**Victorian Purchasing Guide**

**for**

**HLT Health Training Package**

**Release 3.1**

**June 2016**



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**Victorian Purchasing Guide - Version History**

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| --- | --- | --- |
| **Training Package Version** | **Date VPG Released** | **Comments** |
| HLT Community Services Training Package  Release 3.1 | 24 June 2016 | This Victorian Purchasing Guide reflects the changes made to HLT Health Training Package Release 3.1.  Correction of typographical errors:   * No change to hours |
| HLT Community ServicesTraining Package  Release 3.0 | 10 March 2016 | This Victorian Purchasing guide reflects the changes made to HLT Health Training Package Release 3. It includes qualifications and units in the following industry sectors:   * Enrolled Nursing * Ambulance, including Clinical and Communications * Dental, including Assisting, Prosthetics and Technology * Health Support Services * Public Health, including Population Health and Indigenous Environmental Health.   Please refer to HLT Health Training Package Release 3.0 modification history at [www.training.gov.au](http://www.training.gov.au) for further details. |
| HLT Community ServicesTraining Package  Release 2.1 | 28 January 2016 | Release of revised minimum and maximum payable hours for HLT release 1 qualifications due to changed units. |
| HLT Health Training Package  Release 2.0 | 11 November 2015 | This Victorian Purchasing Guide reflects the changes made to HLT Health Training Package Release 2.0.  It includes qualifications and units of competency for:   * Complementary & Alternative Health * Direct Client Care & Support * Technicians & Health Support Services   In addition to:   * Aboriginal & Torres Strait Islander Health Workers * First Aid, Tele-health and Work Health and Safety   Please refer to HLT Health Training Package modification history at [www.training.gov.au](http://www.training.gov.au) for further details.  Please note: this Victorian Purchasing Guide only contains information on components within the HLT Health Training Package. For information on components from the HLT07 Health Training Package, please refer to the HLT07 Victorian Purchasing Guide. |
| HLT Health Training Package  Release 1.3 | January 2015 | Editorial updates. |
| HLT Health Training Package  Release 1.2 | 1 Aug 2014 | This Victorian Purchasing Guide reflects the Department of Education and Early Childhood Development (DEECD) adjustment to maximum payable hours for qualifications:   * HLT40113 Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care * HLT40213 Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice * HLT50113 Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care * HLT50213 Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care Practice |
| HLT Health Training Package  Release No. 1, 1.1 and 1.2 | 7 Feb 2014 | This Victorian Purchasing Guide reflects the changes made to HLT Health Training Package Release 1, 1.1 and 1.2. It includes:   * Aboriginal and/or Torres Strait Islander Primary Health Care qualifications * New First Aid, Work Health and Safety, and Tele-health Units of Competency.   Please refer to HLT Health Training Package modification history at [www.training.gov.au](http://www.training.gov.au) for further details. |

**HLT Health Training Package Victorian Purchasing Guide**

**CONTENTS**

**INTRODUCTION 6**

What is a Victorian Purchasing Guide? 6

Victorian Government subsidised training 6

**QUALIFICATIONS 7**

**UNITS OF COMPETENCY 9**

**SAMPLE TRAINING PROGRAMS 28**

**CONTACTS AND LINKS 87**

**GLOSSARY 89**

**INTRODUCTION**

**What is a Victorian Purchasing Guide?**

The Victorian Purchasing Guide (VPG) provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically, the VPG provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

* maximum and minimum payable hours available for each qualification.
* nominal hours for each unit of competency within the Training Package.

They also contain sample training programs which reflect a vocational outcome for the particular qualification it has been developed for.

**Victorian Government subsidised training**

To deliver government subsidised training in Victoria, an RTO must have an approved VET funding contract with the Department of Education and Training (DET).

The VET funding contract and related guidelines set out the requirements that RTOs must abide by to maintain compliance as contracted providers in receipt of government subsidy. The contract and guidelines set standards of behaviour, as well as prescribing minimum requirements with regard to provider practice in the delivery of training services.

For further information relating to obtaining a VET funding contract, please visit the Skills Victoria Training System (SVTS) website: <http://www.education.vic.gov.au/svts>

**QUALIFICATIONS**

**HLT RELEASE 3**

| **Code** | **Title** | **Minimum Payable Hours** | **Maximum Payable Hours** |
| --- | --- | --- | --- |
| HLT20113 | Certificate II in Aboriginal and/or Torres Strait Islander Primary Health Care | 350 | 368 |
| HLT21015 | Certificate II in Medical Service First Response | 320 | 337 |
| HLT23215 | Certificate II in Health Support Services | 296 | 312 |
| HLT26015 | Certificate II in Population Health | 352 | 370 |
| HLT26115 | Certificate II in Indigenous Environmental Health | 356 | 375 |
| HLT30113 | Certificate III in Aboriginal and/or Torres Strait Islander Primary Health Care | 856 | 901 |
| HLT31015 | Certificate III in Ambulance Communications (Call-taking) | 366 | 385 |
| HLT31115 | Certificate III in Non-Emergency Patient Transport | 482 | 507 |
| HLT31215 | Certificate III in Basic Health Care | 455 | 479 |
| HLT33015 | Certificate III in Allied Health Assistance | 504 | 530 |
| HLT33115 | Certificate III in Health Services Assistance | 584 | 615 |
| HLT33215 | Certificate III in Health Support Services | 399 | 420 |
| HLT35015 | Certificate III in Dental Assisting | 606 | 638 |
| HLT35115 | Certificate III in Dental Laboratory Assisting | 321 | 338 |
| HLT36015 | Certificate III in Population Health | 599 | 630 |
| HLT36115 | Certificate III in Indigenous Environmental Health | 575 | 605 |
| HLT37015 | Certificate III in Sterilisation Services | 423 | 445 |
| HLT37115 | Certificate III in Hospital/Health Services Pharmacy Support | 456 | 480 |
| HLT37215 | Certificate III in Pathology Collection | 617 | 650 |
| HLT37315 | Certificate III in Health Administration | 475 | 500 |
| HLT37415 | Certificate III in Pathology Assistance | 437 | 460 |
| HLT40113 | Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care | 1632 | 1718 |
| HLT40213 | Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice | 1646 | 1733 |
| HLT41015 | Certificate IV in Ambulance Communications (Dispatch) | 594 | 625 |
| HLT41115 | Certificate IV in Health Care | 760 | 800 |
| HLT42015 | Certificate IV in Massage Therapy | 843 | 888 |
| HLT43015 | Certificate IV in Allied Health Assistance | 998 | 1050 |
| HLT45015 | Certificate IV in Dental Assisting | 753 | 793 |
| HLT46015 | Certificate IV in Population Health | 1031 | 1085 |
| HLT46115 | Certificate IV in Indigenous Environmental Health | 1097 | 1155 |
| HLT47015 | Certificate IV in Sterilisation Services | 660 | 695 |
| HLT47115 | Certificate IV in Hospital/Health Services Pharmacy Support | 651 | 685 |
| HLT47315 | Certificate IV in Health Administration | 713 | 750 |
| HLT47415 | Certificate IV in Audiometry | 530 | 558 |
| HLT47515 | Certificate IV in Operating Theatre Technical Support | 974 | 1025 |
| HLT47615 | Certificate IV in Cardiac Technology | 715 | 753 |
| HLT47715 | Certificate IV in Medical Practice Assisting | 973 | 1024 |
| HLT47815 | Certificate IV in Optical Dispensing | 684 | 720 |
| HLT50113 | Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care | 2307 | 2428 |
| HLT50213 | Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care Practice | 2349 | 2473 |
| HLT51015 | Diploma of Paramedical Science | 893 | 940 |
| HLT52015 | Diploma of Remedial Massage | 1675 | 1763 |
| HLT52115 | Diploma of Traditional Chinese Medicine (TCM) Remedial Massage | 1404 | 1478 |
| HLT52215 | Diploma of Shiatsu and Oriental Therapies | 1423 | 1498 |
| HLT52315 | Diploma of Clinical Aromatherapy | 1466 | 1543 |
| HLT52415 | Diploma of Kinesiology | 1313 | 1353 |
| HLT52515 | Diploma of Reflexology | 1276 | 1343 |
| HLT52615 | Diploma of Ayurvedic Lifestyle Consultation | 1290 | 1358 |
| HLT54115 | Diploma of Nursing | 1639 | 1725 |
| HLT55115 | Diploma of Dental Technology | 1133 | 1193 |
| HLT57415 | Diploma of Audiometry | 1062 | 1118 |
| HLT57715 | Diploma of Practice Management | 827 | 870 |
| HLT57915 | Diploma of Anaesthetic Technology | 1345 | 1416 |
| HLT60113 | Advanced Diploma of Aboriginal and/or Torres Strait Islander Health Care | 1078 | 1135 |
| HLT62615 | Advanced Diploma of Ayurveda | 2309 | 2378 |
| HLT64115 | Advanced Diploma of Nursing | 646 | 680 |
| HLT65015 | Advanced Diploma of Dental Prosthetics | 1530 | 1610 |

**UNITS OF COMPETENCY**

| **Unit Code** | **Unit Title** | **Nominal Hours** |
| --- | --- | --- |
| HLTAAP001 | Recognise healthy body systems | 70 |
| HLTAAP002 | Confirm physical health status | 90 |
| HLTAAP003 | Analyse and respond to client health information | 60 |
| HLTADM001 | Administer and coordinate Telehealth services | 50 |
| HLTADM002 | Manage Telehealth technology | 60 |
| HLTADM003 | Facilitate a coordinated approach to client care | 30 |
| HLTADM004 | Manage health billing and accounting system | 30 |
| HLTADM005 | Produce coded clinical data | 20 |
| HLTADM006 | Undertake complex clinical coding | 30 |
| HLTADM007 | Complete highly complex clinical coding | 30 |
| HLTAHA001 | Assist with an allied health program | 65 |
| HLTAHA002 | Assist with the application and removal of casts | 40 |
| HLTAHA003 | Deliver and monitor client-specific physiotherapy programs | 85 |
| HLTAHA004 | Support client independence and community participation | 70 |
| HLTAHA005 | Support the delivery and monitoring of physiotherapy programs for mobility | 70 |
| HLTAHA006 | Assist with basic foot hygiene | 60 |
| HLTAHA007 | Assist with podiatric procedures | 80 |
| HLTAHA008 | Assist with podiatry assessment and exercise | 60 |
| HLTAHA009 | Assist with the rehabilitation of clients | 90 |
| HLTAHA010 | Assist with the development and maintenance of client functional status | 90 |
| HLTAHA011 | Conduct group sessions for individual client outcomes | 60 |
| HLTAHA012 | Support the development of speech and communication skills | 45 |
| HLTAHA013 | Provide support in dysphagia management | 50 |
| HLTAHA014 | Assist and support the use of augmentative and alternative communication systems | 55 |
| HLTAHA015 | Deliver and monitor a hydrotherapy program | 50 |
| HLTAHA016 | Support the fitting of assistive equipment | 70 |
| HLTAHA017 | Assist with social work | 60 |
| HLTAHA018 | Assist with planning and evaluating meals and menus to meet recommended dietary guidelines | 60 |
| HLTAHA019 | Assist with the monitoring and modification of meals and menus according to individualised plans | 50 |
| HLTAHA020 | Support food services in menu and meal order processing | 40 |
| HLTAHA021 | Assist with screening and implementation of therapeutic diets | 75 |
| HLTAHA022 | Prepare infant formulas | 45 |
| HLTAHA023 | Support the provision of basic nutrition advice and education | 55 |
| HLTAHA024 | Work within a community rehabilitation environment | 55 |
| HLTAHA025 | Contribute to client flow and client information management in medical imaging | 35 |
| HLTAHA026 | Support the medical imaging professional | 30 |
| HLTAHW001 | Work with Aboriginal and/or Torres Strait Islander clients and communities | 30 |
| HLTAHW002 | Support clients to obtain access to health services | 60 |
| HLTAHW003 | Provide basic health information to clients | 80 |
| HLTAHW004 | Perform work role in the Aboriginal and/or Torres Strait Islander primary health care context | 25 |
| HLTAHW005 | Work in Aboriginal and/or Torres Strait Islander primary health care context | 40 |
| HLTAHW006 | Facilitate and advocate for the rights and needs of clients and community members | 120 |
| HLTAHW007 | Undertake basic health assessments | 120 |
| HLTAHW008 | Assist in planning and implementation of basic health care | 20 |
| HLTAHW009 | Provide information about social and emotional support | 23 |
| HLTAHW010 | Identify community health issues, needs and strategies | 50 |
| HLTAHW011 | Assist with basic health screening, promotion and education services | 90 |
| HLTAHW012 | Assist with the prevention and minimisation of substance misuse | 30 |
| HLTAHW013 | Respond to emergencies | 120 |
| HLTAHW014 | Work with Elders in Aboriginal and/or Torres Strait Islander communities | 60 |
| HLTAHW015 | Work under instructions to support the safe use of medication | 120 |
| HLTAHW016 | Assess client's physical wellbeing | 120 |
| HLTAHW017 | Assess and support client's social and emotional wellbeing | 140 |
| HLTAHW018 | Plan, implement and monitor health care in a primary health care context | 200 |
| HLTAHW019 | Deliver primary health care programs for Aboriginal and/or Torres Strait Islander communities | 60 |
| HLTAHW020 | Administer medications | 200 |
| HLTAHW021 | Provide nutrition guidance for specific health care | 120 |
| HLTAHW022 | Address social determinants of Aboriginal and/or Torres Strait Islander health | 120 |
| HLTAHW023 | Plan, develop and evaluate health promotion and community development programs | 150 |
| HLTAHW024 | Work in alcohol and other drugs and mental health with Aboriginal and/or Torres Strait Islander communities | 150 |
| HLTAHW025 | Provide information and strategies in health care | 100 |
| HLTAHW026 | Provide information and strategies in sexual health for men | 40 |
| HLTAHW027 | Provide information and strategies in sexual health for women | 60 |
| HLTAHW028 | Provide information and strategies in chronic condition care | 60 |
| HLTAHW029 | Provide information and strategies in maternal and infant health | 40 |
| HLTAHW030 | Provide information and strategies in eye health | 100 |
| HLTAHW031 | Provide information and strategies to enhance the capacities of Aboriginal and/or Torres Strait Islander families | 65 |
| HLTAHW032 | Supervise individual workers | 40 |
| HLTAHW033 | Maintain community health profile | 40 |
| HLTAHW034 | Provide healthy lifestyle programs and advice | 40 |
| HLTAHW035 | Provide information and support around cancer | 80 |
| HLTAHW036 | Provide information and support to women with breast cancer | 80 |
| HLTAHW037 | Support the safe use of medications | 180 |
| HLTAHW038 | Assess and promote physical and emotional wellbeing of children | 120 |
| HLTAHW039 | Monitor early childhood growth and development | 70 |
| HLTAHW040 | Promote burns prevention in homes and the community | 25 |
| HLTAHW041 | Assess and manage emergency treatment of burns | 70 |
| HLTAHW042 | Implement a burns rehabilitation care plan | 80 |
| HLTAHW043 | Facilitate access to tertiary health services | 40 |
| HLTAHW044 | Advocate on behalf of the community | 30 |
| HLTAHW045 | Plan, develop and evaluate primary health care programs for Aboriginal and/or Torres Strait Islander communities | 150 |
| HLTAHW046 | Apply advanced skills in primary health care | 150 |
| HLTAHW047 | Support and promote social and emotional wellbeing of staff and clients | 80 |
| HLTAHW048 | Apply a strategic approach to Aboriginal and/or Torres Strait Islander health | 170 |
| HLTAHW049 | Work effectively in social and emotional wellbeing | 40 |
| HLTAHW050 | Develop a healing framework for social and emotional wellbeing work | 45 |
| HLTAHW051 | Respond to loss, grief and trauma | 40 |
| HLTAHW052 | Deliver primary health care to Aboriginal and/or Torres Strait Islander clients in confinement | 40 |
| HLTAHW053 | Address impact of food security on community health | 40 |
| HLTAHW054 | Support renal dialysis clients in the community setting | 100 |
| HLTAHW055 | Provide care to clients undertaking renal dialysis in the community setting | 150 |
| HLTAHW056 | Provide sexual and reproductive health care | 120 |
| HLTAHW057 | Provide antenatal health care | 300 |
| HLTAHW058 | Prepare for and support childbirth | 570 |
| HLTAHW059 | Provide postnatal and infant health care | 100 |
| HLTAHW060 | Plan for medical emergencies | 100 |
| HLTAHW061 | Engage in community health research | 90 |
| HLTAHW062 | Supervise health care team | 50 |
| HLTAHW063 | Implement office systems | 20 |
| HLTAHW064 | Manage budgets | 40 |
| HLTAHW065 | Apply reflective practice in an Aboriginal and/or Torres Strait Islander primary health care setting | 45 |
| HLTAHW066 | Manage the delivery of Aboriginal and/or Torres Strait Islander primary health care | 120 |
| HLTAHW067 | Manage health education and promotion | 50 |
| HLTAHW068 | Develop work plans | 50 |
| HLTAHW069 | Develop health care policy | 50 |
| HLTAHW070 | Manage human resources | 60 |
| HLTAHW071 | Manage medicines in Aboriginal and/or Torres Strait Islander primary health care | 90 |
| HLTAHW072 | Provide guidance in social and emotional wellbeing | 60 |
| HLTAHW073 | Practise social and emotional wellbeing in a clinical setting | 60 |
| HLTAHW074 | Provide closure on healing processes | 40 |
| HLTAHW075 | Manage community health projects | 40 |
| HLTAHW076 | Plan for community emergencies | 100 |
| HLTAHW077 | Provide supervision for social and emotional wellbeing workers | 40 |
| HLTAHW078 | Work within a narrative approach | 40 |
| HLTAID001 | Provide cardiopulmonary resuscitation | 4 |
| HLTAID002 | Provide basic emergency life support | 12 |
| HLTAID003 | Provide first aid | 18 |
| HLTAID004 | Provide an emergency first aid response in an education and care setting | 20 |
| HLTAID005 | Provide first aid in remote situations | 24 |
| HLTAID006 | Provide advanced first aid | 30 |
| HLTAID007 | Provide advanced resuscitation | 14 |
| HLTAID008 | Manage first aid services and resources | 16 |
| HLTAIN001 | Assist with nursing care in an acute care environment | 120 |
| HLTAIN002 | Provide non-client contact support in an acute care environment | 40 |
| HLTAMB001 | Follow procedures for routine safe removal of patient | 50 |
| HLTAMB002 | Implement safe access and egress in an emergency | 80 |
| HLTAMB003 | Transport emergency patients | 50 |
| HLTAMB004 | Conduct advanced clinical assessment | 120 |
| HLTAMB005 | Receive and respond to requests for ambulance service | 60 |
| HLTAMB006 | Assign and coordinate ambulance service resources | 160 |
| HLTAMB007 | Assess and deliver basic clinical care | 100 |
| HLTAMB008 | Assess and deliver standard clinical care | 200 |
| HLTAMB009 | Deliver intensive clinical care | 250 |
| HLTAMB010 | Manage and coordinate resources for emergency operations | 150 |
| HLTAMB011 | Manage a routine non-emergency scene | 50 |
| HLTAMB012 | Communicate in complex situations to support health care | 70 |
| HLTAMB013 | Contribute to managing the scene of an emergency | 50 |
| HLTAMB014 | Transport non-emergency patients under operational conditions | 40 |
| HLTANA001 | Prepare clients for anaesthesia | 150 |
| HLTANA002 | Monitor clients during anaesthesia | 150 |
| HLTANA003 | Assist with airway management | 150 |
| HLTANA004 | Respond to anaesthesia related emergencies | 150 |
| HLTANA005 | Maintain quality and supply of anaesthetic equipment and consumables | 150 |
| HLTANA006 | Assist with clinical procedures used in anaesthesia | 150 |
| HLTANA007 | Monitor medications in the anaesthetic environment | 72 |
| HLTARO001 | Develop aromatherapy practice | 65 |
| HLTARO002 | Source and prepare aromatherapy products | 50 |
| HLTARO003 | Perform aromatherapy health assessments | 150 |
| HLTARO004 | Provide therapeutic aromatherapy treatments | 180 |
| HLTARO005 | Provide aromatherapy massage treatments | 220 |
| HLTARO006 | Adapt aromatherapy treatments to specific needs | 120 |
| HLTARO007 | Monitor and evaluate aromatherapy treatments | 40 |
| HLTARO008 | Prepare and dispense aromatic formulations | 45 |
| HLTARO009 | Select and advise on aromatic therapies | 200 |
| HLTAUD001 | Assess hearing | 120 |
| HLTAUD002 | Conduct play audiometry | 90 |
| HLTAUD003 | Assess and respond to occupational noise risk | 90 |
| HLTAUD004 | Develop and implement individual hearing rehabilitation programs | 80 |
| HLTAUD005 | Dispense hearing devices | 140 |
| HLTAUD006 | Remove cerumen | 60 |
| HLTAYV001 | Develop Ayurvedic practice | 80 |
| HLTAYV002 | Make Ayurvedic lifestyle assessments | 150 |
| HLTAYV003 | Provide Ayurvedic bodywork therapies | 140 |
| HLTAYV004 | Provide Ayurvedic lifestyle advice | 140 |
| HLTAYV005 | Provide advice on Ayurvedic nutrition | 80 |
| HLTAYV006 | Take cases within Ayurvedic framework | 100 |
| HLTAYV007 | Diagnose conditions within an Ayurvedic framework | 100 |
| HLTAYV008 | Provide Ayurvedic remedial therapies | 70 |
| HLTAYV009 | Provide therapeutic Ayurvedic nutritional advice | 300 |
| HLTAYV010 | Select and advise on Ayurvedic medicines-dravyaguna | 300 |
| HLTAYV011 | Prepare and dispense Ayurvedic medicines-dravyaguna | 80 |
| HLTAYV012 | Monitor and evaluate Ayurvedic treatments | 120 |
| HLTCAR001 | Perform electrocardiography (ECG) | 90 |
| HLTCAR002 | Perform holter monitoring | 90 |
| HLTCAR003 | Assist with stress testing | 90 |
| HLTDEF001 | Participate in a land based deployed health capability | 0 |
| HLTDEF002 | Provide treatments for common conditions | 0 |
| HLTDEF003 | Perform the duties of a scribe during casualty resuscitation | 0 |
| HLTDEF004 | Attend to emergency patients being transported by road | 0 |
| HLTDEN001 | Prepare for and assist with oral health care procedures | 300 |
| HLTDEN002 | Assist with dental radiography | 50 |
| HLTDEN003 | Assist with administration in dental practice | 40 |
| HLTDEN004 | Implement an individualised oral hygiene program | 330 |
| HLTDEN005 | Assist in oral health care procedures during general anaesthesia | 200 |
| HLTDEN006 | Assist in oral health care procedures during conscious sedation | 180 |
| HLTDEN007 | Apply the principles of radiation biology and protection in dental practice | 120 |
| HLTDEN008 | Prepare to expose a prescribed dental radiographic image | 90 |
| HLTDEN009 | Produce a prescribed dental radiographic image | 130 |
| HLTDEN010 | Implement an oral hygiene program for older people | 130 |
| HLTDEN011 | Implement an oral health promotion program | 130 |
| HLTDEN012 | Take an impression for study models | 75 |
| HLTDEN013 | Allocate treatment appointments according to priority | 30 |
| HLTDEN014 | Take a clinical photograph | 50 |
| HLTDEP001 | Identify, select and prepare instruments, equipment and materials | 75 |
| HLTDEP002 | Gather data, conduct dental prosthetic examination and develop treatment plan | 180 |
| HLTDEP003 | Take impressions | 100 |
| HLTDEP004 | Establish and record jaw relationships and select artificial teeth | 200 |
| HLTDEP005 | Evaluate a removable dental prosthesis at try-in stage | 180 |
| HLTDEP006 | Insert and issue a completed removable dental prosthesis | 100 |
| HLTDEP007 | Perform maintenance treatment for patient with removable dental prostheses | 100 |
| HLTDEP008 | Construct and insert an implant retained overdenture | 200 |
| HLTDET001 | Construct models | 40 |
| HLTDET002 | Construct custom impression trays | 30 |
| HLTDET003 | Construct registration rims | 30 |
| HLTDET004 | Articulate models and transfer records | 20 |
| HLTDET005 | Construct thermoformed bases and appliances | 35 |
| HLTDET006 | Construct immediate dentures | 60 |
| HLTDET007 | Construct removable acrylic partial dentures | 60 |
| HLTDET008 | Construct cast alloy removable partial denture framework | 80 |
| HLTDET009 | Construct crown and bridge structures | 90 |
| HLTDET010 | Join alloy structures | 30 |
| HLTDET011 | Construct ceramic and fixed restorations | 120 |
| HLTDET012 | Construct orthodontic appliances | 60 |
| HLTDET013 | Construct oral splints | 30 |
| HLTDET014 | Repair and modify dentures and appliances | 40 |
| HLTDET015 | Construct complete removable acrylic dentures and appliances | 150 |
| HLTENN001 | Practise nursing within the Australian health care system | 100 |
| HLTENN002 | Apply communication skills in nursing practice | 50 |
| HLTENN003 | Perform clinical assessment and contribute to planning nursing care | 50 |
| HLTENN004 | Implement, monitor and evaluate nursing care plans | 110 |
| HLTENN005 | Contribute to nursing care of a person with complex needs | 90 |
| HLTENN006 | Apply principles of wound management in the clinical environment | 45 |
| HLTENN007 | Administer and monitor medicines and intravenous therapy | 250 |
| HLTENN008 | Apply legal and ethical parameters to nursing practice | 30 |
| HLTENN009 | Implement and monitor care for a person with mental health conditions | 60 |
| HLTENN010 | Apply a palliative approach in nursing practice | 50 |
| HLTENN011 | Implement and monitor care for a person with acute health problems | 70 |
| HLTENN012 | Implement and monitor care for a person with chronic health problems | 50 |
| HLTENN013 | Implement and monitor care of the older person | 75 |
| HLTENN014 | Contribute to maternal and infant health care | 80 |
| HLTENN015 | Apply nursing practice in the primary health care setting | 80 |
| HLTENN016 | Apply nursing practice in the emergency care setting | 30 |
| HLTENN017 | Apply nursing practice in the orthopaedic care setting | 80 |
| HLTENN018 | Apply nursing practice in the rehabilitation care setting | 50 |
| HLTENN019 | Apply nursing practice in sexual and reproductive health care | 80 |
| HLTENN020 | Conduct clinical assessments | 30 |
| HLTENN021 | Apply nursing practice in the critical care setting | 80 |
| HLTENN022 | Contribute to the registration, eligibility and assessment of donors | 50 |
| HLTENN023 | Apply nursing practice in the respiratory care setting | 80 |
| HLTENN024 | Apply nursing practice in the cardiovascular care setting | 80 |
| HLTENN025 | Implement and monitor care for a person with diabetes | 80 |
| HLTENN026 | Apply nursing practice in the perioperative setting | 80 |
| HLTENN027 | Apply nursing practice in the hyperbaric environment | 80 |
| HLTENN028 | Apply nursing practice in the paediatric care setting | 80 |
| HLTENN029 | Apply nursing practice in the contemporary aged care setting | 80 |
| HLTENN030 | Implement and monitor care for a person with a stoma | 80 |
| HLTENN031 | Apply nursing practice in the contemporary mental health care setting | 80 |
| HLTENN032 | Apply nursing practice in the rural and remote setting | 80 |
| HLTENN033 | Research and report on nursing trends and practice | 60 |
| HLTENN034 | Contribute to the improvement of clinical practice | 50 |
| HLTFSE001 | Follow basic food safety practices | 30 |
| HLTFSE002 | Provide ward or unit based food preparation and distribution services | 30 |
| HLTFSE003 | Perform kitchenware washing | 10 |
| HLTFSE004 | Serve cafeteria customers | 20 |
| HLTFSE005 | Apply and monitor food safety requirements | 60 |
| HLTFSE006 | Prepare foods suitable for a range of client groups | 40 |
| HLTFSE007 | Oversee the day-to-day implementation of food safety in the workplace | 45 |
| HLTFSE008 | Conduct internal food safety audits | 60 |
| HLTFSE009 | Apply cook-freeze and reheating processes | 25 |
| HLTHPS001 | Take clinical measurements | 50 |
| HLTHPS002 | Support health professional in the delivery of care | 85 |
| HLTHPS003 | Maintain medication stocks | 20 |
| HLTHPS004 | Measure spirometry | 30 |
| HLTHPS005 | Handle medical specimens | 40 |
| HLTHPS006 | Assist clients with medication | 80 |
| HLTHPS007 | Administer and monitor medications | 80 |
| HLTHPS008 | Provide clinical mentoring in the workplace environment | 80 |
| HLTHPS009 | Perform peripheral intravenous cannulation | 60 |
| HLTHPS010 | Interpret and use information about nutrition and diet | 50 |
| HLTHSS001 | Operate an incinerator | 15 |
| HLTHSS002 | Perform general maintenance and provide assistance to tradespersons | 25 |
| HLTHSS003 | Perform general cleaning tasks in a clinical setting | 20 |
| HLTHSS004 | Handle and move equipment, goods and mail | 20 |
| HLTHSS005 | Undertake routine stock maintenance | 15 |
| HLTHSS006 | Collect and manage linen stock at user-location | 15 |
| HLTHSS007 | Handle medical gases safely | 20 |
| HLTHSS008 | Perform routine servicing of plant, equipment and machinery | 20 |
| HLTINF001 | Comply with infection prevention and control policies and procedures | 25 |
| HLTINF002 | Process reusable medical devices and equipment | 30 |
| HLTINF003 | Implement and monitor infection prevention and control policies and procedures | 60 |
| HLTINF004 | Manage the control of infection | 50 |
| HLTINF005 | Maintain infection prevention for skin penetration treatments | 75 |
| HLTKIN001 | Develop kinesiology practice | 60 |
| HLTKIN002 | Conduct indicator muscle monitoring | 85 |
| HLTKIN003 | Perform kinesiology assessments | 200 |
| HLTKIN004 | Provide kinesiology balances | 150 |
| HLTKIN005 | Monitor and evaluate client progress | 80 |
| HLTMSG001 | Develop massage practice | 40 |
| HLTMSG002 | Assess client massage needs | 150 |
| HLTMSG003 | Perform remedial massage musculoskeletal assessments | 240 |
| HLTMSG004 | Provide massage treatments | 150 |
| HLTMSG005 | Provide remedial massage treatments | 240 |
| HLTMSG006 | Adapt remedial massage practice to meet specific needs | 120 |
| HLTMSG007 | Adapt remedial massage practice for athletes | 60 |
| HLTMSG008 | Monitor and evaluate remedial massage treatments | 30 |
| HLTOHC001 | Recognise and respond to oral health issues | 30 |
| HLTOHC002 | Inform and support patients and groups about oral health | 40 |
| HLTOHC003 | Apply and manage use of basic oral health products | 40 |
| HLTOHC004 | Provide or assist with oral hygiene | 50 |
| HLTOHC005 | Use basic oral health screening tools | 30 |
| HLTOHC006 | Apply fluoride varnish | 25 |
| HLTOPD001 | Provide advice on optical appliances | 60 |
| HLTOPD002 | Dispense optical appliances | 60 |
| HLTOPD003 | Dispense atypical prescriptions | 120 |
| HLTOPD004 | Edge and fit ophthalmic appliances | 50 |
| HLTOPD005 | Process and manage optical appliance orders | 150 |
| HLTPAT001 | Identify and respond to clinical risks in pathology collection | 35 |
| HLTPAT002 | Perform venous blood collection | 100 |
| HLTPAT003 | Perform capillary blood collections | 35 |
| HLTPAT004 | Collect pathology specimens other than blood | 45 |
| HLTPAT005 | Collect specimens for drugs of abuse testing | 30 |
| HLTPAT006 | Receive, prepare and dispatch pathology specimens | 15 |
| HLTPAT007 | Collect arterial blood samples | 120 |
| HLTPHA001 | Maintain pharmaceutical imprest stock | 15 |
| HLTPHA002 | Pack pharmaceutical products | 15 |
| HLTPHA003 | Assist with dispensing of prescriptions and medication orders | 30 |
| HLTPHA004 | Order, maintain and distribute pharmaceutical stock | 55 |
| HLTPHA005 | Conduct small scale compounding and labelling of pharmaceutical products | 60 |
| HLTPHA006 | Provide assistance in dispensary administration | 35 |
| HLTPHA007 | Conduct small scale compounding and labelling of aseptic pharmaceutical products | 55 |
| HLTPHA008 | Support pharmacist communication with clients and other health professionals | 45 |
| HLTPHA009 | Support pharmacists in the collection and presentation of workplace data and information | 55 |
| HLTPOP001 | Provide basic repairs and maintenance to health hardware and fixtures | 70 |
| HLTPOP002 | Monitor and maintain sewage systems | 35 |
| HLTPOP003 | Monitor and maintain water supply | 50 |
| HLTPOP004 | Monitor and maintain rubbish collection and disposal systems | 50 |
| HLTPOP005 | Work in a population health context | 30 |
| HLTPOP006 | Contribute to working with the community to identify health needs | 60 |
| HLTPOP007 | Contribute to population health project planning | 55 |
| HLTPOP008 | Develop and implement disease prevention and control measures | 60 |
| HLTPOP009 | Provide information and support on environmental health issues | 40 |
| HLTPOP010 | Monitor and maintain dog health in the community | 50 |
| HLTPOP011 | Facilitate provision of functional, durable health hardware items in home and community | 40 |
| HLTPOP012 | Contribute to testing of results of community water supply | 50 |
| HLTPOP013 | Contribute to the implementation of a disaster plan | 60 |
| HLTPOP014 | Assess readiness for and effect behaviour change | 50 |
| HLTPOP015 | Provide information on smoking and smoking cessation | 40 |
| HLTPOP016 | Provide interventions to clients who are nicotine dependent | 40 |
| HLTPOP017 | Identify pest control strategies | 70 |
| HLTPOP018 | Develop a plan of action to address land care issues in the community | 140 |
| HLTPOP019 | Apply a population health framework | 50 |
| HLTPOP020 | Work with the community to identify health needs | 50 |
| HLTPOP021 | Plan a population health project | 50 |
| HLTPOP022 | Evaluate a population health project | 40 |
| HLTPOP023 | Build capacity to promote health | 60 |
| HLTPOP024 | Develop a disaster plan | 100 |
| HLTREF001 | Develop reflexology practice | 20 |
| HLTREF002 | Provide reflexology for relaxation | 60 |
| HLTREF003 | Perform reflexology health assessments | 65 |
| HLTREF004 | Provide therapeutic reflexology treatments | 125 |
| HLTREF005 | Adapt reflexology treatments to meet specific needs | 100 |
| HLTREF006 | Monitor and evaluate reflexology treatments | 70 |
| HLTRNL001 | Support a person with chronic kidney disease | 55 |
| HLTRNL002 | Provide care and support to a person undergoing renal replacement therapy | 110 |
| HLTSHU001 | Work within a framework of traditional oriental medicine | 90 |
| HLTSHU002 | Develop Shiatsu practice | 75 |
| HLTSHU003 | Maintain personal health and awareness for traditional oriental medicine practice | 60 |
| HLTSHU004 | Perform Shiatsu therapy health assessments | 65 |
| HLTSHU005 | Perform oriental therapies health assessments | 85 |
| HLTSHU006 | Provide Shiatsu therapy treatments | 95 |
| HLTSHU007 | Provide oriental therapies treatments | 100 |
| HLTSHU008 | Adapt Shiatsu and oriental therapies practice to meet specific needs | 110 |
| HLTSHU009 | Monitor and evaluate traditional oriental medicine treatments | 45 |
| HLTSTE001 | Clean and disinfect reusable medical devices | 35 |
| HLTSTE002 | Inspect and pack reusable medical devices | 35 |
| HLTSTE003 | Sterilise loads | 40 |
| HLTSTE004 | Manage sterile stock | 40 |
| HLTSTE005 | Care for reusable medical devices | 35 |
| HLTSTE006 | Chemically disinfect reusable medical devices | 40 |
| HLTSTE007 | Monitor and maintain cleaning and sterilisation equipment | 80 |
| HLTSTE008 | Monitor quality of cleaning, sterilisation and packaging processes | 80 |
| HLTTCM001 | Develop Traditional Chinese Medicine (TCM) remedial massage practice | 80 |
| HLTTCM002 | Perform Traditional Chinese Medicine (TCM) remedial massage health assessments | 150 |
| HLTTCM003 | Provide Traditional Chinese Medicine (TCM) remedial massage treatments | 150 |
| HLTTCM004 | Adapt Traditional Chinese Medicine (TCM) remedial massage practice to meet specific needs | 220 |
| HLTTCM005 | Monitor and evaluate Traditional Chinese Medicine (TCM) remedial massage treatments | 60 |
| HLTTHE001 | Handle and care for operating theatre equipment | 120 |
| HLTTHE002 | Assist with preparation of clients for operative procedures | 150 |
| HLTTHE003 | Provide intra-operative equipment and technical support | 120 |
| HLTWHS001 | Participate in workplace health and safety | 20 |
| HLTWHS002 | Follow safe work practices for direct client care | 25 |
| HLTWHS003 | Maintain workplace health and safety | 40 |
| HLTWHS004 | Manage workplace health and safety | 40 |
| HLTWHS005 | Conduct manual tasks safely | 30 |
| HLTWHS006 | Manage personal stressors in the work environment | 25 |

**SAMPLE TRAINING PROGRAMS**

The following pages list a range of Sample Training Programs across the different qualification levels within the **HLT Health Training Package** to demonstrate how units might be packaged to meet a particular vocational outcome.

|  |  |  |
| --- | --- | --- |
| **Occupation/ Work Function** | Aboriginal and Torres Strait Islander Health Worker | |
| **Qualification Title** | Certificate II in Aboriginal and/or Torres Strait Islander Primary Health Care | |
| **Qualification Code** | HLT20113 | |
| **Description** | This qualification reflects the role of workers who undertake a range of tasks under direct supervision to support the provision of primary health care services to Aboriginal and/or Torres Strait Islander clients and communities. Such work will be performed as part of a health clinic, centre or service. This qualification is suited to Australian Apprenticeship pathways and is appropriate for delivery within VET in Schools programs | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| HLTAHW001 | Work with Aboriginal and/or Torres Strait Islander clients and communities | 30 |
| HLTAHW002 | Support clients to obtain access to health services | 60 |
| HLTAHW003 | Provide basic health information to clients | 80 |
| HLTAHW004 | Perform work role in the Aboriginal and/or Torres Strait Islander primary health care context | 25 |
| HLTAID003 | Provide first aid | 18 |
| HLTINF001 | Comply with infection prevention and control policies and procedures | 25 |
| HLTWHS001 | Participate in workplace health and safety | 20 |
| ***Elective*** | | |
| HLTAHW034 | Provide healthy lifestyle programs and advice | 40 |
| BSBCMM201 | Communicate in the workplace | 40 |
| BSBINM201 | Process and maintain workplace information | 30 |
| ***Total Hours*** | | **368** |

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| --- | --- | --- |
| **Occupation/ Work Function** | Personal Service Worker | |
| **Qualification Title** | Certificate II in Medical Service First Response | |
| **Qualification Code** | HLT21015 | |
| **Description** | This qualification reflects the role of first medical response workers or volunteers who provide initial care to patients. These people provide basic first aid and emergency responses in the pre-hospital/out-of hospital environment. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCDIV001 | Work with diverse people | 40 |
| HLTAID003 | Provide first aid | 18 |
| HLTINF001 | Comply with infection prevention and control policies and procedures | 25 |
| HLTWHS001 | Participate in workplace health and safety | 20 |
| ***Elective*** | | |
| CHCCOM005 | Communicate and work in health or community services | 30 |
| HLTAAP001 | Recognise healthy body systems | 70 |
| HLTAAP002 | Confirm physical health status | 90 |
| HLTAID006 | Provide advanced first aid | 30 |
| HLTAID007 | Provide advanced resuscitation | 14 |
| ***Total Hours*** | | **337** |

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| --- | --- | --- |
| **Occupation/ Work Function** | Hospital Workers | |
| **Qualification Title** | Certificate II in Health Support Services | |
| **Qualification Code** | HLT23215 | |
| **Description** | This qualification reflects the role of workers who provide support for the effective functioning of health services. At this level workers complete tasks under supervision involving known routines and procedures or complete routine but variable tasks in collaboration with others in a team environment. | |
| **Notes** | This qualification offers multiple specialisations. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCCOM005 | Communicate and work in health or community services | 30 |
| CHCDIV001 | Work with diverse people | 40 |
| HLTINF001 | Comply with infection prevention and control policies and procedures | 25 |
| HLTWHS001 | Participate in workplace health and safety | 20 |
| ***Elective*** | | |
| HLTHSS003 | Perform general cleaning tasks in a clinical setting | 20 |
| HLTFSE001 | Follow basic food safety practices | 30 |
| HLTFSE002 | Provide ward or unit based food preparation and distribution services | 30 |
| SITXFSA202 | Transport and store food | 12 |
| BSBINM201 | Process and maintain workplace information | 30 |
| BSBWOR202 | Organise and complete daily work activities | 20 |
| BSBFLM312 | Contribute to team effectiveness | 40 |
| BSBWOR203 | Work effectively with others | 15 |
| ***Total Hours*** | | **312** |

|  |  |  |
| --- | --- | --- |
| **Occupation/ Work Function** | Aboriginal and Torres Strait Islander Health Worker | |
| **Qualification Title** | Certificate II in Population Health | |
| **Qualification Code** | HLT26015 | |
| **Description** | This qualification may be used as a pathway for workforce entry into population health work. At this level, work takes place under direct and regular supervision within clearly defined guidelines. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCDIV001 | Work with diverse people | 40 |
| HLTPOP005 | Work in a population health context | 30 |
| HLTWHS001 | Participate in workplace health and safety | 20 |
| ***Elective*** | | |
| CHCEDU008 | Share health information | 50 |
| CHCGRP001 | Support group activities | 30 |
| HLTPOP003 | Monitor and maintain water supply | 50 |
| HLTPOP004 | Monitor and maintain rubbish collection and disposal systems | 50 |
| HLTPOP008 | Develop and implement disease prevention and control measures | 60 |
| HLTPOP009 | Provide information and support on environmental health issues | 40 |
| ***Total Hours*** | | **370** |

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| --- | --- | --- |
| **Occupation/ Work Function** | Aboriginal and Torres Strait Islander Health Worker | |
| **Qualification Title** | Certificate II in Indigenous Environmental Health | |
| **Qualification Code** | HLT26115 | |
| **Description** | This qualification may be used as a pathway for workforce entry into indigenous environmental health work. At this level, work takes place under direct and regular supervision within clearly defined guidelines. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCDIV002 | Promote Aboriginal and/or Torres Strait Islander cultural safety | 25 |
| HLTPOP005 | Work in a population health context | 30 |
| HLTPOP008 | Develop and implement disease prevention and control measures | 60 |
| HLTPOP009 | Provide information and support on environmental health issues | 40 |
| HLTWHS001 | Participate in workplace health and safety | 20 |
| ***Elective*** | | |
| CHCCDE001 | Support participative planning processes | 50 |
| CHCEDU008 | Share health information | 50 |
| HLTHPS010 | Interpret and use information about nutrition and diet | 50 |
| HLTPOP004 | Monitor and maintain rubbish collection and disposal systems | 50 |
| ***Total Hours*** | | **375** |

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| --- | --- | --- |
| **Occupation/ Work Function** | Aboriginal and Torres Strait Islander Health Worker | |
| **Qualification Title** | Certificate III in Aboriginal and/or Torres Strait Islander Primary Health Care | |
| **Qualification Code** | HLT30113 | |
| **Description** | This qualification reflects the role of Aboriginal and/or Torres Strait Islander people working at the entry level of primary health care for Aboriginal and/or Torres Strait Islander clients. 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. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCLEG001 | Work legally and ethically | 55 |
| HLTAHW005 | Work in Aboriginal and/or Torres Strait Islander primary health care context | 40 |
| HLTAHW006 | Facilitate and advocate for the rights and needs of clients and community members | 120 |
| HLTAHW007 | Undertake basic health assessments | 120 |
| HLTAHW008 | Assist in planning and implementation of basic health care | 20 |
| HLTAHW009 | Provide information about social and emotional support | 23 |
| HLTAHW010 | Identify community health issues, needs and strategies | 50 |
| HLTAHW011 | Assist with basic health screening, promotion and education services | 90 |
| HLTAHW015 | Work under instructions to support the safe use of medication | 120 |
| HLTAID003 | Provide first aid | 18 |
| HLTINF001 | Comply with infection prevention and control policies and procedures | 25 |
| HLTWHS001 | Participate in workplace health and safety | 20 |
| ***Elective*** | | |
| CHCAOD002 | Work with clients who are intoxicated | 50 |
| CHCCCS009 | Facilitate responsible behaviour | 40 |
| CHCEDU008 | Share health information | 50 |
| HLTOHC005 | Use basic oral health screening tools | 30 |
| HLTPHA003 | Assist with dispensing of prescriptions and medication orders | 30 |
| ***Total Hours*** | | **901** |

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| --- | --- | --- |
| **Occupation/ Work Function** | Radio Despatcher/ Switchboard Operator | |
| **Qualification Title** | Certificate III in Ambulance Communications (Call-taking) | |
| **Qualification Code** | HLT31015 | |
| **Description** | This qualification reflects the role of ambulance communications call-takers who receive calls for service in emergency communication or coordination environments in a range of ambulance service organisations and under direct or indirect supervision. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCCOM005 | Communicate and work in health or community services | 30 |
| CHCDIV001 | Work with diverse people | 40 |
| HLTAMB005 | Receive and respond to requests for ambulance service | 60 |
| HLTWHS001 | Participate in workplace health and safety | 20 |
| BSBMED301 | Interpret and apply medical terminology appropriately | 60 |
| BSBWOR203 | Work effectively with others | 15 |
| ***Elective*** | | |
| CHCCOM001 | Provide first point of contact | 35 |
| HLTAID006 | Provide advanced first aid | 30 |
| HLTWHS006 | Manage personal stressors in the work environment | 25 |
| PUAECO002A | Process emergency incident calls and enquiries | 30 |
| PUAECO004A | Operate computer aided dispatch system | 40 |
| ***Total Hours*** | | **385** |

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| **Occupation/ Work Function** | Patient Transport Officer/ Ambulance Officer | |
| **Qualification Title** | Certificate III in Non-Emergency Patient Transport | |
| **Qualification Code** | HLT31115 | |
| **Description** | This qualification reflects the role of workers such as non-emergency patient transport officers who provide non-emergency transport and care for patients who have non-acute or chronic illness or disability and require transport. Workers in this role provide appropriate patient assessment, follow procedures for safe removal of a patient for transport for pre-arranged or booked transport service and the time of response is not given high priority in comparison to emergency transport. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCCOM005 | Communicate and work in health or community services | 30 |
| CHCDIV001 | Work with diverse people | 40 |
| HLTAAP001 | Recognise healthy body systems | 70 |
| HLTAID003 | Provide first aid | 18 |
| HLTAMB001 | Follow procedures for routine safe removal of patient | 50 |
| HLTAMB014 | Transport non-emergency patients under operational conditions | 40 |
| HLTINF001 | Comply with infection prevention and control policies and procedures | 25 |
| HLTWHS002 | Follow safe work practices for direct client care | 25 |
| ***Elective*** | | |
| HLTAAP002 | Confirm physical health status | 90 |
| HLTAID006 | Provide advanced first aid | 30 |
| HLTAID007 | Provide advanced resuscitation | 14 |
| HLTAMB011 | Manage a routine non-emergency scene | 50 |
| HLTWHS006 | Manage personal stressors in the work environment | 25 |
| ***Total Hours*** | | **507** |

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| **Occupation/ Work Function** | First aider/ Medical Response Worker | |
| **Qualification Title** | Certificate III in Basic Health Care | |
| **Qualification Code** | HLT31215 | |
| **Description** | This qualification reflects the role of first aid or medical response workers who provide basic health care services including emergency first aid and sometimes transport services in the pre-hospital/out-of hospital environment. The qualification applies to people who provide a first response in workplaces such as industrial sites, first aid organisations and the Australian Defence Force (ADF). | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCCOM005 | Communicate and work in health or community services | 30 |
| CHCDIV001 | Work with diverse people | 40 |
| HLTAAP001 | Recognise healthy body systems | 70 |
| HLTAID006 | Provide advanced first aid | 30 |
| HLTINF001 | Comply with infection prevention and control policies and procedures | 25 |
| HLTWHS002 | Follow safe work practices for direct client care | 25 |
| ***Elective*** | | |
| CHCDIV002 | Promote Aboriginal and/or Torres Strait Islander cultural safety | 25 |
| HLTAAP002 | Confirm physical health status | 90 |
| HLTAID007 | Provide advanced resuscitation | 14 |
| HLTAMB011 | Manage a routine non-emergency scene | 50 |
| HLTAMB014 | Transport non-emergency patients under operational conditions | 40 |
| HLTWHS006 | Manage personal stressors in the work environment | 25 |
| BSBWOR203 | Work effectively with others | 15 |
| ***Total Hours*** | | **479** |

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| --- | --- | --- |
| **Occupation/ Work Function** | Allied Health Assistant | |
| **Qualification Title** | Certificate III in Allied Health Assistance | |
| **Qualification Code** | HLT33015 | |
| **Description** | This qualification reflects the role of allied health assistants who provide assistance to allied health professionals under predetermined guidelines. Depending on the setting, work may include following treatment plans for therapeutic interventions and/or conducting programs under the regular direct, indirect or remote supervision of an allied health professional. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCCCS010 | Maintain a high standard of service | 30 |
| CHCCOM005 | Communicate and work in health or community services | 30 |
| CHCDIV001 | Work with diverse people | 40 |
| HLTAAP001 | Recognise healthy body systems | 70 |
| HLTAHA001 | Assist with an allied health program | 65 |
| HLTINF001 | Comply with infection prevention and control policies and procedures | 25 |
| HLTWHS001 | Participate in workplace health and safety | 20 |
| BSBMED301 | Interpret and apply medical terminology appropriately | 60 |
| ***Elective*** | | |
| CHCAGE001 | Facilitate the empowerment of older people | 50 |
| CHCCCS006 | Facilitate individual service planning and delivery | 120 |
| CHCCCS020 | Respond effectively to behaviours of concern | 20 |
| ***Total Hours*** | | **530** |

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| --- | --- | --- |
| **Occupation/ Work Function** | Health Services Assistant | |
| **Qualification Title** | Certificate III in Health Services Assistance | |
| **Qualification Code** | HLT33115 | |
| **Description** | This qualification reflects the role of a variety of workers who use a range of factual, technical and procedural knowledge to provide assistance to health professional staff for the care of clients. Health services assistance involves the worker in direct client contact under supervision. | |
| **Notes** | This qualification offers multiple specialisations. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCCOM005 | Communicate and work in health or community services | 30 |
| CHCDIV001 | Work with diverse people | 40 |
| HLTAAP001 | Recognise healthy body systems | 70 |
| HLTINF001 | Comply with infection prevention and control policies and procedures | 25 |
| HLTWHS001 | Participate in workplace health and safety | 20 |
| BSBMED301 | Interpret and apply medical terminology appropriately | 60 |
| BSBWOR301 | Organise personal work priorities and development | 30 |
| ***Elective*** | | |
| **Group B** | |  |
| HLTAIN001 | Assist with nursing care in an acute care environment | 120 |
| **Group C** | |  |
| CHCAGE001 | Facilitate the empowerment of older people | 50 |
| CHCAGE005 | Provide support to people living with dementia | 65 |
| CHCCCS010 | Maintain a high standard of service | 30 |
| CHCCCS012 | Prepare and maintain beds | 15 |
| HLTFS201D | Distribute meals and refreshments to clients | 20 |
| HLTMS207D | Handle medical gases safely | 20 |
| HLTMS208D | Handle waste in a health care environment | 20 |
| ***Total Hours*** | | **615** |

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| --- | --- | --- |
| **Occupation/ Work Function** | Nursing Support/Personal Care Worker | |
| **Qualification Title** | Certificate III in Health Support Services | |
| **Qualification Code** | HLT33215 | |
| **Description** | This qualification covers workers who provide support for the effective functioning of health services. These functions are carried out under supervision and require the use of some discretion and judgement. These workers may also provide a team leadership, workplace training or leading hand function. These workers do not deliver direct care to clients. | |
| **Notes** | This qualification offers multiple specialisations. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCCOM005 | Communicate and work in health or community services | 30 |
| CHCDIV001 | Work with diverse people | 40 |
| HLTINF001 | Comply with infection prevention and control policies and procedures | 25 |
| HLTWHS001 | Participate in workplace health and safety | 20 |
| HLTWHS005 | Conduct manual tasks safely | 30 |
| BSBWOR301 | Organise personal work priorities and development | 30 |
| ***Elective*** | | |
| CPPCLO2009A | Clean glass surfaces | 10 |
| CPPCLO3002A | Restore hard floor surfaces | 15 |
| CPPCLO4022A | Organise and monitor cleaning operations | 20 |
| LMTGN2006B | Perform test or inspection to check product quality | 20 |
| HLTAHA018 | Assist with planning and evaluating meals and menus to meet recommended dietary guidelines | 60 |
| HLTAHA020 | Support food services in menu and meal order processing | 40 |
| SITXINV401 | Control stock | 25 |
| CPPCMN4002B | Implement and monitor environmentally sustainable work practices | 40 |
| SITXFSA101 | Use hygienic practices for food safety | 15 |
| ***Total Hours*** | | **420** |

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| --- | --- | --- |
| **Occupation/ Work Function** | Dental Assistant | |
| **Qualification Title** | Certificate III in Dental Assisting | |
| **Qualification Code** | HLT35015 | |
| **Description** | This qualification reflects the role of workers who assist a dentist, dental hygienist, dental prosthetist, dental therapist or oral health therapist during oral health care procedures. Their role includes maintaining high standards of infection control, assisting with practice administration and supporting quality and professionalism in the dental sector.  To achieve this qualification, the candidate must have completed at least 250 hours of work as detailed in the Assessment Requirements of the units of competency. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCCOM005 | Communicate and work in health or community services | 30 |
| CHCDIV001 | Work with diverse people | 40 |
| HLTAID003 | Provide first aid | 18 |
| HLTDEN001 | Prepare for and assist with oral health care procedures | 300 |
| HLTDEN002 | Assist with dental radiography | 50 |
| HLTDEN003 | Assist with administration in dental practice | 40 |
| HLTINF001 | Comply with infection prevention and control policies and procedures | 25 |
| HLTINF002 | Process reusable medical devices and equipment | 30 |
| HLTWHS001 | Participate in workplace health and safety | 20 |
| ***Elective*** | | |
| HLTOHC004 | Provide or assist with oral hygiene | 50 |
| HLTSTE001 | Clean and disinfect reusable medical devices | 35 |
| ***Total Hours*** | | **638** |

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| --- | --- | --- |
| **Occupation/ Work Function** | Dental Laboratory Assistant | |
| **Qualification Title** | Certificate III in Dental Laboratory Assisting | |
| **Qualification Code** | HLT35115 | |
| **Description** | This qualification reflects the role of a dental laboratory assistant responsible for pouring impressions, producing custom-made trays, manufacturing occlusal registration rims, transferring oral records, articulating models for a range of prostheses, and constructing mouthguards | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCCOM005 | Communicate and work in health or community services | 30 |
| CHCDIV001 | Work with diverse people | 40 |
| HLTAID003 | Provide first aid | 18 |
| HLTDET001 | Construct models | 40 |
| HLTDET002 | Construct custom impression trays | 30 |
| HLTDET003 | Construct registration rims | 30 |
| HLTDET004 | Articulate models and transfer records | 20 |
| HLTDET005 | Construct thermoformed bases and appliances | 35 |
| HLTINF001 | Comply with infection prevention and control policies and procedures | 25 |
| HLTWHS003 | Maintain work health and safety | 40 |
| ***Elective*** | | |
| HLTINF002 | Process reusable medical devices and equipment | 30 |
| ***Total Hours*** | | **338** |

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| --- | --- | --- |
| **Occupation/ Work Function** | Population Health Worker | |
| **Qualification Title** | Certificate III in Population Health | |
| **Qualification Code** | HLT36015 | |
| **Description** | This qualification reflects the role of entry-level population health worker. At this level, work takes place under the direction of others and supervision may be direct or indirect. These workers contribute to the work of others through teamwork and coordination. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCDIV001 | Work with diverse people | 40 |
| HLTPOP005 | Work in a population health context | 30 |
| HLTPOP006 | Contribute to working with the community to identify health needs | 60 |
| HLTPOP007 | Contribute to population health project planning | 55 |
| HLTWHS001 | Participate in workplace health and safety | 20 |
| BSBWOR301 | Organise personal work priorities and development | 30 |
| ***Elective*** | | |
| CHCCDE004 | Implement participation and engagement strategies | 85 |
| CHCCOM002 | Use communication to build relationships | 55 |
| CHCEDU008 | Share health information | 50 |
| HLTHPS010 | Interpret and use information about nutrition and diet | 50 |
| HLTPOP009 | Provide information and support on environmental health issues | 40 |
| HLTPOP012 | Contribute to testing of results of community water supply | 50 |
| PSPPM402B | Manage simple projects | 65 |
| ***Total Hours*** | | **630** |

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| **Occupation/ Work Function** | Aboriginal and Torres Strait Islander Health Worker | |
| **Qualification Title** | Certificate III in Indigenous Environmental Health | |
| **Qualification Code** | HLT36115 | |
| **Description** | This qualification reflects the role of entry-level indigenous environmental health worker. At this level, work takes place under the direction of others and supervision may be direct or indirect. These workers contribute to the work of others through teamwork and coordination. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCDIV002 | Promote Aboriginal and/or Torres Strait Islander cultural safety | 25 |
| HLTPOP005 | Work in a population health context | 30 |
| HLTPOP006 | Contribute to working with the community to identify health needs | 60 |
| HLTPOP008 | Develop and implement disease prevention and control measures | 60 |
| HLTPOP009 | Provide information and support on environmental health issues | 40 |
| HLTWHS001 | Participate in workplace health and safety | 20 |
| BSBWOR301 | Organise personal work priorities and development | 30 |
| ***Elective*** | | |
| CHCCCS023 | Support independence and wellbeing | 80 |
| CHCCDE004 | Implement participation and engagement strategies | 85 |
| CHCEDU008 | Share health information | 50 |
| CHCGRP001 | Support group activities | 30 |
| CHCVOL002 | Lead volunteer teams | 40 |
| HLTPOP007 | Contribute to population health project planning | 55 |
| ***Total Hours*** | | **605** |

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| **Occupation/ Work Function** | Nursing Assistant | |
| **Qualification Title** | Certificate III in Sterilisation Services | |
| **Qualification Code** | HLT37015 | |
| **Description** | This qualification reflects the role of individuals working in instrument sterilising roles in a sterilising service or reprocessing area. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCCOM005 | Communicate and work in health or community services | 30 |
| CHCDIV001 | Work with diverse people | 40 |
| HLTINF001 | Comply with infection prevention and control policies and procedures | 25 |
| HLTSTE001 | Clean and disinfect reusable medical devices | 35 |
| HLTSTE002 | Inspect and pack reusable medical devices | 35 |
| HLTSTE003 | Sterilise loads | 40 |
| HLTSTE004 | Manage sterile stock | 40 |
| HLTSTE005 | Care for reusable medical devices | 35 |
| HLTWHS001 | Participate in workplace health and safety | 20 |
| HLTWHS005 | Conduct manual tasks safely | 30 |
| ***Elective*** | | |
| HLTSTE006 | Chemically disinfect reusable medical devices | 40 |
| BSBADM311 | Maintain business resources | 15 |
| BSBINM301 | Organise workplace information | 30 |
| BSBWOR301 | Organise personal work priorities and development | 30 |
| ***Total Hours*** | | **445** |

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| **Occupation/ Work Function** | Pharmacy Assistant | |
| **Qualification Title** | Certificate III in Hospital/Health Services Pharmacy Support | |
| **Qualification Code** | HLT37115 | |
| **Description** | This qualification reflects the role of pharmacy technicians and assistants who provide a range of 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. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCCOM005 | Communicate and work in health or community services | 30 |
| CHCDIV001 | Work with diverse people | 40 |
| HLTAAP001 | Recognise healthy body systems | 70 |
| HLTINF001 | Comply with infection prevention and control policies and procedures | 25 |
| HLTPHA001 | Maintain pharmaceutical imprest stock | 15 |
| HLTPHA002 | Pack pharmaceutical products | 15 |
| HLTPHA003 | Assist with dispensing of prescriptions and medication orders | 30 |
| HLTPHA004 | Order, maintain and distribute pharmaceutical stock | 55 |
| HLTWHS001 | Participate in workplace health and safety | 20 |
| BSBMED301 | Interpret and apply medical terminology appropriately | 60 |
| ***Elective*** | | |
| BSBFLM312 | Contribute to team effectiveness | 40 |
| BSBINM301 | Organise workplace information | 30 |
| BSBMED305 | Apply the principles of confidentiality, privacy and security within the medical environment | 20 |
| BSBWOR301 | Organise personal work priorities and development | 30 |
| ***Total Hours*** | | **480** | |

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| **Occupation/ Work Function** | Pathology worker | |
| **Qualification Title** | Certificate III in Pathology Collection | |
| **Qualification Code** | HLT37215 | |
| **Description** | This qualification reflects the role of pathology collectors. Workers in this role follow known routines and procedures, taking responsibility for their own work under general supervision. They combine communication, customer service and technical skills, and use discretion and judgment to adapt and transfer their skills to different situations. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCCOM005 | Communicate and work in health or community services | 30 |
| CHCDIV001 | Work with diverse people | 40 |
| HLTINF001 | Comply with infection prevention and control policies and procedures | 25 |
| HLTPAT001 | Identify and respond to clinical risks in pathology collection | 35 |
| HLTPAT002 | Perform venous blood collection | 100 |
| HLTPAT004 | Collect pathology specimens other than blood | 45 |
| HLTWHS001 | Participate in workplace health and safety | 20 |
| BSBCUS201 | Deliver a service to customers | 40 |
| BSBMED301 | Interpret and apply medical terminology appropriately | 60 |
| ***Elective*** | | |
| CHCCCS027 | Visit client residence | 50 |
| HLTAAP001 | Recognise healthy body systems | 70 |
| HLTCAR001 | Perform electrocardiography (ECG) | 90 |
| HLTPAT005 | Collect specimens for drugs of abuse testing | 30 |
| HLTPAT006 | Receive, prepare and dispatch pathology specimens | 15 |
| ***Total Hours*** | | **650** |

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| **Occupation/ Work Function** | Health Services Administrator | |
| **Qualification Title** | Certificate III in Health Administration | |
| **Qualification Code** | HLT37315 | |
| **Description** | This qualification reflects the role of administrative workers in the health industry principally hospital and clinical settings. These workers follow known routines and procedures, taking responsibility for their own work under general supervision. They combine communication, customer service and technical skills, and use discretion and judgment to adapt and transfer their skills to different situations. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCCOM005 | Communicate and work in health or community services | 30 |
| CHCDIV001 | Work with diverse people | 40 |
| HLTINF001 | Comply with infection prevention and control policies and procedures | 25 |
| HLTWHS001 | Participate in workplace health and safety | 20 |
| BSBMED301 | Interpret and apply medical terminology appropriately | 60 |
| ***Elective*** | | |
| **Group A** | |  |
| BSBFLM309 | Support continuous improvement systems and processes | 40 |
| BSBINM301 | Organise workplace information | 30 |
| BSBITU306 | Design and produce business documents | 80 |
| **Group B** | |  |
| CHCCCS020 | Respond effectively to behaviours of concern | 20 |
| CHCCOM001 | Provide first point of contact | 35 |
| BSBCUS301 | Deliver and monitor a service to customers | 35 |
| **Imported** | |  |
| CHCLEG001 | Work legally and ethically | 55 |
| HLTADM003 | Facilitate coordinated approach to client care | 30 |
| ***Total Hours*** | | **500** |

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| **Occupation/ Work Function** | Pathology Assistant | |
| **Qualification Title** | Certificate III in Pathology Assistance | |
| **Qualification Code** | HLT37415 | |
| **Description** | This qualification reflects the role of pathology assistants and specimen reception staff in laboratories. Workers in this role follow known routines and procedures, taking responsibility for their own work under general supervision | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCCOM005 | Communicate and work in health or community services | 30 |
| CHCDIV001 | Work with diverse people | 40 |
| HLTINF001 | Comply with infection prevention and control policies and procedures | 25 |
| HLTPAT006 | Receive, prepare and dispatch pathology specimens | 15 |
| HLTWHS001 | Participate in workplace health and safety | 20 |
| BSBCUS201 | Deliver a service to customers | 40 |
| BSBMED301 | Interpret and apply medical terminology appropriately | 60 |
| BSBWOR204 | Use business technology | 20 |
| ***Elective*** | | |
| **Group A** | |  |
| MSL933001A | Maintain the laboratory/field workplace fit for purpose | 30 |
| MSL933002A | Contribute to the achievement of quality objectives | 30 |
| MSL953001A | Receive and prepare samples for testing | 30 |
| MSL973002A | Prepare working solutions | 50 |
| MSL973004A | Perform aseptic techniques | 40 |
| **Group B** | |  |
| BSBITU301 | Create and use databases | 30 |
| ***Total Hours*** | | **460** |

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| **Occupation/ Work Function** | Aboriginal and Torres Strait Islander Health Worker | |
| **Qualification Title** | Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care | |
| **Qualification Code** | HLT40113 | |
| **Description** | This qualification reflects the role of Aboriginal and/or Torres Strait Islander people working to provide a range of non-clinical primary health care services to Aboriginal and/or Torres Strait Islander clients and communities, 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 either individually or as a member of a multidisciplinary team. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCLEG001 | Work legally and ethically | 55 |
| HLTAHW005 | Work in Aboriginal and/or Torres Strait Islander primary health care context | 40 |
| HLTAHW006 | Facilitate and advocate for the rights and needs of clients and community members | 120 |
| HLTAHW007 | Undertake basic health assessments | 120 |
| HLTAHW017 | Assess and support client's social and emotional wellbeing | 140 |
| HLTAHW018 | Plan, implement and monitor health care in a primary health care context | 200 |
| HLTAHW019 | Deliver primary health care programs for Aboriginal and/or Torres Strait Islander communities | 60 |
| HLTAHW021 | Provide nutrition guidance for specific health care | 120 |
| HLTAHW022 | Address social determinants of Aboriginal and/or Torres Strait Islander health | 120 |
| HLTAHW023 | Plan, develop and evaluate health promotion and community development programs | 150 |
| HLTAHW037 | Support the safe use of medications | 180 |
| HLTAID003 | Provide first aid | 18 |
| HLTINF001 | Comply with infection prevention and control policies and procedures | 25 |
| HLTWHS001 | Participate in workplace health and safety | 20 |
| ***Elective*** | | |
| CHCCCS004 | Assess co-existing needs | 80 |
| CHCCOM002 | Use communication to build relationships | 55 |
| CHCDFV004 | Provide domestic and family violence support in Aboriginal and Torres Strait Islander communities | 60 |
| CHCLLN001 | Respond to client language, literacy and numeracy needs | 45 |
| CHCPRT001 | Identify and respond to children and young people at risk | 40 |
| HLTAHW034 | Provide healthy lifestyle programs and advice | 40 |
| HLTOHC001 | Recognise and respond to oral health issues | 30 |
| ***Total Hours*** | | **1718** |

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| **Occupation/ Work Function** | Aboriginal and Torres Strait Islander Health Worker | | | |
| **Qualification Title** | Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice | | | |
| **Qualification Code** | HLT40213 | | | |
| **Description** | This qualification reflects the role of Aboriginal and/or Torres Strait Islander people working to provide a range of clinical primary health care services to Aboriginal and/or Torres Strait Islander clients and communities, including specific health care programs, advice and assistance with, and administration of, medication.  These workers can be expected to flexibly assume a variety of job roles and undertake a broad range of tasks either individually or as a member of a multidisciplinary team.  This qualification addresses the specific legislative responsibilities of Aboriginal and/or Torres Strait Islander Health Practitioners and is required for national registration with the Aboriginal and Torres Strait Islander Health Practice Board of Australia. | | | |
| **Unit Code** | **Unit Title** | | **Hours** | |
| ***Core*** | | | | |
| CHCLEG001 | Work legally and ethically | 55 | |
| HLTAHW005 | Work in Aboriginal and/or Torres Strait Islander primary health care context | 40 | |
| HLTAHW006 | Facilitate and advocate for the rights and needs of clients and community members | 120 | |
| HLTAHW016 | Assess client's physical wellbeing | 120 | |
| HLTAHW017 | Assess and support client's social and emotional wellbeing | 140 | |
| HLTAHW018 | Plan, implement and monitor health care in a primary health care context | 200 | |
| HLTAHW019 | Deliver primary health care programs for Aboriginal and/or Torres Strait Islander communities | 60 | |
| HLTAHW020 | Administer medications | 200 | |
| HLTAHW021 | Provide nutrition guidance for specific health care | 120 | |
| HLTAHW022 | Address social determinants of Aboriginal and/or Torres Strait Islander health | 120 | |
| HLTAHW037 | Support the safe use of medications | 180 | |
| HLTAID003 | Provide first aid | 18 | |
| HLTINF001 | Comply with infection prevention and control policies and procedures | 25 | |
| HLTWHS001 | Participate in workplace health and safety | 20 | |
| ***Elective*** | | | | |
| CHCAOD002 | Work with clients who are intoxicated | | 50 | |
| HLTAHW034 | Provide healthy lifestyle programs and advice | | 40 | |
| HLTPOP009 | Provide information and support on environmental health issues | | 40 | |
| HLTPOP007 | Contribute to population health project planning | | 55 | |
| HLTPOP019 | Apply a population health framework | | 50 | |
| HLTPOP020 | Work with the community to identify health needs | | 50 | |
| BSBCOM406 | Conduct work within a compliance framework | | 30 | |
| ***Total Hours*** | | | **1733** | |

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| **Occupation/ Work Function** | Emergency Medical Dispatch Support Officer | |
| **Qualification Title** | Certificate IV in Ambulance Communications (Dispatch) | |
| **Qualification Code** | HLT41015 | |
| **Description** | This qualification reflects the role of workers who have responsibility for dispatch and call-taking in an ambulance communication or coordination environment. The qualification applies to people such as dispatch officers or emergency medical dispatch support officers working in emergency support and ambulance dispatch and communications. Such individuals are expected to work independently, take responsibility for their own outputs and act on information from a range of sources. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCCOM005 | Communicate and work in health or community services | 30 |
| CHCDIV001 | Work with diverse people | 40 |
| HLTAMB005 | Receive and respond to requests for ambulance service | 60 |
| HLTAMB006 | Assign and coordinate ambulance service resources | 160 |
| HLTWHS001 | Participate in workplace health and safety | 20 |
| BSBMED301 | Interpret and apply medical terminology appropriately | 60 |
| BSBWOR203 | Work effectively with others | 15 |
| PUAECO003A | Operate and control radio networks | 10 |
| PUAECO004A | Operate computer aided dispatch system | 40 |
| ***Elective*** | | |
| CHCCOM001 | Provide first point of contact | 35 |
| HLTAAP001 | Recognise healthy body systems | 70 |
| HLTAID006 | Provide advanced first aid | 30 |
| HLTWHS006 | Manage personal stressors in the work environment | 25 |
| PUAECO002A | Process emergency incident calls and enquiries | 30 |
| ***Total Hours*** | | **625** |

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| **Occupation/ Work Function** | Ambulance Officer/ Patient Transport Officer | |
| **Qualification Title** | Certificate IV in Health Care | |
| **Qualification Code** | HLT41115 | |
| **Description** | This qualification reflects the role of workers who provide initial pre-hospital and out-of-hospital basic health care response and assessment to patients requiring urgent medical services. The provision of urgent clinical care includes providing basic life support. The qualification applies to people working in a variety of roles including ambulance officers, patient transport officers, industrial medics and basic life support medics.  To achieve this qualification, the candidate must have completed at least 80 hours of work as detailed in the Assessment Requirements of units of competency. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCDIV001 | Work with diverse people | 40 |
| HLTAAP002 | Confirm physical health status | 90 |
| HLTAMB001 | Follow procedures for routine safe removal of patient | 50 |
| HLTAMB007 | Assess and deliver basic clinical care | 100 |
| HLTAMB011 | Manage a routine non-emergency scene | 50 |
| HLTAMB012 | Communicate in complex situations to support health care | 70 |
| HLTINF001 | Comply with infection prevention and control policies and procedures | 25 |
| HLTWHS002 | Follow safe work practices for direct client care | 25 |
| HLTWHS006 | Manage personal stressors in the work environment | 25 |
| ***Elective*** | | |
| CHCLEG001 | Work legally and ethically | 55 |
| HLTAMB003 | Transport emergency patients | 50 |
| HLTAMB013 | Contribute to managing the scene of an emergency | 50 |
| HLTAMB014 | Transport non-emergency patients under operational conditions | 40 |
| BSBFLM303 | Contribute to effective workplace relationships | 40 |
| BSBMED301 | Interpret and apply medical terminology appropriately | 60 |
| ***Imported Elective*** | | |
| HLTAID006 | Provide advanced first aid | 30 |
| ***Total Hours*** | | **800** |

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| **Occupation/ Work Function** | Massage Therapist | |
| **Qualification Title** | Certificate IV in Massage Therapy | |
| **Qualification Code** | HLT42015 | |
| **Description** | This qualification reflects the role of massage therapists who provide general health maintenance treatments. It does not reflect the role of a remedial massage therapist. Practitioners may be self-employed or work within a larger health service. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCCOM006 | Establish and manage client relationships | 35 |
| CHCDIV001 | Work with diverse people | 40 |
| CHCLEG003 | Manage legal and ethical compliance | 80 |
| HLTAAP002 | Confirm physical health status | 90 |
| HLTAID003 | Provide first aid | 18 |
| HLTINF004 | Manage the control of infection | 50 |
| HLTMSG001 | Develop massage practice | 40 |
| HLTMSG002 | Assess client massage needs | 150 |
| HLTMSG004 | Provide massage treatments | 150 |
| HLTWHS004 | Manage workplace health and safety | 40 |
| ***Elective*** | | |
| **Group A** | |  |
| BSBSMB406 | Manage small business finances | 60 |
| **Group B** | |  |
| CHCCCS001 | Address the needs of people with chronic disease | 75 |
| HLTREF002 | Provide reflexology for relaxation | 60 |
| ***Total Hours*** | | **888** |

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| **Occupation/ Work Function** | Allied Health Assistant | |
| **Qualification Title** | Certificate IV in Allied Health Assistance (Physiotherapy, Occupational Therapy) | |
| **Qualification Code** | HLT43015 | |
| **Description** | This qualification reflects the role of 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. The worker may be engaged to work in a specialty area or work generically across the organisation in delivery of allied health assistance services. The worker, in conjunction with the allied health professional, may have responsibility for supervising other allied health assistance workers. | |
| **Notes** | This qualification offers multiple specialisations. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCCOM005 | Communicate and work in health or community services | 30 |
| CHCDIV001 | Work with diverse people | 40 |
| CHCLEG003 | Manage legal and ethical compliance | 80 |
| HLTAAP001 | Recognise healthy body systems | 70 |
| HLTAAP002 | Confirm physical health status | 90 |
| HLTWHS002 | Follow safe work practices for direct client care | 25 |
| BSBMED301 | Interpret and apply medical terminology appropriately | 60 |
| ***Elective*** | | |
| **Group A** | |  |
| HLTAHA003 | Deliver and monitor client-specific physiotherapy programs | 85 |
| HLTAHA005 | Support the delivery and monitoring of physiotherapy programs for mobility | 70 |
| **Group C** | |  |
| HLTAHA010 | Assist with the development and maintenance of client functional status | 90 |
| HLTAHA016 | Support the fitting of assistive equipment | 70 |
| **Group G** | |  |
| CHCCCS002 | Assist with movement | 25 |
| CHCDIS007 | Facilitate the empowerment of people with disability | 100 |
| HLTAHA001 | Assist with an allied health program | 65 |
| HLTAHA009 | Assist with the rehabilitation of clients | 90 |
| HLTAHA011 | Conduct group sessions for individual client outcomes | 60 |
| ***Total Hours*** | | **1050** |

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| **Occupation/ Work Function** | Dental Assistant | |
| **Qualification Title** | Certificate IV in Dental Assisting (Dental Practice Administration Work) | |
| **Qualification Code** | HLT45015 | |
| **Description** | This qualification reflects the role of workers who provide an advanced level of assistance to a dentist, dental hygienist, dental prosthetist, dental therapist or oral health therapist, which contributes to the quality of oral health care.  To achieve this qualification, the candidate must have completed at least 250 hours of work as detailed in the Assessment Requirements of the units of competency.  Jurisdictional legislative radiation licensing requirements may apply to candidates who undertake Group A electives for Radiography specialisation. If Radiography units or a Radiology specialisation is not selected, no licensing, legislative, regulatory or certification requirements apply to this qualification at the time of publication. | |
| **Notes** | This qualification offers multiple specialisations. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCCOM005 | Communicate and work in health or community services | 30 |
| CHCDIV001 | Work with diverse people | 40 |
| HLTAID003 | Provide first aid | 18 |
| HLTDEN001 | Prepare for and assist with oral health care procedures | 300 |
| HLTDEN002 | Assist with dental radiography | 50 |
| HLTDEN003 | Assist with administration in dental practice | 40 |
| HLTINF001 | Comply with infection prevention and control policies and procedures | 25 |
| HLTINF002 | Process reusable medical devices and equipment | 30 |
| HLTINF003 | Implement and monitor infection prevention and control policies and procedures | 60 |
| HLTWHS003 | Maintain work health and safety | 40 |
| ***Elective*** | | |
| HLTDEN013 | Allocate treatment appointments according to priority | 30 |
| BSBADM409 | Coordinate business resources | 30 |
| BSBMED401 | Manage patient record-keeping system | 50 |
| HLTDEN014 | Take a clinical photograph | 50 |
| ***Total Hours*** | | **793** |

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| **Occupation/ Work Function** | Community Health Worker | |
| **Qualification Title** | Certificate IV in Population Health | |
| **Qualification Code** | HLT46015 | |
| **Description** | This qualification reflects the role of individuals who provide basic support in population health work. At this level, workers may be autonomous with limited responsibility within established parameters and may be required to supervise and lead other workers. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCADV005 | Provide systems advocacy services | 90 |
| CHCDIV001 | Work with diverse people | 40 |
| CHCLEG001 | Work legally and ethically | 55 |
| HLTPOP019 | Apply a population health framework | 50 |
| HLTPOP020 | Work with the community to identify health needs | 50 |
| HLTPOP021 | Plan a population health project | 50 |
| HLTPOP022 | Evaluate a population health project | 40 |
| HLTPOP023 | Build capacity to promote health | 60 |
| HLTWHS003 | Maintain work health and safety | 40 |
| ***Elective*** | | |
| CHCCDE003 | Work within a community development framework | 65 |
| CHCCDE007 | Develop and provide community projects | 70 |
| CHCCDE009 | Develop and support community leadership | 90 |
| CHCEDU008 | Share health information | 50 |
| CHCGRP002 | Plan and conduct group activities | 70 |
| CHCLLN001 | Respond to client language, literacy and numeracy needs | 45 |
| CHCMGT003 | Lead the work team | 100 |
| CHCPRP001 | Develop and maintain networks and collaborative partnerships | 80 |
| LGAEHRW505B | Implement strategies to minimise the impact of waste on the environment | 40 |
| ***Total Hours*** | | **1085** |

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| **Occupation/ Work Function** | Aboriginal and Torres Strait Islander Health Worker | |
| **Qualification Title** | Certificate IV in Indigenous Environmental Health | |
| **Qualification Code** | HLT46115 | |
| **Description** | This qualification reflects the role of individuals who provide basic support in indigenous environmental health work. At this level, workers may be autonomous with limited responsibility within established parameters and may be required to supervise and lead other workers. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCADV005 | Provide systems advocacy services | 90 |
| CHCDIV002 | Promote Aboriginal and/or Torres Strait Islander cultural safety | 25 |
| CHCLEG001 | Work legally and ethically | 55 |
| HLTPOP013 | Contribute to the implementation of a disaster plan | 60 |
| HLTPOP017 | Identify pest control strategies | 70 |
| HLTPOP018 | Develop a plan of action to address land care issues in the community | 140 |
| HLTPOP019 | Apply a population health framework | 50 |
| HLTPOP020 | Work with the community to identify health needs | 50 |
| HLTPOP021 | Plan a population health project | 50 |
| HLTPOP022 | Evaluate a population health project | 40 |
| HLTPOP023 | Build capacity to promote health | 60 |
| HLTWHS003 | Maintain work health and safety | 40 |
| ***Elective*** | | |
| CHCCDE003 | Work within a community development framework | 65 |
| CHCCDE009 | Develop and support community leadership | 90 |
| CHCCOM003 | Develop workplace communication strategies | 100 |
| CHCPRP001 | Develop and maintain networks and collaborative partnerships | 80 |
| BSBLDR402 | Lead effective workplace relationships | 50 |
| LGAEHRW505B | Implement strategies to minimise the impact of waste on the environment | 40 |
| ***Total Hours*** | | **1155** |

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| **Occupation/ Work Function** | Medical Technical | |
| **Qualification Title** | Certificate IV in Sterilisation Services | |
| **Qualification Code** | HLT47015 | |
| **Description** | This qualification reflects the role of a team leader or senior technician in a sterilisation or reprocessing area. This worker is responsible for the maintenance of quality requirements and monitoring of technical sterilisation functions. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCDIV001 | Work with diverse people | 40 |
| HLTINF003 | Implement and monitor infection prevention and control policies and procedures | 60 |
| HLTSTE001 | Clean and disinfect reusable medical devices | 35 |
| HLTSTE002 | Inspect and pack reusable medical devices | 35 |
| HLTSTE003 | Sterilise loads | 40 |
| HLTSTE004 | Manage sterile stock | 40 |
| HLTSTE005 | Care for reusable medical devices | 35 |
| HLTSTE007 | Monitor and maintain cleaning and sterilisation equipment | 80 |
| HLTSTE008 | Monitor quality of cleaning, sterilisation and packaging processes | 80 |
| HLTWHS003 | Maintain workplace health and safety | 40 |
| HLTWHS005 | Conduct manual tasks safely | 30 |
| ***Elective*** | | |
| HLTSTE006 | Chemically disinfect reusable medical devices | 40 |
| BSBMED301 | Interpret and apply medical terminology appropriately | 60 |
| BSBWOR404 | Develop work priorities | 40 |
| **Imported units** | |  |
| BSBAUD402 | Participate in a quality audit | 40 |
| ***Total Hours*** | | **695** |

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| **Occupation/ Work Function** | Pharmacy Assistant | |
| **Qualification Title** | Certificate IV in Hospital/Health Services Pharmacy Support | |
| **Qualification Code** | HLT47115 | |
| **Description** | This qualification reflects the role of skilled pharmacy technicians who work 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. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCDIV001 | Work with diverse people | 40 |
| CHCPRP003 | Reflect on and improve own professional practice | 120 |
| HLTAAP001 | Recognise healthy body systems | 70 |
| HLTPHA005 | Conduct small scale compounding and labelling of pharmaceutical products | 60 |
| HLTPHA006 | Provide assistance in dispensary administration | 35 |
| HLTPHA007 | Conduct small scale compounding and labelling of aseptic pharmaceutical products | 55 |
| HLTPHA008 | Support pharmacist communication with clients and other health professionals | 45 |
| HLTPHA009 | Support pharmacists in the collection and presentation of workplace data and information | 55 |
| HLTWHS004 | Manage workplace health and safety | 40 |
| TAEDEL402A | Plan, organise and facilitate learning in the workplace | 25 |
| ***Elective*** | | |
| CHCLEG001 | Work legally and ethically | 55 |
| HLTPHA002 | Pack pharmaceutical products | 15 |
| HLTPHA003 | Assist with dispensing of prescriptions and medication orders | 30 |
| BSBFLM309 | Support continuous improvement systems and processes | 40 |
| ***Total Hours*** | | **685** |

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| **Occupation/ Work Function** | Health Administration Officer | |
| **Qualification Title** | Certificate IV in Health Administration | |
| **Qualification Code** | HLT47315 | |
| **Description** | This qualification reflects the role of individuals who work in a senior operational or team leader role in the health industry. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCDIV001 | Work with diverse people | 40 |
| CHCLEG001 | Work legally and ethically | 55 |
| HLTWHS003 | Maintain workplace health and safety | 40 |
| BSBLDR402 | Lead effective workplace relationships | 50 |
| BSBMED301 | Interpret and apply medical terminology appropriately | 60 |
| BSBMGT403 | Implement continuous improvement | 40 |
| ***Elective*** | | |
| CHCPRP003 | Reflect on and improve own professional practice | 120 |
| BSBAUD402 | Participate in a quality audit | 40 |
| BSBCUS402 | Address customer needs | 50 |
| BSBHRM405 | Support the recruitment, selection and induction of staff | 50 |
| BSBITU306 | Design and produce business documents | 80 |
| BSBMED401 | Manage patient record-keeping system | 50 |
| **Imported units** | |  |
| HLTINF001 | Comply with infection prevention and control policies and procedures | 25 |
| BSBITU402 | Develop and use complex spreadsheets | 50 |
| ***Total Hours*** | | **750** |

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| **Occupation/ Work Function** | Audiometrist | |
| **Qualification Title** | Certificate IV in Audiometry | |
| **Qualification Code** | HLT47415 | |
| **Description** | This qualification reflects the role of audiometrists who conduct hearing assessments to identify hearing impairment and take action based on test results. They refer clients for further audiological or medical assessment, and may be involved in care management and education programs. Workers at this level do not prescribe or dispense hearing aids and are not qualified to work as independent practitioners. Audiometrists may work in medical or industrial contexts. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCCOM005 | Communicate and work in health or community services | 30 |
| CHCDIV001 | Work with diverse people | 40 |
| CHCEDU008 | Share health information | 50 |
| HLTAAP002 | Confirm physical health status | 90 |
| HLTAID003 | Provide first aid | 18 |
| HLTAUD001 | Assess hearing | 120 |
| HLTINF001 | Comply with infection prevention and control policies and procedures | 25 |
| HLTWHS001 | Participate in workplace health and safety | 20 |
| ***Elective*** | | |
| **Group A** | |  |
| HLTAUD003 | Assess and respond to occupational noise risk | 90 |
| **Group B** | |  |
| BSBCUS301 | Deliver and monitor a service to customers | 35 |
| BSBWOR404 | Develop work priorities | 40 |
| ***Total Hours*** | | **558** |

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| **Occupation/ Work Function** | Theatre Assistant | | |
| **Qualification Title** | Certificate IV in Operating Theatre Technical Support | | |
| **Qualification Code** | HLT47515 | | |
| **Description** | This qualification reflects the role of senior operating theatre workers who provide assistance to operating theatre personnel. | | |
| **Unit Code** | **Unit Title** | **Hours** | |
| ***Core*** | | | |
| CHCCOM005 | Communicate and work in health or community services | | 30 | |
| CHCDIV001 | Work with diverse people | | 40 | |
| CHCLEG001 | Work legally and ethically | | 55 | |
| HLTINF003 | Implement and monitor infection prevention and control policies and procedures | | 60 | |
| HLTTHE001 | Handle and care for operating theatre equipment | | 120 | |
| HLTTHE002 | Assist with preparation of clients for operative procedures | | 150 | |
| HLTTHE003 | Provide intra-operative equipment and technical support | | 120 | |
| HLTWHS003 | Maintain workplace health and safety | | 40 | |
| BSBMED301 | Interpret and apply medical terminology appropriately | | 60 | |
| BSBMGT403 | Implement continuous improvement | | 40 | |
| ***Elective*** | | | |
| CHCPRP003 | Reflect on and improve own professional practice | 120 | |
| HLTAAP002 | Confirm physical health status | 90 | |
| HLTHSS007 | Handle medical gases safely | 20 | |
| HLTWHS005 | Conduct manual tasks safely | 30 | |
| BSBMGT406 | Plan and monitor continuous improvement | 50 | |
| ***Total Hours*** | | **1025** | |

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| **Occupation/ Work Function** | Clinical Assistant | |
| **Qualification Title** | Certificate IV in Cardiac Technology | |
| **Qualification Code** | HLT47615 | |
| **Description** | This qualification reflects the role of cardiac technicians who undertake a range of cardiac physiological measurements, including electrocardiography, holter monitoring and exercise stress testing. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCCOM005 | Communicate and work in health or community services | 30 |
| HLTAAP002 | Confirm physical health status | 90 |
| HLTAID003 | Provide first aid | 18 |
| HLTCAR001 | Perform electrocardiography (ECG) | 90 |
| HLTCAR002 | Perform holter monitoring | 90 |
| HLTCAR003 | Assist with stress testing | 90 |
| HLTINF001 | Comply with infection prevention and control policies and procedures | 25 |
| HLTWHS003 | Maintain workplace health and safety | 40 |
| BSBMED301 | Interpret and apply medical terminology appropriately | 60 |
| BSBMGT403 | Implement continuous improvement | 40 |
| ***Elective*** | | |
| BSBCUS402 | Address customer needs | 50 |
| BSBINM401 | Implement workplace information system | 40 |
| BSBLDR402 | Lead effective workplace relationships | 50 |
| BSBMGT402 | Implement operational plan | 40 |
| ***Total Hours*** | | **753** |

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| **Occupation/ Work Function** | Medical Assistant | |
| **Qualification Title** | Certificate IV in Medical Practice Assisting | |
| **Qualification Code** | HLT47715 | |
| **Description** | This qualification reflects the role of medical practice assistants whose work includes a broad range of administrative functions combined with tasks to support medical practitioners in the delivery of care to clients. These tasks are completed under the direct or indirect supervision of a medical practitioner. A medical practice 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 care professional providing the supervision. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCCOM005 | Communicate and work in health or community services | 30 |
| CHCDIV001 | Work with diverse people | 40 |
| CHCLEG001 | Work legally and ethically | 55 |
| HLTAAP002 | Confirm physical health status | 90 |
| HLTAID003 | Provide first aid | 18 |
| HLTAID008 | Manage first aid services and facilities | 16 |
| HLTCAR001 | Perform electrocardiography (ECG) | 90 |
| HLTHPS001 | Take clinical measurements | 50 |
| HLTHPS002 | Support health professional in the delivery of care | 85 |
| HLTHPS003 | Maintain medication stocks | 20 |
| HLTHPS005 | Handle medical specimens | 40 |
| HLTINF001 | Comply with infection prevention and control policies and procedures | 25 |
| HLTINF002 | Process reusable medical devices and equipment | 30 |
| HLTWHS003 | Maintain workplace health and safety | 40 |
| BSBADM307 | Organise schedules | 15 |
| BSBINM401 | Implement workplace information system | 40 |
| BSBMED301 | Interpret and apply medical terminology appropriately | 60 |
| BSBMED302 | Prepare and process medical accounts | 30 |
| BSBMED303 | Maintain patient records | 20 |
| ***Elective*** | | |
| CHCPRP003 | Reflect on and improve own professional practice | 120 |
| HLTADM003 | Facilitate a coordinated approach to client care | 30 |
| HLTPAT004 | Collect pathology specimens other than blood | 45 |
| BSBCUS301 | Deliver and monitor a service to customers | 35 |
| ***Total Hours*** | | **1024** |

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| **Occupation/ Work Function** | Optical Technician | |
| **Qualification Title** | Certificate IV in Optical Dispensing | |
| **Qualification Code** | HLT47815 | |
| **Description** | This qualification reflects the role of optical dispensers who dispense and supply optical appliances as prescribed by optometrists and/or ophthalmologists in accordance with Australian standards. 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. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCCOM005 | Communicate and work in health or community services | 30 |
| CHCDIV001 | Work with diverse people | 40 |
| HLTOPD001 | Provide advice on optical appliances | 60 |
| HLTOPD002 | Dispense optical appliances | 60 |
| HLTOPD003 | Dispense atypical prescriptions | 120 |
| HLTOPD005 | Process and manage optical appliance orders | 150 |
| HLTWHS001 | Participate in workplace health and safety | 20 |
| BSBCUS301 | Deliver and monitor a service to customers | 35 |
| SIRXSLS201 | Sell products and services | 20 |
| ***Elective*** | | |
| BSBADM311 | Maintain business resources | 15 |
| BSBLDR402 | Lead effective workplace relationships | 50 |
| BSBSMB405 | Monitor and manage small business operations | 45 |
| HLTINF001 | Comply with infection prevention and control policies and procedures | 25 |
| HLTOPD004 | Edge and fit ophthalmic appliances | 50 |
| ***Total Hours*** | | **720** |

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| **Occupation/ Work Function** | Aboriginal and Torres Strait Islander Health Worker | |
| **Qualification Title** | Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care | |
| **Qualification Code** | HLT50113 | |
| **Description** | This qualification reflects the role of Aboriginal and/or Torres Strait Islander people working to provide a range of primary health care services to Aboriginal and/or Torres Strait Islander clients.  The Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care defines the knowledge and skills for workers involved in Aboriginal and/or Torres Strait Islander Primary Health Care and who work autonomously under the broad guidance of others.  The Diploma qualification covers workers who have a basis of skills and knowledge in primary health care, which they may apply in program delivery, management, and policy or education functions. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCLEG001 | Work legally and ethically | 55 |
| HLTAHW005 | Work in Aboriginal and/or Torres Strait Islander primary health care context | 40 |
| HLTAHW007 | Undertake basic health assessments | 120 |
| HLTAHW017 | Assess and support client's social and emotional wellbeing | 140 |
| HLTAHW018 | Plan, implement and monitor health care in a primary health care context | 200 |
| HLTAHW019 | Deliver primary health care programs for Aboriginal and/or Torres Strait Islander communities | 60 |
| HLTAHW021 | Provide nutrition guidance for specific health care | 120 |
| HLTAHW022 | Address social determinants of Aboriginal and/or Torres Strait Islander health | 120 |
| HLTAHW023 | Plan, develop and evaluate health promotion and community development programs | 150 |
| HLTAHW037 | Support the safe use of medications | 180 |
| HLTAHW043 | Facilitate access to tertiary health services | 40 |
| HLTAHW044 | Advocate on behalf of the community | 30 |
| HLTAHW047 | Support and promote social and emotional wellbeing of staff and clients | 80 |
| HLTAHW048 | Apply a strategic approach to Aboriginal and/or Torres Strait Islander health | 170 |
| HLTAHW061 | Engage in community health research | 90 |
| HLTAHW062 | Supervise health care team | 50 |
| HLTAHW065 | Apply reflective practice in an Aboriginal and/or Torres Strait Islander primary health care setting | 45 |
| HLTAID003 | Provide first aid | 18 |
| HLTINF001 | Comply with infection prevention and control policies and procedures | 25 |
| HLTWHS004 | Manage workplace health and safety | 40 |
| ***Elective*** | | |
| CHCCCS001 | Address the needs of people with chronic disease | 75 |
| CHCCCS016 | Respond to client needs | 60 |
| CHCCCS019 | Recognise and respond to crisis situations | 45 |
| CHCCCS023 | Support independence and wellbeing | 80 |
| CHCCDE011 | Implement community development strategies | 70 |
| CHCEDU002 | Plan health promotion and community intervention | 75 |
| CHCMHS005 | Provide services to people with coexisting mental health and alcohol and other drugs issues | 90 |
| CHCPRT001 | Identify and respond to children and young people at risk | 40 |
| HLTAHW028 | Provide information and strategies in chronic condition care | 60 |
| BSBATSIM416 | Oversee organisational planning | 60 |
| ***Total Hours*** | | **2428** |

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| **Occupation/ Work Function** | Aboriginal and Torres Strait Islander Health Worker | |
| **Qualification Title** | Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care Practice | |
| **Qualification Code** | HLT50213 | |
| **Description** | This qualification is specific to Aboriginal and/or Torres Strait Islander people working to provide a range of primary health care services to Aboriginal and/or Torres Strait Islander clients. The Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care Practice defines the knowledge and skills for workers involved in Aboriginal and/or Torres Strait Islander Primary Health Care and who work autonomously under the broad guidance of others. The Diploma qualification covers workers who have a basis of skills and knowledge in primary health care practice, which they may apply in clinical, management or education functions. | |
| **Notes** | This qualification offers a specialisation, see packaging rules for elective selection | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCLEG001 | Work legally and ethically | 55 |
| HLTAHW005 | Work in Aboriginal and/or Torres Strait Islander primary health care context | 40 |
| HLTAHW016 | Assess client's physical wellbeing | 120 |
| HLTAHW018 | Plan, implement and monitor health care in a primary health care context | 200 |
| HLTAHW019 | Deliver primary health care programs for Aboriginal and/or Torres Strait Islander communities | 60 |
| HLTAHW020 | Administer medications | 200 |
| HLTAHW021 | Provide nutrition guidance for specific health care | 120 |
| HLTAHW037 | Support the safe use of medications | 180 |
| HLTAHW043 | Facilitate access to tertiary health services | 40 |
| HLTAHW044 | Advocate on behalf of the community | 30 |
| HLTAHW045 | Plan, develop and evaluate primary health care programs for Aboriginal and/or Torres Strait Islander communities | 150 |
| HLTAHW046 | Apply advanced skills in primary health care | 150 |
| HLTAHW047 | Support and promote social and emotional wellbeing of staff and clients | 80 |
| HLTAHW048 | Apply a strategic approach to Aboriginal and/or Torres Strait Islander health | 170 |
| HLTAHW061 | Engage in community health research | 90 |
| HLTAHW062 | Supervise health care team | 50 |
| HLTAHW065 | Apply reflective practice in an Aboriginal and/or Torres Strait Islander primary health care setting | 45 |
| HLTAHW071 | Manage medicines in Aboriginal and/or Torres Strait Islander primary health care | 90 |
| HLTAID003 | Provide first aid | 18 |
| HLTINF001 | Comply with infection prevention and control policies and procedures | 25 |
| HLTWHS004 | Manage workplace health and safety | 40 |
| ***Elective*** | | |
| CHCCCS004 | Assess co-existing needs | 80 |
| CHCCCS015 | Provide individualised support | 30 |
| CHCCCS016 | Respond to client needs | 60 |
| CHCCCS019 | Recognise and respond to crisis situations | 45 |
| CHCPRP001 | Develop and maintain networks and collaborative partnerships | 80 |
| HLTAHW010 | Identify community health issues, needs and strategies | 50 |
| HLTAHW032 | Supervise individual workers | 40 |
| HLTAHW050 | Develop a healing framework for social and emotional wellbeing work | 45 |
| HLTAHW062 | Supervise health care team | 50 |
| HLTOHC002 | Inform and support patients and groups about oral health | 40 |
| ***Total Hours*** | | **2473** |

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| **Occupation/ Work Function** | Paramedic, Emergency Medical Technician | |
| **Qualification Title** | Diploma of Paramedical Science | |
| **Qualification Code** | HLT51015 | |
| **Description** | This qualification reflects the role of pre-hospital and out-of-hospital workers employed by State/Territory ambulance authorities, the Australian Defence Force and the private sector to provide patient assessment, healthcare and transport services. These workers possess clinical skills and theoretical knowledge and provide clinical assessment and pre-hospital and out-of-hospital interventions to patients in an emergency, including providing advanced skills in life support. This qualification applies to a variety of roles including paramedic and emergency medical technician.  To achieve this qualification, the candidate must have completed at least 160 hours of work as detailed in the Assessment Requirements of units of competency. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCDIV001 | Work with diverse people | 40 |
| CHCLEG001 | Work legally and ethically | 55 |
| HLTAAP002 | Confirm physical health status | 90 |
| HLTAMB001 | Follow procedures for routine safe removal of patient | 50 |
| HLTAMB008 | Assess and deliver standard clinical care | 200 |
| HLTAMB012 | Communicate in complex situations to support health care | 70 |
| HLTINF001 | Comply with infection prevention and control policies and procedures | 25 |
| HLTWHS002 | Follow safe work practices for direct client care | 25 |
| HLTWHS006 | Manage personal stressors in the work environment | 25 |
| ***Elective*** | | |
| CHCCCS020 | Respond effectively to behaviours of concern | 20 |
| HLTAMB002 | Implement safe access and egress in an emergency | 80 |
| HLTAMB003 | Transport emergency patients | 50 |
| HLTAMB011 | Manage a routine non-emergency scene | 50 |
| HLTAMB013 | Contribute to managing the scene of an emergency | 50 |
| HLTAMB014 | Transport non-emergency patients under operational conditions | 40 |
| BSBFLM303 | Contribute to effective workplace relationships | 40 |
| ***Imported Elective*** | | |
| HLTAID006 | Provide advanced first aid | 30 |
| ***Total Hours*** | | **940** |

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| **Occupation/ Work Function** | Massage Therapist | |
| **Qualification Title** | Diploma of Remedial Massage | |
| **Qualification Code** | HLT52015 | |
| **Description** | This qualification reflects the role of remedial massage therapists who work with clients presenting with soft tissue dysfunction, musculoskeletal imbalance or restrictions in range of motion (ROM). Practitioners may be self-employed or work within a larger health service. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCCOM006 | Establish and manage client relationships | 35 |
| CHCDIV001 | Work with diverse people | 40 |
| CHCLEG003 | Manage legal and ethical compliance | 80 |
| CHCPRP003 | Reflect on and improve own professional practice | 120 |
| CHCPRP005 | Engage with health professionals and the health system | 40 |
| HLTAAP003 | Analyse and respond to client health information | 60 |
| HLTAID003 | Provide first aid | 18 |
| HLTINF004 | Manage the control of infection | 50 |
| HLTMSG001 | Develop massage practice | 40 |
| HLTMSG002 | Assess client massage needs | 150 |
| HLTMSG003 | Perform remedial massage musculoskeletal assessments | 240 |
| HLTMSG004 | Provide massage treatments | 150 |
| HLTMSG005 | Provide remedial massage treatments | 240 |
| HLTMSG006 | Adapt remedial massage practice to meet specific needs | 120 |
| HLTMSG008 | Monitor and evaluate remedial massage treatments | 30 |
| HLTWHS004 | Manage workplace health and safety | 40 |
| ***Elective*** | | |
| **Group A** | |  |
| BSBSMB405 | Monitor and manage small business operations | 45 |
| **Group B** | |  |
| CHCCCS027 | Visit client residence | 50 |
| CHCPOL003 | Research and apply evidence to practice | 65 |
| HLTMSG007 | Adapt remedial massage practice for athletes | 60 |
| **Imported units** | |  |
| HLTAAP002 | Confirm physical health status | 90 |
| ***Total Hours*** | | **1763** |

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| **Occupation/ Work Function** | Massage Therapist | |
| **Qualification Title** | Diploma of Traditional Chinese Medicine (TCM) Remedial Massage | |
| **Qualification Code** | HLT52115 | |
| **Description** | This qualification reflects the role of massage therapists who provide therapeutic remedial massages according to the Traditional Chinese Medicine (TCM) remedial massage framework. Practitioners may be self-employed as independent practitioners or work in a larger health service. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCCOM006 | Establish and manage client relationships | 35 |
| CHCDIV001 | Work with diverse people | 40 |
| CHCLEG003 | Manage legal and ethical compliance | 80 |
| CHCPRP003 | Reflect on and improve own professional practice | 120 |
| CHCPRP005 | Engage with health professionals and the health system | 40 |
| HLTAAP003 | Analyse and respond to client health information | 60 |
| HLTAID003 | Provide first aid | 18 |
| HLTINF004 | Manage the control of infection | 50 |
| HLTTCM001 | Develop Traditional Chinese Medicine (TCM) remedial massage practice | 80 |
| HLTTCM002 | Perform Traditional Chinese Medicine (TCM) remedial massage health assessments | 150 |
| HLTTCM003 | Provide Traditional Chinese Medicine (TCM) remedial massage treatments | 150 |
| HLTTCM004 | Adapt Traditional Chinese Medicine (TCM) remedial massage practice to meet specific needs | 220 |
| HLTTCM005 | Monitor and evaluate Traditional Chinese Medicine (TCM) remedial massage treatments | 60 |
| HLTWHS004 | Manage workplace health and safety | 40 |
| ***Elective*** | | |
| **Group A** | |  |
| BSBSMB404 | Undertake small business planning | 50 |
| BSBSMB405 | Monitor and manage small business operations | 45 |
| **Group B** | |  |
| CHCCCS001 | Address the needs of people with chronic disease | 75 |
| CHCPOL003 | Research and apply evidence to practice | 65 |
| CHCPRP002 | Collaborate in professional practice | 40 |
| HLTREF002 | Provide reflexology for relaxation | 60 |
| ***Total Hours*** | | **1478** |

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| **Occupation/ Work Function** | Shiatsu Therapist | |
| **Qualification Title** | Diploma of Shiatsu and Oriental Therapies | |
| **Qualification Code** | HLT52215 | |
| **Description** | This qualification reflects the role of Shiatsu therapists who provide therapeutic Shiatsu treatments and other oriental therapies. Practitioners may be self-employed as independent practitioners or work in a larger health service. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCCOM006 | Establish and manage client relationships | 35 |
| CHCDIV001 | Work with diverse people | 40 |
| CHCLEG003 | Manage legal and ethical compliance | 80 |
| CHCPRP003 | Reflect on and improve own professional practice | 120 |
| CHCPRP005 | Engage with health professionals and the health system | 40 |
| HLTAAP002 | Confirm physical health status | 90 |
| HLTAAP003 | Analyse and respond to client health information | 60 |
| HLTAID003 | Provide first aid | 18 |
| HLTINF004 | Manage the control of infection | 50 |
| HLTSHU001 | Work within a framework of traditional oriental medicine | 90 |
| HLTSHU002 | Develop Shiatsu practice | 75 |
| HLTSHU003 | Maintain personal health and awareness for traditional oriental medicine practice | 60 |
| HLTSHU004 | Perform Shiatsu therapy health assessments | 65 |
| HLTSHU005 | Perform oriental therapies health assessments | 85 |
| HLTSHU006 | Provide Shiatsu therapy treatments | 95 |
| HLTSHU007 | Provide oriental therapies treatments | 100 |
| HLTSHU008 | Adapt Shiatsu and oriental therapies practice to meet specific needs | 110 |
| HLTSHU009 | Monitor and evaluate traditional oriental medicine treatments | 45 |
| HLTWHS004 | Manage workplace health and safety | 40 |
| ***Elective*** | | |
| **Group A** | |  |
| BSBSMB405 | Monitor and manage small business operations | 45 |
| **Group B** | |  |
| CHCCCS001 | Address the needs of people with chronic disease | 75 |
| CHCMHS001 | Work with people with mental health issues | 80 |
| ***Total Hours*** | | **1498** |

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| **Occupation/ Work Function** | Aromatherapist | |
| **Qualification Title** | Diploma of Clinical Aromatherapy | |
| **Qualification Code** | HLT52315 | |
| **Description** | This qualification reflects the role of clinical aromatherapists, who provide therapeutic treatments to address a range of health issues. Practitioners may be self-employed or may work within a larger health service. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCCOM006 | Establish and manage client relationships | 35 |
| CHCDIV001 | Work with diverse people | 40 |
| CHCLEG003 | Manage legal and ethical compliance | 80 |
| CHCPRP003 | Reflect on and improve own professional practice | 120 |
| CHCPRP005 | Engage with health professionals and the health system | 40 |
| HLTAAP003 | Analyse and respond to client health information | 60 |
| HLTAID003 | Provide first aid | 18 |
| HLTARO001 | Develop aromatherapy practice | 65 |
| HLTARO002 | Source and prepare aromatherapy products | 50 |
| HLTARO003 | Perform aromatherapy health assessments | 150 |
| HLTARO004 | Provide therapeutic aromatherapy treatments | 180 |
| HLTARO005 | Provide aromatherapy massage treatments | 220 |
| HLTARO006 | Adapt aromatherapy treatments to specific needs | 120 |
| HLTARO007 | Monitor and evaluate aromatherapy treatments | 40 |
| HLTINF004 | Manage the control of infection | 50 |
| HLTWHS004 | Manage workplace health and safety | 40 |
| ***Elective*** | | |
| **Group A** | |  |
| BSBSMB405 | Monitor and manage small business operations | 45 |
| **Group B** | |  |
| CHCAGE001 | Facilitate the empowerment of older people | 50 |
| CHCCCS001 | Address the needs of people with chronic disease | 75 |
| CHCPOL003 | Research and apply evidence to practice | 65 |
| ***Total Hours*** | | **1543** |

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| **Occupation/ Work Function** | Kinesiologist | |
| **Qualification Title** | Diploma of Kinesiology | |
| **Qualification Code** | HLT52415 | |
| **Description** | This qualification reflects the role of kinesiologists who provide kinesiology balances to address a broad range of health and well-being issues. Practitioners are usually self-employed but may work within a larger health service. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCCOM006 | Establish and manage client relationships | 35 |
| CHCDIV001 | Work with diverse people | 40 |
| CHCLEG003 | Manage legal and ethical compliance | 80 |
| CHCPRP003 | Reflect on and improve own professional practice | 120 |
| HLTAAP003 | Analyse and respond to client health information | 60 |
| HLTAID003 | Provide first aid | 18 |
| HLTHPS010 | Interpret and use information about nutrition and diet | 50 |
| HLTKIN001 | Develop kinesiology practice | 60 |
| HLTKIN002 | Conduct indicator muscle monitoring | 85 |
| HLTKIN003 | Perform kinesiology assessments | 200 |
| HLTKIN004 | Provide kinesiology balances | 150 |
| HLTKIN005 | Monitor and evaluate client progress | 80 |
| HLTWHS004 | Manage workplace health and safety | 40 |
| ***Elective*** | | |
| **Group A** | |  |
| BSBSMB404 | Undertake small business planning | 50 |
| BSBSMB405 | Monitor and manage small business operations | 45 |
| **Group B** | |  |
| CHCAGE001 | Facilitate the empowerment of older people | 50 |
| CHCCCS001 | Address the needs of people with chronic disease | 75 |
| CHCPOL003 | Research and apply evidence to practice | 65 |
| HLTINF004 | Manage the control of infection | 50 |
| ***Total Hours*** | | **1353** |

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| **Occupation/ Work Function** | Reflexologist | |
| **Qualification Title** | Diploma of Reflexology | |
| **Qualification Code** | HLT52515 | |
| **Description** | This qualification reflects the role of reflexologists who provide reflexology for relaxation and therapeutic treatments to address specific needs and health concerns. Practitioners may be self-employed as independent practitioners or work in a larger health service. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCCOM006 | Establish and manage client relationships | 35 |
| CHCDIV001 | Work with diverse people | 40 |
| CHCLEG003 | Manage legal and ethical compliance | 80 |
| CHCPRP003 | Reflect on and improve own professional practice | 120 |
| CHCPRP005 | Engage with health professionals and the health system | 40 |
| HLTAAP003 | Analyse and respond to client health information | 60 |
| HLTAID003 | Provide first aid | 18 |
| HLTINF004 | Manage the control of infection | 50 |
| HLTREF001 | Develop reflexology practice | 20 |
| HLTREF002 | Provide reflexology for relaxation | 60 |
| HLTREF003 | Perform reflexology health assessments | 65 |
| HLTREF004 | Provide therapeutic reflexology treatments | 125 |
| HLTREF005 | Adapt reflexology treatments to meet specific needs | 100 |
| HLTREF006 | Monitor and evaluate reflexology treatments | 70 |
| HLTWHS004 | Manage workplace health and safety | 40 |
| ***Elective*** | | |
| **Group A** | |  |
| BSBSMB405 | Monitor and manage small business operations | 45 |
| BSBSMB406 | Manage small business finances | 60 |
| **Group B** | |  |
| CHCCCS001 | Address the needs of people with chronic disease | 75 |
| CHCCCS027 | Visit client residence | 50 |
| CHCPRP002 | Collaborate in professional practice | 40 |
| HLTMSG004 | Provide massage treatments | 150 |
| ***Total Hours*** | | **1343** |

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| **Occupation/ Work Function** | Ayurvedic Therapist | |
| **Qualification Title** | Diploma of Ayurvedic Lifestyle Consultation | |
| **Qualification Code** | HLT52615 | |
| **Description** | This qualification reflects the role of Ayurvedic lifestyle consultants who provide advice, selected remedies and therapies according to Ayurvedic principles. People working at this level may be self-employed independent practitioners or work in a larger health service. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCCOM006 | Establish and manage client relationships | 35 |
| CHCDIV001 | Work with diverse people | 40 |
| CHCLEG003 | Manage legal and ethical compliance | 80 |
| CHCPRP003 | Reflect on and improve own professional practice | 120 |
| HLTAAP002 | Confirm physical health status | 90 |
| HLTAID003 | Provide first aid | 18 |
| HLTAYV001 | Develop Ayurvedic practice | 80 |
| HLTAYV002 | Make Ayurvedic lifestyle assessments | 150 |
| HLTAYV003 | Provide Ayurvedic bodywork therapies | 140 |
| HLTAYV004 | Provide Ayurvedic lifestyle advice | 140 |
| HLTAYV005 | Provide advice on Ayurvedic nutrition | 80 |
| HLTINF004 | Manage the control of infection | 50 |
| HLTWHS004 | Manage workplace health and safety | 40 |
| ***Elective*** | | |
| **Group A** | |  |
| BSBSMB405 | Monitor and manage small business operations | 45 |
| BSBSMB406 | Manage small business finances | 60 |
| **Group B** | |  |
| CHCCCS001 | Address the needs of people with chronic disease | 75 |
| CHCPOL003 | Research and apply evidence to practice | 65 |
| HLTHPS010 | Interpret and use information about nutrition and diet | 50 |
| ***Total Hours*** | | **1358** |

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| **Occupation/ Work Function** | Enrolled Nurse | |
| **Qualification Title** | Diploma of Nursing | |
| **Qualification Code** | HLT54115 | |
| **Description** | This qualification reflects the role of an enrolled nurse working under supervision of a registered nurse. This qualification covers the application of skills and knowledge required to provide nursing care for people across the health sector. A lifespan approach should underpin this qualification with relevant competencies that relate to the different stages of life identified within the units. A graduate from a Diploma of Nursing program approved by the Nursing and Midwifery Board of Australia (NMBA) is able to apply for registration with the NMBA as an enrolled nurse.  Further information on registration is available at [www.nursingmidwiferyboard.gov.au](http://www.nursingmidwiferyboard.gov.au)  Note that the scope of practice for enrolled nurses is determined by state and territory legislative requirements and the policies and procedures of the employing organisation. Users of this qualification must refer to those instruments in the development of training and assessment strategies. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCDIV001 | Work with diverse people | 40 |
| CHCDIV002 | Promote Aboriginal and/or Torres Strait Islander cultural safety | 25 |
| CHCPRP003 | Reflect on and improve own professional practice | 120 |
| HLTAAP002 | Confirm physical health status | 90 |
| HLTAAP003 | Analyse and respond to client health information | 60 |
| HLTENN001 | Practise nursing within the Australian health care system | 100 |
| HLTENN002 | Apply communication skills in nursing practice | 50 |
| HLTENN003 | Perform clinical assessment and contribute to planning nursing care | 50 |
| HLTENN004 | Implement, monitor and evaluate nursing care plans | 110 |
| HLTENN005 | Contribute to nursing care of a person with complex needs | 90 |
| HLTENN006 | Apply principles of wound management in the clinical environment | 45 |
| HLTENN007 | Administer and monitor medicines and intravenous therapy | 250 |
| HLTENN008 | Apply legal and ethical parameters to nursing practice | 30 |
| HLTENN009 | Implement and monitor care for a person with mental health conditions | 60 |
| HLTENN011 | Implement and monitor care for a person with acute health problems | 70 |
| HLTENN012 | Implement and monitor care for a person with chronic health problems | 50 |
| HLTENN013 | Implement and monitor care of the older person | 75 |
| HLTENN015 | Apply nursing practice in the primary health care setting | 80 |
| HLTINF001 | Comply with infection prevention and control policies and procedures | 25 |
| HLTWHS002 | Follow safe work practices for direct client care | 25 |
| ***Elective*** | | |
| HLTENN010 | Apply a palliative approach in nursing practice | 50 |
| HLTENN025 | Implement and monitor care for a person with diabetes | 80 |
| HLTINF003 | Implement and monitor infection prevention and control policies and procedures | 60 |
| HLTWHS003 | Maintain work health and safety | 40 |
| HLTENN018 | Apply nursing practice in the rehabilitation care setting | 50 |
| ***Total Hours*** | | **1725** |
| **Occupation/ Work Function** | Dental Technician | |
| **Qualification Title** | Diploma of Dental Technology | |
| **Qualification Code** | HLT55115 | |
| **Description** | This qualification reflects the role of a dental technician responsible for construction and repair of dentures and other dental appliances including crowns, bridges, partial dentures, pre- and post-oral and maxillofacial surgical devices, and orthodontic appliances.  Dental technicians work in dental laboratories on their own or in small groups, under the prescription of dentists. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCCOM005 | Communicate and work in health or community services | 30 |
| CHCDIV001 | Work with diverse people | 40 |
| HLTAID003 | Provide first aid | 18 |
| HLTDET001 | Construct models | 40 |
| HLTDET002 | Construct custom impression trays | 30 |
| HLTDET003 | Construct registration rims | 30 |
| HLTDET004 | Articulate models and transfer records | 20 |
| HLTDET005 | Construct thermoformed bases and appliances | 35 |
| HLTDET006 | Construct immediate dentures | 60 |
| HLTDET007 | Construct removable acrylic partial dentures | 60 |
| HLTDET008 | Construct cast alloy removable partial denture framework | 80 |
| HLTDET009 | Construct crown and bridge structures | 90 |
| HLTDET010 | Join alloy structures | 30 |
| HLTDET011 | Construct ceramic and fixed restorations | 120 |
| HLTDET012 | Construct orthodontic appliances | 60 |
| HLTDET013 | Construct oral splints | 30 |
| HLTDET014 | Repair and modify dentures and appliances | 40 |
| HLTDET015 | Construct complete removable acrylic dentures and appliances | 150 |
| HLTINF001 | Comply with infection prevention and control policies and procedures | 25 |
| HLTWHS003 | Maintain work health and safety | 40 |
| ***Elective*** | | |
| CHCPRP005 | Engage with health professionals and the health system | 40 |
| BSBADM409 | Coordinate business resources | 30 |
| BSBCUS301 | Deliver and monitor a service to customers | 35 |
| BSBMGT402 | Implement operational plan | 40 |
| BSBWOR204 | Use business technology | 20 |
| ***Total Hours*** | | **1193** |

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| **Occupation/ Work Function** | Audiometrist | |
| **Qualification Title** | Diploma of Audiometry | |
| **Qualification Code** | HLT57415 | |
| **Description** | This qualification reflects the role of audiometrists who conduct hearing assessments to identify hearing impairment and take appropriate action based on the test results. They may refer clients for further audiological or medical assessment, and be involved in care management and education programs. At this level, audiometrists also prescribe and dispense hearing aids and/or other listening devices to assist in hearing rehabilitation. Audiometrists may work in medical or industrial contexts or as independent practitioners. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCCOM006 | Establish and manage client relationships | 35 |
| CHCDIV001 | Work with diverse people | 40 |
| CHCEDU008 | Share health information | 50 |
| CHCLEG001 | Work legally and ethically | 55 |
| HLTAAP002 | Confirm physical health status | 90 |
| HLTAID003 | Provide first aid | 18 |
| HLTAUD001 | Assess hearing | 120 |
| HLTAUD004 | Develop and implement individual hearing rehabilitation programs | 80 |
| HLTAUD005 | Dispense hearing devices | 140 |
| HLTINF001 | Comply with infection prevention and control policies and procedures | 25 |
| HLTWHS003 | Maintain workplace health and safety | 40 |
| ***Elective*** | | |
| **Group A** | |  |
| HLTAUD002 | Conduct play audiometry | 90 |
| HLTAUD003 | Assess and respond to occupational noise risk | 90 |
| **Group B** | |  |
| BSBCUS301 | Deliver and monitor a service to customers | 35 |
| BSBLDR402 | Lead effective workplace relationships | 50 |
| BSBMKG413 | Promote products and services | 40 |
| BSBWOR404 | Develop work priorities | 40 |
| CHCAGE001 | Facilitate the empowerment of older people | 50 |
| HLTINF002 | Process reusable medical devices and equipment | 30 |
| ***Total Hours*** | | **1118** |

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| **Occupation/ Work Function** | Practice Manager | |
| **Qualification Title** | Diploma of Practice Management | |
| **Qualification Code** | HLT57715 | |
| **Description** | This qualification reflects the role of business or practice managers who manage the operation of small to medium sized health practices. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCDIV001 | Work with diverse people | 40 |
| CHCLEG003 | Manage legal and ethical compliance | 80 |
| HLTADM004 | Manage health billing and accounting system | 30 |
| HLTINF003 | Implement and monitor infection prevention and control policies and procedures | 60 |
| HLTWHS004 | Manage workplace health and safety | 40 |
| BSBCUS501 | Manage quality customer service | 40 |
| BSBFIM501 | Manage budgets and financial plans | 70 |
| BSBMED301 | Interpret and apply medical terminology appropriately | 60 |
| BSBMGT502 | Manage people performance | 70 |
| BSBRSK501 | Manage risk | 60 |
| ***Elective*** | | |
| CHCPOL002 | Develop and implement policy | 90 |
| BSBADM502 | Manage meetings | 30 |
| BSBHRM506 | Manage recruitment selection and induction processes | 60 |
| BSBWOR502 | Lead and manage team effectiveness | 60 |
| BSBWRK510 | Manage employee relations | 80 |
| ***Total Hours*** | | **870** |

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| **Occupation/ Work Function** | Anaesthetic Technician | |
| **Qualification Title** | Diploma of Anaesthetic Technology | |
| **Qualification Code** | HLT57915 | |
| **Description** | This qualification reflects the role of Anaesthetic Technicians who work in consultation with, and under the direction of, anaesthetists, during the induction, maintenance and emergence phases of anaesthesia. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCCOM005 | Communicate and work in health or community services | 30 |
| CHCDIV001 | Work with diverse people | 40 |
| CHCPRP003 | Reflect on and improve own professional practice | 120 |
| HLTAAP003 | Analyse and respond to client health information | 60 |
| HLTAID001 | Provide cardiopulmonary resuscitation | 4 |
| HLTANA001 | Prepare clients for anaesthesia | 150 |
| HLTANA002 | Monitor clients during anaesthesia | 150 |
| HLTANA003 | Assist with airway management | 150 |
| HLTANA004 | Respond to anaesthesia related emergencies | 150 |
| HLTANA005 | Maintain quality and supply of anaesthetic equipment and consumables | 150 |
| HLTANA006 | Assist with clinical procedures used in anaesthesia | 150 |
| HLTANA007 | Monitor medications in the anaesthetic environment | 72 |
| HLTINF001 | Comply with infection prevention and control policies and procedures | 25 |
| HLTWHS003 | Maintain workplace health and safety | 40 |
| BSBMED301 | Interpret and apply medical terminology appropriately | 60 |
| ***Elective*** | | |
| BSBINM401 | Implement workplace information system | 40 |
| HLTWHS006 | Manage personal stressors in the work environment | 25 |
| ***Total Hours*** | | **1416** |

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| **Occupation/ Work Function** | Aboriginal and Torres Strait Islander Health Worker | |
| **Qualification Title** | Advanced Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care | |
| **Qualification Code** | HLT60113 | |
| **Description** | This qualification reflects the role of senior Aboriginal and/or Torres Strait Islander health workers working in primary health care positions to provide advanced primary health care skills or management of a health clinic or service, and who have extensive experience in primary health care work and relevant qualifications.  The Advanced Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care qualification covers workers who integrate knowledge of Aboriginal and/or Torres Strait Islander Primary Health Care into broader aspects of management and community development, contributing to policy-making and decision-making across the spectrum of service delivery.  Candidates who will benefit the most from undertaking this Advanced Diploma will have either the:   * the Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care Practice * the Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care * a relevant tertiary qualification   and at least two years full time work experience in the delivery of comprehensive primary health care services to Aboriginal and/or Torres Strait Islander clients and communities. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| HLTAHW061 | Engage in community health research | 90 |
| HLTAHW066 | Manage the delivery of Aboriginal and/or Torres Strait Islander primary health care | 120 |
| HLTAHW067 | Manage health education and promotion | 50 |
| HLTAHW068 | Develop work plans | 50 |
| HLTAHW069 | Develop health care policy | 50 |
| HLTAHW070 | Manage human resources | 60 |
| HLTINF004 | Manage the control of infection | 50 |
| HLTWHS004 | Manage workplace health and safety | 40 |
| BSBMGT605 | Provide leadership across the organisation | 60 |
| BSBMGT608 | Manage innovation and continuous improvement | 70 |
| Elective | | |
| CHCCDE007 | Develop and provide community projects | 70 |
| CHCEDU002 | Plan health promotion and community intervention | 75 |
| CHCMGT007 | Work effectively with the Board of an organisation | 80 |
| HLTAHW062 | Supervise health care team | 50 |
| HLTAHW075 | Manage community health projects | 40 |
| BSBFIM501 | Manage budgets and financial plans | 70 |
| BSBINN601 | Lead and manage organisational change | 60 |
| BSBLDR403 | Lead team effectiveness | 50 |
| **Total Hours** | | **1135** |

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| Occupation/ Work Function | Ayurvedic Therapist | |
| **Qualification Title** | Advanced Diploma of Ayurveda | |
| **Qualification Code** | HLT62615 | |
| **Description** | This qualification reflects the role of Ayurvedic practitioners who possess well developed cognitive and communication skills plus specialised knowledge of Ayurvedic medicine that allows them to formulate responses to specific therapeutic needs. Practitioners at this level may be self-employed as independent practitioners or work in a larger health service. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCCOM006 | Establish and manage client relationships | 35 |
| CHCDIV001 | Work with diverse people | 40 |
| CHCLEG003 | Manage legal and ethical compliance | 80 |
| CHCPRP003 | Reflect on and improve own professional practice | 120 |
| CHCPRP005 | Engage with health professionals and the health system | 40 |
| HLTAAP003 | Analyse and respond to client health information | 60 |
| HLTAID003 | Provide first aid | 18 |
| HLTAYV001 | Develop Ayurvedic practice | 80 |
| HLTAYV002 | Make Ayurvedic lifestyle assessments | 150 |
| HLTAYV003 | Provide Ayurvedic bodywork therapies | 140 |
| HLTAYV004 | Provide Ayurvedic lifestyle advice | 140 |
| HLTAYV005 | Provide advice on Ayurvedic nutrition | 80 |
| HLTAYV006 | Take cases within Ayurvedic framework | 100 |
| HLTAYV007 | Diagnose conditions within an Ayurvedic framework | 100 |
| HLTAYV008 | Provide Ayurvedic remedial therapies | 70 |
| HLTAYV009 | Provide therapeutic Ayurvedic nutritional advice | 300 |
| HLTAYV010 | Select and advise on Ayurvedic medicines-dravyaguna | 300 |
| HLTAYV011 | Prepare and dispense Ayurvedic medicines-dravyaguna | 80 |
| HLTAYV012 | Monitor and evaluate Ayurvedic treatments | 120 |
| HLTINF004 | Manage the control of infection | 50 |
| HLTWHS004 | Manage workplace health and safety | 40 |
| ***Elective*** | | |
| **Group A** | |  |
| BSBSMB405 | Monitor and manage small business operations | 45 |
| **Group B** | |  |
| CHCCCS001 | Address the needs of people with chronic disease | 75 |
| CHCPOL003 | Research and apply evidence to practice | 65 |
| HLTHPS010 | Interpret and use information about nutrition and diet | 50 |
| ***Total Hours*** | | **2378** |

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| **Occupation/ Work Function** | Enrolled Nurse - Specialised Nursing Practice | |
| **Qualification Title** | Advanced Diploma of Nursing (Aged care and individual support work) | |
| **Qualification Code** | HLT64115 | |
| **Description** | This qualification reflects the role of enrolled nurses with advanced skills who work in a specialised area of nursing practice. At this level, enrolled nurses integrate and adapt specialised, technical and theoretical knowledge to address a diverse range of clinical situations and challenges in their area of specialisation. They contribute to the continuous improvement of clinical practice using research and participation in broader organisational quality processes. Enrolled nurses retain responsibility for their own actions while remaining accountable to the Registered Nurse/Midwife for all delegated functions.  Note that the scope of practice for this job role is determined by state and territory legislative requirements and the policies and procedures of the employing organisation. Users of this qualification must refer to those instruments in the development of training and assessment strategies. | |
| **Notes** | This qualification offers multiple specialisations. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| HLTENN020 | Conduct clinical assessments | 30 |
| HLTENN033 | Research and report on nursing trends and practice | 60 |
| HLTENN034 | Contribute to the improvement of clinical practice | 50 |
| ***Elective*** | | |
| CHCAGE005 | Provide support to people living with dementia | 65 |
| CHCCSM002 | Implement case management practice | 90 |
| CHCDIS010 | Provide person-centred services to people with disability with complex needs | 90 |
| HLTENN010 | Apply a palliative approach in nursing practice | 50 |
| HLTENN029 | Apply nursing practice in the contemporary aged care setting | 80 |
| HLTENN024 | Apply nursing practice in the cardiovascular care setting | 80 |
| CHCDIS006 | Develop and promote positive person-centred behaviour supports | 85 |
| ***Total Hours*** | | **680** |

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| **Occupation/ Work Function** | Dental Prosthetist | |
| **Qualification Title** | Advanced Diploma of Dental Prosthetics | |
| **Qualification Code** | HLT65015 | |
| **Description** | This qualification reflects the role of a dental prosthetist who works as independent practitioners in the assessment, treatment, management of a person who requires provision of removable dentures; and who also provides unique flexible removable mouthguards used for sporting activities.  To achieve this qualification, the candidate must have completed at least of 240 hours of dental prosthetist clinical practice work as detailed in the Assessment Requirements of the units of competency.  A graduate holding an Advanced Diploma of Dental Prosthetics approved by the Dental Board of Australia is able to apply for registration with the Dental Board of Australia. Further information on registration is available at [www.dentalboard.gov.au](http://www.dentalboard.gov.au) | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| CHCPOL003 | Research and apply evidence to practice | 65 |
| HLTDEN004 | Implement an individualised oral hygiene program | 330 |
| HLTDEP001 | Identify, select and prepare instruments, equipment and materials | 75 |
| HLTDEP002 | Gather data, conduct dental prosthetic examination and develop treatment plan | 180 |
| HLTDEP003 | Take impressions | 100 |
| HLTDEP004 | Establish and record jaw relationships and select artificial teeth | 200 |
| HLTDEP005 | Evaluate a removable dental prosthesis at try-in stage | 180 |
| HLTDEP006 | Insert and issue a completed removable dental prosthesis | 100 |
| HLTDEP007 | Perform maintenance treatment for patient with removable dental prostheses | 100 |
| HLTDEP008 | Construct and insert an implant retained overdenture | 200 |
| HLTINF002 | Process reusable medical devices and equipment | 30 |
| ***Elective*** | | |
| HLTDEN014 | Take a clinical photograph | 50 |
| ***Total Hours*** | | **1610** |

**CONTACTS AND LINKS**

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| **Curriculum Maintenance Manager (CMM)** | | |
| **Human Services:**  Community Services & Health; Art, Design & Entertainment; Sport & Recreation; Museum & Library/Information Services. | The CMM Service is provided by Executive Officers, across all industry areas covered by Training Packages.  They can assist with questions on payable and nominal hours. | Jennifer Fleischer  Address:  Swinburne University of Technology,  PO Box 218,  Hawthorn VIC3122  Phone: (03) 9214 8501/5034  Email: cmmhs@swin.edu.au  Web: http://www.education.vic.gov.au/training/providers/rto/Pages/products.aspx |
| **Skills Service Organisation (SSO).** | | |
| SkillsIQ | SkillsIQ is funded by the Department of Education and Training to support Allocated Industry Reference Committees (ARCs), which are responsible for the development and maintenance of the **HLT Health Training Package** | Phone:  +61 408 167 799  +61 410 801 717  Email: [enquiries@skillsiq.com.au](mailto:enquiries@skillsiq.com.au)  Web: <http://skillsiq.com.au/> |
| **National Register for VET in Australia** | | |
| Training.gov.au (TGA) | TGA is the Australian governments’ official National Register of information on Training Packages, Accredited Courses, qualifications, units of competency and RTOs. | <http://training.gov.au> |
| **Australian Government** | | |
| Department of Education and Training | The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training. | <https://education.gov.au/> |
| **Victorian State Government** | | |
| Department of Education and Training (DET) | DET is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships policy. | (03) 9637 2000  [www.education.vic.gov.au](http://www.education.vic.gov.au) |
| **National VET Regulatory Authority** | | |
| Australian Skills Quality Authority (ASQA) | ASQA is the national regulator for Australia’s VET sector. | Info line: 1300 701 801  [www.asqa.gov.au](http://www.asqa.gov.au) |
| **Victorian State VET Regulatory Authority** | | |
| Victorian Registration and Qualifications Authority (VRQA) | The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the regulation of apprenticeships and traineeships in Victoria. | (03) 9637 2806  [www.vrqa.vic.gov.au](http://www.vrqa.vic.gov.au/) |
| **Industry Regulatory Bodies applicable to this Training Package** | | |
| Aboriginal and Torres Strait Islander (ATSI) Health Practice Board of Australia | Accreditation and registration enquiries | Phone: 1300 419 495  <http://www.atsihealthpracticeboard.gov.au/> |
| Australian Resuscitation Council (ARC) | Training providers must ensure they implement their first aid training programs in line with relevant Australian Resuscitation Council (ARC) guidelines for education and training. | ARC website  [www.resus.org.au](http://www.resus.org.au) |
| Dental Board of Australia | Registration to practice in other States and Territories | Phone: 1300 419 495  Web: <http://www.dentalboard.gov.au/> |
| Nursing & Midwifery Board of Australia (NMBA) | Accreditation enquiries | Phone: 1300 419 495  Web: [www.nursingmidwiferyboard.gov.au](http://www.nursingmidwiferyboard.gov.au) |
| **WorkSafe** | | |
| WorkSafe Victoria | Work health and safety regulator.  WorkSafe needs to provide written verification before High Risk Work Units can be added to an RTO’s scope of registration. | Info line: 1800 136 089  [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au) |

**GLOSSARY**

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| --- | --- |
| **Code** | Nationally endorsed Training Package qualification code. |
| **Title** | Nationally endorsed Training Package qualification title. |
| **Unit Code** | Nationally endorsed Training Package unit of competency code. |
| **Unit Title** | Nationally endorsed Training Package unit of competency title. |
| **Payable Hours** | The maximum number of hours the Victorian Government will subsidise under the Victorian Training Guarantee for the achievement of the minimum realistic vocational outcome of any qualification, as determined by the qualification packaging rules. The maximum payable hours do not cover every possible combination of core and elective units available for a specific qualification. |
| **Nominal Hours** | Nominal hours reflect the anticipated time taken to deliver and assess the outcomes of a unit of competency excluding unsupervised delivery or the time taken for repeated practical application of skills. Nominal hours are determined by the Victorian State Training Authority (DET) and are primarily developed for funding purposes in Victoria. |