

HLT31112 Certificate III in Sterilisation Services

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT31107 Certificate III in Sterilisation Services	HLT31112 Certificate III in Sterilisation Services	Updated in V5 - Updated core units HLTWHS200A Participate in WHS processes

Description

This qualification covers workers who provide a range of varied activities in a sterilising service or department. This qualification is suited to Australian Apprenticeship pathways.

Occupational titles for these workers may include:

- Sterilisation assistant
- Sterilisation technician
- Instrument technician

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

15 units of competency are required for award of this qualification, including:

- 10 core units
- 5 elective units

A wide range of elective units is available, including:

- Group A elective which is required for work in sterilisation services
- Group B electives which are recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, up to 3 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing

Core units

HLTHIR301C Communicate and work effectively in health
HLTHSE204D Follow safe manual handling practices
HLTIN301C Comply with infection control policies and procedures
HLTWHS200A Participate in WHS processes
HLTSTE301D Clean reusable medical equipment (Note pre-requ: HLTIN301C)
HLTSTE302D Inspect and pack items
(Note pre-requs: HLTIN301C, HLTSTE308C)
HLTSTE303D Sterilise loads (Note pre-requ: HLTIN301C)
HLTSTE306D Manage sterile stock (Note pre-requ: HLTIN301C)
HLTSTE307C Disinfect re-usable medical devices
(Note pre-requs: HLTIN301C, HLTSTE301D)
HLTSTE308C Care for surgical instruments (Note pre-requ: HLTSTE301D)

Group A elective - required for work in sterilisation services

The following unit or a unit with equivalent competency outcomes is required to work in sterilisation services.

BSBFLM303C Contribute to effective workplace relationships

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group B electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

Electives are to be selected in line with the specified Packaging Rules. Employers may specify that certain electives are required to address identified workplace needs.

The following list of electives may facilitate selection.

Other sterilisation functions

HLTTH303D Identify and move to maintain a sterile field

(Note pre-requ: HLTIN301C)

LMTLA2009A Inspect, fold and pack theatre linen

Work relationships

BSBCUS301B Deliver and monitor a service to customers

BSBFLM312C Contribute to team effectiveness

BSBINN301A Promote innovation in a team environment

CHCCS401C Facilitate responsible behaviour

CHCORG303B Participate effectively in the work environment

HLTAMBPD401C Manage personal stressors in the work environment

HLTCSD306D Respond effectively to behaviours of concern

Support function

BSBWOR204A Use business technology

HLT31412 Certificate III in Hospital-Health Services Pharmacy Support

Modification History

HLT07 Version 4	HLT07 Version 5	Comments	Equivalent outcome or not equivalent (E/N)
HLT31407 Certificate III in Hospital/Health Services Pharmacy Support	HLT31412 Certificate III in Hospital/Health Services Pharmacy Support	<p>Updated in V5</p> <ul style="list-style-type: none"> change to qualification description changes to packaging rules, removal of one core unit by deleting HLTPH301C, merging HLTPH3112B and HLTPH313B to HLTPH315A and adding HLTWHS300A deletion of group A OHS (WHS) electives <p>addition of elective group: BSBINM301A, BSBITU202A, HLTPH408A, HLTPH409A</p> <p>HLTWHS300A Contribute to WHS processes Changed from OHS to WHS in the core units</p>	N

Description

This qualification covers workers who provide a range of varied assistance to pharmacists in hospital and community health settings. This may include pharmacies that are located outside of health services but supply medicines and products to hospitals and other health services.

This qualification is suited to Australian Apprenticeships pathways.

Occupational titles for these workers may include:

- Pharmacy assistant
- Pharmacy technician
- Hospital pharmacy technician
- Dispensing technician
- Distribution technician
- Hospital pharmacy assistant

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

14 units of competency are required for award of this qualification, including:

- 9 core units
- 5 elective units

A wide range of elective units is available, including:

- Group A electives which are recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, up to 3 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing

Core units

BSBFLM303C Contribute to effective workplace relationships

BSBMED301B Interpret and apply medical terminology appropriately

HLTHIR301C Communicate and work effectively in health

HLTIN301C Comply with infection control policies and procedures

HLTPH305A Maintain pharmaceutical imprest stock

HLTPH307A Pack pharmaceutical products

HLTPH315A Procure, store, maintain and distribute pharmaceutical stock

HLTPH316A Assist with dispensing of prescriptions and medication orders

HLTWHS300A Contribute to WHS processes

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group A electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

Electives are to be selected in line with the specified Packaging Rules. Employers may specify that certain electives are required to address identified workplace needs.

BSBFLM312C Contribute to team effectiveness

BSBINM301A Organise workplace information

BSBINN301A Promote innovation in a team environment

BSBITU202A Create and use spreadsheets

BSBWOR301B Organise personal work priorities and development

CHCCS401C Facilitate responsible behaviour

CHCORG303B Participate effectively in the work environment

HLTAP301B Recognise healthy body systems in a health care context

HLTCSD306D Respond effectively to behaviours of concern

HLTPH408A Conduct small scale compounding and labelling of pharmaceutical products

HLTPH409A Conduct small-scale compounding and labelling of aseptic pharmaceutical products

HLT31512 Certificate III in Nutrition and Dietetic Assistance

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT31507 Certificate III in Nutrition and Dietetic Assistance	HLT31507 Certificate III in Nutrition and Dietetic Assistance	ISC upgrade HLTWHS200A Participate in WHS processes changed from OHS to WHS in the core units

Description

This qualification covers workers who provide a range of assistance functions to Dietitians and Food Service Managers. This qualification is suited to Australian Apprenticeships pathways.

Occupational titles for these workers may include:

- Nutrition assistant
- Dietetic assistant

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

16 units of competency are required for award of this qualification, including:

- 9 core units
- 7 elective units

A wide range of elective units is available, including:

- Group A electives which are recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, up to 3 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing

Core units

BSBFLM303C Contribute to effective workplace relationships
HLTAP301B Recognise healthy body systems in a health care context
HLTHIR301C Communicate and work effectively in health
HLTIN301C Comply with infection control policies and procedures
HLTNA301D Provide assistance to nutrition and dietetic services
HLTNA302D Plan and evaluate meals and menus to meet recommended dietary guidelines
HLTNA303D Plan and modify meals and menus according to nutrition care plans
HLTNA304D Plan meals and menus to meet cultural and religious needs
HLTWHS200A Participate in WHS processes

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group A electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers
HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

Electives are to be selected in line with the specified Packaging Rules. The grouping of electives is intended to facilitate selection. Electives may be selected from one or more groups and employers may specify that certain electives are required to address identified workplace needs.

Nutrition and dietetic assistance

HLTFS207C Follow basic food safety practices
HLTNA305D Support food services in menu and meal order processing

Working with clients

CHCAC318B Work effectively with older people
CHCDIS301C Work effectively with people with a disability
CHCIC301E Interact effectively with children
HLTCSD305D Assist with client movement
HLTHIR403C Work effectively with culturally diverse clients and co-workers
HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Work relationships

BSBFLM312C Contribute to team effectiveness
BSBINN301A Promote innovation in a team environment
BSBWOR301B Organise personal work priorities and development
CHCCS401C Facilitate responsible behaviour
CHCORG303B Participate effectively in the work environment
HLTCSD306D Respond effectively to behaviours of concern

HLT31812 Certificate III in Dental Assisting

Modification History

HLT07 Version 4	HLT 07 Version 5	Comments
HLT31807 Certificate III in Dental Assisting	HLT31812 Certificate III in Dental Assisting	Updated first aid core unit in V5 Qualification outcome equivalent HLTWHS200A Participate in WHS processes has changed from an OHS unit to a WHS unit

Description

This qualification provides the knowledge and skills needed to assist a dentist, dental hygienist or dental therapist during all health care procedures, to help maintain high standards of infection control and to assist with practice administration.

This qualification is suited to Australian Apprenticeships pathways.

Occupational title for this worker is:

- Dental assistant

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

8 units of competency are required for award of this qualification including:

- 8 core units

Core units

HLTDA303D Prepare for and assist with oral health care procedures

(Note pre-requs: HLTIN301C, HLTIN302C, HLTWHS200A)

HLTDA304D Assist with dental radiography

(Note pre-requs: HLTIN301C, HLTIN302C, HLTWHS200A)

HLTDA306D Assist with administration in dental practice (Note pre-requs: HLTIN301C, HLTIN302C, HLTDA303D, HLTWHS200A)

HLTFA311A Apply first aid

HLTHIR301C Communicate and work effectively in health

HLTIN301C Comply with infection control policies and procedures

HLTIN302C Process reusable instruments and equipment in health work

(Note pre-requ: HLTIN301C)

HLTWHS200A Participate in WHS processes

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

HLT31912 Certificate III in Ambulance Communications (Call-taking)

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT31907 Certificate III in Ambulance Communications (Call-taking)	HLT31912 Certificate III in Ambulance Communications (Call-taking)	Updated first aid core unit in V5. Updated unit codes and imported units. Qualification outcome equivalent.

Description

This qualification covers workers who receive requests for service in an ambulance communication/coordination environment. This qualification is suited to Australian Apprenticeships pathways.

Occupational titles may include:

- Ambulance call-taker
- Communications call-taker

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

13 units of competency are required for this qualification, including:

- 9 core units
- 4 elective units

A wide range of elective units is available, including:

- Group A WHS electives of which one must be selected for this qualification
- Group B electives which are recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, up to 2 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on TGA or other public listing

Core units

BSBMED301B Interpret and apply medical terminology appropriately

HLTAMBC401D Receive request for service (Note pre-requ: *HLTFA311A*, *BSBMED301B*)

HLTAMBFC301D Communicate with clients and colleagues to support health care

HLTAMBPD401C Manage personal stressors in the work environment

HLTFA311A Apply first aid

HLTFA412A Apply advanced first aid (Note pre-requ: *HLTFA311A*)

HLTHIR301C Communicate and work effectively in health

BSBWOR203B Work effectively with others

BSBCCO301B Use multiple information systems

Group A WHS electives - one unit must be selected for this qualification

One of the following units must be selected for award of this qualification.

HLTWHS200A Participate in WHS processes

HLTWHS300A Contribute to WHS processes

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group B electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

Elective units of competency may be selected from a wide range of units of competency in line with the Packaging Rules outlined above. The following sample units of competency are suggested as appropriate for this qualification.

CHCAC318B Work effectively with older people

CHCDIS301C Work effectively with people with a disability

HLTAP301B Recognise healthy body systems in a health care context

HLTIN301C Comply with infection control policies and procedures

ICTCC120A Use basic computer technology

HLT32012 Certificate III in Mortuary Theatre Practice

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT32007 Certificate III in Mortuary Theatre Practice	HLT32007 Certificate III in Mortuary Theatre Practice	ISC upgrade HLTWHS300A Contribute to WHS processes changed from OHS to WHS in the core units

Description

This qualification covers workers who maintain a mortuary service and assist in autopsies in a hospital or forensic mortuary. Some workers may also be involved in receiving and storing tissues as part of a Tissue Bank role.

This qualification is suited to Australian Apprenticeships pathways.

Occupational titles for these workers may include:

- Mortuary technician
- Pathology technician
- Mortuary attendant
- Mortuary assistant
- Post mortem assistant

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

15 units of competency are required for award of this qualification, including:

- 10 core units
- 5 elective units

A wide range of elective units is available, including:

- Group A electives for culturally aware and respectful practice - at least one unit required
- Group B electives which are required for work in mortuary theatre practice
- Group C elective which is recommended for mortuary technicians with pathology museum duties
- Group D elective which is recommended for mortuary technicians who need to operate sterilisers
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, up to 2 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing

Core units

HLTAP301B Recognise healthy body systems in a health care context

HLTHIR301C Communicate and work effectively in health

HLTIN301C Comply with infection control policies and procedures

HLTMS208D Handle waste in a health care environment

HLTMT303D Maintain a mortuary service

HLTMT304D Assist with autopsy

HLTMT306D Maintain, clean and store autopsy equipment

HLTMT307B Clean location to achieve low bacteria status

HLTMT310D Collect, preserve and store post mortem samples

HLTWHS300A Contribute to WHS processes

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group A electives - at least one unit required for culturally aware and respectful practice

At least one of the following units is required for this qualification. Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, both units are recommended.

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Group B electives - required for work in mortuary theatre practice

The following units or units with equivalent competency outcomes are required to work in mortuary theatre practice.

BSBFLM303C Contribute to effective workplace relationships

HLTAMBPD401C Manage personal stressors in the work environment

Group C elective - recommended for mortuary technicians with pathology museum duties

The following unit is recommended for mortuary technicians who are required to undertake pathology museum duties.

HLTMT305D Maintain and record tissue sample collection

Group D elective - recommended for mortuary technicians who operate sterilisers

The following unit is recommended for mortuary technicians who are required to operate sterilisers.

SIFMWK003A Clean and sterilise mortuary items and equipment

Other relevant electives

Electives are to be selected in line with the specified Packaging Rules. Employers may specify that certain electives are required to address identified workplace needs. Relevant electives may also be identified in the Health, Laboratory Operations, Funeral Services, Business Services and/or Public Sector Training Packages.

HLTMT411C Screen tissue donors

HLTMT412B Receive, store and track evidence

HLTPAT302D Assist with microbiology testing

HLTPAT303D Transport specimens and blood products

MSL973004A Perform aseptic techniques

MSL973007A Perform microscopic examination

MSL974006A Perform biological procedures

(Note pre-requs: MSL973004A and MSL973007A)

MSL974011A Prepare tissue and cell cultures

HLT32112 Certificate III in Prosthetic-Orthotic Technology

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT32107 Certificate III in Prosthetic/Orthotic Technology	HLT32107 Certificate III in Prosthetic-Orthotic Technology	Updated in V5 - Updated core units HLTWHS300A Contribute to WHS processes

Description

The qualification covers workers who work as technical assistants under direction or supervision in the manufacture, repair and maintenance of prostheses and orthoses. This qualification is suited to Australian Apprenticeships pathways. Occupational title for these workers may include:

- Technical assistant

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

28 core units of competency are required for award of this qualification, including:

- 11 core units from Health, Community Services and Business Services Training Packages
- 17 core units from the Metal and Engineering Training Package

Core units

BSBFLM303C Contribute to effective workplace relationships
CHCDIS301C Work effectively with people with a disability
HLTAP301B Recognise healthy body systems in a health care context
HLTHIR301C Communicate and work effectively in health
HLTIN301C Comply with infection control policies and procedures
HLTWHS300A Contribute to WHS processes
HLTPO301D Work effectively in prosthetics and orthotics
HLTPO303C Fabricate upper and lower extremity prostheses
HLTPO304D Fabricate spinal, upper and lower extremity orthoses
HLTPO305D Modify footwear
HLTPO306C Participate in prosthetic and orthotic service provision
MEM05004C Perform routine oxy acetylene welding
MEM05005B Carry out mechanical cutting
MEM05006C Perform brazing and/or silver soldering
MEM05012C Perform routine manual metal arc welding
MEM06007B Perform basic incidental heat/quenching, tempering and annealing
MEM07005C Perform general machining
MEM08010B Manually finish/polish materials
MEM09002B Interpret technical drawing
MEM12023A Perform engineering measurements
MEM12024A Perform computations
MEM14004A Plan to undertake a routine task
MEM14005A Plan a complete activity
MEM15024A Apply quality procedures
MEM16006A Organise and communicate information
MEM16008A Interact with computing technology
MEM18002B Use power tools/hand held operations
MEM18003C Use tools for precision work

HLT32212 Certificate III in Population Health

Modification History

Not applicable.

Description

This qualification covers workers who are operational in a range of Population Health projects/programs. Workers at this qualification level apply competencies normally used within established routines, methods and procedures in the fulfilment of work likely to be allocated by a Population Health professional. These workers contribute to the work of others through teamwork and coordination. This qualification is suited to Australian Apprenticeships pathways.

Occupational titles for these workers may include:

- Registry officer, cancer surveillance
- Outreach worker, needle and syringe exchange program
- Disease control officer
- Indigenous support worker
- Assistant project officer
- Allied health assistant/community worker
- Team support worker

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

15 units of competency are required for award of this qualification, including:

- 6 core units
- 9 elective units

A wide range of elective units is available, including:

- Group A electives which are recommended for culturally aware and respectful practice
- Group B electives - at least 5 units required from this group
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, up to 3 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing

Core units

CHCORG303B	Participate effectively in the work environment
HLTWHS300A	Contribute to WHS processes
HLTPOP301C	Work effectively in the population health sector
HLTPOP302C	Contribute to working with the community to identify health needs
HLTPOP303C	Contribute to population health project planning
HLTPOP304C	Contribute to evaluating a population health project

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group A electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Group B electives - at least 5 units required

At least 5 electives are to be selected from the following units.

CHCCD413D Work within specific communities

CHCNET301D Participate in networks

CHCPROM401B Share health information

CUFWRT301A Write content for a range of media

CUFWRT403A Write narration and current affairs material

CULMS410A Provide research assistance

HLTPOP306C Establish agent of disease transmission and mode of control

HLTPOP307C Provide information and support on environmental health issues

HLTPOP310C Monitor and maintain dog health in the community

HLTPOP311C Identify land care issues as they relate to health

HLTPOP315C Ensure provision of functional, durable health hardware items in home and community

HLTPOP319C Conduct testing and interpretation of results of community water supply

HLTPOP321C Assist with monitoring food storage and handling procedures in the community

HLTPOP322C Implement a disaster plan

HLTPOP401C Maintain a population health database

HLTPOP402C Assess readiness for and effect behaviour change

HLTPOP403C Provide information on smoking and smoking cessation

HLTPOP404C Provide interventions to clients who are nicotine dependent

HLTPOP406C Utilise an interpreter

PSPPM402B Manage simple projects

AHCCCF411A Develop approaches to include cultural and human diversity

Other relevant electives

Electives are to be selected in line with the specified Packaging Rules. Employers may specify that certain electives are required to address identified workplace needs.

Selection from the following list is recommended.

CHCAC318B Work effectively with older people

CHCAOD402B Work effectively in the alcohol and other drugs sector

CHCCD307C Support community resources

CHCCD401E Support community participation

CHCCH301B Work effectively in social housing

CHCCOM403A Use targeted communication skills to build relationships

CHCCS403B Provide brief intervention

CHCDIS301C Work effectively with people with a disability

CHCGROUP302D Support group activities

CHCGROUP403D Plan and conduct group activities

CHCLLN403A Identify clients with language, literacy and numeracy needs and respond effectively

CHCMH301B Work effectively in mental health

or

CHCMH411A Work with people with mental health issues

CHCOHC303A Use basic oral health screening tools

CHCORG322B Contribute to implementation of service delivery strategy

CHCORG525D Recruit and coordinate volunteers

CHCTC302A Provide client-centred telephone counselling

HLT32312 Certificate III in Indigenous Environmental Health

Modification History

Not applicable.

Description

This qualification covers workers who are operational in a range of Population Health projects/programs particularly relating to Indigenous Environmental Health. Workers at this qualification level apply competencies normally used within established routines, methods and procedures in the fulfilment of work likely to be allocated by a Population Health professional. These workers contribute to the work of others through teamwork and coordination. This qualification is suited to Australian Apprenticeships pathways.

Occupational titles for these workers may include:

- Indigenous environmental health worker
- Healthy housing worker
- Environmental health field support officer - Aboriginal communities
- Environmental health officer
- Environmental health worker
- Indigenous public health officer

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

15 units of competency are required for award of this qualification, including:

- 6 core units
- 9 elective units

A wide range of elective units is available, including:

- Group A electives which are recommended for culturally aware and respectful practice
- Group B electives - at least 3 units required from this group
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, up to 3 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing

Core units

CHCORG303B	Participate effectively in the work environment
HLTWHS300A	Contribute to WHS processes
HLTPOP301C	Work effectively in the population health sector
HLTPOP302C	Contribute to working with the community to identify health needs
HLTPOP306C	Establish agent of disease transmission and mode of control
HLTPOP307C	Provide information and support on environmental health issues

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group A electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Group B electives - at least 3 units required

At least 3 electives are to be selected from the following units.

HLTPOP310C Monitor and maintain dog health in the community

HLTPOP311C Identify land care issues as they relate to health

HLTPOP315C Ensure provision of functional, durable health hardware items in home and community

HLTPOP319C Conduct testing and interpretation of results of community water supply

HLTPOP321C Assist with monitoring food storage and handling procedures in the community

HLTPOP322C Implement a disaster plan

Other relevant electives

Electives are to be selected in line with the specified Packaging Rules. Employers may specify that certain electives are required to address identified workplace needs.

Selection from the following list is recommended.

CHCCD307C Support community resources

CHCCD401E Support community participation

CHCCH301B Work effectively in social housing

CHCCOM403A Use targeted communication skills to build relationships

CHCCS403B Provide brief intervention

CHCGROUP302D Support group activities

CHCGROUP403D Plan and conduct group activities

CHCLLN403A Identify clients with language, literacy and numeracy needs and respond effectively

CHCNET301D Participate in networks

CHCOHC303A Use basic oral health screening tools

CHCORG322B Contribute to implementation of service delivery strategy

CHCORG525D Recruit and coordinate volunteers

CHCPROM401B Share health information

CHCTC302A Provide client-centred telephone counselling

CUFWRT301A Write content for a range of media

CUFWRT403A Write narration and current affairs material

CULMS410A Provide research assistance

HLTPOP303C Contribute to population health project planning

HLTPOP304C Contribute to evaluating a population health project

HLTPOP401C Maintain a population health database

HLTPOP402C Assess readiness for and effect behaviour change

HLTPOP406C Utilise an interpreter

PSPPM402B Manage simple projects

HLT32412 Certificate III in Allied Health Assistance

Modification History

HLT07 Version 5.0	HLT07 Version 5.1	Comments
HLT32412 Certificate III in Allied Health Assistance	HLT32412 Certificate III in Allied Health Assistance	Minor corrections to codes. Equivalent outcome.

Description

This qualification covers workers who provide assistance to allied health professionals. Workers at this level operate under direct supervision and do not conduct programs or therapeutic interventions.

This qualification is suited to Australian Apprenticeship pathways.

Occupational titles for these workers may include:

- Therapy assistant
- Physiotherapy assistant
- Occupational therapy assistant
- Podiatry assistant
- Speech pathology assistant
- Allied health assistant

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

15 units of competency are required for award of this qualification, including:

- 10 core units
- 5 elective units

A wide range of elective units is available, including:

- Group A electives which are recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, up to 3 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing

Core units

BSBFLM303C Contribute to effective workplace relationships

BSBINM301A Organise workplace information

BSBMED301B Interpret and apply medical terminology appropriately

HLTAH301C Assist with an allied health program

HLTAP301B Recognise healthy body systems in a health care context

HLTCSD201D Maintain high standard of client service

HLTCSD305D Assist with client movement

HLTHIR301C Communicate and work effectively in health

HLTIN301C Comply with infection control policies and procedures

HLTWHS200A Participate in WHS processes

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group A electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

Electives are to be selected in line with the specified Packaging Rules. The following grouping of electives is intended to facilitate selection. Electives may be selected from one or more groups and employers may specify that certain electives are required to address identified workplace needs.

Client support

CHCAC318B Work effectively with older people

CHCCS401C Facilitate responsible behaviour

CHCDIS301C Work effectively with people with a disability

CHCMH301B Work effectively in mental health

or

CHCMH411A Work with people with mental health issues

CHCOHC303A Use basic oral health screening tools

HLTAH302D Assist with the application and removal of a plaster cast

HLTCOM404C Communicate effectively with clients

HLTCSD304D Support the care of clients

HLTCSD306D Respond effectively to behaviours of concern

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

HLTRAH301C Undertake visits to remote communities

First aid

HLTCPR211A Perform CPR

HLTFA211A Provide basic emergency life support

Medical imaging assistance

HLTMI301B Contribute to client flow and client information management in medical imaging

HLTMI302B Support the medical imaging professional

Equipment/environment support

HLTIN302C Process reusable instruments and equipment in health work (Note pre-requ: HLTIN301C)

HLTMS203D Undertake routine stock maintenance

HLTMS204D Handle and move equipment, goods, mail and furniture

HLTTH303D Identify and move to maintain a sterile field (Note pre-requ: HLTIN301C)

HLTMS206D Perform general cleaning tasks in a clinical setting

HLTMS208D Handle waste in a health care environment

HLTGM305D Maintain pool environments

Performance

BSBFLM312C Contribute to team effectiveness

BSBINN301A Promote innovation in a team environment

BSBWOR301B Organise personal work priorities and development

Administration

BSBMED302B Prepare and process medical accounts
BSBMED303B Maintain patient records
BSBWOR204A Use business technology
HLTCOM407B Provide reception services for a practice

HLT32512 Certificate III in Health Services Assistance

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT32507 Certificate III in Health Services Assistance	HLT32507 Certificate III in Health Services Assistance	ISC upgrade HLTWHS200A Participate in WHS processes changed from OHS to WHS in the core units

Description

This qualification covers workers in a range of work roles who provide assistance to health professional staff with the care of clients. Health Services Assistance involves the worker in direct client contact under supervision.

This qualification has been structured with elective groups for specific work functions in operating theatre support and assisting in nursing work in acute care. In addition the qualification supports multiskilling requirements of smaller and rural/remote work settings.

This qualification is suited to Australian Apprenticeship pathways.

Occupational titles may include:

- Assistant in nursing
- Nursing assistant
- Nursing support worker
- Patient service attendant
- Patient support assistant
- Patient care assistant
- Orderly
- Operating theatre technician
- Theatre support
- Ward assistant
- Wardsperson
- Ward support

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

15 units of competency are required for award of this qualification, including:

- 6 core units
- 9 elective units

A wide range of electives is available and can be packaged to provide either:

- a generic qualification that covers a range of work functions, or
- a targeted qualification as required for specific work roles

Elective units may be selected from:

- Group A electives which are required for operating theatre technician work
- Group B electives which are recommended for assisting in nursing work in acute care
- Group C electives which are required for a more 'generic' qualification to address all other relevant work functions
- Group D electives which are recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages

continued ...

PACKAGING RULES (contd)

Elective units may be selected from:

- Where appropriate, to address workplace requirements, up to 3 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TG or other public listing

Core units

BSBFLM303C
BSBMED301B

Contribute to effective workplace relationships
Interpret and apply medical terminology appropriately

HLTAP301B Recognise healthy body systems in a health care context
HLTHIR301C Communicate and work effectively in health
HLTIN301C Comply with infection control policies and procedures
HLTWHS200A Participate in WHS processes

Relevant electives

HLT32507 Certificate III in Health Services Assistance enables workplaces to select a range of electives that reflect the functions of workers (occupational titles may vary from workplace to workplace). In addition to the core units listed above, there are certain requirements and recommendations applying to the selection of electives.

Group A electives - required for operating theatre technician work

The following four units of competency are **required** for operating theatre technician work:

HLTTH301D Provide theatre support services
HLTTH302D Provide equipment support in an acute care environment
HLTTH303D Identify and move to maintain a sterile field
(Note pre-requ: HLTIN301C)
HLTTH405D Assist with preparation of clients for operative procedures
(Note pre-requ: HLTAP401B)

Group B electives - recommended for assisting in nursing work in acute care

The following six units of competency are **recommended** for assisting in nursing work in acute care

HLTCSD305D Assist with client movement
HLTCSD306D Respond effectively to behaviours of concern
HLTCSD208D Transport clients
HLTAIN301C Assist nursing team in an acute care environment
(Note pre-requs: HLTAP301B, HLTFA311A)
HLTAIN302C Provide support in an acute care environment
HLTCSD201D Maintain high standard of client service

Where one of these specified elective groups is achieved, this is to be clearly articulated on the transcript (certification) as:

"This qualification includes Group A electives required for operating theatre technician work" or

"This qualification includes Group B electives recommended for assisting in nursing work in acute care"

Group C electives - required for a more 'generic' qualification to address other relevant work functions

The following four units of competency are **required** for award of the qualification *HLT32507 Certificate III in Health Services Assistance* as it applies to all other work functions.

HLTCSD201D Maintain high standard of client service
HLTCSD304D Support the care of clients
HLTCSD305D Assist with client movement
HLTCSD208D Transport clients

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group D electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

In addition to the core units and elective groups listed above, other elective units of competency are to be selected in line with the Packaging Rules.

Please note that:

- Below is a sample of units of competency that may be selected as electives.
- The grouping of these sample electives is intended to facilitate selection. Electives may be selected from one or more groups.
- Employers may specify that certain elective units of competency are essential to address specific workplace needs.

Work relationships

BSBFLM312C Contribute to team effectiveness

BSBINN301A Promote innovation in a team environment

BSBWOR301B Organise personal work priorities and development

CHCCS401C Facilitate responsible behaviour

HLTAMBFC301D Communicate with clients and colleagues to support health care

HLTCSD306D Respond effectively to behaviours of concern

Client care

CHCAOD402B Work effectively in the alcohol and other drugs sector

CHCAOD406D Work with clients who are intoxicated

CHCMH301B Work effectively in mental health

or

CHCMH411A Work with people with mental health issues

CHCOHC303A Use basic oral health screening tools

HLTCOM406C Make referrals to other health care professionals when appropriate

HLTCSD201D Maintain high standard of client service

HLTCSD203D Prepare and maintain beds

HLTCSD302D Assist with lifestyle and social support needs

HLTCSD304D Support the care of clients

HLTCSD305D Assist with client movement

HLTCSD307D Care for the home environment of clients

Transport

HLTAMBT301B Transport non-emergency clients under operational conditions

HLTCSD208D Transport clients

Operating theatre support

HLTSTE301D Clean reusable medical equipment (Note pre-requ: HLTIN301C)

HLTTH301D Provide theatre support services

HLTTH302D Provide equipment support in an acute care environment

HLTTH303D Identify and move to maintain a sterile field

(Note pre-requ: HLTIN301C)

Medical imaging assistance

HLTMI301B Contribute to client flow and client information management in medical imaging

HLTMI302B Support the medical imaging professional

Mortuary practice

HLTMT303D Maintain a mortuary service

HLTMT304D Assist with autopsy

HLTMT305D Maintain and record tissue sample collection

HLTMT310D Collect, preserve and store post mortem samples

HLTSTE301D Clean reusable medical equipment (Note pre-requ: HLTIN301C)

Miscellaneous support

HLTMS204D Handle and move equipment, goods, mail and furniture

HLTMS207D Handle medical gases safely

HLTMS208D Handle waste in a health care environment

PRMCL22B Organise and monitor cleaning operations

First aid

HLTCPR211A Perform CPR

HLTFA211A Provide basic emergency life support

HLTFA311A Apply first aid

HLT32612 Certificate III in Pathology

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT32607 Certificate III in Pathology	HLT32612 Certificate III in Pathology	Updated in V5 - Updated core unit HLTFA311A Apply first aid HLTWHS300A Contribute to WHS processes changed from OHS to WHS unit

Description

This qualification covers workers who undertake the collection of blood and other pathology specimens under supervision. It should be noted that this qualification does not cover collection of a range of specimens for specialised testing, collection of arterial blood gases or team leadership and training. This qualification is suited to Australian Apprenticeship pathways.

Occupational titles for these workers may include:

- Specimen collection officer
- Laboratory aide
- Pathology collector
- Pathology assistant
- Specimen reception assistant
- Operational officer

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

14 units of competency are required for award of this qualification, including:

- 6 core units
- 8 elective units, including:
 - Group A electives which are required for work in pathology collection
 - Group B electives - required for work in pathology assistance
 - Group C electives which are recommended for culturally aware and respectful practice
 - Other relevant electives listed below
 - Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
 - Where appropriate, to address workplace requirements, up to 2 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing

Core units

BSBFLM303C Contribute to effective workplace relationships

BSBMED301B Interpret and apply medical terminology appropriately

HLTFA311A Apply first aid

HLTHIR301C Communicate and work effectively in health

HLTIN301C Comply with infection control policies and procedures

HLTWHS300A Contribute to WHS processes

Group A electives - required for work in pathology collection

The following three (3) electives must be selected for pathology work involving collection:

HLTPAT305D Operate efficiently within a pathology and specimen collection environment

HLTPAT306D Perform blood collection

HLTPAT308D Identify and respond to clinical risks associated with pathology specimen collection

Group B electives - required for work in pathology assistance

The following five (5) electives must be selected for work involving pathology assistance:

BSBCUS301B Deliver and monitor a service to customers

HLTPAT305D Operate efficiently within a pathology and specimen collection environment

HLTPAT317C Operate effectively within a pathology testing environment

MSL953001A Receive and prepare samples for testing

MSL973002A Prepare working solutions

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group C electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

Additional electives are to be selected in line with the specified Packaging Rules. The following list of relevant electives may facilitate selection. Employers may specify that certain electives are required to address identified workplace needs.

AURS241608A Carry out cash and/or credit/funds transfer transactions

BSBCM201A Communicate in the workplace

BSBCUS201B Deliver a service to customers

BSBCUS301B Deliver and monitor a service to customers

BSBINM301A Organise workplace information

BSBINN201A Contribute to workplace innovation

BSBWOR203B Work effectively with others

BSBWOR204A Use business technology

BSBWOR301B Organise personal work priorities and development

HLTPAT301D Receive and prepare pathology specimens

HLTPAT303D Transport specimens and blood products

HLTPAT304D Collect pathology specimens other than blood

HLTPAT315C Provide donor care

HLTPAT316C Pack and consign blood products

HLTRAH302C Undertake home visits

MSL973003A Prepare culture media

MSL973004A Perform aseptic techniques

MSL973007A Perform microscopic examination

MSL974006A Perform biological procedures

MSL974011A Prepare tissue and cell cultures

HLT32712 Certificate III in Dental Laboratory Assisting

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT32707 Certificate III in Dental Laboratory Assisting	HLT32712 Certificate III in Dental Laboratory Assisting	Updated first aid core unit in V5 Qualification outcome equivalent HLTWHS200A Participate in WHS processes changed from OHS to WHS in the core units

Description

This qualification provides the knowledge and skills required to assist in a dental laboratory in accordance with state/territory legislation. It covers workers who will be pouring impressions, producing custom-made trays, manufacturing occlusal registration rims, transferring oral records and articulating models for a range of prostheses as well as constructing mouthguards.

This qualification is suited to Australian Apprenticeships pathways.

Occupational title for this worker is:

- Dental laboratory assistant

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

9 units of competency are required for award of this qualification including:

- 9 core units

Core units

HLTDT301D Construct models (Note pre-requs: HLTIN301C, HLTWHS200A)

HLTDT302D Construct custom impression trays

(Note pre-requs: HLTIN301C, HLTWHS200A)

HLTDT303D Construct registration rims

(Note pre-requs: HLTIN301C, HLTWHS200A)

HLTDT304D Articulate models and transfer records

(Note pre-requs: HLTIN301C, HLTWHS200A)

HLTDT315D Construct thermoformed bases and appliances

(Note pre-requs: HLTIN301C, HLTWHS200A, HLTDT301D, HLTDT302D, HLTDT304D)

HLTFA311A Apply first aid

HLTHIR301C Communicate and work effectively in health

HLTIN301C Comply with infection control policies and procedures

HLTWHS200A Participate in WHS processes

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

HLT32812 Certificate III in Health Support Services

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT32807 Certificate III in Health Support Services	HLT32812 Certificate III in Health Support Services	Updated in V5 - Updated core units HLTWHS200A Participate in WHS processes

Description

This qualification covers workers who provide support for the effective functioning of health services, requiring discretion and judgement. These functions are carried out under supervision. These workers may also provide a team leadership, workplace training or leading hand function. Health Support Services do not involve direct care assistance tasks such as assisting other staff with care of clients.

This qualification is suited to Australian Apprenticeship pathways.

Occupational titles for these workers may include:

- Laundry leading hand
- Senior kitchen hand
- Food safety supervisor
- Maintenance supervisor
- Senior cleaner

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

15 units of competency are required for award of this qualification, including:

- 4 core units
- 11 elective units

A wide range of electives is available and can be packaged to provide either:

- a generic qualification that covers a range of work functions, or
- a targeted qualification as required for specific work roles

Elective units are to be packaged as follows:

- For a generic qualification select a **minimum of 6** units of competency from the relevant electives listed below (i.e. across all streams)

or

- For a qualification targeted to a specific area of work select a **minimum of 6** units of competency from the relevant elective group

and additional electives may be selected from:

- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, up to 3 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing

Core units

BSBFLM303C Contribute to effective workplace relationships
HLTHIR301C Communicate and work effectively in health
HLTIN301C Comply with infection control policies and procedures
HLTWHS200A Participate in WHS processes

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Relevant electives

Electives are to be selected in line with the specified Packaging Rules. Workplaces may package electives to reflect the functions of workers. To facilitate the selection of electives, relevant units of competency have been grouped as follows:

- *Cleaning electives*
- *Laundry electives*
- *Food services electives*
- *Grounds maintenance electives*
- *General maintenance electives*
- *Work relationships electives*

1. For a generic qualification

Select a minimum of 6 units of competency from across all elective groups below, including elective Groups A-D and 'Other relevant electives'.

2. For a qualification targeted to a specific work area

Industry has identified three specific work areas that demand a minimum number of electives (i.e. 6 electives) to be selected as follows:

- *Cleaning work* requires 6 *Group A Cleaning electives*
- *Laundry work* requires 6 *Group B Laundry electives*
- *Food services work* requires 6 *Group C Food services electives*

Where the electives achieved address requirements for one of these specific work areas, this is to be clearly articulated on the transcript (certification) as:

"This qualification includes electives required for *Cleaning work*"

"This qualification includes electives required for *Laundry work*"

or

"This qualification includes electives required for *Food services work*"

3. Select additional electives to a total of 11 electives in line with the Packaging Rules

A number of units of competency listed as electives for this qualification have been drawn from other Training Packages as follows:

- PRM04 Asset Maintenance Training Package
- LMT07 Textiles, Clothing and Footwear Training Package (V2)
- SIT07 Tourism, Hospitality and Events V2
- RTF03 Amenity Horticulture Training Package
- TLI07 Transport and Logistics Training Package
- BSB07 Business Services Training Package (V3)
- CPP07 Property Services Training Package

Where job roles are undertaken predominantly outside a health care setting then Training Package users may wish to access qualifications from that Training Package.

Group A electives - at least 6 units required for CLEANING work

PRMCC01A Use hot water extraction

PRMCC03A	Use dry foam shampoo
PRMCC04A	Use dry absorbent compound
PRMCC05A	Use wet foam shampoo
PRMCL02B	Restore a hard floor surface
PRMCL03B	Replace a hard floor finish
PRMCL09B	Clean glass surfaces
PRMCL10B	Clean ceiling surfaces and fittings
PRMCL13B	Clean window coverings
PRMCL16B	Wash furniture and fittings
PRMCL20B	Clean using pressure washing
PRMCL22B	Organise and monitor cleaning operations

Group B electives - at least 6 units required for LAUNDRY work

LMTGN2005B	Perform minor maintenance
LMTGN2006B	Perform test or inspection to check product quality
LMTGN2008B	Coordinate work of team or section
LMTGN2010B	Perform tasks to support production
LMTGN3001B	Control production in a section of a textiles, clothing and footwear enterprise
LMTGN3005B	Plan tasks to assist production operations
LMTGN4005A	Plan and implement production within a work area

Group C electives - at least 6 units required for FOOD SERVICES work

HLTFS207C	Follow basic food safety practices
HLTFS302D	Prepare foods suitable for a range of food service settings (Note pre-requ: HLTFS207C)
HLTFS309C	Oversee the day-to-day implementation of food safety in the workplace (Note pre-requ: HLTFS207C)
HLTFS310C	Apply and monitor food safety requirements (Note pre-requ: HLTFS207C)
HLTFS311C	Develop food safety programs (Note pre-requ: HLTFS207C)
HLTFS312C	Conduct food safety audits (Note pre-requ: HLTFS311C)
HLTNA302D	Plan and evaluate meals and menus to meet recommended dietary guidelines
SITHCCC009A	Prepare vegetables, fruit, eggs and farinaceous dishes (Note pre-requs: SITXOHS002A, SITHCCC001B, SITHCCC002A, SITHCCC005A)
SITHCCC029A	Prepare foods according to dietary and cultural needs (Note pre-requ: SITXOHS002A)
SITXINV002A	Control and order stock (Note pre-requ: SITXINV001A or SITHCCC003B)

Group D electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C	Work effectively with culturally diverse clients and co-workers
HLTHIR404D	Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

Grounds maintenance electives

AHCPMG301A	Control weeds
AHCPMG302A	Control plant pests, diseases and disorders
AHCCHM303A	Prepare and apply chemicals
AHCCHM304A	Transport, handle and store chemicals
AHCTRF303A	Implement a grassed area maintenance program
AHCTRF302A	Establish turf
AHCNSY306A	Implement propagation plan

General maintenance elective

HLTGM305D Maintain pool environments

Work relationships electives

BSBINN301A	Promote innovation in a team environment
BSBFLM312C	Contribute to team effectiveness
CHCCS401C	Facilitate responsible behaviour
CHCORG303B	Participate effectively in the work environment
HLTCSD306D	Respond effectively to behaviours of concern

Sustainability electives

CPPCMN3001B	Participate in environmentally sustainable work practices
CPPCMN4001A	Develop workplace policy and procedure for sustainability
CPPCMN4002A	Implement and monitor environmentally sustainable work practices

HLT32912 Certificate III in Health Administration

Modification History

Not applicable.

Description

This qualification covers workers who complete a wide range of administrative tasks, under direct or indirect supervision. These functions can be carried out in a range of settings, including hospitals, community health centres, private practice, etc. This qualification is suited to Australian Apprenticeship pathways.

Occupational titles for these workers may include:

- Admissions clerk
- Administrative worker
- Clinical coding clerk
- Ward clerk

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

15 units of competency are required for award of this qualification, including:

- 5 core units
- 10 elective units

A wide range of elective units is available, including:

- Group A electives which are recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, up to 3 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing

Core units

BSBFLM303C	Contribute to effective workplace relationships
BSBMED301B	Interpret and apply medical terminology appropriately
HLTHIR301C	Communicate and work effectively in health
HLTIN301C	Comply with infection control policies and procedures
HLTWHS200A	Participate in WHS processes

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group A electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

- HLTHIR403C Work effectively with culturally diverse clients and co-workers
- HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

Electives are to be selected in line with the specified Packaging Rules. Employers may specify that certain electives are required to address identified workplace needs.

The following grouping of electives is intended to facilitate selection. Electives may be selected from one or more groups.

Health administration/management

BSBADM311A	Maintain business resources
BSBFIA301A	Maintain financial records
BSBFLM305C	Support operational plan
BSBFLM309C	Support continuous improvement systems and processes
BSBINM301A	Organise workplace information
BSBINN201A	Contribute to workplace innovation
BSBINN301A	Promote innovation in a team environment
BSBMED301B	Interpret and apply medical terminology appropriately
BSBMED302B	Prepare and process medical accounts
BSBMED303B	Maintain patient records
BSBMED401B	Manage patient record keeping system
BSBRKG301B	Control records
BSBRKG303B	Retrieve information from records
BSBWOR301B	Organise personal work priorities and development
BSBWRT301A	Write simple documents
HLTAD301B	Assist with practice administration
HLTCC301B	Produce coded clinical data

Work relationships

BSBFLM312C	Contribute to team effectiveness
BSBINN301A	Promote innovation in a team environment
BSBWOR301B	Organise personal work priorities and development
CHCCS401C	Facilitate responsible behaviour
CHCORG303B	Participate effectively in the work environment
HLTCSD306D	Respond effectively to behaviours of concern

HLT33112 Certificate III in Basic Health Care

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT33107 Certificate III in Basic Health Care	HLT33112 Certificate IV in Basic Health Care	Updated in V5 - Updated core units HLTWHS200A Participate in WHS processes

Description

This qualification covers workers who provide basic health care services to clients. This work involves direct client contact under supervision. This qualification has been structured to include coverage of specific requirements for ambulance work and for medical assisting work in the Australian Defence Force (ADF). This qualification is suited to Australian Apprenticeship pathways.

Occupational titles may include:

- Voluntary (or paid) ambulance work
- First aid provider
- Medical assistant (Defence)

Specific elective units of competency must be selected for this qualification to address requirements for work in the ambulance sector, as outlined below.

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

15 units of competency are required for award of this qualification, including:

- 5 core units
- 10 elective units

A wide range of elective units is available, including:

- Group A electives which must be selected for ambulance work
- Group B electives which are recommended for medical assisting work in Defence
- Group C electives which are recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, up to 3 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing

Core units

BSBFLM303C Contribute to effective workplace relationships

BSBMED301B Interpret and apply medical terminology appropriately

HLTHIR301C Communicate and work effectively in health

HLTIN301C Comply with infection control policies and procedures

HLTWHS200A Participate in WHS processes

Group A electives - must be selected for ambulance work

The ambulance industry sector has identified four elective units that must be selected for this qualification to meet ambulance work requirements.

HLTAMBFC301D Communicate with clients and colleagues to support health care

HLTAP301B Recognise healthy body systems in a health care context

HLTFA311A Apply first aid

HLTFA412A Apply advanced first aid (Note pre-requ: HLTFA311A)

Where Group A electives are achieved, this is to be clearly articulated on the transcript (certification) as:

"This qualification includes the Group A electives required for *Ambulance work*"

Group B electives - recommended for medical assisting work in Defence

Electives may be selected for medical assisting work in Defence from:

- The list below
- Electives identified by the Australian Defence Force (ADF) as specific to medical assisting work in the defence forces, which are:
 - units of competency with codes beginning HLTDEFHC as listed in *HLT43107 Certificate IV in Defence Health Care*
 - available only to ADF personnel.

HLTAMBCR401C Deliver basic clinical care (Note pre-requ: HLTAP401B)

HLTAMBSC401B Manage routine scene and promote public safety

HLTFA412A Apply advanced first aid (Note pre-requ: HLTFA311A)

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTWHS401A Maintain workplace WHS processes

Where electives specific to medical assisting work in the defence forces are achieved, this is to be clearly articulated on the transcript (certification) as:

"This qualification includes electives specific to medical assisting work in the Australian Defence Force"

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group C electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

In addition to the core and mandatory electives listed above, other elective units of competency are to be selected in line with the Packaging Rules.

CHCAC318B Work effectively with older people

CHCDIS301C Work effectively with people with a disability

HLTAMBCR401C Deliver basic clinical care (Note pre-requ: HLTAP401B)

HLTAMBFC402C Communicate in complex or difficult situations (Note pre-requ:

HLTAMBFC301D)

HLTAMBT301B Transport non-emergency clients under operational conditions

HLTAP401B Confirm physical health status

HLT33212 Certificate III in Aboriginal and-or Torres Strait Islander Primary Health Care

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT33207 Certificate III in Aboriginal and/or Torres Strait Islander Primary Health Care	HLT33212 Certificate III in Aboriginal and/or Torres Strait Islander Primary Health Care	Updated in V5 - Updated core units HLTFA311A Apply first aid and HLTWHS300A Contribute to WHS processes

Description

Certificate III may be regarded by many jurisdictions as the minimum level for Aboriginal and/or Torres Strait Islander health work. In some jurisdictions, however, individuals may start at Certificate II level and when ready progress to Certificate III. The qualification structure for Certificate III supports both these options. This qualification is suited to Australian Apprenticeship pathways.

Certificate III in Aboriginal and/or Torres Strait Islander Primary Health Care covers workers who provide health care services to Aboriginal and/or Torres Strait Islander clients, usually as part of a team, with ongoing supervision and guidance. Occupational titles for these workers may include, for example:

- Aboriginal health worker
- Torres Strait Islander health worker

Aboriginal and Torres Strait Islander health work is an emerging area of work and occupational titles for those working in this area vary according to jurisdictional and workplace requirements.

Recognition

All workers are to be given the opportunity to have their competencies recognised prior to undertaking any training. Assessment should focus on demonstration of the critical aspects of evidence and underpinning knowledge and skills identified in the units of competency.

Literacy/numeracy requirements

At Certificate III the level of English literacy/numeracy must:

- support clear communication between Aboriginal and/or Torres Strait Islander clients and the relevant health provider
- enable performance of tasks to the level defined in the unit of competency

Assessment methods must reflect the actual skills and knowledge defined in each unit of competency. Assessment tasks involving literacy and numeracy must only be used in so far as the same level of literacy/numeracy is required to perform the function being assessed.

Work application

To be assessed as competent in this qualification, individual workers are required to undertake supervised work placements in a primary health care setting, supplemented by simulated practical application of skills and knowledge. Individuals must demonstrate consistency of performance over time to achieve competency outcomes.

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

14 units of competency are required for award of this qualification, including:

- 13 core units
- 1 elective unit A wide range of elective units is available, including:
 - Relevant electives listed below
 - Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
 - Where appropriate, to address workplace requirements, a unit of competency packaged at the level of this qualification or higher in other relevant Training Packages

Core units

BSBINM201A Process and maintain workplace information

HLTAHW301B Work in Aboriginal and/or Torres Strait Islander Primary Health care context

HLTAHW302B Facilitate communication between clients and service providers

HLTAHW303B Advocate for the rights and needs of community members

HLTAHW304B Undertake basic health assessments

HLTAHW305B Plan and implement basic health care

HLTAHW306B Provide information about social and emotional support

HLTAHW307B Identify community health issues, needs and strategies

HLTAHW308B Assist with basic health screening, promotion and education services

HLTFA311A Apply first aid

HLTIN301C Comply with infection control policies and procedures

HLTWHS300A Contribute to WHS processes

HLTPOP307C Provide information and support on environmental health issues

Relevant electives

BSBWOR204A Use business technology

CHCAOD402B Work effectively in the alcohol and other drugs sector

CHCCD413D Work within specific communities

CHCCHILD401A Identify and respond to children and young people at risk

CHCCHILD404A Support the rights and safety of children and young people

CHCCM401D Undertake case management

CHCCM402D Establish and monitor a case plan

CHCCS305B Assist clients with medication

CHCLLN403A Identify clients with language, literacy and numeracy needs and respond effectively

CHCMH301B Work effectively in mental health

or

CHCMH411A Work with people with mental health issues
CHCOHC303A Use basic oral health screening tools
CHCOHC401A Inform and encourage clients and groups to understand and achieve good oral health
CHCOHC402A Support clients and groups to learn practical aspects of oral health care
CHCOHC404A Recognise and respond to signs and symptoms that may indicate oral health issues
CHCOHC406A Provide or assist with oral hygiene (Note pre-requ: HLTIN301C or CHCWHS312A)
CHCOHC407A Apply and manage use of basic oral health products
HLTAHW309B Assist with substance misuse care
HLTAHW310B Respond to emergencies
HLTFA412A Apply advanced first aid (Note pre-requ: HLTFA311A)
SIRPDIS002A Deliver prescription medicines to customers outside the pharmacy

HLT40312 Certificate IV in Massage Therapy Practice

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT40307 Certificate IV in Massage Therapy Practice	HLT40312 Certificate IV in Massage Therapy Practice	Updated in V5 - Updated core units HLTF311A Apply first aid and HLTWHS300A Contribute to WHS processes

Description

This qualification covers workers who work as basic level massage therapists. It provides skills in therapeutic relaxation massage including basic health assessment and treatment and may be used by people working:

- within a clinic or in their own clinic
- in an aged care facility
- in a health service
- in a spa facility or
- in a palliative care facility or hospital.

The intent and application of this qualification is defined within the content of the units themselves. RTOs should examine this content when determining the appropriateness of this qualification. This qualification is suited to Australian Apprenticeships pathways.

Occupational titles for these workers may include:

- Massage therapist
- Assistant massage therapist
- Massage therapy practitioner

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

15 units of competency are required for award of this qualification, including:

- 15 core units, comprising 10 common units and 5 specialisation units

Core units

Common units

BSBWOR203B	Work effectively with others
HLTAP401B	Confirm physical health status
HLTCOM404C	Communicate effectively with clients
HLTCOM405D	Administer a practice
HLTCOM406C	Make referrals to other health care professionals when appropriate
HLTCOM408D	Use specific health terminology to communicate effectively
HLTFA311A	Apply first aid
HLTHIR301C	Communicate and work effectively in health
HLTIN301C	Comply with infection control policies and procedures
HLTWHS300A	Contribute to WHS processes

Specialisation units

HLTREM401D	Work within a massage framework
HLTREM406C	Provide massage treatment
HLTREM407C	Plan massage treatment
HLTREM408C	Apply massage assessment framework
HLTREM409C	Perform massage health assessment

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

HLT40412 Certificate IV in Health Supervision

Modification History

Not applicable.

Description

This qualification covers workers in the role of a supervisor or senior workplace trainer in a functional or operational unit/service in a healthcare setting providing health support services, health technical services, health care services, health professional support services and health administration services.

This qualification is suited to Australian Apprenticeship pathways.

Occupational titles for these workers may include:

- Supervisor
- Assistant manager

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

15 units of competency are required for award of this qualification, including:

- 6 core units
- 9 elective units
 - Group A electives which are recommended for culturally aware and respectful practice
 - Other relevant electives listed below
 - Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
 - Where appropriate, to address workplace requirements, up to 3 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing

Core units

BSBMED301B Interpret and apply medical terminology appropriately
BSBWOR402A Promote team effectiveness
HLTHIR506C Implement and monitor compliance with legal and ethical requirements
HLTIN403C Implement and monitor infection control policy and procedures
(Note pre-requ: HLTIN301C)
HLTWHS300A Contribute to WHS processes
HLTSUP401B Supervise in a health setting

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group A electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

Electives are to be selected in line with the specified Packaging Rules. Employers may specify that certain electives are required to address identified workplace needs.

The following grouping of electives is intended to facilitate selection. Electives may be selected from one or more groups.

Management/supervision

BSBHRM402A	Recruit, select and induct staff
BSBLED401A	Develop teams and individuals
BSBMED305B	Apply the principles of confidentiality, privacy and security within the medical environment
BSBMGT402A	Implement operational plan
BSBMGT403A	Implement continuous improvement
BSBPMG510A	Manage projects
BSBRSK401A	Identify risk and apply risk management processes
BSBSUS501A	Develop workplace policy and procedures for sustainability
BSBWOR401A	Establish effective workplace relationships
BSBWOR404B	Develop work priorities
CHCCS401C	Facilitate responsible behaviour
HLTCSD306D	Respond effectively to behaviours of concern
SITXHRM003A	Roster staff

Performance

BSBMGT403A	Implement continuous improvement
CHCORG428A	Reflect on and improve own professional practice
HLTAMBPD401C	Manage personal stressors in the work environment

Training and development

CHCCS427A	Facilitate adult learning and development
CHCORG627B	Provide mentoring support to colleagues
TAEASS401B	Plan assessment activities and processes
TAEASS402B	Assess competence
TAEDEL401A	Plan, organise and deliver group-based learning
TAEDEL402A	Plan, organise and facilitate learning in the workplace

HLT40512 Certificate IV in Hospital-Health Services Pharmacy Support

Modification History

HLT07 Version 4	HLT07 Version 5	Comments	Equivalent outcome or not equivalent (E/N)
HLT40507 Certificate IV in Hospital/Health Services Pharmacy Support	HLT40512 Certificate IV in Hospital/Health Services Pharmacy Support	<p>Updated in V5</p> <ul style="list-style-type: none"> change to qualification description change s to entry requirements changes to packaging rules, removal of one core unit reduction of core units from 10 to 9 by deleting BSBMED301B, HLTIN301C, HLTOHS300B, HLTPH410C and adding CHCORG428A and HLTWHS401A deletion of group A OHS (WHS) electives <p>addition of elective group: BSBINM301A, BSBITU202A, BSBITU303A, BSBITU306A</p> <p>HLTWHS401A Maintain workplace WHS processes changed from OHS to WHS in the core units</p>	N

Description

This qualification covers workers who provide a range of technical functions under the supervision of a pharmacist in a hospital or community setting. This may include pharmacies that are located outside of health services but supply medicines and products to hospitals and other health services. These workers may also have the role of coordinating the work of pharmacy assistants or aides. This qualification is suited to Australian Apprenticeship pathways.

Occupational titles for these workers may include:

- Hospital pharmacy technician
- Senior pharmacy technician
- Pharmacy technician

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Entry requirements

To gain entry into *HLT40507 Certificate IV in Hospital/Health Services Pharmacy Support* a candidate must demonstrate competence through a recognised training program or recognition process, in the following units of competency:

HLTPH305A Maintain pharmaceutical imprest stock

HLTPH307A Pack pharmaceutical products

HLTPH315A Procure, store, maintain and distribute pharmaceutical stock

HLTPH316A Assist with dispensing of prescriptions and medication orders

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

14 units of competency are required for award of this qualification, including:

- 9 core units
- 5 elective units

A wide range of elective units is available, including:

- Group A electives which are recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, up to 3 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing

Core units

CHCORG428A Reflect on and improve own professional practice

HLTHIR402D Contribute to organisational effectiveness in the health industry

HLTHIR506C Implement and monitor compliance with legal and ethical requirements

HLTWHS401A Maintain workplace WHS processes

HLTPH408A Conduct small scale compounding and labelling of pharmaceutical products

HLTPH409A Conduct small-scale compounding and labelling of aseptic pharmaceutical products

HLTPH411A Provide assistance in dispensary administration

HLTPH418A Support pharmacists by collecting information for clients and other health professionals

HLTPH419A Support pharmacists in the collection and presentation of workplace data and information

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group A electives – recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

Electives are to be selected in line with the specified Packaging Rules. Employers may specify that certain electives are required to address identified workplace needs.

The following grouping of electives is intended to facilitate selection. Electives may be selected from one or more groups.

Performance

BSBMGT403A Implement continuous improvement

BSBWOR401A Establish effective workplace relationships

HLTAMBD401C Manage personal stressors in the work environment

HLTHIR501C Maintain an effective health work environment

Leadership

BSBWOR402A Promote team effectiveness

CHCORG627B Provide mentoring support to colleagues

Training and Development

CHCCS427A Facilitate adult learning and development

HLTCOM301C Provide specific information to clients

TAEASS402B Assess competence

TAEDEL402A Plan, organise and facilitate learning in the workplace

Information Technology

BSBINM301A Organise workplace information

BSBITU202A Create and use spreadsheets

BSBITU303A Design and produce text documents

BSBITU306A Design and produce business documents

HLT41012 Certificate IV in Health Care (Ambulance)

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT41007 Certificate IV in Health Care (Ambulance)	HLT41012 Certificate IV in Health Care (Ambulance)	Updated in V5 - ISC upgrades and updated core unit HLTWHS300A Contribute to WHS processes

Description

This qualification covers work involving delivery of limited direct client care in an emergency response context.

The qualification focuses on work in the ambulance industry done by volunteers or workers who provide a basic emergency response and transport roles in areas where there is a relatively low workload. This qualification is suited to Australian Apprenticeship pathways.

Occupational titles may include:

- Volunteer ambulance officer
- Ambulance attendant
- Casual ambulance officer
- Industrial medic
- Ambulance community officer
- Honorary ambulance officer
- Emergency patient transport officer

This qualification is suited to Australian Apprenticeships pathways

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

19 units of competency are required for this qualification, including:

- 11 core units
- 8 elective units

A wide range of elective units is available, including:

- Group A electives which are recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, up to 3 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing

Core units

BSBFLM303C	Contribute to effective workplace relationships
HLTAMBAE403D	Follow procedures for routine safe removal of client
HLTAMBCR401C	Deliver basic clinical care (Note pre-requ: HLTAP401B)
HLTAMBFC301D	Communicate with clients and colleagues to support health care
HLTAMBPD401C	Manage personal stressors in the work environment
HLTAMBSC401B	Manage routine scene and promote public safety
HLTAP401B	Confirm physical health status
HLTHIR301C	Communicate and work effectively in health
HLTHIR402D	Contribute to organisational effectiveness in the health industry
HLTIN301C	Comply with infection control policies and procedures
HLTWHS300A	Contribute to WHS processes

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group A electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

Elective units of competency may be selected in line with the Packaging Rules outlined above. The following groups of electives may address the needs of specific work environments.

General ambulance work

CHCCS400C Work within a relevant legal and ethical framework

HLTAMBC403C Coordinate resources (Note pre-requ: HLTAMBC401D)

HLTAMBFC402C Communicate in complex or difficult situations
(Note pre-requ: HLTAMBFC301D)

HLTAMBT301B Transport non-emergency clients under operational conditions

Emergency work

HLTAMBAE501D Implement safe access and egress in an emergency

HLTAMBAE504D Follow procedures for safe extrication of clients in life threatening situations (Note pre-requs: HLTAMBAS501B, HLTAMBCR502C)

HLTAMBSC503B Contribute to managing the scene of an emergency

HLTAMBT402C Transport emergency clients (Note pre-requ: HLTAMBT301B)

PUASAR001B Participate in a rescue operation (Note pre-requ: PUAEME001B)

Assessment of competence

TAEASS301B Contribute to assessment

TAEASS401B Plan assessment activities and processes

TAEASS402B Assess competence

TAEASS403B Participate in assessment validation

HLT41112 Certificate IV in Ambulance Communications

Modification History

Not applicable.

Description

This qualification covers the role of call taking and dispatch in an ambulance communication/coordination environment. This qualification is suited to Australian Apprenticeships pathways.

Occupational titles may include:

- Ambulance support officer
- Despatcher
- Communications officer

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

To gain entry into HLT41107 Certificate IV in Ambulance Communications a candidate must demonstrate competence through a recognised training program or recognition process, in the following units of competency:

HLTFA311A Apply first aid

HLTIN301C Comply with infection control policies and procedures

ICTCC301A Manage workplace relationships in a contact centre

ICTCC320A Use multiple information systems

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

- 13 units of competency are required for this qualification, including:
 - • 9 core units
 - • 4 elective units
- A wide range of elective units is available, including:
 - - Group A WHS electives of which one must be selected for this qualification
 - - Group B electives which are recommended for culturally aware and respectful practice
 - - Other relevant electives listed below
 - - Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
 - - Where appropriate, to address workplace requirements, up to 2 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing
-

Core units

BSBMED301B Interpret and apply medical terminology appropriately

HLTAMBC401D Receive request for service

(Note pre-requ: HLTFA311A, BSBMED301B)

HLTAMBC402C Assign ambulance service resources (Note pre-requ: HLTAMBC401D)

HLTAMBC403C Coordinate resources (Note pre-requ: HLTAMBC401D)

HLTAMBFC301D Communicate with clients and colleagues to support health care

HLTAMBFC402C Communicate in complex or difficult situations
(Note pre-requis: HLTAMBFC301D)
HLTAMBPD401C Manage personal stressors in the work environment
HLTFA412A Apply advanced first aid (Note pre-requ: HLTFA311A)
HLTHIR301C Communicate and work effectively in health

Group A WHS electives - one unit must be selected for this qualification

One of the following units must be selected for award of this qualification.

HLTWHS300A Contribute to WHS processes
HLTWHS401A Maintain workplace WHS processes

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group B electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers
HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

Elective units of competency may be selected from a wide range of units of competency in line with the Packaging Rules outlined above. The following sample units of competency are suggested as appropriate for this qualification.

CHCAC318B Work effectively with older people
CHCCS400C Work within a relevant legal and ethical framework
CHCCS427A Facilitate adult learning and development
CHCDIS301C Work effectively with people with a disability
TAEASS301B Contribute to assessment
TAEASS401B Plan assessment activities and processes
TAEASS402B Assess competence
TAEASS403B Participate in assessment validation
TAEDEL401A Plan, organise and deliver group-based learning

HLT41212 Certificate IV in Ayurvedic Lifestyle Consultation

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT41207 Certificate IV in Ayurvedic Lifestyle Consultation	HLT41212 Certificate IV in Ayurvedic Lifestyle Consultation	Updated in V5 - Updated core units HLTFA311A Apply first aid and HLTWHS300A Contribute to WHS processes

Description

This qualification covers the skills needed to be an Ayurvedic Lifestyle Consultant. An Ayurvedic Lifestyle Consultant provides advice and assistance on living according to ayurvedic principles. This qualification does not cover ayurvedic remedial or therapeutic care.

This qualification is suited to Australian Apprenticeships pathways.

Occupational titles for these workers may include:

- Ayurvedic lifestyle consultant
- Ayurvedic assistant

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

14 units of competency are required for award of this qualification, including:

- 14 core units, comprising 10 common units and 4 specialisation units
-

Core units

Common units

BSBWOR203B	Work effectively with others
HLTAP401B	Confirm physical health status
HLTCOM404C	Communicate effectively with clients
HLTCOM405D	Administer a practice
HLTCOM406C	Make referrals to other health care professionals when appropriate
HLTCOM408D	Use specific health terminology to communicate effectively
HLTFA311A	Apply first aid
HLTHIR301C	Communicate and work effectively in health
HLTIN301C	Comply with infection control policies and procedures
HLTWHS300A	Contribute to WHS processes

Specialisation units

HLTAYV412C	Provide ayurvedic lifestyle consultation
HLTAYV414D	Work within an ayurvedic framework for lifestyle consultants
HLTAYV404D	Provide ayurvedic advice on nutrition
HLTAYV406C	Provide ayurvedic relaxation massage treatment

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

HLT41312 Certificate IV in Audiometric Assessment

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT41307 Certificate IV in Audiometric Assessment	HLT41312 Certificate IV in Audiometric Assessment	Updated first aid core unit in V5 Qualification outcome equivalent

Description

This qualification covers workers who perform hearing screenings and assessments to identify hearing impairment and to take appropriate action. This action may include referral for further audiological or medical assessment; coordinating programs for the prevention of hearing loss; and/or care management and education programs.

Workers in this area work in the area of medical or industrial provision of audiometric assessments. They may work in ear nose and throat specialist clinics, audiology or audiometry practices, Industrial settings or community and regional health settings.

Workers at this level do not prescribe or dispense hearing aids and are not qualified to work as independent practitioners.

This qualification is suited to Australian Apprenticeship pathways.

Occupational titles for these workers may include:

- Audiometrist
- Screening Audiometrist

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

11 units of competency are required for award of this qualification, including:

- 7 core units
- 4 elective units

A wide range of elective units is available, including:

- Group A WHS elective which is required for work in audiometric assessment
- Group B electives which are recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, up to 2 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing

Core

CHCPROM401B Share health information
HLTAP401B Confirm physical health status
HLTAU402D Conduct screening hearing tests for industrial hearing loss
HLTAU403D Conduct hearing assessments
HLTFA311A Apply first aid
HLTHIR301C Communicate and work effectively in health
HLTIN301C Comply with infection control policies and procedures

Group A WHS elective - required for audiometric assessment work

The following occupational health and safety unit or a unit with equivalent competency outcomes is required for work in audiometric assessment at this level.

HLTWHS300A Contribute to WHS processes

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group B electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

Electives are to be selected in line with the specified Packaging Rules. The following sample electives may facilitate selection. Employers may specify that certain electives are required to address specific workplace needs:

BSBCUS301B	Deliver and monitor a service to customers
BSBFLM303C	Contribute to effective workplace relationships
BSBINM301A	Organise workplace information
BSBINN301A	Promote innovation in a team environment
BSBMKG413A	Promote products and services
BSBWOR301B	Organise personal work priorities and development
BSBWOR402A	Promote team effectiveness
HLTAU501D	Conduct screening hearing tests for children
HLTSTE301D	Clean reusable medical equipment (Note pre-requ: HLTIN301C)

AUDIOMETRY SKILL SET

Due to the employment profile of the Health industry there are some areas where offering a full qualification would not match industry requirements.

The Audiometry skill set is recommended for individuals wishing to gain a set of skills for undertaken hearing screening and assessment to complement another health qualification where the person is undertaking screening and assessment as part of their role, such as an enrolled nurse or Aboriginal health worker.

HLT41412 Certificate IV in Cast Technology

Modification History

Not applicable.

Description

This qualification covers workers who undertake a range of tasks related to the application, modification, and removal of various orthopaedic devices.

This qualification is suited to Australian Apprenticeship pathways.

Occupational titles for these workers may include:

- Cast technician
- Plaster orderly

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

16 units of competency are required for award of this qualification, including:

- 11 core units
- 5 elective units

A wide range of elective units is available, including:

- Group A electives which are recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, up to 3 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing

Core units

HLTAP401B Confirm physical health status
HLTCT401D Apply casts
HLTCT402D Modify casts
HLTCT403D Remove casts
HLTCT405D Apply orthopaedic devices (Note pre-requ: HLTAP401B)
HLTCT406D Modify orthopaedic devices
HLTCT407D Remove orthopaedic devices
HLTHIR301C Communicate and work effectively in health
HLTHIR506C Implement and monitor compliance with legal and ethical requirements
HLTIN301C Comply with infection control policies and procedures
HLTWHS300A Contribute to WHS processes

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group A electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

Electives are to be selected in line with specified Packaging Rules. The following list of relevant electives is intended to facilitate selection. Employers may specify that certain electives are required to address specific workplace needs.

BSBCUS301B Deliver and monitor a service to customers

BSBFLM303C Contribute to effective workplace relationships

BSBINM301A Organise workplace information

BSBINN301A Promote innovation in a team environment

BSBMKG413A Promote products and services

BSBWOR301B Organise personal work priorities and development

HLTCT404D Apply and remove traction

HLTFA311A Apply first aid

HLTIN302C Process reusable instruments and equipment in health work

(Note pre-requ: HLTIN301C)

HLTWHS401A Maintain workplace WHS processes

HLT41512 Certificate IV in Hyperbaric Technology

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT41507 Certificate IV in Hyperbaric Technology	HLT41507 Certificate IV in Hyperbaric Technology	ISC upgrade HLTWHS300A Contribute to WHS processes changed from OHS to WHS in the core units

Description

This qualification covers workers who maintain the safe function and operation of the hyperbaric chamber and related equipment during client treatments and testing procedures. This qualification is suited to Australian Apprenticeship pathways. Occupational titles for these workers may include:

- Hyperbaric technician
- Hyperbaric technical officer
- Hyperbaric technical officer grade one

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

- To gain entry to HLT41507 Certificate IV in Hyperbaric Technology a candidate must have:
- • Certification by the International Marine Contractors Association (IMCA) as a Life Support Technician
- or
- • Certification (Part 3) of Competency for Diving Supervisors by Australian Diver Accreditation Scheme (ADAS)
- or
- • Attainment of rank of Petty Officer Clearance Diver
-

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

13 units of competency are required for award of this qualification, including:

- 8 core units
- 5 elective units

A wide range of elective units is available, including:

- At least 2 electives from the relevant electives listed below
- Group A electives which are recommended for culturally aware and respectful practice
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, up to 2 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing

Core units

HLTAP301B Recognise healthy body systems in a health care context

HLTHIR301C Communicate and work effectively in health

HLTHY401D Prepare multi-place hyperbaric chamber

HLTHY402D Operate multi-place hyperbaric chamber

HLTHY403D Conduct post compression routines

HLTHY404D Implement emergency procedures for hyperbaric chamber

HLTIN301C Comply with infection control policies and procedures

HLTWHS300A Contribute to WHS processes

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

A minimum of 2 electives must be selected from the units listed below.

Group A electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

BSBCUS301B Deliver and monitor a service to customers

BSBINN301A Promote innovation in a team environment

BSBMED301B Interpret and apply medical terminology appropriately

BSBRES401A Analyse and present research information

BSBWOR301B Organise personal work priorities and development

BSBWOR401A Establish effective workplace relationships

BSBWOR402A Promote team effectiveness

HLTAMBPD401C Manage personal stressors in the work environment

HLTAP401B Confirm physical health status

HLTMT307B Clean location to achieve low bacteria status

HLTWHS401A Maintain workplace WHS processes

Additional electives may be selected in line with the specified Packaging Rules.

Employers may specify that certain electives are required to address specific workplace needs.

HLT41607 Certificate IV in Mortuary Theatre Practice

Modification History

Not Applicable

Description

This qualification covers workers who undertake a senior mortuary assistant or technician role in a hospital mortuary or who maintain a forensic mortuary. Some workers may also be involved in receiving, tracking and storing tissues as part of a Tissue Bank role.

This qualification is suited to Australian Apprenticeship pathways.

Occupational titles for these workers may include:

- Mortuary technician
- Pathology technician
- Post mortem assistant
- Mortuary assistant
- Mortuary attendant

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

To gain entry into HLT41607 Certificate IV in Mortuary Theatre Practice a candidate must demonstrate competence through a recognised training program or recognition process, in the following units of competency from the HLT32007 Certificate III in Mortuary Practice:

BSBFLM303C Contribute to effective workplace relationships
HLTAMBPD401C Manage personal stressors in the work environment
HLTAP301B Recognise healthy body systems in a health care context
HLTHIR301C Communicate and work effectively in health
HLTHIR403C Work effectively with culturally diverse clients and co-workers
HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people
HLTIN301C Comply with infection control policies and procedures
HLTMS208D Handle waste in a health care environment
HLTMT303D Maintain a mortuary service
HLTMT304D Assist with autopsy
HLTMT306D Maintain, clean and store autopsy equipment
HLTMT307B Clean location to achieve low bacteria status
HLTMT310D Collect, preserve and store post mortem samples
HLTWHS300A Contribute to WHS processes

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

12 units of competency are required for award of this qualification, including:

- 8 core units
- 4 elective units

A wide range of elective units is available, including:

- Group A elective which is required for work in mortuary theatre practice at this level
- Group B electives which are recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, up to 2 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those

courses are available on the TGA or other public listing
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Core units

HLTAP401B Confirm physical health status

HLTHIR506C Implement and monitor compliance with legal and ethical requirements

HLTMT407D Assist with special autopsy techniques

(Note pre-requ: HLTMT304D)

HLTMT408D Assist with forensic autopsy techniques

(Note pre-requ: HLTMT304D)

HLTMT409D Assist in the development of procedures for mortuary services

(Note pre-requ: HLTMT303D)

HLTMT416C Collect pathology specimens

HLTPAT302D Assist with microbiology testing

MSL934002A Apply quality system and continuous improvement processes

Group A elective - required for work in mortuary theatre practice at this level

The following unit or a unit with equivalent competency outcomes is required to work in mortuary theatre practice.

HLTHIR402D Contribute to organisational effectiveness in the health industry

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group B electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

Electives are to be selected in line with the specified Packaging Rules. Employers may specify that certain electives are required to address identified workplace needs.

Electives are to be selected in line with the specified Packaging Rules. Employers may specify that certain electives are required to address identified workplace needs.

BSBRES401A Analyse and present research information

BSBWOR402A Promote team effectiveness

CHCCS427A Facilitate adult learning and development

HLTMT411C Screen tissue donors

HLTMT412B Receive, store and track evidence

HLTMT514C Procure and store tissues

TAEDEL301A Provide work skill instruction

HLT41712 Certificate IV in Neurophysiology Technology

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT41707 Certificate IV in Neurophysiology Technology	HLT41707 Certificate IV in Neurophysiology Technology	ISC upgrade HLTWHS300A Contribute to WHS processes changed from OHS to WHS in the core units

Description

This qualification covers workers who undertake a range of neurological diagnostic investigations and provide assistance to neurologists for specialised procedures. This qualification is suited to Australian Apprenticeship pathways.

Occupational titles for these workers may include:

- Neurophysiology technician
- Neurophysiology technologist

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

13 units of competency are required for award of this qualification, including:

- 8 core units
- 5 elective units

A wide range of elective units is available, including:

- Group A electives which are recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, up to 2 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing

Core units

HLTAP401B Confirm physical health status

HLTCOM404C Communicate effectively with clients

HLTCOM408D Use specific health terminology to communicate effectively

HLTHIR301C Communicate and work effectively in health

HLTIN301C Comply with infection control policies and procedures

HLTNE401D Perform electroencephalography (EEG)

HLTNE405D Provide care and maintenance of neurophysiology equipment

HLTWHS300A Contribute to WHS processes

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group A electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

Electives are to be selected in line with the specified Packaging Rules. The following sample of relevant electives may facilitate selection. Employers may specify that certain electives are required to address specific workplace needs.

BSBCUS301B Deliver and monitor a service to customers

BSBINM301A Organise workplace information

BSBINM401A Implement workplace information system

BSBINN301A Promote innovation in a team environment

BSBWOR301B Organise personal work priorities and development

BSBWOR401A Establish effective workplace relationships

BSBWOR402A Promote team effectiveness

HLTHIR506C Implement and monitor compliance with legal and ethical requirements

HLT41812 Certificate IV in Pathology

Modification History

HLT07 Version 5.0	HLT07 Version 5.1	Comments
HLT41812 Certificate IV in Pathology	HLT41812 Certificate IV in Pathology	Minor corrections to unit grid and metadata. Equivalent outcome.

Description

This qualification covers workers who undertake the collection of blood and other pathology specimens for routine and specialised testing. Workers at this level are expected to have an in depth knowledge and may work with clients with complex needs. This qualification also covers workers that assist with the receipt and processing of pathology samples through the pre-analytical phase. Supervision may be direct, indirect or remote and must occur within organisation requirements

This qualification is suited to Australian Apprenticeship pathways.

Occupational titles for these workers may include:

- Specimen collector
- Pathology collector
- Lab assistant
- Specialist pathology collector
- Team leader / supervisor
- Pathology specimen receptionist
- Pathology Lab Assistant Trainer

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Entry requirements

To gain entry into the HLT41812 *Certificate IV in Pathology* candidates must demonstrate competence through a recognised training program or recognition process, in the following (4) units of competency from *HLT32607 Certificate III in Pathology*:

BSBMED301B Interpret and apply medical terminology appropriately
HLTHIR301C Communicate and work effectively in health
HLTIN301C Comply with infection control policies and procedures
HLTWHS300A Contribute to WHS processes

Plus one of the following group of units, depending on whether the work role is pathology collection or pathology assistance:

Pathology Collection

HLTFA311A Apply first aid
HLTPAT304D Collect specimens other than blood
HLTPAT305D Operate efficiently within a pathology and specimen collection environment
HLTPAT306D Perform blood collection
HLTPAT308D Identify and respond to clinical risks associated with pathology specimen collection

OR

Pathology Assistance

BSBCUS301B Deliver and monitor a service to customers
HLTPAT317C Operate effectively within a pathology testing environment
MSL953001A Receive and prepare samples for testing
MSL973002A Prepare working solutions
MSL973007A Perform microscopic examination
MSL973004A Perform aseptic techniques

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

10 units of competency are required for award of this qualification, including:

- 3 core units
- 7 elective units, including:

A wide range of elective units is available, including:

- Group A electives which must be selected for specialisation in pathology collection
- Group B electives which must be selected for specialisation in pathology

assistance

- Group C electives which are recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, up to 2 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on TGA or other public listing

Core units

HLTHIR402D Contribute to organisational effectiveness in the health industry

HLTHIR405B Show leadership in health technical work

HLTHIR506C Implement and monitor compliance with legal and ethical requirements

Group A electives - must be selected for specialisation in pathology collection

The following two (2) electives must be selected for work involving a specialisation in pathology collection:

HLTPAT410D Collect pathology specimens other than blood for specialised testing (Note pre-requ: HLTPAT304D)

HLTPAT411D Perform blood collection for specialised testing (Note pre-requ: HLTPAT306D)

Group B electives - must be selected for specialisation in pathology assistance

The following three (3) electives must be selected for work involving a specialisation in pathology assistance:

HLTPAT419C Perform pathology tests

MSL924002A Use laboratory application software

MSL974006A Perform biological procedures (Note pre-requ MSL973004A Perform aseptic techniques and MSL973007A Perform microscopic examination)

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group C electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

Additional electives are to be selected in line with specified Packaging Rules. The following grouping of electives is intended to facilitate selection. Electives may be selected from one or more groups and employers may specify that certain electives are required to address specific workplace needs.

HLTIN403C Implement and monitor infection control policy and procedures

HLTWHS456A Identify, assess and control WHS risk in own work

Specialist collection

HLTAP301B Recognise healthy body systems in a health care context

HLTCA402D Perform holter monitoring (Note pre-requ: HLTCA401D)

HLTPAT407D Perform electrocardiography (ECG)

HLTPAT409D Perform intravenous cannulation for sample collection

HLTPAT412D Collect arterial blood samples

HLTPAT414D Measure spirometry/flow volume loop

HLTPAT420B Perform specialist and technically difficult collections (Note pre-requ:

HLTPAT411D Perform blood collection for specialised testing

HLTRAH302C Undertake home visits

HLTMAMP402C Assist with clinical procedures in a medical practice (Note pre-requ: HLTF311A Apply first aid)

Pathology assistance

HLTPAT413D Assist with pathology procedures

MSL935001A Monitor the quality of test results and data

MSL975001A Perform microbiological tests

MSL975002A Perform haematological tests

MSL975003A Perform histological tests

MSL975004A Perform chemical pathology tests

MSL975006A Perform immunohaematological tests

MSL975013A Perform tissue and cell culture techniques

MSL975014A Perform molecular biology tests and procedures

Team leadership and supervision

BSBCUS401B Coordinate implementation of customer service strategies

BSBINN301A Promote innovation in a team environment

BSBMGT403A Implement continuous improvement

BSBWOR401A Establish effective workplace relationships

BSBWOR402A Promote team effectiveness

FNSRTS308A Balance cash holdings

HLTWHS401A Maintain WHS workplace processes

MSL934002A Apply quality system and continuous improvement processes

SITXHRM003A Roster staff

Workplace training and assessment

CHCCS427B Facilitate adult learning and development

TAEASS401B Plan assessment activities and processes

TAEASS402B Assess competence

TAEASS403B Participate in assessment validation

TAEASS502B Design and develop assessment tools

TAEDEL301A Provide work skill instruction

TAEDEL402A Plan, organise and facilitate learning in the workplace

HLT41912 Certificate IV in Sleep technology

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT41907 Certificate IV in Sleep Technology	HLT41912 Certificate IV in Sleep Technology	Updated first aid and WHS core units in V5 Qualification outcome equivalent

Description

This qualification covers workers who undertake a range studies related to sleep disturbances

This qualification is suited to Australian Apprenticeship pathways.

Occupational titles for these workers may include:

- Sleep technician

Pathways Information

This qualification is suited to Australian Apprenticeship pathways.

Occupational titles for these workers may include:

- • Sleep technician •

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

Not applicable.

Packaging Rules

PACKAGING RULES

14 units of competency are required for award of this qualification, including:

- 9 core units
- 5 elective units

A wide range of elective units is available, including:

- Group A elective which is required for work in sleep technology
- Group B electives which are recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, up to 2 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing

Core units

HLTAP401B Confirm physical health status

HLTFA311A Apply first aid

HLTIN301C Comply with infection control policies and procedures

HLTWHS300A Contribute to WHS processes

HLTSL401D Prepare environment for sleep studies

HLTSL402D Prepare client for sleep study procedure

HLTSL403D Perform diagnostic sleep study

HLTSL404D Perform treatment sleep study

HLTSL408D Perform home based assessments for sleep studies

Group A elective – required for work in sleep technology

The following unit or a unit with equivalent competency outcomes is required to work in sleep technology.

HLTHIR301C Communicate and work effectively in health

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group B electives – recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

Electives are to be selected in line with the specified Packaging Rules. Employers may specify that certain electives are required to address identified workplace needs.

The following list of electives may facilitate selection.

BSBCUS301B	Deliver and monitor a service to customers
BSBFLM303C	Contribute to effective workplace relationships
BSBINM301A	Organise workplace information
BSBINN301A	Promote innovation in a team environment
BSBMKG413A	Promote products and services
BSBWOR301B	Organise personal work priorities and development
HLTIN302C	Process reusable instruments and equipment in health work

(Note pre-requ: HLTIN301C)

Custom Content Section

Not applicable.

HLT42012 Certificate IV in Operating Theatre Technical Support

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT42007 Certificate IV in Operating Theatre Technical Support	HLT42007 Certificate IV in Operating Theatre Technical Support	ISC Upgrade HLTWHS300A Contribute to WHS processes changed from OHS to WHS in the core units

Description

This qualification covers senior operating room workers who provide a range of varied assistance functions to operating theatre personnel. This qualification is suited to Australian Apprenticeship pathways.

Occupational titles for these workers may include:

- Senior theatre technician
- Senior theatre wardsperson

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Entry requirements

To gain entry into HLT42007 Certificate IV in Operating Theatre Technical Support a candidate must demonstrate competence through a recognised training program or recognition process, in the following units of competency:

BSBMED301B Interpret and apply medical terminology appropriately

HLTTH301D Provide theatre support services

HLTTH302D Provide equipment support in an acute care environment

HLTTH303D Identify and move to maintain a sterile field

(Note pre-requ: HLTIN301C)

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

15 units of competency are required for award of this qualification, including:

- 8 core units
- 7 elective units

A wide range of elective units is available, including:

- Group A electives which are recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, up to 3 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing

Core units

HLTHIR402D Contribute to organisational effectiveness in the health industry

HLTHIR506C Implement and monitor compliance with legal and ethical requirements

HLTIN403C Implement and monitor infection control policy and procedures

(Note pre-requ: HLTIN301C)

HLTMS207D Handle medical gases safely

HLTWHS300A Contribute to WHS processes

HLTTH404D Provide routine care and handling of equipment within the operating suite

HLTTH405D Assist with preparation of clients for operative procedures
(Note pre-requ: HLTAP401B)
HLTTH406D Provide intra-operative equipment and technical support

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group A electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers
HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

Electives are to be selected in line with the specified Packaging Rules. The following grouping of electives is intended to facilitate selection. Electives may be selected from one or more groups and employers may specify that certain electives are required to address identified workplace needs.

Client support

HLTAH302D Assist with the application and removal of a plaster cast
HLTCSD208D Transport clients

Operating Theatre Support

HLTHSE204D Follow safe manual handling practices
HLTMS203D Undertake routine stock maintenance
HLTMS208D Handle waste in a health care environment
HLTSTE301D Clean reusable medical equipment (Note pre-requ: HLTIN301C)

Performance

BSBMGT403A Implement continuous improvement
BSBWOR401A Establish effective workplace relationships
CHCORG428A Reflect on and improve own professional practice
HLTAMBPD401C Manage personal stressors in the work environment

Leadership

BSBWOR402A Promote team effectiveness
CHCORG627B Provide mentoring support to colleagues

Training and development

CHCCS427A Facilitate adult learning and development
TAEASS402B Assess competence
TAEDEL402A Plan, organise and facilitate learning in the workplace

HLT42112 Certificate IV in Cardiac Technology

Modification History

HLT07 Version 4	GLT07 Version 5	Comments
HLT42107 Certificate IV in Cardiac Technology	HLT42112 Certificate IV in Cardiac Technology	Updated first aid core unit in V5 Qualification outcome equivalent HLTWHS300A Contribute to WHS processes changed from OHS to WHS in the Core units

Description

This qualification covers workers who undertake a range of cardiac physiological measurements, including electrocardiography, holter monitoring, and exercise stress testing.

This qualification is suited to Australian Apprenticeship pathways.

Occupational titles for these workers may include:

- Cardiac technician
- Cardiac technologist

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

14 units of competency are required for award of this qualification, including:

- 9 core units
- 5 elective units

A wide range of elective units is available, including:

- Group A elective which is required for work in cardiac technology
- Group B electives which are recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, up to 2 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing

Core units

HLTAP401B Confirm physical health status

HLTCA401D Perform electrocardiography (ECG)

HLTCA402D Perform holter monitoring (Note pre-requ: HLTCA401D)

HLTCA403D Perform stress testing (Note pre-requ: HLTCA401D)

HLTCA404D Perform basic cardiopulmonary resuscitation in a cardiac testing environment

HLTFA311A Apply first aid

HLTHIR301C Communicate and work effectively in health

HLTIN301C Comply with infection control policies and procedures

HLTWHS300A Contribute to WHS processes

Group A electives - required for work in cardiac technology

The following unit or a unit with equivalent competency outcomes is required to work in cardiac technology.

HLTCOM408C Use specific health terminology to communicate effectively

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group B electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

Electives are to be selected in line with the specified Packaging Rules. The following grouping of electives is intended to facilitate selection. Electives may be selected from one or more groups and employers may specify that certain electives are required to address identified workplace needs.

BSBCUS301B	Deliver and monitor a service to customers
BSBFLM303C	Contribute to effective workplace relationships
BSBINM301A	Organise workplace information
BSBINN301A	Promote innovation in a team environment
BSBMKG413A	Promote products and services
BSBWOR301B	Organise personal work priorities and development
BSBWOR402A	Promote team effectiveness
BSBWOR404B	Develop work priorities
HLTWHS401A	Maintain workplace WHS processes

HLT42312 Certificate IV in Population Health

Modification History

Release	Comments
Release 5.1	Minor corrections to codes. Equivalent outcome.

Description

This qualification covers workers who are operational in a range of Population Health projects/programs. Workers at this qualification level apply competencies within routines, methods and procedures where discretion and judgement would be required under very broad guidance in the fulfilment of work likely to be allocated by a Population Health professional. These workers may be responsible for limited organisation of the work of others.

This qualification is suited to Australian Apprenticeship pathways.

Occupational titles for these workers may include:

- Data entry supervisor
- Registry officer, cancer surveillance
- Health sponsorship coordinator
- Team support worker
- Outreach worker
- Health liaison worker
- Assistant community health worker
- Gay education services officer
- Assistant community health worker, women's health
- Area health education officer
- Assistant project officer
- Health promotion officer
- Health promotion project officer
- Schools program officer
- Ednet community educator
- Women's health educator
- Aboriginal health education officer
- Assistant Aboriginal community health worker
- Gay education and outreach officer
- Coordinator Aboriginal neighbourhood house
- Team manager

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

18 units of competency are required for award of this qualification, including:

- 9 core units
- 9 elective units

A wide range of elective units is available, including:

- Group A electives which are recommended for culturally aware and respectful practice
- Group B electives - at least 5 units required from this group
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, up to 3 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing

Core units

CHCAD603B Provide systems advocacy services

CHCCD619B Establish and maintain community, government and business partnerships

CHCORG405E Maintain an effective work environment

HLTWHS401A Maintain workplace WHS processes

HLTPOP501C Apply a population health framework

HLTPOP502C Work with the community to identify health needs

HLTPOP503C Plan a population health project

HLTPOP504C Evaluate a population health project

HLTPOP505C Build capacity to promote health

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group A electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Group B electives - at least 5 units required

At least 5 electives are to be selected from the following units.

CHCCD402A Develop and provide community education projects

CHCCD413D Work within specific communities

CHCNET402A Establish and maintain effective networks

CHCPOL301B Participate in policy development

CHCPOL403B Undertake research activities

CHCPROM401B Share health information

CUFWRT301A Write content for a range of media

CUFWRT403A Write narration and current affairs material

HLTPOP322C Implement a disaster plan

HLTPOP401C Maintain a population health database

HLTPOP402C Assess readiness for and effect behaviour change

HLTPOP403C Provide information on smoking and smoking cessation

HLTPOP404C Provide interventions to clients who are nicotine dependent

HLTPOP405C Use media to disseminate information

HLTPOP406C Utilise an interpreter

HLTPOP407C Develop population health competencies in other people

HLTPOP409C Identify pest control strategies

HLTPOP412C Develop a plan of action to address land care issues in the community (Note pre-requ: HLTPOP311C)

LGAEHRW505B Implement strategies to minimise the impact of waste on the environment

PSPPM402B Manage simple projects

AHCCCF411A Develop approaches to include cultural and human diversity

Other relevant electives

Electives are to be selected in line with the specified Packaging Rules. Employers may specify that certain electives are required to address identified workplace needs.

Selection from the following list is recommended.

CHCAC318B Work effectively with older people

CHCAOD402B Work effectively in the alcohol and other drugs sector

CHCCD412B Work within a community development framework

CHCCD505D Develop community resources

CHCCD508C Support community action

CHCCD509C Support community leadership

CHCCD514A Implement community development strategies

CHCCH301B Work effectively in social housing

CHCCOM403A Use targeted communication skills to build relationships

CHCCOM504A Develop, implement and promote effective workplace communication

CHCCS403B Provide brief intervention

CHCDIS301C Work effectively with people with a disability

CHCGROUP403D Plan and conduct group activities

CHCLLN403A Identify clients with language, literacy and numeracy needs and respond effectively

CHCMH301B Work effectively in mental health

or

CHCMH411A Work with people with mental health issues

CHCORG423B Maintain quality service delivery

CHCORG529B Provide coaching and motivation

CHCORG620C Promote and represent the service

CHCORG621C Act as a resource to other services

CHCORG627B Provide mentoring support to colleagues

CHCTC302A Provide client-centred telephone counselling

LGACOM407B Manage finances within a budget

LGACOM503B Prepare a budget

Oral health electives

CHCOHC303A Use basic oral health screening tools

CHCOHC401A Inform and encourage clients and groups to understand and achieve good oral health

CHCOHC402A Support clients and groups to learn practical aspects of oral health care

CHCOHC404A Recognise and respond to signs and symptoms that may indicate oral health issues

HLT42412 Certificate IV in Indigenous Environmental Health

Modification History

Not applicable.

Description

This qualification covers workers who are operational in a range of Population Health projects/programs particularly in relation to Indigenous Environmental Health. Workers at this qualification level apply competencies within routines, methods and procedures where discretion and judgement would be required under very broad guidance in the fulfilment of work likely to be allocated by a Population Health professional. These workers may be responsible for limited organisation of the work of others.

This qualification is suited to Australian Apprenticeship pathways.

Occupational titles for these workers may include:

- Indigenous environmental health worker
- Indigenous public health officer
- Environmental health officer
- Environmental health worker
- Environmental field support officer
Aboriginal community

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

18 units of competency are required for award of this qualification, including:

- 7 core units
- 11 elective units

A wide range of elective units is available, including:

- Group A electives which are recommended for culturally aware and respectful practice
- Group B electives - at least 3 units required from this group
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, up to 3 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing

Core units

CHCCD619B Establish and maintain community, government and business partnerships

CHCORG405D Maintain an effective work environment

HLTWHS401A Maintain workplace WHS processes

HLTPOP501C Apply a population health framework

HLTPOP502C Work with the community to identify health needs

HLTPOP503C Plan a population health project

HLTPOP504C Evaluate a population health project

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group A electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people
Group B electives - at least 3 units required

At least 3 electives are to be selected from the following units.

HLTPOP322C Implement a disaster plan

HLTPOP409C Identify pest control strategies

HLTPOP412C Develop a plan of action to address land care issues in the community (Note pre-requ: HLTPOP311C)

LGAEHRW505B Implement strategies to minimise the impact of waste on the environment

Other relevant electives

Electives are to be selected in line with the specified Packaging Rules. Employers may specify that certain electives are required to address identified workplace needs.

Selection from the following list is recommended.

CHCAD603B Provide systems advocacy services

CHCCD402A Develop and provide community education projects

CHCCD412B Work within a community development framework

CHCCD413D Work within specific communities

CHCCD505D Develop community resources

CHCCD508C Support community action

CHCCD509C Support community leadership

CHCCD514A Implement community development strategies

CHCCH301B Work effectively in social housing

CHCCOM403A Use targeted communication skills to build relationships

CHCCOM504A Develop, implement and promote effective workplace communication

CHCCS403B Provide brief intervention

CHCGROUP403D Plan and conduct group activities

CHCLLN403A Identify clients with language, literacy and numeracy needs and respond effectively

CHCNET402A Establish and maintain effective networks

CHCORG423B Maintain quality service delivery

CHCORG529B Provide coaching and motivation

CHCORG620C Promote and represent the service

CHCORG621C Act as a resource to other services

CHCORG627B Provide mentoring support to colleagues

CHCPOL301B Participate in policy development

CHCPOL403B Undertake research activities

CHCPROM401B Share health information

CHCTC302A Provide client-centred telephone counselling

CUFWRT301A Write content for a range of media

CUFWRT403A Write narration and current affairs material

HLTPOP401C Maintain a population health database

HLTPOP402C Assess readiness for and effect behaviour change

HLTPOP405C Use media to disseminate information

HLTPOP406C Utilise an interpreter

HLTPOP407C Develop population health competencies in other people

HLTPOP505C Build capacity to promote health

LGACOM407B Manage finances within a budget

LGACOM503B	Prepare a budget
PSPPM402B	Manage simple projects
AHCCCF411A	Develop approaches to include cultural and human diversity
Oral health electives	
CHCOHC303A	Use basic oral health screening tools
CHCOHC401A	Inform and encourage clients and groups to understand and achieve
good oral health	
CHCOHC402A	Support clients and groups to learn practical aspects of oral health care
CHCOHC404A	Recognise and respond to signs and symptoms that may indicate oral
health issues	

HLT42512 Certificate IV in Allied Health Assistance

Modification History

HLT07 Version 5.0	HLT07 Version 5.1	Comments
HLT42512 Certificate IV in Allied Health Assistance	HLT42512 Certificate IV in Allied Health Assistance	Updated in V5.1 - Minor corrections to codes. Equivalent outcome.

Description

This qualification covers workers who provide therapeutic and program related support to allied health professionals. The worker is required to conduct therapeutic and program related activities under the guidance of an allied health professional. Supervision may be direct, indirect or remote and must occur within organisation requirements. The worker is required to identify client circumstances that need additional input from the allied health professional. This qualification is suited to Australian Apprenticeship pathways.

Occupational titles for these workers may include:

- Therapy assistant
- Physiotherapy assistant
- Occupational therapy assistant
- Nutrition assistant
- Community rehabilitation assistant
- Podiatry assistant
- Speech pathology assistant
- Allied health assistant
- Dietetic assistant

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Entry requirements

The following units of competency should be either achieved before this qualification or must be undertaken as part of the qualification:

BSBMED301B Interpret and apply medical terminology appropriately

HLTAH301C Assist with an allied health program

HLTAP301B Recognise healthy body systems in a health care context

HLTCSD201D Maintain high standard of client service

HLTCSD305D Assist with client movement

HLTHIR301C Communicate and work effectively in health

HLTIN301C Comply with infection control policies and procedures

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

15 units of competency are required for award of this qualification, including:

- 4 core units
- 11 elective units

A wide range of electives is available and can be packaged to provide either:

- a generic qualification that covers a range of work functions, or
- a qualification tailored to address specific workplace requirements

Elective units are to be packaged as follows:

- Group A - Allied health electives For award of this qualification (either generic or tailored) a minimum of 5 electives must be selected from Group A Allied Health electives Note that Group A includes Groups B, C D, E, F and G
- Groups B to G - electives for allied health assistance specialisations For award of a tailored qualification, to address specific requirements for work in physiotherapy, podiatry, occupational therapy, speech pathology, community rehabilitation or nutrition and dietetics, electives must be selected as specified below from the elective group listed for that area of work
- Group H electives which are recommended for culturally aware and respectful practice
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, up to 3 units of competency packaged at the level of this qualification or higher in other relevant Training Packages

Core units

HLTHIR402D Contribute to organisational effectiveness in the health industry

HLTHIR506C Implement and monitor compliance with legal and ethical requirements

HLTIN403C Implement and monitor infection control policy and procedures (Note pre-requ: HLTIN301C)

HLTWHS300A Contribute to WHS processes

Relevant electives

Electives are to be selected in line with the specified Packaging Rules. Workplaces may package electives to reflect the functions of workers. Relevant units of competency have been identified and grouped to facilitate selection.

Electives must be selected as follows:

- ***At least 5 electives*** must be selected from Group A - Allied health electives.
- For award of a qualification ***with a specialisation*** units must be selected in line with requirements outlined below for the particular area of specialisation
- For award of the qualification ***without a specialisation***, electives may be selected from all electives listed as Group A *Allied Health* electives
- Group A includes Groups B-G and 'Other Group A allied health electives'
- Further electives are to be selected in line with the Packaging Rules to a total of 11 electives.

Electives required for allied health assistance specialisations

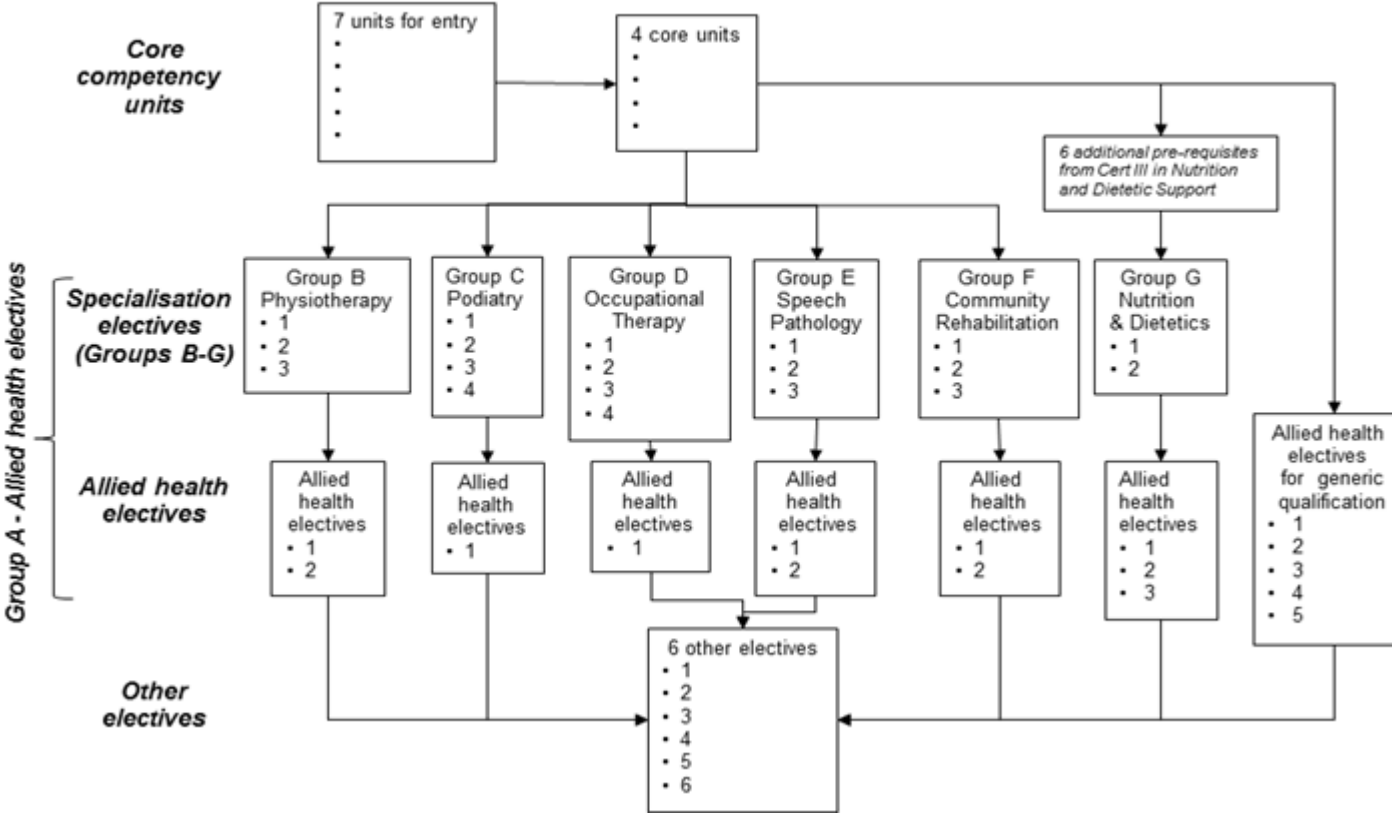
Six industry sectors have identified specific electives required for allied health assistance specialisations.

Where units are achieved as required for the specialisation, this is to be clearly articulated on the transcript (certification) as per the following example:

"This qualification includes Group B electives as required for *Physiotherapy*"

- Group B electives - all 3 electives are required for the *Physiotherapy* specialisation
- Group C electives - all 4 electives are required for the *Podiatry* specialisation
- Group D electives - all 4 electives are required for the *Occupational Therapy* specialisation
- Group E electives - all 3 electives are required for the *Speech Pathology* specialisation
- Group F electives - all 3 electives are required for the *Community Rehabilitation* specialisation
- Group G electives - 2 electives from Group H are required for the *Nutrition and Dietetics* specialisation

Diagrammatic structure - Certificate IV in Allied Health Assistance



Group A - ALLIED HEALTH ELECTIVES

Group B electives - all required for PHYSIOTHERAPY specialisation

HLTAH401C Deliver and monitor a client-specific exercise program (Note pre-requs:

HLTAP301B, HLTCS305D, HLTAH301C)

HLTAH402C Assist with physiotherapy treatments and interventions (Note pre-requs:

HLTAP301B, HLTCS305D, HLTAH301C)

HLTAH403C Deliver and monitor exercise program for mobility (Note pre-requs:

HLTAP301B, HLTCS305D, HLTAH301C)

Group C electives - all required for PODIATRY specialisation

HLTAH404C Assist with basic foot hygiene (Note pre-requs: HLTAP301B, HLTCS305D, HLTAH301C, HLTIN302C)

HLTAH405C Assist with podiatric procedures (Note pre-requs: HLTAP301B, HLTCS305D, HLTAH301C, HLTIN302C)

HLTAH406C Assist with podiatry assessment and exercise (Note pre-requs: HLTAP301B, HLTCS305D, HLTAH301C)

HLTIN302C Process reusable instruments and equipment in health work (Note pre-requ: HLTIN301C)

Group D electives - all required for OCCUPATIONAL THERAPY specialisation

HLTAH407C Assist with the rehabilitation of clients

HLTAH408C Assist with the development and maintenance of client functional status

HLTAH409C Conduct group sessions for individual client outcomes

HLTAH414C Support the fitting of assistive devices

Group E electives - all required for SPEECH PATHOLOGY specialisation

HLTAH410C Support the development of speech and communication skills (Note pre-requ: HLTAH301C)

HLTAH411C Provide support in dysphagia management (Note pre-requs: HLTAH301C, HLTAH410C)

HLTAH412C Assist and support the use of augmentative and alternative communication systems (Note pre-requs: HLTAH301C, HLTAH410C)

Group F electives - all required for Community rehabilitation specialisation

HLTCR401C Work effectively in community rehabilitation

HLTCR402C Support client daily living requirements in a community rehabilitation context

HLTCR403B Support community access and participation

Group G electives - 2 required for NUTRITION and DIETETICS specialisation

Two electives must be selected from the following three to address requirements for the Nutrition and Dietetics mandatory elective group.

HLTAH415C Assist with the screening of dietary requirements and special diets (Note pre-requs: HLTNA301D, HLTNA302D, HLTNA303D, HLTNA304D, HLTNA305D, HLTFS207C)

HLTAH409C Conduct group sessions for individual client outcomes

HLTAH420C Support the provision of basic nutrition advice/education (Note pre-requs: HLTNA301D, HLTNA302D, HLTNA303D, HLTNA304D, HLTFS207C)

Please note - Pre-requisite units for Nutrition and Dietetics Group G electives below

The following units (from the Certificate III in Nutrition and Dietetic Support) are pre-requisites for units listed as Group G electives for Nutrition and Dietetics (above) and as such must be completed.

HLTNA301D Provide assistance to nutrition and dietetic services

HLTNA302D Plan and evaluate meals and menus to meet recommended dietary guidelines

HLTNA303D Plan and modify meals and menus according to nutrition care plans

HLTNA304D Plan meals and menus to meet cultural and religious needs

HLTNA305D Support food services in menu and meal order processing

HLTFS207C Follow basic food safety practices

Other allied health electives

HLTAH302D Assist with the application and removal of a plaster cast

HLTAH413C Deliver and monitor a hydrotherapy program (Note pre-requ: HLTFA311A)

HLTAH414C Support the fitting of assistive devices

HLTAH416B Support special diet requirements (Note pre-requs: HLTNA301D,

HLTNA302D, HLTNA303D, HLTNA304D, HLTNA305D, HLTFS207C)

HLTIN302C Process reusable instruments and equipment in health work (Note pre-requ:

HLTIN301C)

Other relevant electives

Group H electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Below are additional units of competency that may be selected as electives, grouped to facilitate selection. Electives may be selected from one or more groups.

Client support

CHCCM401D Undertake case management

CHCCS401C Facilitate responsible behaviour

CHCCS427A Facilitate adult learning and development

HLTAH302D Assist with the application and removal of a plaster cast

HLTCOM301C Provide specific information to clients

HLTCSD306D Respond effectively to behaviours of concern

HLTRAH301C Undertake visits to remote communities

First aid

HLTCPR211A Perform CPR

HLTFA211A Provide basic emergency life support

HLTFA311A Apply first aid

HLTFA412A Apply advanced first aid (Note pre-requ: HLTFA301D)

Client care

CHCAC317A Support older people to maintain their independence

CHCAC318B Work effectively with older people

CHCAC319A Provide support to people living with dementia

CHCCN305B Provide care for babies
CHCCS416A Assess and provide services for clients with complex needs
CHCDIS301C Work effectively with people with a disability
CHCHC311B Work effectively in home and community care
CHCIC301E Interact effectively with children
CHCICS302B Participate in the implementation of individualised plans
CHCMH301B Work effectively in mental health

or

CHCMH411A Work with people with mental health issues
CHCRF301E Work effectively with families to care for the child
HLTRAH302C Undertake home visits
SISCAQU307A Perform advanced water rescues
SRCAQU008B Apply the principles of movement in water to aquatic activities
SISCAQU308A Instruct water familiarisation, buoyancy and mobility skills
SISCAQU311A Foster the development of infants and toddlers in an aquatic environment
SISCAQU312A Assist participants with a disability during aquatic activities
SISCCRO303A Plan and conduct a recreation program for older persons
SISCCRO304A Plan and conduct disability recreation programs
SRFFIT004B Develop basic fitness programs
SRFFIT005B Apply basic exercise science to exercise instruction
SISFFIT417A Undertake long term exercise programming
TAEDEL401A Plan, organise and deliver group-based learning

Performance

BSBAUD402B Participate in a quality audit
BSBINN301A Promote innovation in a team environment
BSBMGT403A Implement continuous improvement
BSBWOR401A Establish effective workplace relationships
BSBWOR502B Ensure team effectiveness
CHCPOL403B Undertake research activities
HLTAMBPD401C Manage personal stressors in the work environment

Administration

BSBINM301A Organise workplace information
BSBMED401B Manage patient record keeping system
HLTCOM405D Administer a practice
HLTCOM407B Provide reception services for a practice
HLTCOM503D Manage a practice

Medical imaging assistance

HLTMI301B Contribute to client flow and client information management in medical imaging
HLTMI302B Support the medical imaging professional

Oral health electives

CHCOHC303A Use basic oral health screening tools
CHCOHC401A Inform and encourage clients and groups to understand and achieve good oral health
CHCOHC402A Support clients and groups to learn practical aspects of oral health care
CHCOHC404A Recognise and respond to signs and symptoms that may indicate oral health issues

CHCOHC406A Provide or assist with oral hygiene (Note pre-requ: HLTIN301C or
CHCWHS312A)

CHCOHC407A Apply and manage use of basic oral health products

HLT42612 Certificate IV in Anaesthetic Technology

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT42607 Certificate IV in Anaesthetic Technology	HLT42612 Certificate IV in Anaesthetic Technology	Updated in V5 - ISC upgrades and updated core unit HLTWHS300A Contribute to WHS processes

Description

This qualification covers workers who provide assistance to anaesthetists with the safe operation of equipment during induction, maintenance and completion of anaesthesia. This qualification is suited to Australian Apprenticeship pathways.

Occupational titles for these workers may include:

- Anaesthetic or anaesthesia technician
- Anaesthetic assistant
- Anaesthetic paramedical officer

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

14 units of competency are required for award of this qualification, including:

- 11 core units
- 3 elective units

A wide range of elective units is available, including:

- Group A electives which are recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, up to 2 units of competency packaged at the level of this qualification or higher in other relevant Training Packages

Core units

HLTAN401D Prepare the anaesthetic environment

HLTAN402D Prepare and assist with the preparation of the client for anaesthesia

HLTAN403D Provide assistance during induction and maintenance of anaesthesia

HLTAN404D Provide assistance during emergence phase of anaesthesia

HLTAN405D Provide assistance during an emergency

HLTAN408C Provide basic care and maintenance of anaesthetic and monitoring equipment

HLTAP401B Confirm physical health status

HLTCOM408D Use specific health terminology to communicate effectively

HLTHIR301C Communicate and work effectively in health

HLTIN301C Comply with infection control policies and procedures

HLTWHS300A Contribute to WHS processes

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group A electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

Electives are to be selected in line with the specified Packaging Rules. The following sample electives may facilitate selection. Employers may specify that certain electives are required to address specific workplace needs.

BSBCUS301B Deliver and monitor a service to customers

BSBFLM303C Contribute to effective workplace relationships

BSBINM301A Organise workplace information

BSBINN301A Promote innovation in a team environment

BSBMKG413A Promote products and services

BSBWOR301B Organise personal work priorities and development

BSBWOR404B Develop work priorities

CHCCS427A Facilitate adult learning and development

HLTIN302C Process reusable instruments and equipment in health work

(Note pre-requ: HLTIN301C)

HLTTH303D Identify and move to maintain a sterile field

(Note pre-requ: HLTIN301C)

TAEDEL301A Provide work skill instruction

HLT42712 Certificate IV in Aromatherapy

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT42707 Certificate IV in Aromatherapy	HLT42712 Certificate IV in Aromatherapy	Updated in V5 - Updated core units HLTFA311A Apply first aid and HLTWHS300A Contribute to WHS processes

Description

This qualification covers the skills needed to be a basic level aromatherapist. It provides basic skills in aromatherapy health assessment and treatment and may be used by those working in:

- a clinic, aged care facility, a health service or a spa facility giving basic aromatherapy treatment
- manufacturing of aromatherapy products
- retail of aromatherapy products.

At this level an aromatherapist can only formulate applications within a relaxation framework. A person at this level is expected to have a basic knowledge of a limited range (minimum of 20) of oils. A person with this qualification may or may not use massage as a method of application.

This qualification assumes employment either by another practitioner or within a larger health service e.g. aged care service or hospital. It does not offer the level of skill required for independent practice. The qualification is suited to Australian Apprenticeships pathways.

Occupational titles for these workers may include:

- Aromatherapist

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

17 units of competency are required for award of this qualification, including:

- 15 core units, comprising 10 common units and 5 specialisation units
- 2 elective units

A wide range of elective units is available, including:

- Group A electives which are recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, up to 2 units of competency packaged at the level of this qualification or higher in other relevant Training Packages

Core units

Common units

- | | |
|------------|--|
| BSBWOR203B | Work effectively with others |
| HLTAP401B | Confirm physical health status |
| HLTCOM404C | Communicate effectively with clients |
| HLTCOM405D | Administer a practice |
| HLTCOM406C | Make referrals to other health care professionals when appropriate |
| HLTCOM408D | Use specific health terminology to communicate effectively |
| HLTFA311A | Apply first aid |
| HLTIN301C | Comply with infection control policies and procedures |
| HLTHIR301C | Communicate and work effectively in health |
| HLTWHS300A | Contribute to WHS processes |

Specialisation units

- | | |
|------------|---|
| HLTARO401C | Work within an aromatherapy framework |
| HLTARO402B | Plan aromatherapy treatment |
| HLTARO403B | Provide aromatherapy treatment |
| HLTARO405B | Apply aromatherapy assessment framework |
| HLTARO406B | Perform aromatherapy health assessment |

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group A electives – recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

Other electives are to be selected in line with the specified Packaging Rules. Employers may specify that certain electives are required to address identified workplace needs.

CHCAC318B Work effectively with older people

CHCICS301A Provide support to meet personal care needs

HLTARO404B Develop aromatherapy products

HLTARO408B Provide aromatherapy massage treatment

HLTARO507B Analyse and compare different complementary health modalities

HLTWHS401A Maintain workplace WHS processes

SIRXSLS001A Sell products and services

AROMATHERAPY SKILL SET

AROMATHERAPY SKILL SET

Due to the employment profile of the Health industry there are some areas where offering a full qualification would not match industry requirements. The Aromatherapy skill set is recommended for individuals wishing to gain a set of aromatherapy skills to complement another health qualification.

HLT42812 Certificate IV in Kinesiology

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT42807 Certificate IV in Kinesiology	HLT42812 Certificate IV in Kinesiology	Updated in V5 - Updated core units HLTFA311A Apply first aid and HLTWHS300A Contribute to WHS processes

Description

This qualification covers the skills needed to be an independent kinesiology practitioner who works with balancing energy through acupuncture meridians and with simple bodywork such as stimulating reflexes and muscle movements. It provides skills in kinesiology health assessment and balancing.

This qualification offers the level of skill required for independent practice. However, practitioners may also be employed either by another practitioner or within a larger health service, clinic, aged care facility, or hospital.

The intent and application of this qualification is defined within the content of the units themselves. RTOs should examine this content when determining the appropriateness of this qualification. This qualification is suited to Australian Apprenticeships pathways
Occupational titles for these workers may include:

- Kinesiology practitioner
- Natural therapist

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

15 units of competency are required for award of this qualification, including:

- 15 core units, comprising 10 common units and 5 specialisation units

Core units

Common units

BSBWOR203B Work effectively with others

HLTAP401B Confirm physical health status

HLTCOM404C Communicate effectively with clients

HLTCOM405D Administer a practice

HLTCOM406C Make referrals to other health care professionals when appropriate

HLTCOM408D Use specific health terminology to communicate effectively

HLTFA311A Apply first aid

HLTHIR301C Communicate and work effectively in health

HLTIN301C Comply with infection control policies and procedures

HLTWHS300A Contribute to WHS processes

Specialisation units

HLTKIN401C Work within a kinesiology framework

HLTKIN402B Plan the kinesiology session

HLTKIN403B Apply kinesiology assessment framework

HLTKIN404B Perform the kinesiology health assessment

HLTKIN405B Provide kinesiology balances

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

HLT43012 Certificate IV in Dental Assisting

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT43007 Certificate IV in Dental Assisting	HLT43012 Certificate IV in Dental Assisting	ISC upgrade Code changed due to new WHS units HLTWHS300A Contribute to WHS processes has changed from an OHS unit to a WHS unit

Description

This qualification provides the knowledge and skills necessary to provide an advanced level of chairside assistance to the operator, including contributing to the quality of dental care provided through well developed communication skills; providing an oral health education program that promotes good oral health as part of general good health; as well as implementing and monitoring infection control policy and procedures.

This qualification allows the dental assistant to select electives to address specific workplace needs in line with jurisdictional Dental Acts and Regulations.

This qualification is suited to Australian Apprenticeships pathways.

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

To gain entry into HLT43007 Certificate IV in Dental Assisting a candidate must demonstrate competence through a recognised training program or recognition process, in all core units from the HLT31812 Certificate III in Dental Assisting (as listed below):

HLTDA303D Prepare for and assist with oral health care procedures

(Note pre-requs: HLTIN301C, HLTIN302C, HLTWHS200A)

HLTDA304D Assist with dental radiography

(Note pre-requs: HLTIN301C, HLTIN302C, HLTWHS200A)

HLTDA306D Assist with administration in dental practice (Note pre-requs: HLTIN301C, HLTIN302C, HLTDA303D, HLTWHS200A)

HLTFA311A Apply first aid

HLTHIR301C Communicate and work effectively in health

HLTIN301C Comply with infection control policies and procedures

HLTIN302C Process reusable instruments and equipment in health work

(Note pre-requ: HLTIN301C)

HLTWHS200A Participate in WHS processes

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

7 units of competency are required for award of this qualification including:

- 3 core units
- 4 elective units

A wide range of electives is available and can be packaged to provide either:

- a generic qualification that covers a range of dental assisting work functions, or
- a targeted qualification as required for specific work roles

Elective units may be selected from:

- Group A electives which are required for work in dental radiography and meet licensing requirements for this work
- Group B electives which are recommended for work in oral health promotion
- Group C electives which are recommended for work in general anaesthesia and conscious sedation

continued ...

PACKAGING RULES (contd)

Elective units may be selected from:

- Group D electives which are recommended for dental assisting work with extended duties
- Group E electives which are recommended for dental practice administration work
- Group F electives which are recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, 1 unit of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing

Core units

HLTAMBFC301D Communicate with clients and colleagues to support health care

HLTIN403C Implement and monitor infection control policy and procedures

(Note pre-requ: HLTIN301C)

HLTWHS300A Contribute to WHS processes

Relevant electives

Four (4) elective units must be selected in line with the specified Packaging Rules.

Group A electives identify specific units required for work in dental radiography.

Groups B, C, D and E specify electives recommended for work in the following areas:

- *Oral health promotion*
- *General anaesthesia and conscious sedation*
- *Extended duties*
- *Practice administration*

Electives for this qualification may be selected from these groups as well as from the electives listed below them and from other Training Packages, in line with the specified Packaging Rules.

Group A electives – required for dental radiography

The following three (3) units of competency are required for work in dental radiography:

HLTDA410D Apply the principles of radiation biology and protection in dental practice

(Note pre-requs: HLTIN301C, HLTIN302C, HLTWHS300A)

HLTDA411D Prepare to expose a prescribed dental radiographic image

(Note pre-requs: HLTIN301C, HLTIN302C, HLTWHS300A)

HLTDA412D Produce a dental radiographic image

(Note pre-requs: HLTIN301C, HLTIN302C, HLTWHS300A)

Where Group A electives required for dental radiography work are achieved, this is to be clearly articulated on the transcript (certification) as:

"This qualification includes Group A electives for *Dental radiography work*"

Group B electives – recommended for work in oral health promotion

The following electives are recommended for work in oral health promotion:

HLTDA407D Implement an individualised oral hygiene program

(Note pre-requs: HLTIN301C, HLTIN302C, HLTWHS300A)

HLTDA413B Implement an oral hygiene program for older people

(Note pre-requs: HLTAMBFC301D, HLTDA407D)

HLTDA414B Implement an oral health promotion program

Group C electives – recommended for work in general anaesthesia and conscious sedation

The following electives are recommended for work in assisting with general anaesthesia and sedation:

HLTDA408D Assist in oral health care procedures during general anaesthesia

(Note pre-requs: HLTIN301C, HLTIN302C, HLTWHS300A)

HLTDA409D Assist in oral health care procedures during conscious sedation

(Note pre-requs: HLTIN301C, HLTIN302C, HLTWHS300A, HLTDA408D)

Group D electives – recommended for dental assisting work with extended duties

The following electives are recommended for dental assisting work with extended duties:

HLTDA415B Take an impression for study models

(Note pre-requs: HLTIN301C, HLTIN302C)

HLTDA417B Take a clinical photograph

(Note pre-requs: HLTIN301C, HLTIN302C)

HLTDT301D Construct models (Note pre-requs: HLTIN301C, HLTWHS200A)

HLTDT302D Construct custom impression trays

(Note pre-requs: HLTIN301C, HLTWHS200A)

HLTDT303D Construct registration rims

(Note pre-requs: HLTIN301C, HLTWHS200A)

Group E electives – recommended for dental practice administration work

The following electives are recommended for dental practice administration work:

BSBADM409A Coordinate business resources

BSBFIA301A Maintain financial records

BSBMED401B Manage patient record keeping system

HLTCOM405D Administer a practice

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group F electives – recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

In addition to the core and elective units listed above, other elective units of competency are to be selected in line with the Packaging Rules. Workplaces may package electives to reflect the functions of workers. The following sample electives are suggested as appropriate for this qualification.

BSBCMM401A Make a presentation

CHCCS427A Facilitate adult learning and development

CHCOHC401A Inform and encourage clients and groups to understand and achieve good oral health

CHCOHC402A Support clients and groups to learn practical aspects of oral health care

CHCOHC404A Recognise and respond to signs and symptoms that may indicate oral health issues

CHCOHC406A Provide or assist with oral hygiene (Note pre-requ: HLTIN301C or CHCWHS312A)

CHCOHC407A Apply and manage use of basic oral health products

HLTDA407D Implement an individualised oral hygiene program

(Note pre-requs: HLTIN301C, HLTIN302C, HLTWHS300A)

HLTDA413B Implement an oral hygiene program for older people

(Note pre-requs: HLTAMBFC301D, HLTDA407D)

HLTDA414B Implement an oral health promotion program

HLTDA415B Take an impression for study models

(Note pre-requs: HLTIN301C, HLTIN302C)

HLTDA416C Allocate treatment appointments according to priority

(Note pre-requs: HLTAMBFC301D, HLTFA311A)

HLTDT301D Construct models (Note pre-requs: HLTIN301C, HLTWHS200A)

HLTDT302D Construct custom impression trays

(Note pre-requs: HLTIN301C, HLTWHS200A)

HLTDT303D Construct registration rims

(Note pre-requs: HLTIN301C, HLTWHS200A)

TAEDEL301A Provide work skill instruction

HLT43112 Certificate IV in Defence Health Care

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT43107 Certificate IV in Defence Health Care	HLT43112 Certificate IV in Defence Health Care	Updated first aid core unit in V5 Qualification outcome equivalent HLTWHS300A Contribute to WHS processes changed from OHS to WHS unit

Description

This qualification provides the knowledge and skills needed to work as a Health Care Provider in the Australian Defence Force (ADF). The qualification has been designed specifically for work within the ADF and the 11 units of competency with codes beginning HLTDEFHC are available only to ADF personnel.

This qualification is suited to Australian Apprenticeship pathways.

Occupational titles for these workers include:

- Medical assistant
- Health care provider

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

29 units of competency are required for this qualification, including:

- 18 core units
- 11 elective units

Electives are to be selected from:

- Group A medical assisting specialist electives of which six (6) are required for medical assisting work in Defence
- Group B elective which is recommended for culturally aware and respectful practice
- Group C - general electives

Core units

HLTAMBCR401C	Deliver basic clinical care (Note pre-requ: HLTAP401B)
HLTAMBSC401B	Manage routine scene and promote public safety
HLTCSD304D	Support the care of clients
HLTDEFHC401B	Administer medications
HLTDEFHC402B	Assist with clinical procedures
HLTDEFHC403B	Conduct a clinical assessment
HLTDEFHC404B	Conduct a clinical measurement
HLTDEFHC405B	Provide inpatient care
HLTDEFHC406B	Participate in deployed health capability
HLTDEFHC407C	Perform basic clinical procedures
HLTDEFHC408B	Provide treatments for common conditions
HLTDEFHC409B	Provide general support during casualty resuscitation (Note pre-requ: PUADEFEO101D)
HLTDEFHC410B	Record clinical information during casualty resuscitation
HLTFA412A	Apply advanced first aid (Note pre-requ: HLTFA311A)
HLTHIR301C	Communicate and work effectively in health
HLTHIR403C	Work effectively with culturally diverse clients and co-workers
HLTIN301C	Comply with infection control policies and procedures
HLTWHS300A	Contribute to WHS processes

Relevant electives

Group A - medical assisting specialist elective units (select 6)

Six (6) electives must be selected from the units below.

HLTAH302D	Assist with the application and removal of a plaster cast
HLTAMBAE403D	Follow procedures for routine safe removal of client
HLTCOM404C	Communicate effectively with clients

HLTCOM408D	Use specific health terminology to communicate effectively
HLTCSD305D	Assist with client movement
HLTDEFHC411B	Attend to client being transported by road ambulance
HLTPAT304D	Collect pathology specimens other than blood
HLTPAT306D	Perform blood collection
HLTPAT308D	Identify and respond to clinical risks associated with pathology specimen collection
HLTSTE301D	Clean reusable medical equipment (Note pre-requ: HLTIN301C)
HLTSTE302D	Inspect and pack items (Note pre-requs: HLTIN301C, HLTSTE308C)
HLTSTE303D	Sterilise loads (Note pre-requ: HLTIN301C)

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group B elective - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander clients or communities, the following elective is recommended:

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Group C - general elective units

BSBINM301A	Organise workplace information
BSBWOR204A	Use business technology
BSBWOR301B	Organise personal work priorities and development
CHCCS427A	Facilitate adult learning and development
HLTCOM301C	Provide specific information to clients
HLTCOM406C	Make referrals to other health care professionals when appropriate
HLTCOM407B	Provide reception services for a practice
HLTCSD201D	Maintain high standard of client service
HLTCSD203D	Prepare and maintain beds
HLTCSD306D	Respond effectively to behaviours of concern
HLTMS203D	Undertake routine stock maintenance
HLTMS206D	Perform general cleaning tasks in a clinical setting
HLTMS207D	Handle medical gases safely
PUACOM005B	Foster a positive organisational image in the community
PUACOM007B	Liaise with other organisations (Note pre-requ: PUACOM005B)
PUASAR001B	Participate in a rescue operation (Note pre-requ: PUAEME001B)
TAEDEL301A	Provide work skill instruction

HLT43212 Certificate IV in Health Administration

Modification History

Not applicable.

Description

This qualification covers workers who provide administrative functions in health services where the worker is required to work autonomously or as a senior member of staff in an administrative team. This qualification is suited to Australian Apprenticeship pathways. Occupational titles for these workers may include:

- Administration supervisor
- Practice manager
- Senior clerk
- Executive assistant
- Ward clerk
- Medical records section leader
- Senior clinical coder
- Team leader for clinical services
- Business manager

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

15 units of competency are required for award of this qualification, including:

- 5 core units
- 10 elective units

A wide range of elective units is available, including:

- Group A electives which are recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, up to 3 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing

Core units

BSBMED301B Interpret and apply medical terminology appropriately
BSBWOR401A Establish effective workplace relationships
HLTHIR402D Contribute to organisational effectiveness in the health industry
HLTHIR506C Implement and monitor compliance with legal and ethical requirements
HLTWHS300A Contribute to WHS processes

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group A electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers
HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

Electives are to be selected in line with the specified Packaging Rules. Employers may specify that certain electives are required to address identified workplace needs. The following grouping of electives is intended to facilitate selection. Electives may be selected from one or more groups.

Records management

BSBMED401B	Manage patient record keeping system
BSBRKG401B	Review the status of a record
BSBRKG402B	Provide information from and about records
BSBRKG403C	Set up a business or records system for a small business
HLTCC401B	Undertake complex clinical coding (Note pre-requ: HLTCC301B)
HLTCC402B	Complete highly complex clinical coding (Note pre-requ: HLTCC401B)
HLTMAMP408B	Administer the information management system of a medical practice

Resources management

BSBADM409A	Coordinate business resources
BSBHRM401A	Review human resources functions
BSBHRM402A	Recruit, select and induct staff
BSBWOR404B	Develop work priorities
BSBWRK410A	Implement industrial relations procedures
HLTCOM405D	Administer a practice
SITXHRM003A	Roster staff

Reporting

BSBFIA402A	Report on financial activity
BSBRES401A	Analyse and present research information

Client support

BSBCUS401B	Coordinate implementation of customer service strategies
BSBCUS402B	Address customer needs
BSBCUS403B	Implement customer service standards
HLTAMBFC402C	Communicate in complex or difficult situations (Note pre-requ: HLTAMBFC301D)
HLTCOM404C	Communicate effectively with clients

Work management/administration

BSBAUD402B	Participate in a quality audit
BSBINN301A	Promote innovation in a team environment
BSBMGT402A	Implement operational plan
BSBRISK501A	Manage risk
BSBSUS501A	Develop workplace policy and procedures for sustainability
BSBWOR402A	Promote team effectiveness
CHCCS401C	Facilitate responsible behaviour
CHCORG609D	Manage projects and strategies
HLTCSD306D	Respond effectively to behaviours of concern

Training and development

CHCCS427A	Facilitate adult learning and development
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TAEASS402B Assess competence

TAEDEL402A Plan, organise and facilitate learning in the workplace

HLT43312 Certificate IV in Medical Practice Assisting

Modification History

HLT07 Version 45	HLT07 Version 5.1	Comments
HLT43312 Certificate IV in Medical Practice Assisting	HLT43312 Certificate IV in Medical Practice Assisting	Corrections to errors and minor changes to improve readability. Corrections to metadata. Equivalent outcome.

Description

This qualification provides the knowledge and skills needed to assist in a medical practice under supervision by and in the context of a consultation being conducted by a medical practitioner.

A medical assistant may work under the supervision of a health care professional other than a medical practitioner, but this should only occur where:

- the health care professional is in the same practice as the medical practitioner and
- the medical practitioner has agreed to the other health professional providing the supervision.

The medical assisting work role includes a broad range of administrative functions, identified tasks of a clinical assisting nature and, where appropriate, provision of client support and guidance in relation to identified treatment issues as per instruction from the health care practitioner.

This qualification is suited to Australian Apprenticeships pathways.
Occupational title for these workers is:

- Medical assistant

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

25 units of competency are required for this qualification, including:

- 22 core units
- 3 elective units

A wide range of elective units is available, including:

- Relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, up to 2 units of competency packaged at the level of this qualification or higher in other relevant Training Packages

Core units

BSBMED301B	Interpret and apply medical terminology appropriately
BSBMED302B	Prepare and process medical accounts
BSBMED303B	Maintain patient records
HLTAP401B	Confirm physical health status
HLTCOM407B	Provide reception services for a practice
HLTCSD306D	Respond effectively to behaviours of concern
HLTFA311A	Apply first aid
HLTHIR301C	Communicate and work effectively in health
HLTHIR403C	Work effectively with culturally diverse clients and co-workers
HLTHIR404D	Work effectively with Aboriginal and/or Torres Strait Islander people
HLTHIR506C	Implement and monitor compliance with legal and ethical requirements
HLTIN301C	Comply with infection control policies and procedures
HLTIN302C	Process reusable instruments and equipment in health work
(Note pre-requ: HLTIN301C)	
HLTMAMP401C	Assist with clinical measurements in a medical practice
(Note pre-requ: HLTFA311A)	
HLTMAMP402C	Assist with clinical procedures in a medical practice
(Note pre-requ: HLTFA311A)	
HLTMAMP404B	Maintain medication stocks in a medical practice
HLTMAMP405B	Coordinate effective functioning of a medical practice
HLTMAMP406C	Manage emergency clients in a medical practice
(Note pre-requ: HLTFA311A)	
HLTMAMP407B	Facilitate a coordinated approach to client care
HLTMAMP408B	Administer the information management system of a medical practice

HLTMAMP409B Handle specimens in a medical practice
HLTWHS300A Contribute to WHS processes

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Relevant electives

The following sample electives are provided. Electives may be selected in line with the Packaging Rules.

BSBITU306A Design and produce business documents

BSBMED401B Manage patient record keeping system

HLTFA412A Apply advanced first aid (Note pre-requ: HLTFA311A)

HLTWHS401A Maintain workplace WHS processes

HLTSTE301DClean reusable medical equipment (Note pre-requ: HLTIN301C)

HLT43512 Certificate IV in Optical Dispensing

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT43507 Certificate IV in Optical Dispensing	HLT43512 Certificate IV in Optical Dispensing	Updated in V5 – changes to number of core and elective units to comply with NQC packaging rules HLTWHS300A Contribute to WHS processes changed from OHS to WHS unit

Description

This qualification covers the skills and knowledge required by optical dispensers, to dispense and supply optical appliances as prescribed by optometrists and/or ophthalmologists in accordance with Australian Standards.

The units of competency included in this qualification contribute to the gaining of an optical dispenser's licence where this is required. Optical dispensers practice in a range of environments including optical dispensaries, optometric practices and laboratories. They may be self-employed or employed by another optical dispenser, an optometrist, a major optical dispensing company or other retailers.

This qualification is suited to Australian Apprenticeship pathways.

Pathways Information

Not Applicable

Licensing/Regulatory Information

Refer to Entry Requirements

Entry Requirements

Entry/licensing requirements:

In some States/Territories:

- Participants must have a licence to practise prior to placement in the workplace
- Participants may need to undertake *HLTOPD402C Perform edging and fitting* in order to meet local licensing requirements

Occupational titles for these workers may include:

- Optical dispenser
- Dispensing optician (NZ)

Employability Skills Summary

This qualification contains Employability Skills

Packaging Rules

PACKAGING RULES

14 units of competency are required for award of this qualification, including:

- 9 core units
- 5 elective units

A wide range of elective units is available, including:

- Group A electives which are recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, up to 2 units of competency packaged at the level of this qualification or higher in other relevant Training Packages

Core units

HLTCOM301C Provide specific information to clients

HLTCOM405D Administer a practice

HLTHIR301B Communicate and work effectively in health

HLTWHS300A Contribute to WHS processes

HLTOPD401C Work effectively in the ophthalmic industry

HLTOPD403C Dispense optical appliances and services(Note pre-requisite: *HLTOPD401C*)

HLTOPD404C HLTOPD403C)	Dispense atypical prescriptions (Note pre-requis: HLTOPD401C,
HLTOPD407C <i>HLTOPD401C)</i>	Perform workshop skills and place orders (Note pre-requisite:
SIRXSLS001A	Sell products and services

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group A electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

Other electives are to be selected in line with the specified Packaging Rules. The following electives may facilitate selection. Employers may specify that certain electives are required to address specific workplace needs.

BSBCUS301B Deliver and monitor a service to customers

or

CHCCS311C Deliver and monitor services to clients

BSBWOR301B Organise personal work priorities and development

BSBWOR401A Establish effective workplace relationships

BSBWOR402A Promote team effectiveness

CHCORG607C Manage workplace issues

HLTCOM503D Manage a practice

HLTCSD306D Respond effectively to behaviours of concern

HLTHIR505D Provide leadership in promoting effective work practices in health

HLTIN301C Comply with infection control policies and procedures

HLTWHS401A Maintain workplace WHS processes

HLTOPD402C Perform edging and fitting

HLTOPD405C Market and promote optical products and services

HLT43612 Certificate IV in Rehabilitation and Assistive Technology

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT43607 Certificate IV in Rehabilitation and Assistive Technology	HLT43612 Certificate IV in Rehabilitation and Assistive Technology	Updated first aid core unit in V5 Qualification outcome equivalent HLTWHS300A Contribute to WHS processes changed from OHS to WHS unit in the Core units

Description

This qualification covers the skills and knowledge required by workers who undertake the design, construction and modification of specialised seating and associated equipment for people with disabilities based on multi-disciplinary assessment.

Rehabilitative and assistive technologists may work in hospitals, health centres or non-government organisations.

Their role includes:

- Assessment of technical aspects of client needs under the supervision of an relevant health professional
- Technical specification, design and construction or modification of assistive equipment to meet client needs;
- Development of designs for original equipment if not commercially available;
- Maintenance of the workshop
- Inventory management

This qualification is suited to Australian Apprenticeship pathways.

Occupational titles for these workers may include:

- Rehabilitation technician
- Assistive technology technicians
- Rehabilitation engineering technician
- Seating technician

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Entry requirements

The following requirements apply for entry to this qualification:

- Certificate III in Engineering Fabrication or equivalent *or*
- Attainment of the following units of competency:

MEM09002B Interpret technical drawing

MEM12001B Use comparison and basic measuring devices

MEM12002B Perform electrical/electronic measurement

MEM18001C Use hand tools

MEM18002B Use power tools/hand held operations

AHCINF204A Fabricate and repair metal or plastic structures

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

16 units of competency are required for award of this qualification, including:

- 11 core units
- 5 elective units
 - Group A elective which is required for work in rehabilitation and assistive technology
 - Group B - rehabilitation and assistive technology electives - at least 2 units must be selected
 - Group C electives which are recommended for culturally aware and respectful practice
 - Other relevant electives listed below
 - Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
 - Where appropriate, to address workplace requirements, up to 2 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing

Core units

CHCDIS301C Work effectively with people with a disability

HLTAP301B Recognise healthy body systems in a health care context

HLTART401B	Work effectively in the rehabilitation environment
HLTART402C	Identify and address specific needs within the rehabilitation environment
HLTFA311A	Apply first aid
HLTIN301C	Comply with infection control policies and procedures
HLTWHS300A	Contribute to WHS processes
MEM10002B	Terminate and connect electrical wiring
MEM18004B	Maintain and overhaul mechanical equipment
MEM18006C	Repair and fit engineering components
MEM18030B	Diagnose and rectify low voltage electrical systems

Group A - for work in rehabilitation and assistive technology

The following unit or a unit with equivalent competency outcomes is required to work in rehabilitation and assistive technology.

HLTHIR301C Communicate and work effectively in health

Group B - rehabilitation and assistive technology electives - at least 2 units must be selected

At least two electives must be selected from the following rehabilitation and assistive technology units

HLTART404B	Install and maintain augmentative and alternative communication (AAC) devices
HLTART405C	Install and maintain environmental control systems
HLTART406C	Modify and maintain wheelchairs
HLTART407B	Test and evaluate compliance of assistive technology equipment
HLTART408C	Adapt, install and construct postural seating
HLTART409C	Construct, adapt and install pressure management systems

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group C electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

Additional elective units may be taken from either the following suggested electives or from other relevant Training Package units available at Certificate IV (or higher)

BSBFLM303C	Contribute to effective workplace relationships
BSBWOR301B	Organise personal work priorities and development
HLTCSD306D	Respond effectively to behaviours of concern
HLTWHS401A	Maintain workplace WHS processes

MEM04011B Produce polymer patterns
MEM04015B Develop and manufacture vacuum forming moulds and associated equipment
MEM05004C Perform routine oxy acetylene welding
MEM05006C Perform brazing and/or silver soldering
MEM05010C Apply fabrication, forming and shaping techniques
MEM05012C Perform routine manual metal arc welding
MEM05019D Weld using gas tungsten arc welding process
MEM05020C Perform advanced welding using gas tungsten arc welding process
MEM05026C Apply welding principles
MEM07005C Perform general machining
MEM10002B Terminate and connect electrical wiring
MEM16013A Operate in a self-directed team
MEM18030B Diagnose and rectify low voltage electrical systems

HLT43712 Certificate IV in Optical Technology

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT43707 Certificate IV in Optical Technology	HLT43712 Certificate IV in Optical Technology	Updated in V5 – changes to the number of core and elective units to comply with NQC packaging rules HLTWHS300A Contribute to WHS processes changed from OHS to WHS in the core units

Description

This qualification covers the skills and knowledge for the manufacture of ophthalmic appliances that comply with Australian Standards.

Duties may be performed in a range of work environments including manufacturing laboratories, wholesale and retail environments. Workers may be employed within a manufacturing organisation or may be an owner/operator. Workers are expected to work independently and may be responsible for the work of others.

This qualification is suited to Australian Apprenticeships pathways.

Occupational titles for these workers may include:

- Optical mechanic
- Optical technician
- Shift manager
- Team leader/supervisor

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

14 units of competency are required for award of this qualification, including:

- 9 core units
- 5 elective units

A wide range of elective units is available, including:

- Group A electives which are recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, up to 2 units of competency packaged at the level of this qualification or higher in other relevant Training Packages

Core units

BSBWOR203B Work effectively with others

BSBWOR301B Organise personal work priorities and development

HLTHIR301C Communicate and work effectively in health

HLTWHS300A Contribute to WHS processes

HLTOPD401C Work effectively in the ophthalmic industry

HLTOPT401C Perform technical procedures for the production of ophthalmic appliances

HLTOPT404C Implement good manufacturing processes in the ophthalmic industry

HLTOPT406B Edge and fit ophthalmic appliances

HLTOPT407C Apply surface coatings to ophthalmic lenses

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group A electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

Electives are to be selected in line with the specified Packaging Rules. Employers may specify that certain electives are required to address identified workplace needs.

BSBCUS401B Coordinate implementation of customer service strategies

BSBWOR204A Use business technology

BSBINN301A Promote innovation in a team environment

BSBWOR402A Promote team effectiveness

BSBWOR502B Ensure team effectiveness

CHCCS311C Deliver and monitor services to clients

CHCCS427A Facilitate adult learning and development

CHCINF302C Maintain the organisation's information systems

CHCINF303B Contribute to information requirements in the community sector

CHCINF606D Manage information strategically

CHCORG405D Maintain an effective work environment

CHCORG607C Manage workplace issues

HLTCOM503D Manage a practice

HLTFA311A Apply first aid

HLTOPT405B Monitor implementation of Good Manufacturing Practice in the ophthalmic industry

TAEDEL301A Provide work skill instruction

OPTICAL PROCESS WORK SKILL SET

Due to the employment profile of the health industry there are some areas where offering a full qualification would not match industry requirements.

The Optical process work skill set is recommended for individuals undertaking process work within the optical industry wishing to gain a set of recognised skills.

HLT43812 Certificate IV in Sterilisation Services

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT43807 Certificate IV in Sterilisation Services	HLT43812 Certificate IV in Sterilisation Services	Updated in V5 - Updated core units HLTWHS300A Contribute to WHS processes

Description

This qualification covers workers who operate in a senior specialist role in a sterilising service or department. This worker is responsible for a range of functions, including the application of standards and quality requirements, stock maintenance and management and the efficacy of equipment and supplies.

This qualification is suited to Australian Apprenticeship pathways.

Occupational titles for these workers may include:

- Sterilisation supervisor
- CSSD supervisor
- Senior instrument technician

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Entry requirements

To gain entry into HLT43807 Certificate IV in Sterilisation Services a candidate must demonstrate competence through a recognised training program or recognition process, in the following units of competency:

BSBFLM303C Contribute to effective workplace relationships
HLTHIR301C Communicate and work effectively in health
HLTHSE204D Follow safe manual handling practices
HLTIN301C Comply with infection control policies and procedures
HLTWHS200A Participate in WHS processes
HLTSTE301D Clean reusable medical equipment (Note pre-requ: HLTIN301C)
HLTSTE302D Inspect and pack items
(Note pre-requs: HLTIN301C, HLTSTE308C)
HLTSTE303D Sterilise loads (Note pre-requ: HLTIN301C)
HLTSTE306D Manage sterile stock (Note pre-requ: HLTIN301C)
HLTSTE307C Disinfect re-usable medical devices
(Note pre-requs: HLTIN301C, HLTSTE301D)
HLTSTE308C Care for surgical instruments (Note pre-requ: HLTSTE301D)

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

15 units of competency are required for award of this qualification, including:

- 10 core units
- 5 elective units

A wide range of elective units is available, including:

- Group A electives which are recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, up to 3 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing

Core units

BSBWOR401A	Establish effective workplace relationships
HLTAMBFC402C	Communicate in complex or difficult situations (Note pre-requs: HLTAMBFC301D)
HLTHIR402D	Contribute to organisational effectiveness in the health industry
HLTWHS300A	Contribute to WHS processes
HLTSTE407C	Manage availability and effectiveness of reusable medical devices
HLTSTE408C	Manage effectiveness of reprocessing of reusable medical devices
HLTSTE409C	Facilitate effective steam steriliser function (Note pre-requs: HLTSTE407C, HLTSTE408C)
HLTSTE410B	Facilitate effective cleaning functions (Note pre-requ: HLTSTE301D)
TAEDEL301A	Provide work skill instruction
TAEDEL402A	Plan, organise and facilitate learning in the workplace

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group A electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

- HLTHIR403C Work effectively with culturally diverse clients and co-workers
- HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

Electives are to be selected in line with the specified Packaging Rules. Employers may specify that certain electives are required to address identified workplace needs.

The following list of electives may facilitate selection.

BSBCUS401B	Coordinate implementation of customer service strategies
BSBFLM305C	Support operational plan
BSBHRM402A	Recruit, select and induct staff
BSBMED301B	Interpret and apply medical terminology appropriately
BSBWOR402A	Promote team effectiveness
BSBWOR404B	Develop work priorities
CHCCS427A	Facilitate adult learning and development
TAEASS402B	Assess competence
TAEDEL402A	Plan, organise and facilitate learning in the workplace

HLT43907 Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care (Practice)

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT43907 Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care (Practice)	HLT43907Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care (Practice)	Updated in V5 Clarification in wording of entry requirements

Description

This qualification covers workers who provide a range of primary health care services to Aboriginal and/or Torres Strait Islander clients, including specific health care programs, advice and assistance with medication. These workers can be expected to flexibly assume a variety of job roles and undertake a broad range of tasks. This qualification is suited to Australian Apprenticeship pathways.

Occupational titles for these workers may include, for example:

- Aboriginal health worker
- Torres Strait Islander health worker
- Senior Aboriginal health worker
- Senior Torres Strait Islander health worker

Aboriginal and Torres Strait Islander health work is an emerging area of work and occupational titles for those working in this area vary according to jurisdictional and workplace requirements.

Recognition

All workers are to be given the opportunity to have their competencies recognised prior to undertaking any training. Assessment should focus on demonstration of the critical aspects of evidence and underpinning knowledge and skills identified in the units of competency.

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Entry requirements

This qualification is proposed for workers with some breadth and depth of skills and knowledge in assessment and treatment of a wide range of presenting health problems for Aboriginal and/or Torres Strait Islander clients and communities.

To gain entry into *HLT43907 Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care (Practice)* a candidate must be recognised as competent, through a recognised training program or recognition process, against the following core units from *HLT33212 Certificate III in Aboriginal and/or Torres Strait Islander Primary Health Care* (or equivalent):

HLTAHW301B Work in Aboriginal and/or Torres Strait Islander Primary Health care context

HLTAHW302B Facilitate communication between clients and service providers

HLTFA311A Apply first aid

HLTIN301C Comply with infection control policies and procedures

HLTWHS300A Contribute to WHS processes

Please note

Units HLTAHW401B, HLTAHW402B and HLTAHW403B, core units for Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care (Practice) include the clinical content requirements of:

HLTAHW304B Undertake basic health assessments

HLTAHW305B Plan and implement basic health care

These units of competency are therefore not listed as entry requirements.

Work application

Certificate IV may be regarded by jurisdictions as the level at which an Aboriginal and/or Torres Strait Islander health worker may function independently.

To be assessed as competent in this qualification, individual workers are required to undertake supervised work placements in a primary health care setting, supplemented where required by simulated practical application of skills and knowledge. Individuals must demonstrate consistency of performance over time to achieve competency outcomes.

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

13 units of competency are required for award of this qualification, including:

- 10 core units
- 3 elective units A wide range of elective units is available, including:
 - Relevant electives listed below
 - Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
 - Where appropriate, to address workplace requirements, up to 2 units of competency packaged at the level of this qualification or higher in other relevant Training Packages

Core units Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care (Practice)

BSBWOR204A Use business technology

CHCCS400C Work within a relevant legal and ethical framework

HLTAHW303B Advocate for the rights and needs of community members

HLTAHW401B Assess client's physical well being

HLTAHW402B Assess and support client's social and emotional well being

HLTAHW403B Plan and implement health care in a primary health care context

HLTAHW404B Monitor health care

HLTAHW405B Deliver primary health care programs for Aboriginal and/or Torres Strait Islander communities

HLTAHW406B Work with medicines

HLTAHW407B Provide nutrition guidance for specific health care

Relevant electives

Please note that elective units recommended for Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care (Practice) are presented together with electives for Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health (Community Care) and are listed after the core units for the Community Care qualification.

HLT44007 Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health (Community Care)

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT44007 Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health (Community Care)	HLT44007 Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health (Community Care)	Updated in V5 Clarification in wording of entry requirements

Description

This qualification covers workers who provide a range of primary health care services to Aboriginal and/or Torres Strait Islander clients, including specific health care programs.

These workers can be expected to flexibly assume a variety of job roles and undertake a broad range of tasks. This qualification is suited to Australian Apprenticeship pathways.

Occupational titles for these workers may include, for example:

- Aboriginal health worker community health
- Senior Aboriginal health worker
- Community health worker (Aboriginal and/or Torres Strait Islander health)
- Aboriginal hospital liaison officer
- Torres Strait Islander health worker community health
- Senior Torres Strait Islander health worker
- Stolen generations worker
- Aboriginal health education officer

Aboriginal and Torres Strait Islander health work is an emerging area of work and occupational titles for those working in this area vary according to jurisdictional and workplace requirements.

Recognition

All workers are to be given the opportunity to have their competencies recognised prior to undertaking any training. Assessment should focus on demonstration of the critical aspects of evidence and underpinning knowledge and skills identified in the units of competency.

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Entry requirements

This qualification is proposed for workers with some breadth and depth of skills and knowledge in assessment and treatment of a wide range of presenting health problems for Aboriginal and/or Torres Strait Islander clients and communities.

To gain entry into *HLT44007 Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care (Community Care)* a candidate must be recognised as competent, through a recognised training program or recognition process, against the following core units from *HLT33212 Certificate III in Aboriginal and/or Torres Strait Islander Primary Health Care* (or equivalent):

HLTAHW301B Work in Aboriginal and/or Torres Strait Islander Primary Health care context

HLTAHW302B Facilitate communication between clients and service providers

HLTAHW304B Undertake basic health assessments

HLTAHW305B Plan and implement basic health care

HLTAHW306B Provide information about social and emotional support

HLTFA311A Apply first aid

HLTWHS300A Contribute to WHS processes

Work application

Certificate IV may be regarded by jurisdictions as the level at which an Aboriginal and/or Torres Strait Islander health worker may function independently.

To be assessed as competent in this qualification, individual workers are required to undertake supervised work placements in a primary health care setting, supplemented where required by simulated practical application of skills and knowledge. Individuals must demonstrate consistency of performance over time to achieve competency outcomes.

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

14 units of competency are required for award of this qualification, including:

- 9 core units
- 5 elective units A wide range of elective units is available, including:
 - Group A electives which are recommended as a basis for proceeding to focus at diploma level on social and emotional well being, alcohol and other drugs (AOD) and/or mental health work
 - Other relevant electives listed below
 - Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
 - Where appropriate, to address workplace requirements, up to 2 units of competency packaged at the level of this qualification or higher in other relevant Training Packages

Core units Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health (Community Care)

BSBWOR204A Use business technology

CHCAOD402B Work effectively in the alcohol and other drugs sector

CHCCM402D Establish and monitor a case plan

CHCCS400C Work within a relevant legal and ethical framework

CHCMH301B Work effectively in mental health

or

CHCMH411A Work with people with mental health issues

HLTAHW303B Advocate for the rights and needs of community members

HLTAHW402B Assess and support client's social and emotional well being

HLTAHW408B Address social determinants of Aboriginal and/or Torres Strait Islander health

HLTAHW409B Deliver health promotion programs for Aboriginal and/or Torres Strait Islander communities

Relevant electives

The following units of competency may be relevant electives for both qualifications:

- Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care (Practice)
- Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health (Community Care)

Additional electives may be selected in line with the packaging rules for each certificate.

Electives selected must:

- not be core units of competency specified for this qualification
- be different from units of competency that have contributed to a lower level qualification
- build on pre-requisites where specified

Please note

- Certain electives may be specified as mandatory for specific work
- Employers may specify that they prefer (or require) staff to have certain elective units of competency for specific work roles

Group A electives - recommended basis for SEWB, AOD or mental health focus

The following group of units of competency is recommended as a basis for proceeding to focus at Diploma level on social and emotional well being, alcohol and other drugs (AOD) and/or mental health work

CHCCOM403A Use targeted communication skills to build relationships

CHCCS521A Assess and respond to individuals at risk of suicide

CHCDFV301A Recognise and respond appropriately to domestic and family violence

HLTAHW410B Work in AOD and mental health with Aboriginal and/or Torres Strait Islander communities

HLTCSD306D Respond effectively to behaviours of concern

Other relevant electives

The sample electives below are grouped for ease of access. Electives may be selected from any group and employers may specify that their employees should be competent in particular groupings of electives.

Other social and emotional well being electives

CHCTC403A Provide telephone counselling in crisis situations

CHCTC404A Provide competent suicide intervention in a telephone counselling context

CHCYTH301E Work effectively with young people

CHCYTH402B Work effectively with young people in the youth work context

CHCYTH403B Support young people to create opportunities in their lives

CHCYTH404D Support young people in crisis

Mental health, alcohol and other drugs (AOD) and associated electives

CHCAOD406D Work with clients who are intoxicated

CHCAOD407D Provide needle and syringe services

CHCAOD408B Assess needs of clients with alcohol and/or other drugs issues

CHCAOD409D Provide alcohol and/or other drug withdrawal services

CHCAOD510A Work effectively with clients with complex alcohol and/or other drugs issues

CHCMH408B Provide interventions to meet the needs of consumers with mental health and AOD issues

CHCMH504D Provide a range of services to people with mental health issues

HLTAHW309B Assist with substance misuse care

HLTAHW421B Provide information about mental health

HLTCSD306D Respond effectively to difficult or challenging behaviour

HLTPOP403C Provide information on smoking and smoking cessation

HLTPOP404C Provide interventions to clients who are nicotine dependent

Family violence electives

CHCCHILD401A Identify and respond to children and young people at risk

CHCCHILD404A Support the rights and safety of children and young people

CHCDFV403C Provide crisis intervention and support to those experiencing domestic and family violence

CHCDFV404C Promote community awareness of domestic and family violence

CHCDFV406C Provide domestic and family violence support in Aboriginal and Torres Strait Islander communities

CHCDFV408C Provide support to children affected by domestic and family violence

Service delivery and case management electives

CHCCHILD401A Identify and respond to children and young people at risk

CHCCHILD404A Support the rights and safety of children and young people

CHCCM402D Establish and monitor a case plan

CHCCS401C Facilitate responsible behaviour

CHCCS403B Provide brief intervention

CHCCS419B Provide support services to clients

CHCCS422A Respond holistically to client issues and refer appropriately

CHCCS503A Develop, implement and review services and programs to meet client needs

CHCLLN403A Identify clients with language, literacy and numeracy needs and respond effectively

HLTAHW427B Supervise individual workers

Health promotion electives

CHCPROM401B Share health information

CHCPROM502B Implement health promotion and community intervention

HLTAHW411B Plan, develop and evaluate health promotion for Aboriginal and/or Torres Strait Islander communities

Specific content electives for education/promotion campaign delivery

HLTAHW407B Provide nutrition guidance for specific health care

HLTAHW412B Provide information and strategies to promote nutrition for good health

HLTAHW413B Provide information and strategies in sexual health for men

HLTAHW414B Provide information and strategies in sexual health for women

HLTAHW415B Provide information and strategies in chronic disease care

HLTAHW416B Provide information and strategies in maternal and child health

HLTAHW417B Provide information and strategies in eye health

HLTAHW418B Provide information and strategies in hearing and ear health

HLTAHW419B Provide information and strategies in preventing communicable disease

HLTAHW420B Provide information and strategies in substance misuse

HLTAHW421B Provide information about mental health

HLTAHW422B Provide information and strategies to strengthen families

HLTAHW423B Provide information and strategies in oral health

HLTAHW424B Provide information and strategies in palliative care

HLTAHW425B Provide information and strategies in disability care

HLTAHW429B Provide healthy lifestyle programs and advice

HLTAHW430A Provide information and support around cancer

HLTAHW431A Provide information and support to women with breast cancer

Advocacy/liaison/community support/development electives

CHCCD412B Work within a community development framework
CHCCD413D Work within specific communities
CHCCD514A Implement community development strategies
CHCCD618B Facilitate the development of community capacity to manage place
CHCPOL301B Participate in policy development
CHCPOL402B Contribute to policy development
HLTAHW310B Respond to emergencies
HLTAHW408B Address social determinants of Aboriginal and/or Torres Strait Islander health
HLTAHW501B Facilitate access to tertiary health services
HLTPOP307C Provide information and support on environmental health issues
HLTPOP322C Implement a disaster plan

'Practice' electives

HLTAHW401B Assess client's physical well being
HLTAHW403B Plan and implement health care in a primary health care context
HLTAHW406B Work with medicines
HLTFA412A Apply advanced first aid (Note pre-requ: HLTFA311A)
HLTIN301C Comply with infection control policies and procedures
HLTOHC408B Apply fluoride varnish (Note pre-requ: HLTIN301C)
HLTWHS401A Maintain workplace WHS processes
HLTPAT306D Perform blood collection
HLTPAT308D Identify and respond to clinical risks associated with pathology specimen collection
SIRPDIS003A Assist in dispensary operations

Specific electives for research

CHCPOL403B Undertake research activities
HLTAHW307B Identify community health issues, needs and strategies
HLTAHW428B Maintain community health profile

Specific electives for nutrition

HLTAHW407B Provide nutrition guidance for specific health care
HLTAHW411B Plan, develop and evaluate health promotion for Aboriginal and/or Torres Strait Islander communities
HLTAHW412B Provide information and strategies to promote nutrition for good health
HLTAHW416B Provide information and strategies in maternal and child health
HLTAHW429B Provide healthy lifestyle programs and advice
TAEDEL401A Plan, organise and deliver group-based learning

Education/training electives

CHCCS427A Facilitate adult learning and development
TAEASS301B Contribute to assessment
TAEASS401B Plan assessment activities and processes
TAEASS402B Assess competence
TAEDEL301A Provide work skill instruction
TAEDEL401A Plan, organise and deliver group-based learning
TAEDEL402A Plan, organise and facilitate learning in the workplace

Other oral health electives

CHCOHC303A Use basic oral health screening tools
CHCOHC401A Inform and encourage clients and groups to understand and achieve good oral health

CHCOHC402A Support clients and groups to learn practical aspects of oral health care

CHCOHC404A Recognise and respond to signs and symptoms that may indicate oral health issues

CHCOHC406A Provide or assist with oral hygiene (Note pre-requ: HLTIN301C or CHCWHS312A)

CHCOHC407A Apply and manage use of basic oral health products

HLT50112 Diploma of Traditional Chinese Medicine Remedial Massage (An Mo Tui Na)

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT50107 Diploma of Traditional Chinese Medicine Remedial Massage (An Mo Tui Na)	HLT50112 Diploma of Traditional Chinese Medicine Remedial Massage (An Mo Tui Na)	Updated first aid core unit in V5 Qualification outcome equivalent HLTWHS300A Contribute to WHS processes has changed from an OHS unit to WHS

Description

This qualification provides skills in Traditional Chinese Medicine (TCM) Remedial Massage (An Mo Tui Na) as well as specialist skills in treatment for women and children and in traumatology treatment. Holders of this qualification may also work in conjunction with practitioners qualified in other TCM areas of practice.

Occupational titles for these workers may include:

- TCM remedial massage practitioner
- TCM remedial massage therapist
- Chinese remedial massage practitioner
- Tui Na practitioner

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

20 units of competency are required for award of this qualification, including:

- 20 core units, comprising 13 common units and 7 specialisation units

Core units

Common units

CHCORG428A	Reflect on and improve own professional practice
HLTAP401B	Confirm physical health status
HLTAP501C	Analyse health information (Note pre-requ: HLTAP401B)
HLTCOM404C	Communicate effectively with clients
HLTCOM406C	Make referrals to other health care professionals when appropriate
HLTCOM408D	Use specific health terminology to communicate effectively
HLTCOM502C	Develop professional expertise
HLTCOM503D	Manage a practice
HLTFA311A	Apply first aid
HLTHIR501C	Maintain an effective health work environment
HLTHIR506C	Implement and monitor compliance with legal and ethical requirements
HLTIN301C	Comply with infection control policies and procedures
HLTWHS300A	Contribute to WHS processes

Specialisation units

HLTTTCM501C	Apply TCM remedial massage (An Mo Tui Na) assessment framework
HLTTTCM502D	Perform TCM remedial massage (An Mo Tui Na) health assessment
HLTTTCM503D	Provide TCM remedial massage (An Mo Tui Na) treatment
HLTTTCM504C	Provide traumatology treatment within a TCM remedial massage (An Mo Tui Na) framework
HLTTTCM505C	Provide TCM remedial massage (An Mo Tui Na) treatment for women and children
HLTTTCM506E	Work within TCM remedial massage (An Mo Tui Na) framework
HLTTTCM507C	Plan TCM remedial massage (An Mo Tui Na) treatment strategy

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

HLT50212 Diploma of Shiatsu and Oriental Therapies

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT50207 Diploma of Shiatsu and Oriental Therapies	HLT50212 Diploma of Shiatsu and Oriental Therapies	Updated in V5 - Updated core units HLTF311A Apply first aid and HLTWHS300A Contribute to WHS processes

Description

This qualification provides the skills required for competence in shiatsu therapy and links these skills to the wider oriental therapies framework. It also covers the provision of shiatsu treatment to clients with specific needs such as women and children.

Occupational titles for these workers may include:

- Shiatsu therapist
- Shiatsu practitioner

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

22 units of competency are required for award of this qualification, including:

- 22 core units, comprising 13 common units and 9 specialisation units

Core units

Common units

CHCORG428A	Reflect on and improve own professional practice
HLTAP401B	Confirm physical health status
HLTAP501C	Analyse health information (Note pre-requ: HLTAP401B)
HLTCOM404C	Communicate effectively with clients
HLTCOM406C	Make referrals to other health care professionals when appropriate
HLTCOM408D	Use specific health terminology to communicate effectively
HLTCOM502C	Develop professional expertise
HLTCOM503D	Manage a practice
HLTFA311A	Apply first aid
HLTHIR501C	Maintain an effective health work environment
HLTHIR506C	Implement and monitor compliance with legal and ethical requirements
HLTIN301C	Comply with infection control policies and procedures
HLTWHS300A	Contribute to WHS processes

Specialisation units

HLTSHU501C	Apply oriental therapies assessment framework
HLTSHU504C	Plan the shiatsu therapy treatment
HLTSHU505C	Provide oriental therapies treatment
HLTSHU506D	Provide specific shiatsu therapy assessment and care
(Note pre-requ: HLTSHU507C)	
HLTSHU507C	Provide shiatsu therapy treatment
HLTSHU508D	Work within a shiatsu framework
HLTSHU509C	Maintain personal health and awareness as a professional responsibility
HLTSHU510C	Perform shiatsu therapy health assessment
HLTSHU511C	Apply shiatsu therapy assessment framework

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

HLT50307 Diploma of Remedial Massage

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT50307 Diploma of Remedial Massage	HLT50307 Diploma of Remedial Massage	ISC upgrade

Description

This qualification provides the skills required for competence in remedial massage practice and practitioners at this level may be self employed as independent practitioners or may work within a larger health service. It covers the provision of remedial massage treatment to clients with specific needs such as injury management, rehabilitation, palliative care, aged care, women and children. Practitioners at this level may supervise other massage therapists.

The intent and application of this qualification is defined within the content of the units themselves. RTOs should examine this content when determining the appropriateness of this qualification.

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

To gain entry into HLT50307 Diploma of Remedial Massage a candidate must demonstrate competence through a recognised training program or recognition process, in the following units of competency from the HLT40312 Certificate IV in Massage Therapy Practice:

BSBWOR203B	Work effectively with others
HLTAP401B	Confirm physical health status
HLTCOM404C	Communicate effectively with clients
HLTCOM406C	Make referrals to other health care professionals when appropriate
HLTCOM408D	Use specific health terminology to communicate effectively
HLTFA311A	Apply first aid
HLTHIR301C	Communicate and work effectively in health
HLTIN301C	Comply with infection control policies and procedures
HLTWHS300A	Contribute to WHS processes
HLTREM401D	Work within a massage framework
HLTREM406D	Provide massage treatment
HLTREM407C	Plan massage treatment
HLTREM408C	Apply massage assessment framework
HLTREM409C	Perform massage health assessment

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

14 units of competency are required for award of this qualification, including:

- 11 core units, comprising 6 common units and 5 specialisation units
- 3 elective units

A wide range of elective units is available, including:

- Group A electives which are recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, units of competency packaged at the level of this qualification or higher in other relevant Training Packages

Core units

Common units

CHCORG428A	Reflect on and improve own professional practice
HLTAP501C	Analyse health information (Note pre-requ: HLTAP401B)
HLTCOM502C	Develop professional expertise
HLTCOM503D	Manage a practice
HLTHIR501C	Maintain an effective health work environment
HLTHIR506C	Implement and monitor compliance with legal and ethical requirements

Specialisation units

HLTREM502C	Provide remedial massage treatment
HLTREM503C	Plan remedial massage treatment strategy
HLTREM504C	Apply remedial massage assessment framework
HLTREM505C	Perform remedial massage health assessment
HLTREM510B	Provide specialised remedial massage treatments (Note pre-requs:
HLTREM502C, HLTREM503C, HLTREM504C, HLTREM505C)	

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group A electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C	Work effectively with culturally diverse clients and co-workers
HLTHIR404D	Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

Other electives are to be selected in line with the specified Packaging Rules. The following sample units of competency are suggested as appropriate for this qualification. Employers may specify that certain electives are required to address specific workplace needs.

CHCAC318B	Work effectively with older people
CHCICS301A	Provide support to meet personal care needs
HLTCOM509B	Provide services for people with a life challenging illness
HLTCOM510B	Provide services to clients with chronic diseases or conditions
HLTREM511B	Provide remedial massage treatment for women and children
HLTREM512B	Provide remedial massage treatments within a corporate setting
HLTREM513B	Provide remedial massage treatment to athletes
HLTSHU509C	Maintain personal health and awareness as a professional responsibility

HLT50412 Diploma of Paramedical Science (Ambulance)

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT50407 Diploma of Paramedical Science (Ambulance)	HLT50412 Diploma of Paramedical Science (Ambulance)	Updated in V5 - Changes in entry requirements and updated core unit HLTWHS456A Identify, assess and control WHS risk in own work

Description

This qualification covers workers employed by State Ambulance authorities and non-emergency transport companies to provide emergency and non-emergency client care and transport services.

Occupational titles for this role may include:

- Ambulance officer
- Ambulance paramedic
- Ambulance transport attendant

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

To gain entry into this HLT50407 Diploma of Paramedical Science (Ambulance) a candidate must demonstrate competence through a recognised training program or recognition process, in the following units of competency:

BSBFLM303C	Contribute to effective workplace relationships
HLTAMBAE403D	Follow procedures for routine safe removal of client
HLTAMBCR401C	Deliver basic clinical care (Note pre-requ: HLTAP401B)
HLTAMBFC301D	Communicate with clients and colleagues to support health care
HLTAMBSC401B	Manage routine scene and promote public safety
HLTAMBT301B	Transport non-emergency clients under operational conditions
HLTAP401B	Confirm physical health status
HLTIN301C	Comply with infection control policies and procedures
HLTWHS300A	Contribute to WHS processes

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

14 units of competency are required for this qualification, including:

- 7 core units
- 7 elective units

A wide range of elective units is available, including:

- Group A electives which are recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, up to 2 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing

Core units

HLTAMBAE501D	Implement safe access and egress in an emergency
HLTAMBAS501B	Conduct clinical assessment
(Note pre-requs: HLTAP401B, HLTAMBCR401C)	
HLTAMBCR502C	Deliver standard clinical care

(Note pre-requs: HLTAP401B, HLTAMBCR401C)

HLTAMBFC402C Communicate in complex or difficult situations

(Note pre-requs: HLTAMBFC301D)

HLTAMBPD401C Manage personal stressors in the work environment

HLTHIR402D Contribute to organisational effectiveness in the health industry

HLTWHS456A Identify, assess and control WHS risk in own work

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group A electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

Elective units of competency may be selected in line with the Packaging Rules outlined above. The following groups of electives may address the needs of specific work environments.

Emergency work

HLTAMBAE504D Follow procedures for safe extrication of clients in life threatening situations (Note pre-requs: HLTAMBAS501B, HLTAMBCR502C)

HLTAMBSC503B Contribute to managing the scene of an emergency

HLTAMBT402C Transport emergency clients (Note pre-requ: HLTAMBT301B)

Rescue work

PUASAR001B Participate in a rescue operation (Note pre-requ: PUAEME001B)

PUASAR002B Undertake road accident rescue (Note pre-requ: PUEME002C)

PUASAR003B Undertake technical rescue (Note pre-requ: PUASAR002B)

PUASAR004B Undertake vertical rescue (Note pre-requ: PUASAR001B)

PUASAR005B Undertake confined space rescue (Note pre-requ: PUASAR001B)

PUASAR006B Undertake trench rescue (Note pre-requ: PUASAR001B)

PUASAR007B Undertake structural collapse rescue (Note pre-requ: PUASAR001B)

PUASAR008B Search as a member of a land search team (Note pre-requ:

PUAFIR201B)

PUASAR009B Participate in an aquatic rescue operation (Note pre-requ:

PUAEME001B)

Management and administration

BSBINM301A Organise workplace information

BSBITU306A Design and produce business documents

BSBSUS501A Develop workplace policy and procedures for sustainability

CHCCS400C Work within a relevant legal and ethical framework

HLTAMBC403C Coordinate resources (Note pre-requ: HLTAMBC401D)

HLTAMBSC502C Manage the scene of a special event
(Note pre-requs: HLTAMBAS501B, HLTAMBCR502C)
HLTHIR501C Maintain an effective health work environment
HLTHIR506C Implement and monitor compliance with legal and ethical requirements

Training and mentoring

BSBLED401A Develop teams and individuals
CHCCS427A Facilitate adult learning and development
HLTAMBCR504C Provide clinical mentoring in the work environment
(Note pre-requs: HLTAMBAS501B, HLTAMBCR502C)
TAEASS301B Contribute to assessment
TAEASS401B Plan assessment activities and processes
TAEASS402B Assess competence
TAEDEL301A Provide work skill instruction
TAEDEL401A Plan, organise and deliver group-based learning

