

## Course Outline

*HLT43015*

**Certificate IV in Allied Health Assistance**



# Why Health Industry Training

Health Industry Training is passionate and committed to inspiring students to achieve their career goals and aspirations. If you want to be part of an exciting, fast growing industry the health and community services sector and Health Industry Training can fulfil that goal.

The health sector is currently the largest employment and fastest growing sector in Australia. The opportunities for Australians are exciting and rewarding. To be part of this industry it is important you select the most appropriate training organisation to ensure you receive the necessary knowledge, skills and practical experience needed to secure a place.

Health Industry Training has many years' experience in the health sector. We specialise in health and community services and keep well informed of the current and future trends occurring in the health and community services sector.

Health Industry Training will help you successfully complete your qualification using an individual, supportive approach by providing you with a training plan individualised to suit your needs and lifestyle. Study your way, place and pace with the support of a personal trainer.

It is recommended that you read this course outline in conjunction with the student handbook that is available on the Health Industry Training website.

*Inspiring students to achieve!*



RTO National Provider # 32145

# HLT43015

## Certificate IV in Allied Health Assistance

### Course Details

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**Duration** Maximum 24 months

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**Delivery Method** Flexible, individual needs approach to learning, Clinical Work Placement

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**Enrolment Method** Open enrolment

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**Prospect Career Roles** Therapy assistant  
Podiatry assistant  
Physiotherapy assistant  
Speech pathology assistant  
Allied health assistant  
Community rehabilitation assistant

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**Assessment Methods** Short answer questions  
Projects  
Case studies  
Workplace portfolio  
Research reports  
Work placement  
Clinical log book

### Industry trends

Australia has more than 90,000 allied health professionals, who work alongside doctors and nurses to provide optimum health care for all Australians.

Allied Health Assistants work under the direction of professional staff such as doctors, social workers, physiotherapists, speech pathologists, occupational therapists, diversional therapists, home economists and nurses. They assist senior staff by visiting clients, preparing written and verbal reports, and helping with personal care that clients or carers may not be able to undertake.

Our ageing population and the increased focus on primary health care means that roles associated with allied health will continue to increase. This will potentially include multi-specialty practice or multidisciplinary teams operating within primary care involving allied health and medical practitioners, and increased establishment/uptake of roles and training for allied health assistants.

# Course Information

## Delivery Method

The Certificate IV in Allied Health Assistance is delivered through a blended delivery method. You will be provided with a 'Learner Resource' and 'Assessment Booklet' for each unit of competency. Assessments are to be completed in normal word document attached to an email and sent directly to your trainer for all theoretical assessments.

It is a requirement of this qualification that you will undertake clinical work placement. This will provide you with the necessary clinical/practical skills and workplace experience. Demonstration of performance will be provided through a clinical logbook to ensure students are fully equipped to enter the workforce after the completion of the qualification. **Work placement is to be obtained prior to enrolling in this qualification**

## Clinical Work Placement

**Duration:** Approximately 200 to 300 hours based on tasks required to be completed through clinical log book.

## Work placement outline

Health Industry Training recognises that an important part of undertaking a qualification in health or community services is the clinical component of the course. Work placement provides students with an avenue to apply clinical and practical skills in a 'real life' environment where you are able to practice the skills and knowledge you have learnt during the course.

It is compulsory of this qualification for students to undertake clinical work placement for the Certificate IV in Allied Health Assisting.

Health Industry Training will work with you to find a suitable organisation for your work placement. As a student it is important for you to discuss work placement opportunities with local organisations. Once you have sourced a relevant host employer, Health Industry Training will be responsible for contacting them on your behalf to discuss work placement requirements.

## Insurance

Health Industry Training provides insurance to all students undertaking work placement as part of their qualification. Insurance covers Public Liability and Volunteer Workers insurance.

## Pre-requirements

As a student you must ensure you have completed the necessary 'Prior to clinical work placement' activities listed below before clinical work placement can commence.

- National Criminal History Clearance
- Student Disclosure Statement
- Working with Children blue card
- Immunisations and screening

## Assessment Methods

Health Industry Training uses a range of assessment methods to ensure sufficient evidence can be gathered to demonstrate you can perform the tasks against the specified criteria. Assessment methods can include:

- Short answer questions
- Projects
- Case studies
- Scenarios
- Reports
- Workplace portfolios
- Work placement logbook
- Research reports
- Presentations

## Recognition of Prior Learning

Many of our students already have a high level of skills, knowledge and expertise that can be recognised through a Recognition of Prior Learning (RPL) process.

RPL takes into account previous formal study, work and life experience and then assesses this against the elements of competency to determine if you can receive credit toward a qualification. Students seeking recognition can apply for RPL on enrolment into a qualification or throughout the duration of their study.

## Credit Transfer

If you have completed a unit of competency within your intended qualification with another Registered Training Organisation (RTO) you may be able to apply for a credit transfer or exemption. A copy of the original transcript must be provided when applying for a credit transfer.



# Admission Requirements

## Entry Requirements

To enrol in the Certificate IV in Medical Practice Assisting it is anticipated that you will have completed year 10 or equivalent.

In addition students will need to provide Health Industry Training with their Unique Student Identifier number.

## IT Requirements

To complete the course you will need access to a computer and the Internet.

In addition you will need basic computer skills to conduct research on your current topics and complete your assessments. In particular, you will need skills in word processing and PowerPoint presentations.

## Minimum Age Requirements

The minimum age for this course is 16 years old. If you are under 18 years of age your enrolment form must be signed by a parent or guardian.

## Literacy, Language, Numeracy (LLN) Requirements

Students must have an adequate level of Language, Literacy and Numeracy skills (LLN). Entry into the course requires English proficiency to Year 10 level or equivalent. Students are able to test their LLN skills by completing an appropriate level LLN test by emailing [info@healthindustrytraining.org](mailto:info@healthindustrytraining.org). For additional information and support contact the Reading Writing Hotline at [www.readingwritinghotline.edu.au](http://www.readingwritinghotline.edu.au).

# Student Support

Throughout your course with Health Industry Training, you will be provided with a range of support services depending on your individual needs.

**One-on-one trainer support:** You will be provided with a trainer that has extensive experience and expertise in the course content and the industry sector. Our professional trainers are there to ensure you have a successful learning journey where you can contact them via phone or email.

In addition to your trainer, the administration team can provide you with support including your enrolment, changes to contact details or study plan, progress report and any issues you may encounter throughout your course.

## Peer support

Health Industry Training appreciates that distance/online learning can be an isolated experience for some students. To assist with isolation all students have the option to be part of a Facebook peer support group. Peer support groups can be a positive experience where you can study with like-minded people, ask questions relating to your course and build friendships.

## Financial support

The Certificate IV Allied Health Assistance is Austudy / Abstudy approved. Please contact your local Centrelink office for eligibility requirements and application.

## Queensland residents ONLY.

**Higher Level Skills:** Health Industry Training is proud to be a pre-qualified supplier for the Queensland Government, under the Higher Level Skills program. To be eligible for Higher Level Skills, participants must not hold or be undertaking a Certificate IV qualification. Qualifications undertaken at school do not affect eligibility. The cost for students on a Centrelink concession is \$5 per unit. For non-concession students or payments made by a third party, the cost is \$30 per unit.

## Fee-paying

To assist students who are not eligible for funding, Health Industry Training offers financial assistance to students by allowing students to either:

- pay the cost of the course in full and receive a 10% discount on the full cost of the course; or
- take advantage of our affordable payment plan options (weekly, fortnightly or monthly instalments) (see enrolment form for additional information)



## Course Structure

The Certificate IV in Allied Health Assistance has been packaged to include:

16 units are required for award of this qualification including:

- 7 core units
- 9 elective units

The course combines theoretical and practical clinical work placement experience. The theoretical component of the course provides the student with the relevant knowledge required to work in the primary health care sector.

The practical clinical placement experience provides students with the clinical knowledge and skills for students to work in a clinical setting on completion of the qualification.

The table below provides a list of the units of competencies offered by Health Industry Training. In addition, units of competency that require practical work placement have been identified.

Unit Code	Unit Title	Unit type (Core/Elective)
CHCCOM005	Communicate and work in health or community services *	Core
CHCDIV001	Work with diverse people	Core
HLTWHS002	Follow safe work practices for direct client care	Core
CHCLEG003	Manage legal and ethical compliance	Core
HLTAAP001	Recognise healthy body systems *	Core
BSBMED301	Interpret and apply medical terminology appropriately	Core
HLTAAP002	Confirm physical health status *	Core

Nine (9) elective units are to be selected.

**ALL of the following electives MUST BE completed for Physiotherapy specialisation**

HLTAHA003	Deliver and monitor client specific physiotherapy programs *	Elective
HLTAHA005	Support the delivery and monitoring of physiotherapy program for mobility *	Elective

**ALL of the following electives MUST BE completed for Podiatry specialisation**

HLTAHA006	Assist with basic foot hygiene *	Elective
HLTAHA007	Assist with podiatric procedures *	Elective
HLTAHA008	Assist with podiatry assessment and exercise *	Elective

<b>ALL of the following electives MUST BE completed for Occupational Therapy specialisation</b>		
HLTAHA010	Assist with the development and maintenance of client functional status *	Elective
HLTAHA016	Support the fitting of assistive equipment *	Elective
<b>ALL of the following electives MUST BE completed for Speech Pathology specialisation</b>		
HLTAHA012	Support the development of speech and communication skills *	Elective
HLTAHA013	Provide support in dysphagia management *	Elective
HLTAHA014	Assist and support the use of augmentative and alternative communication systems *	Elective
<b>ALL of the following electives MUST BE completed for Nutrition and Dietetics specialisation</b>		
HLTAHA018	Assist with planning and evaluating meals and menus to meet recommended dietary guidelines *	Elective
HLTAHA019	Assist with the monitoring and modification of meals and menus according to individualised plans *	Elective
HLTAHA020	Support food services in menu and meal order processing *	Elective
HLTAHA021	Assist with screening and implementation of therapeutic diets *	Elective
<b>Remaining units can be selected from the list below</b>		
CHCAGE001	Facilitate the empowerment of older people *	Elective
CHCAGE005	Provide support to people living with dementia *	Elective
CHCCCS001	Address the needs of people with chronic disease *	Elective
CHCCCS006	Facilitate individual service planning and delivery	Elective
CHCCCS009	Facilitate responsible behaviour	Elective
CHCCCS023	Support independence and wellbeing *	Elective
CHCDIS007	Facilitate the empowerment of people with disability *	Elective
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	Elective



CHCHCS001	Provide home and community support services *	Elective
CHCMHS001	Work with people with mental health issues *	Elective
HLTAHA001	Assist with an allied health program *	Elective
BSBFIM501	Manage budgets and financial plans	Elective
BSBINM301	Organise workplace information	Elective
BSBINN301	Promote innovation in a team environment	Elective
BSBMED401	Manage patient record keeping system	Elective
BSBMGT406	Plan and monitor continuous improvement	Elective
BSBWOR502	Lead and manage team effectiveness	Elective

Mandatory placement required \*

# How to Enrol

## Need More Information?

Health Industry Training is dedicated to ensuring all students are enrolled in the course that will achieve their career aspirations. If you need help with choosing the right course for you please contact the administration team on 1300 381 415.

## Ready to Enrol?

Place an enquiry through our website:  
[www.healthindustrytraining.org](http://www.healthindustrytraining.org)

OR

Email [info@healthindustrytraining.org](mailto:info@healthindustrytraining.org) and request an enrolment pack

OR

Enrol by phone. Contact one of our friendly enrolment officers on 1300 381 415