



Professional Practice Manager Development Program

UNE Partnerships offers training via flexible delivery modes,
with customised content, to suit all practice staffing levels.

Qualifications

Our nationally accredited qualifications have been developed after extensive input from key industry professionals to create a relevant program for staff and managers in professional practices.



- **Certificate III in Business Administration (Medical)** (BSB31107)
- **Certificate III in Business Administration (Medical) Traineeships** (BSB31107)
- **Certificate IV in Professional Practice Management** (91482NSW)
- **Diploma of Professional Practice Management** (91483NSW)

Benefits

- \$400 approved Association discount – see our website for qualifying associations www.practicemanagement.edu.au
- Quality course materials developed by industry and subject matter experts
- Excellent academic support via email and phone throughout course
- Flexible study timetable
- No hidden fees – course fee clearly outlined upon enrolment
- Ezy pay payment options available - see our website
- No exams – all work is completed by submission of written assessment tasks
- No requirement to have employer support, as we appreciate and value professional development for individuals
- Industry endorsed program
- Discount for more than one enrolment from a practice



UNE Partnerships has over twenty years experience in providing customised education and training. Our programs focus on practical learning that can be directly applied in the workplace.

Please register your interest by completing and faxing back the form overleaf. ►



Please tick preferred qualification

Certificate III in Business Administration (Medical) (BSB31107)

This qualification is designed to provide a foundation for receptionists and those undertaking administrative tasks in healthcare practices. This course develops skills and knowledge to support the increasing demands placed on practice receptionists/administrators in responding to the changing needs of a professional practice.

Certificate III in Business Administration (Medical) Traineeship (BSB31107)

(Traineeships available in some states subject to approval)

Government funded traineeships for eligible students in both regional areas and capital cities across Australia. New entrant and Existing worker traineeships available for beginner and experienced employees

Certificate IV in Professional Practice Management (91482NSW)

This course is ideal if participants are working in a practice or have access to a practice environment. Typically students will be in a managerial role responsible for the operational management of the practice, and working under the guidance of a practice manager or principal.

Diploma of Professional Practice Management (91483NSW)

This course is ideal for experienced practice managers with a range of business management responsibilities including financial reporting, leadership and team building, budgeting and cost control, quality management and business planning and development.

Please tick the preferred study option

Distance Study

Distance study provides the opportunity to enrol at any time and study at your own pace from anywhere in Australia. Full course material is supplied on confirmation of enrolment, a recommended study plan is provided to assist in the completion of the qualification. Ongoing administrative and academic support is available throughout the candidature period.

Workshops

Workshops are designed to optimise your study experience by providing a supportive learning environment. Workshops are held at regular intervals over 12 months. This option provides opportunities for discussion, networking and learning how to apply new skills directly to your workplace.

Circle your preferred workshop location:

Brisbane

Sydney

Melbourne

Adelaide

Perth

Darwin

Your details

UNE Partnerships abides by the Privacy Statement of the University of New England as outlined under Privacy at www.une.edu.au

Name: _____

Practice: _____ Industry: _____

Position _____

Address Work or Home: _____

Telephone: _____ Fax: _____

Mobile: _____

Email: _____

Is this study option for yourself or your staff _____

Where did you hear about UNE Partnerships _____

Fax back to (02) 6772 5230

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