

Victorian Purchasing Guide
for
HLT Health Training Package

Release 3.1

June 2016



Education
and Training



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Victorian Purchasing Guide - Version History

Training Package Version	Date VPG Released	Comments
HLT Community Services Training Package Release 3.1	24 June 2016	<p>This Victorian Purchasing Guide reflects the changes made to HLT Health Training Package Release 3.1.</p> <p>Correction of typographical errors:</p> <ul style="list-style-type: none"> • No change to hours
HLT Community Services Training Package Release 3.0	10 March 2016	<p>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:</p> <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. <p>Please refer to HLT Health Training Package Release 3.0 modification history at www.training.gov.au for further details.</p>
HLT Community Services Training Package Release 2.1	28 January 2016	<p>Release of revised minimum and maximum payable hours for HLT release 1 qualifications due to changed units.</p>
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 refer to HLT Health Training Package modification history at www.training.gov.au for further details.</p> <p>Please note: this Victorian Purchasing Guide only contains information on components within the HLT Health Training</p>

		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	<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, 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. <p>Please refer to HLT Health Training Package modification history at www.training.gov.au for further details.</p>

HLT Health Training Package Victorian Purchasing Guide

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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

Code	Title	Minimum Payable Hours	Maximum Payable Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
HLMSG006	Adapt remedial massage practice to meet specific needs	120
HLMSG007	Adapt remedial massage practice for athletes	60
HLMSG008	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

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
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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 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

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

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

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

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	<p>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.</p>	
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

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

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

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

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

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

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

Occupation/ Work Function	Dental Assistant	
Qualification Title	Certificate III in Dental Assisting	
Qualification Code	HLT35015	
Description	<p>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.</p> <p>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.</p>	
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

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

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

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

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

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

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

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
HLTWH001	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

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

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

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	<p>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.</p> <p>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.</p> <p>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.</p>	
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

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

Occupation/ Work Function	Ambulance Officer/ Patient Transport Officer	
Qualification Title	Certificate IV in Health Care	
Qualification Code	HLT41115	
Description	<p>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.</p> <p>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.</p>	
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

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

Occupation/ Work Function	Allied Health Assistant	
Qualification Title	Certificate IV in Allied Health Assistance (Physiotherapy, Occupational Therapy)	
Qualification Code	HLT43015	
Description	<p>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.</p>	
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

Occupation/ Work Function	Dental Assistant	
Qualification Title	Certificate IV in Dental Assisting (Dental Practice Administration Work)	
Qualification Code	HLT45015	
Description	<p>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.</p> <p>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.</p> <p>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.</p>	
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

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

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

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

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

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

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

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

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

Occupation/ Work Function	Medical Assistant	
Qualification Title	Certificate IV in Medical Practice Assisting	
Qualification Code	HLT47715	
Description	<p>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.</p> <p>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.</p>	
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

Occupation/ Work Function	Optical Technician	
Qualification Title	Certificate IV in Optical Dispensing	
Qualification Code	HLT47815	
Description	<p>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.</p> <p>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.</p>	
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
HLTWS001	Participate in workplace health and safety	20
BSBCUS301	Deliver and monitor a service to customers	35
SIRXSL201	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

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	<p>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.</p> <p>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.</p> <p>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.</p>	
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

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	<p>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.</p>	
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

Occupation/ Work Function	Paramedic, Emergency Medical Technician	
Qualification Title	Diploma of Paramedical Science	
Qualification Code	HLT51015	
Description	<p>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.</p> <p>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.</p>	
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

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

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

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

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

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

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

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

Occupation/ Work Function	Enrolled Nurse	
Qualification Title	Diploma of Nursing	
Qualification Code	HLT54115	
Description	<p>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.</p> <p>Further information on registration is available at www.nursingmidwiferyboard.gov.au</p> <p>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.</p>	
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	<p>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.</p> <p>Dental technicians work in dental laboratories on their own or in small groups, under the prescription of dentists.</p>	
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

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

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
BSBRISK501	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

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

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	<p>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.</p> <p>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.</p> <p>Candidates who will benefit the most from undertaking this Advanced Diploma will have either the:</p> <ul style="list-style-type: none"> • 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 <p>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.</p>	
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

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

Occupation/ Work Function	Enrolled Nurse - Specialised Nursing Practice	
Qualification Title	Advanced Diploma of Nursing (Aged care and individual support work)	
Qualification Code	HLT64115	
Description	<p>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.</p> <p>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.</p>	
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

Occupation/ Work Function	Dental Prosthetist	
Qualification Title	Advanced Diploma of Dental Prosthetics	
Qualification Code	HLT65015	
Description	<p>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.</p> <p>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.</p> <p>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</p>	
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

Curriculum Maintenance Manager (CMM)		
<p>Human Services: Community Services & Health; Art, Design & Entertainment; Sport & Recreation; Museum & Library/Information Services.</p>	<p>The CMM Service is provided by Executive Officers, across all industry areas covered by Training Packages.</p> <p>They can assist with questions on payable and nominal hours.</p>	<p>Jennifer Fleischer</p> <p>Address: Swinburne University of Technology, PO Box 218, Hawthorn VIC3122</p> <p>Phone: (03) 9214 8501/5034</p> <p>Email: cmmhs@swin.edu.au</p> <p>Web: http://www.education.vic.gov.au/training/providers/rto/Pages/products.aspx</p>
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	<p>Phone: +61 408 167 799 +61 410 801 717</p> <p>Email: enquiries@skillsiq.com.au</p> <p>Web: http://skillsiq.com.au/</p>
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.	<p>(03) 9637 2000</p> <p>www.education.vic.gov.au</p>
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
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
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
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
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

GLOSSARY

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.