

Victorian Purchasing Guide
for
HLT Health
Training Package
Release 5.0

March 2021

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Victorian Purchasing Guide — Release History

Note: RTOs should refer to the National Register for the detail of changes made in each Release. (See [National Register](#) for more information)

Training Package Release	Date VPG Approved	Comments
HLT Health Training Package Release 5.0	16 March 2021	This Victorian Purchasing Guide reflects the changes made to HLT Health Training Package Release 5.0. It includes revisions to: <ul style="list-style-type: none"> • Ambulance sector suite of qualifications and units • Certificate II in Indigenous Environmental Health and associated units
HLT Health Training Package Release 4.3	24 November 2020	This Victorian Purchasing Guide reflects the changes made to HLT Health Training Package Release 4.3. It includes 8 revised First Aid units.
HLT Health Training Package Release 4.2	24 June 2020	This Victorian Purchasing Guide reflects the changes made to HLT Health Training Package Release 4.2. It includes a new infection control unit (HLTINFCOV001). Please note: HLT Health Training Package Release 4.1 included minor updates with no change requiring a VPG release.
HLT Health Training Package Release 4.0	17 May 2018	This Victorian Purchasing Guide reflects the changes made to HLT Health Training Package Release 4.0. It includes a revised qualification and 2 new units related to Dental Technology.
HLT Health 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 with no change to hours
HLT Health Training Package Release 3.0	10 March 2016	This Victorian Purchasing guide reflects the changes made to HLT Health Training Package Release 3.0. It includes qualifications and units in the following industry sectors: <ul style="list-style-type: none"> • 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.
HLT Health Training Package Release 2.1	28 January 2016	Release of revised minimum and maximum payable hours for HLT release 1.0 qualifications due to changed units.

Training Package Release	Date VPG Approved	Comments
HLT Health Training Package Release 2.0	11 November 2015	<p>This Victorian Purchasing Guide reflects the changes made to HLT Health Training Package Release 2.0.</p> <p>It includes qualifications and units of competency for:</p> <ul style="list-style-type: none"> • Complementary & Alternative Health • Direct Client Care & Support • Technicians & Health Support Services <p>In addition to:</p> <ul style="list-style-type: none"> • Aboriginal & Torres Strait Islander Health Workers • First Aid, Tele-health and Work Health and Safety <p>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.</p>
HLT Health Training Package Release 1.3	January 2015	Editorial updates.
HLT Health Training Package Release 1.2	1 Aug 2014	<p>This Victorian Purchasing Guide reflects the Department of Education and Early Childhood Development (DEECD) adjustment to maximum payable hours for qualifications:</p> <ul style="list-style-type: none"> • 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	<p>This Victorian Purchasing Guide reflects the changes made to HLT Health Training Package Release 1.0, 1.1 and 1.2. It includes:</p> <ul style="list-style-type: none"> • Aboriginal and/or Torres Strait Islander Primary Health Care qualifications • New First Aid, Work Health and Safety, and Tele-health Units of Competency.

HLT Health Training Package Release 5.0 Victorian Purchasing Guide

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INTRODUCTION

What is a Victorian Purchasing Guide?

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

Specifically the Victorian Purchasing Guide provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

- The maximum and minimum payable hours available for each qualification.
- Nominal hours for each unit of competency within the Training Package.

Registration

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and Statements of Attainment under the Australian Qualifications Framework (AQF).

The VRQA is the regulatory authority in Victoria responsible for the registration of Vocational Education and Training (VET) providers who offer courses to domestic students in Victoria only.

ASQA is the regulatory authority responsible for the registration of VET providers who offer training in Victoria, nationally and / or internationally.

Transition

The relationship between new units and any superseded or replaced units from the previous version of **HLT Health Training Package Release 5.0** is provided in the Training Package Companion Volume Implementation Guide. (See [Companion Volumes](#) for more information).

Information regarding transition arrangements can be obtained from the state or national VET Regulatory Authority (see Contacts and Links section).

RTOs must ensure that all training and assessment leading to issuance of qualifications or Statements of Attainment from the **HLT Health Training Package Release 5.0** is conducted against the Training Package units of competency and complies with the assessment requirements.

QUALIFICATIONS

Code	Title	Minimum Payable Hours	Maximum Payable Hours
HLT20113	Certificate II in Aboriginal and/or Torres Strait Islander Primary Health Care	350	368
HLT21020	Certificate II in Medical Service First Response	293	309
HLT23215	Certificate II in Health Support Services	296	312
HLT26015	Certificate II in Population Health	352	370
HLT26120	Certificate II in Indigenous Environmental Health	394	415
HLT30113	Certificate III in Aboriginal and/or Torres Strait Islander Primary Health Care	856	901
HLT31020	Certificate III in Ambulance Communications (Call-taking)	425	448
HLT31120	Certificate III in Non-Emergency Patient Transport	573	604
HLT31220	Certificate III in Basic Health Care	493	519
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
HLT41020	Certificate IV in Ambulance Communications (Dispatch)	653	688
HLT41120	Certificate IV in Health Care	850	895



Code	Title	Minimum Payable Hours	Maximum Payable Hours
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
HLT51020	Diploma of Emergency Health Care	1073	1130
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
HLT55118	Diploma of Dental Technology	1252	1318
HLT57415	Diploma of Audiometry	1062	1118



Code	Title	Minimum Payable Hours	Maximum Payable Hours
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 AND NOMINAL HOURS

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 a client-specific physiotherapy program	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 in 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



Unit Code	Unit Title	Nominal Hours
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 Aboriginal and/or Torres Strait Islander primary health care context	25
HLTAHW005	Work in an 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 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



Unit Code	Unit Title	Nominal Hours
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, other drugs and mental health care 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 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



Unit Code	Unit Title	Nominal Hours
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



Unit Code	Unit Title	Nominal Hours
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
HLTAID009	Provide cardiopulmonary resuscitation	4
HLTAID010	Provide basic emergency life support	12
HLTAID011	Provide First Aid	18
HLTAID012	Provide First Aid in an education and care setting	22
HLTAID013	Provide First Aid in remote or isolated site	28
HLTAID014	Provide Advanced First Aid	30
HLTAID015	Provide advanced resuscitation and oxygen therapy	16
HLTAID016	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
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



Unit Code	Unit Title	Nominal Hours
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



Unit Code	Unit Title	Nominal Hours
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



Unit Code	Unit Title	Nominal Hours
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
HLTDET016	Design digital dental restorations and appliances using computer-aided design (CAD)	100
HLTDET017	Construct dental restorations and appliances using computer-aided manufacturing (CAM)	80
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



Unit Code	Unit Title	Nominal Hours
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



Unit Code	Unit Title	Nominal Hours
HLTHPS007	Administer and monitor medications	80
HLTHPS008	Provide clinical mentoring in the work 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 prevention and control of infection	50
HLTINF005	Maintain infection prevention for skin penetration treatments	75
HLTINFCOV001	Comply with infection prevention and control policies and procedures	25
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



Unit Code	Unit Title	Nominal Hours
HLTMSG006	Adapt remedial massage treatments 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
HLTOUT001	Implement safe access and egress	80
HLTOUT002	Receive and respond to requests for ambulance service	60
HLTOUT003	Assign and coordinate ambulance service resources	160
HLTOUT004	Assess and deliver basic clinical care	100
HLTOUT005	Assess and deliver standard clinical care	200
HLTOUT006	Transport emergency patients	55
HLTOUT007	Transport non-emergency patients under operational conditions	45
HLTOUT008	Manage a scene	75
HLTOUT009	Manage the scene of a major incident	115
HLTOUT010	Communicate in complex situations to support health care	70
HLTPAT001	Identify and respond to clinical risks in pathology collection	35
HLTPAT002	Perform venous blood collections	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



Unit Code	Unit Title	Nominal Hours
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
HLTPOP006	Contribute to working with the community to identify health needs	60
HLTPOP007	Contribute to population health project planning	55
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
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
HLTPOP025	Provide basic repairs and maintenance to health hardware and fixtures	70
HLTPOP026	Monitor and maintain sewage or effluent systems	35
HLTPOP027	Monitor and maintain water supply	50



Unit Code	Unit Title	Nominal Hours
HLTPOP028	Monitor and maintain rubbish collection and disposal systems	30
HLTPOP029	Work in a population health context	30
HLTPOP030	Determine and implement disease prevention and control measures	60
HLTPOP031	Provide information and support on environmental health issues	40
HLTPOP032	Monitor and maintain dog health in the community	50
HLTPOP033	Identify pest control strategies	70
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



Unit Code	Unit Title	Nominal Hours
HLTSTE008	Monitor quality of cleaning, sterilisation and packaging processes	80
HLTTTCM001	Develop Traditional Chinese Medicine (TCM) remedial massage practice	80
HLTTTCM002	Perform Traditional Chinese Medicine (TCM) remedial massage health assessments	150
HLTTTCM003	Provide Traditional Chinese Medicine (TCM) remedial massage treatments	150
HLTTTCM004	Adapt Traditional Chinese Medicine (TCM) remedial massage practice to meet specific needs	220
HLTTTCM005	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 work health and safety	40
HLTWHS004	Manage work health and safety	40
HLTWHS005	Conduct manual tasks safely	30
HLTWHS006	Manage personal stressors in the work environment	25



COVID-19 VET RESPONSE: INFECTION CONTROL SKILL SETS

The Australian Industry and Skills Committee (AISC) has identified infection control training as a key priority across a range of industry sectors during the COVID-19 pandemic. Four new Infection Control skill sets have been endorsed by the AISC Emergency Response Sub-Committee, and the Council of Australian Governments (COAG) Skills Council. These skill sets were released on the National Register (training.gov.au) on the 12th May 2020.

The skill sets are designed to support individuals who require infection control skills and knowledge to decrease the risk and transmission of infection whilst carrying out their daily duties. For further information and contextualisation advice on the skill sets, see the [AISC website](#)

The four infection control skill sets are listed below.

Skill Set Title	Infection control Skill Set	
Skill Set Code	HLTSS00064	
Description	A set of skills to follow organisational infection prevention and control policies and procedures, including implementing standard and transmission-based precautions and responding to infection risks in the workplace.	
Unit Code	Unit Title	Nominal Hours
HLTINF001	Comply with infection prevention and control policies and procedures	25
Total Nominal Hours		25

Skill Set Title	Infection control Skill Set (Retail)	
Skill Set Code	HLTSS00065	
Description	A set of skills to follow organisational infection prevention and control policies and procedures, including implementing standard and transmission-based precautions and responding to infection risks in organisations operating in the retail industry.	
Unit Code	Unit Title	Nominal Hours
HLTINFCOV001	Comply with infection prevention and control policies and procedures	25
Total Nominal Hours		25

Skill Set Title	Infection control Skill Set (Food Handling)	
Skill Set Code	HLTSS00066	
Description	A set of skills to follow organisational infection prevention and control policies and procedures, including implementing standard and transmission-based precautions and responding to infection risks in organisations that include food handling in their operations.	
Unit Code	Unit Title	Nominal Hours
HLTINFCOV001	Comply with infection prevention and control policies and procedures	25
Total Nominal Hours		25

Skill Set Title	Infection control Skill Set (Transport and Logistics)	
Skill Set Code	HLTSS00067	
Description	A set of skills to follow organisational infection prevention and control policies and procedures, including implementing standard and transmission-based precautions and responding to infection risks in organisations operating in the transport and logistics industry.	
Unit Code	Unit Title	Nominal Hours
HLTINFCOV001	Comply with infection prevention and control policies and procedures	25
Total Nominal Hours		25

CONTACTS AND LINKS

Curriculum Maintenance Manager (CMM)		
CMM Human Services	The CMM Service is provided on behalf of Higher Education and Skills. CMM Service Executive Officers can assist with questions on payable and nominal hours.	Name: Autumn Shea Address: Swinburne University of Technology, PO Box 218, Hawthorn VIC 3122 Phone: (03) 9214 8501/5034 Email: cmmhs@swin.edu.au
Service Skills Organisation (SSO)		
SkillsIQ	This SSO is responsible for developing this HLT Health Training Package and can be contacted for further information.	Phone: (02) 9392 8100 Email: enquiries@skillsiq.com.au See SkillsIQ website for more information.
National Register for VET in Australia		
Training.gov.au (TGA)	TGA is the Australian government's official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs.	See the National Register for more information.
Australian Government		
Department of Education, Skills and Employment	The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training.	See the Commonwealth Department of Education, Skills and Employment website for more information.
State Government		
Department of Education and Training (DET)	DET is the State Training Authority responsible for supporting implementation of Vocational Education and Training (VET) in Victoria.	(03) 9637 2000 See the Victorian Department of Education and Training website for more information.
National VET Regulatory Authority		
Australian Skills Quality Authority (ASQA)	ASQA is the national regulator for Australia's VET sector.	Info line: 1300 701 801 See the ASQA website for more information.
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 See the VRQA website for more information.



Industry Regulatory Bodies		
Aboriginal and Torres Strait Islander Health Practice Board of Australia	Accreditation and registration enquiries	See the Aboriginal and Torres Strait Islander Health Practice Board of Australia website for more information.
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.	See the ARC website for more information.
Dental Board of Australia	Registration to practice in other States and Territories	See the Dental Board of Australia website for more information.
Nursing & Midwifery Board of Australia (NMBA)	Accreditation enquiries	See the NMBA website for more information.
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 See the WorkSafe Victoria website for more information.



GLOSSARY

Code	Nationally endorsed Training Package qualification code.
Title	Nationally endorsed Training Package qualification title.
Unit Code	Nationally endorsed Training Package unit code.
Unit Title	Nationally endorsed Training Package unit title.
Maximum Payable Hours	<p>The maximum number of hours the Victorian Government will subsidise under Skills First funding for the achievement of the minimum realistic vocational outcome of the 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.</p> <p>Minimum payable hours reflect a calculated minimum number of hours that could deliver a minimum realistic vocational outcome, based on efficiencies of contextualisation and integration.</p>
Scope of Registration	Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide.
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.