

# HLT33115 Certificate III in Health Services Assistance

## Program Guide

South West Sydney Local Health District

VET in Schools

This Program aligns to the NSW Education and Standards Authority (NESA) requirements for VET in Schools

Program enquires

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## About this program

This nationally accredited qualification reflects the role of an Assistant in Nursing working under the direct supervision of a Registered Nurse. Assistants in Nursing provide clinical care for people across the health care continuum and at all stages of life. To be eligible to apply students must currently be in year 10 of their secondary school studies.

The program has been designed in consultation with stakeholders in NSW Health and the wider community. The program has been contextualised to NSW Health so that students are familiar and grow in their familiarity with the NSW Health environment.

Visit [training.gov.au](http://training.gov.au) for more information about the qualification.

## What you will learn

In this program, students will learn how to:

- care for patients with acute, chronic and complex needs across the lifespan
- undertake physical assessment and contribute to patient care plans
- work and communicate effectively with other members of an interdisciplinary health care team
- keep themselves and others safe while practicing safe infection control
- provide care that includes the activities of daily living
- take and record vital signs

## Qualification pathways

Graduates may be eligible to enrol into the Diploma of Nursing, a Bachelor of Nursing, a Bachelor of Midwifery or any other health related professional qualification.

In addition to this program guide, students should also read the [Student Handbook](#) and NSW Health [RTO's policies and procedures](#).

## Program details

Schedule	Location	Duration	Time commitment	Target group
Part-time	<b>Locations:</b> <ul style="list-style-type: none"> <li>Bankstown Hospital</li> <li>Bowral &amp; District Hospital</li> <li>Campbelltown Hospital</li> <li>Fairfield Hospital</li> <li>Liverpool Hospital</li> </ul>	20 months period	<ul style="list-style-type: none"> <li>280 hours classroom or virtual classroom training consisting of simulation and classroom-based activities for four (4) hours every week on allocated VETiS days for each consecutive school term.</li> <li>80 hours of clinical placements scheduled during the school term break holidays (except December holidays)</li> </ul>	Students currently in year 10 at secondary school

### Training

Students will attend face to face training sessions at their assigned location though some training sessions may also be virtual using Microsoft Teams (Blended learning). Students will be provided with all training and learning materials.

### Clinical or work placement

Students will undertake 80 hours of structured workplace learning consisting of clinical placements which are scheduled during the school term break holidays (except December holidays) in an acute care setting to ensure they can gain the knowledge and skills required for the qualification and appropriate to Assistant in Nursing scope of practice. Clinical placements are sourced by NSW Health RTO for students.

## Simulation

Students will have opportunities to learn and practice their skills in purpose built simulated conditions OR classroom simulated environments complementing NSW Health environments. Simulation-based training is an integral component of the program and is designed to prepare students for clinical placement by developing practical skills, critical thinking, and confidence in a safe, controlled environment.

## Assessment

Each UOC has a Student Assessment Workbook (SAW) outlining details of theoretical and practical assessments. My Health Learning online platform may also be used for assessment submissions and tracking.

Students will be assessed for performing clinical tasks in the clinical placement environment.

Students will be provided with all assessment materials.

## Facilities and resources

Students will be provided with the following facilities and resources:

- Student Assessment Workbook for each Unit of Competency (UOC)
- Learner Resource Manual for each Unit of Competency (UOC)
- Workplace policies and procedures
- A First Aid Textbook
- A Nursing Dictionary
- SWSLHD student name badge/ hospital ID/ Building access
- Scrub uniforms (Top only)
- Access to dedicated Microsoft Teams platform for student engagement, discussion forums and knowledge sharing.
- Facilities and equipment as listed below:
  - SWSLHD based documents for e.g., care plans, SAGO chart, fluid balance chart etc.
  - Manual handling equipment e.g., mechanical lifters, slide sheets, standing/walking belts.
  - Clinical observation equipment e.g., stethoscope, sphygmomanometer, blood glucose testing, oxygen saturations monitor, thermometers, oxygen and masks
  - Simulation environment with hospital beds and bedside equipment mannequins
  - Anatomical models
  - Personal protective equipment e.g., gloves, masks, gowns, goggles, hair hats and hand washing solutions.
  - Materials are provided for the supervisors and workplace facilitators which includes scope of practice and job description.

- Students MUST have the following equipment prior to course commencement. They can communicate with their VETiS educators or program coordinator if there are any difficulties:
  - Computer / laptop
  - Microphone
  - Camera
  - Chrome internet browser
  - Internet access

### **Program fees**

This course is funded through the Department of Education for students enrolled in Government Schools. For students from Non-Government schools the arrangements will vary according to local policies. Please check with your school Career Advisor/ VET Coordinator regarding these arrangements.

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## **Eligibility**

To be eligible for this program, students must:

- currently be a year 10 student in a secondary school
- have sufficient language, learning and numeracy (LLN) and Digital literacy skills to be able to complete written and online course work.
- schools to submit an Expression of Interest (EOI) in EVET portal on behalf of student.
- student must be recommended by school.
- meet all requirements of the Work Placement Demands Checklist. The Checklist outlines the physical and psychological work placement demands while working in the clinical setting.
- be able to complete the AVETMISS requirements and provide all personal information required
- obtain and provide a Unique Student Identifier (USI) using their legal name
- commit to all the program component consisting of attendance and participation, training and assessment activities, academic progress expectations, clinical placement, simulation and workplace learning.

### **Clinical placement**

To be eligible for clinical placement, students must:

- Must comply with immunisation and health screening requirements of the Ministry of Health *policy document PD2026\_004 Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases policy* before the first clinical placement.

[https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2026\\_004.pdf](https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2026_004.pdf)

- Comply with the NSW Health Code of Conduct
- undertake mandatory eLearning in preparation for placement

## Units of competency

Students will study the following units of competency:

UOC Code and Title	Core/ Elective (group)/ imported
CHCCOM005 Communicate and work in health or community services	Core
CHCDIV001 Work with diverse people	Core
HLTAAP001 Recognise healthy body systems	Core
HLTINF006 Apply basic principles and practices of infection prevention and control	Core
HLTWHS001 Participate in workplace health and safety	Core
BSBMED301 Interpret and apply medical terminology appropriately	Core
BSBWOR301 Organise personal work priorities and development	Core
CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety	Elective
HLTAID011 Provide first aid	Elective
HLTAIN001 Assist with nursing care in an acute care environment	Elective
CHCAGE005 Provide support to people living with dementia	Elective
CHCCCS002 Assist with movement	Elective
CHCCCS020 Respond effectively to behaviours of concern	Elective
CHCCCS026 Transport individuals	Elective

HLTAIN002 Provide non-client contact support in an acute care environment	Elective
CHCAGE007 Recognise and report risk of falls	Elective

NOTE: An additional UOC CHCAGE007 Recognise and report risk of falls has been added to meet the NESA Requirements for 360 hours of HSC Indicative hours. A separate Statement of Attainment will be issued for this UOC.

Visit [training.gov.au](http://training.gov.au) for more information about each of these units.

## Student support

Students have access to the following support options.

- One on one support from our trainers/assessors
- Study groups where students can work with their fellow students
- Career guidance
- Staff Wellbeing program that provides personal counselling
- Library services
- Online wellness resources
- Strategies for cultural safety, diversity and inclusion

Students should discuss any individualised support needs during the enrolment process.

## Reasonable adjustment

Students requiring any reasonable adjustment should discuss this with the Program Coordinator prior to enrolment. See the Reasonable adjustment policy for more information.

## Credit Transfer and Recognition of Prior Learning

Students are invited to apply for Credit Transfer and Recognition of Prior Learning (RPL) as early as the enrolment process.

Credit Transfer is disallowed for the unit of competency HLTAID011 if it was completed more than three years ago.

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## Expectations of students

Students are expected to:

- treat RTO staff members and fellow students with respect
- attend and participate in all training sessions
- meet academic progress requirements
- submit assessments on time
- abide by the NSW Health Code of Conduct
- abide by the NSW Health RTO policies and procedures

Refer to Student Handbook for more information about the expectations of students.

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## Program changes

In the rare case that program changes are required, the RTO will inform students as soon as possible and give students clear information about what they may be required to do.

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## Withdrawal and deferral

Students who wish to withdraw or defer, must discuss this with the Program Coordinator prior to withdrawing from the program.

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## Complaints and appeals

Students are entitled to lodge a complaint or appeal at any time.

# NSW Health Registered Training Organisation

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St Leonards NSW

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W: [heti.nsw.gov.au/nswhealthrto](http://heti.nsw.gov.au/nswhealthrto)

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