

Course Outline

HLT33115

Certificate III in Health Services
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

HLT33115

Certificate III in Health Services Assistance

Course Details

Duration	Maximum 24 months
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Delivery Method	Flexible, individual needs approach to learning, Work Placement
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Enrolment Method	Open enrolment
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Prospect Career Roles	Assistant in Nursing Orderly Operating theatre technician Ward Assistant Patient support assistance
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Assessment Methods	Short answer questions Projects Case studies Workplace portfolio Research reports Work Placement Practical Logbook
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Industry trends

Health Services Assistance roles provide assistance to health professional staff with the care of clients.

Over the five years to November 2018, the number of job openings for Nursing Support and Hospital Support Workers is expected to be high (greater than 50,000). Job openings can arise from employment growth and people leaving the occupation.

This is a very large occupation (97,400 in November 2013) suggesting that opportunities for Nursing Support and Hospital Support Workers should be available in most regions.

Course Information

Delivery Method

The Certificate III in Health Services 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 work placement. This will provide you with the necessary practical skills and workplace experience. Demonstration of performance will be provided through a practical logbook to ensure students are fully equipped to enter the workforce after the completion of the qualification.

Work Placement

Duration: Approximately 100 to 200 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 practical component of the course. Work placement provides students with an avenue to apply 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 a requirement of this qualification for students to undertake work placement for the Certificate III in Health Services Assistance. **Placement is required to be obtained prior to enrolling**

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

Depending on the organisation where you undertake placement, you may need to conduct a number of pre-placement requirements. All students will need to undertake a National Criminal Record check prior to placement. Health Industry Training can arrange the National Criminal Record check on your behalf for the cost of \$18. Alternatively you can contact your local police station.

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.



Entry Requirements

To enrol in the Certificate III in Health Services Assistance 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.

Admission Requirements

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. For additional information and support contact the Reading Writing Hotline at 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 education 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 III in Health Services Assistance is Austudy / Abstudy approved. Please contact your local Centrelink office for eligibility requirements and application.

Queensland residents ONLY.

Certificate 3 Guarantee: Health Industry Training is proud to be a pre-qualified supplier for the Queensland Government, under the Certificate 3 Guarantee. To be eligible for the Certificate 3 Guarantee, participants must not hold or be undertaking a Certificate III qualification. Qualifications undertaken at school do not affect eligibility. The cost for students on a Centrelink concession is \$20 per unit. For non-concession students or payments made by a third party, the cost is \$60 per unit.

Australian Apprenticeship Scheme

Queensland residents ONLY - This course is available through the Australian Apprenticeship Scheme. The Australian Apprenticeships Scheme is government funded training available for school-based students, new and existing employees. The traineeship program addresses skills needs by making government funding available to Health Industry Training to deliver the training.

Other States - This course is also available to be delivered as a traineeship in other states. Training is available for new and existing employees. Please contact your preferred apprenticeship centre to arrange sign up of your Traineeship.

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 table below provides a recommendation for the order in which you should complete your units. On enrolment into the units you will be provided with learner guides, reference material and assessment booklets.

15 units are required for award of this qualification including:

- 7 core units
- 8 elective units

Order of Study

Unit Code	Unit Title	Unit type (Core/Elective)
CHCCOM005	Communicate and work in health or community services*	Core
HLTWHS001	Participate in workplace health and safety	Core
CHCDIV001	Work with diverse people	Core
HLTAAP001	Recognise healthy body systems*	Core
BSBMED301	Interpret and apply medical terminology appropriately	Core
HLTINF001	Comply with infection prevention and control policies and procedures*	Core
BSBWOR301	Organise personal work priorities and development	Core


Eight (8) elective units are to be selected. No particular order of completion is required.

If completing theatre units all three units below must be selected

HLTTHE001	Handle and care for operating theatre equipment*	Elective
HLTTHE002	Assist with preparation of clients for operative procedures*	Elective
HLTTHE003	Provide intra-operative equipment and technical support *	Elective

Remaining electives

CHCCCS020	Respond effectively to behaviours of concern	Elective
HLTAIN001	Assist with nursing care in an acute care environment *	Elective
HLTAIN002	Provide non-client contact support in an acute care environment*	Elective
CHCAGE001	Facilitate the empowerment of older people*	Elective
CHCAGE005	Provide support to people living with dementia*	Elective
CHCAOD002	Work with clients who are intoxicated*	Elective
CHCCCS009	Facilitate responsible behaviour	Elective
CHCCCS010	Maintain high standard of service*	Elective
CHCCCS015	Provide individualised support*	Elective



CHCMHS001	Work with people with mental health issues*	Elective
HLTAID003	Provide first aid (To be completed with an external provider)	Elective
BSBFLM312	Contribute to team effectiveness	Elective
BSBINN301	Promote innovation in a team environment	Elective

*Mandatory work 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

OR

Email info@healthindustrytraining.org and request an enrolment pack

OR

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