focuses on each region in detail describing joints and functional tissues of the joints.
This module will also cover common dysfunction, pathology, and pathophysiology (functional changes that occur due to a disease or pathologic state). Additional knowledge expected from this subject is the knowledge of biology, chemistry, and cellular function required for a Remedial Massage Therapist.



Application Process

Q Academy recommends that you apply as soon as possible to allow enough time to secure your student visa, flights and accommodation.

As a general guide, the process of application for enrolment with Q Academy is as follows:
(Please note, if enrolling through your agent they will discuss this process with you and help you through each step)

STEP 1:

Read across our website and courses page and express interest to apply as an International Student.

STEP 2:

Q Academy will email through course information and pre-enrolment forms.

STEP 3:

Complete all the pre-enrolment documents including supplying documents to prove your English language proficiency and copy of your passport.

STEP 4:

Engage in a video call with the Admissions Manager to discuss your interest in the course.

STEP 5:

Q Academy will then assess the application and let you know if you have been approved to enter the program.

STEP 6:

Q Academy will send through an acceptance letter of offer, enrolment form and pre-enrolment checklist.

STEP 7:

Return forms along with your Overseas Student Health Cover (OSHC) and any further documents requested.

STEP 8:

Student to provide payment of first term and materials fee for processing.

STEP 9:

Q Academy to send Confirmation of Enrolment (CoE).

STEP 10:

Apply for your student visa online via eVisa, directly through an Immigration department office or your visa agent.

Visa Requirements

Attendance

Q Academy encourages the attendance of all classes. Every class and the content within it is important and required for competency within study. All international students must maintain at least an 80% attendance rate for the full duration of the course, otherwise, their student visa may be subject to review and subsequently cancelled.

Q Academy maintains attendance rolls for all international students studying on a student visa are kept on record and makes them available for inspection by regulatory bodies. Any subject-specific attendance requirements are clearly stated in the Subject Outlines.

If at any time it becomes impossible for a VET student studying on an Australian student visa to achieve an attendance rate of 80% for the entire course, they will be issued an intention to report letter which sets out that Q Academy intends to report the student's unsatisfactory attendance as required through PRISMS. This is a requirement of the National Code 2018 for VET students and a condition of the student visa for VET students.

There is no discretion for Q Academy not to report a student, even if the student has a genuine reason for all absences (such as an illness) and supporting documentation (such as a medical certificate). In these cases, however, Q Academy may choose to provide documentation in order to support the student's continuation of study.

Overseas Student Health Cover (OSHC)

Overseas student health cover (OSHC) is insurance that provides cover for the costs of medical and hospital care which international students may need while in Australia. OSHC for the duration of the visa is mandatory for student visa holders.

How do I get OSHC?

Only Australian health funds that have signed an agreement with the Australian Government can provide Overseas Student Health Cover (OSHC). You must arrange your own OSHC. You may choose to change your health fund at any time, but will need to abide by the conditions of change of the health fund provider you are leaving and provide updated proof of OSHC to Q Academy.
A copy of your OSHC policy must be provided to Q Academy at the time of your enrolment showing it covers the full duration of your course.

Living in South-East Queensland

Living in Brisbane

Fortitude Valley is in the heart of Brisbane city, the capital of Queensland. It is a diverse city, with museums, nightlife and sporting events. Brisbane is close to the beaches of the Gold and Sunshine Coasts, and has consistently been named one of the world's most livable cities.
Learn more about Brisbane here: www.visitbrisbane.com.au

Living on the Sunshine Coast

Maroochydore is located on the Sunshine Coast which is midway on the eastern coast of the Australian mainland. It is built close to the beach with pleasant climate and relaxed lifestyle with an emphasis on outdoor living. The region is known for its beautiful surf beaches, rainforests and mountains.
Learn more about the Sunshine Coast here: www.visitsunshinecoast.com

Arranging Accommodation

The cost of accommodation in Australia varies and the cost of accommodation while studying can be high. Many International students choose to share accommodation to keep costs down. Most international students choose to rent a home with friends or find people to share with through websites. It is important to stay safe when searching for accommodation or people to share online. Suggestions on where to find accommodation:

www.easyroommate.com
www.domain.com.au
www.flatmates.com.au
www.realestate.com.au
www.gumtree.com.au

For information on renting in QLD refer to the RTA website https://www.rta.qld.gov.au/

Living Expenses

Starting from 1 October 2023, a single international student requires a minimum of $24,505 to cover living expenses for 24 months of study. In their visa application, students are required by the Department of Home Affairs to declare they have enough money to pay for travel, tuition, and living expenses for the duration of their stay in Australia.

Accreditation

Course Accreditation

Q Academy is a Registered Training Organisation (RTO 31896) with the Australian Skills and Qualifications Authority. Q Academy is approved to offer the HLT57715 Diploma of Practice Management, which is a Nationally Accredited course.



Q ACADEMY
REMEDIAL + MASSAGE THERAPIES

About Q Academy

Q Academy is a Massage and Myotherapy training college, who over the last decade, has trained over 2,500 highly skilled therapists. Q Academy has grown in recent years, and currently has campuses in Brisbane, Gold Coast, Sunshine Coast, Cairns and Sydney.

Here are a couple things that you should know about Q Academy:

1. 92.3% of our graduates were satisfied with their training from Q Academy (NCVER 2021 Survey)
2. Our completion rate is double the national average for vocational training.

Book in a Chat

You are more than welcome to visit your preferred campus, to find out if Q Academy is the right training college for you. We will gladly show you around the campus, answer any questions and introduce you to some of the team. Bookings are advised.

1300 20 40 80

qacademy.com.au

Brisbane Campus
100 Brookes St, Fortitude Valley QLD 4006

Gold Coast Campus
Level 1, Robina Town Centre Robina QLD 4230

Sunshine Coast Campus
64C Aerodrome Road, Maroochydore QLD 4558

Q ACADEMY DOES NOT GUARANTEE CAREER OR EMPLOYMENT OUTCOMES FOR STUDENTS OR GRADUATES. Q ACADEMY PTY LTD. RTO 31896

