HLT07 Health Training Package

HLT32512 Certificate III in Health Services Assistance

Human Services Curriculum Framework

Course Information Package
Welcome

Welcome to the Human Services Curriculum Framework – HLT32512 Certificate III in Health Services Assistance qualification. Your course will be delivered by NSW Health Registered Training Organisation (RTO). NSW Health provides hospital and community based health services to an estimated population of 1.36 million and offers teaching hospitals and a number of smaller district hospitals and specialty health care facilities.

Within NSW Health, there are 8 Local Health Districts that cover the Sydney metropolitan region, and seven that cover rural and regional NSW. In addition, two specialist networks focus on Children's and Paediatric Services, and Forensic Mental Health. A third network will operate across the public health services provided by three Sydney facilities operated by St Vincent's Health: these include St Vincent's Hospital and the Sacred Heart Hospice at Darlinghurst and St Joseph’s at Auburn

South Western Sydney Local Health District (SWSLHD) is the district in which you will be undertaking this course. It is a leading provider of education and training for current and future health professionals, including undergraduate and postgraduate, medical, nursing and allied health students.

Within South Western Sydney Local Health District there are currently five (5) Hospitals you can chose to undertake this course in. They include:

- Bankstown- Lidcombe
- Bowral
- Campbelltown
- Fairfield
- Liverpool
Student Information

NSW Health Registered Training Organisation (RTO) delivers the Human Services Curriculum Framework - HLT32512 Certificate III in Health Services Assistance course to Government and some Private/Catholic school students in the South Western Sydney Local Health District (LHD).

Some of the delivery sites include:
- Bankstown- Lidcombe Hospital
- Bowral Hospital
- Campbelltown Hospital
- Liverpool Hospital
- Fairfield Hospital

This course is an Industry Curriculum Framework (ICF) developed course, which means, it was developed by the NSW Board of studies in consultation with the Health Industry. Details are outlined below.

<table>
<thead>
<tr>
<th>RTO Number</th>
<th>90198 NSW Health RTO (Private Provider)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOS course name</td>
<td>Human Services</td>
</tr>
<tr>
<td>Qualification outcome</td>
<td>HLT32512 Certificate III Health Services Assistance (This qualification includes Group B electives recommended for assisting in nursing work in acute care)</td>
</tr>
<tr>
<td>BOS course number</td>
<td>HSC (Preliminary) - 27101 - 2 units by 2 years Higher School Certificate - 27101 - 2 units by 2 years &amp; 27109 - 2 units by 1 year</td>
</tr>
<tr>
<td>Category</td>
<td>‘Category B’</td>
</tr>
</tbody>
</table>

At the end of this course the student will:

- Obtain a nationally recognised qualification called: HLT32512 Certificate III in Health Services Assistance ("This qualification includes Group B electives recommended for assisting in nursing work in acute care")
- Be eligible for 6 HSC credit units towards the 22 HSC credit units required for the award of the HSC
- Allow results from the optional Human Services Higher School Certificate examination (HSC) to count towards their Australian Tertiary Admission Rank (ATAR)
Course Coordinators

Your teachers will be here to assist you in both the theoretical and work placement component of this course.

So please contact them when you need assistance throughout the application, interview and course acceptance process as well as the duration of the 2 year course.

Their emails and associated theory day information, is as follows:

<table>
<thead>
<tr>
<th>Coordinator</th>
<th>Hospital</th>
<th>Contact</th>
<th>2016 Theory Day (1.30-5pm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joanne Prior</td>
<td>Bankstown</td>
<td><a href="mailto:joanne.prior@sswahs.nsw.gov.au">joanne.prior@sswahs.nsw.gov.au</a></td>
<td>Monday</td>
</tr>
<tr>
<td>Lynn Fraser</td>
<td>Bowral</td>
<td><a href="mailto:lynn.fraser@sswahs.nsw.gov.au">lynn.fraser@sswahs.nsw.gov.au</a></td>
<td>Wednesday</td>
</tr>
<tr>
<td>Mary van den Dolder</td>
<td>Campbelltown</td>
<td><a href="mailto:mary.vandendolder@sswahs.nsw.gov.au">mary.vandendolder@sswahs.nsw.gov.au</a></td>
<td>Tuesday</td>
</tr>
<tr>
<td>Nalini Singh</td>
<td>Fairfield</td>
<td><a href="mailto:nalini.singh@sswahs.nsw.gov.au">nalini.singh@sswahs.nsw.gov.au</a></td>
<td>Monday</td>
</tr>
<tr>
<td>Vicki Aguilar</td>
<td>Liverpool</td>
<td><a href="mailto:vicki.aguilar@sswahs.nsw.gov.au">vicki.aguilar@sswahs.nsw.gov.au</a></td>
<td>Tuesday</td>
</tr>
</tbody>
</table>
Human Services Course requirements

The aim of the Human Services Curriculum Framework is to enable students to develop a range of technical, vocational and interpersonal competencies valued both within and beyond the workplace. Students will also acquire underpinning knowledge and skills related to work, employment and further training within the community services and/or health industry.

Through the study of this subject, students will gain experiences that can be applied to a range of contexts, including work, study and leisure and will assist them to make informed career choices.

For the Human Services (360 indicative hours) course, students must undertake:
- 15 units of competency, including 7 mandatory units
- 7 Mandatory units of competency for the HSC, totalling 180 HSC indicative hours (these are made of 4 compulsory and 3 electives for the Certificate III in Health Services Assistance qualification)
- Plus 180 HSC indicative hours worth of units of competency from the HSC elective pool.
- You will complete at least 105 hours of work placement in a hospital or rehabilitation health care facility

Associated units of competency

<table>
<thead>
<tr>
<th>Focus Area</th>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and wellbeing</td>
<td>CHCIC303A</td>
<td>Support individual health and emotional well being</td>
<td>35</td>
</tr>
<tr>
<td></td>
<td>HLTAP301B</td>
<td>Recognise healthy body systems in a health care context</td>
<td>30</td>
</tr>
<tr>
<td>Industry Context</td>
<td>HLTHIR301C</td>
<td>Communicate and work effectively in health</td>
<td>15</td>
</tr>
<tr>
<td>Safety</td>
<td>HLTFA311A</td>
<td>Apply first aid</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>HLTIN301C</td>
<td>Comply with infection control policies and procedures</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>HLTWHS200A</td>
<td>Participate in WHS processes</td>
<td>20</td>
</tr>
<tr>
<td>Work</td>
<td>HLTHIR403C</td>
<td>Work effectively with culturally diverse clients and co-workers</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>#HLTHIR301C</td>
<td>Communicate and work effectively in health</td>
<td>15</td>
</tr>
</tbody>
</table>

Total Hours 180

# This unit is repeated, as essential knowledge and skills from this unit can be found in both focus areas, that is, Industry Context and Work
For students to be able to achieve the HLT32512 Certificate III in Health Services Assistance qualification, the units selected from the HSC elective pool need to include:

- For the assisting in nursing work in acute care work role - The remaining 2 compulsory units of competency and 6 recommended elective units of competency (Group B electives)

NSW Health RTO will therefore deliver the following units of competency:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit of Competency</th>
<th>NSW Health RTO Indicative Hours</th>
<th>Board of Studies Indicative Hours</th>
<th>Acute Care Nursing</th>
<th>Order of Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTHIR301C</td>
<td>Communicate and work effectively in health</td>
<td>30</td>
<td>30</td>
<td>× (C)</td>
<td>1</td>
</tr>
<tr>
<td>HLTFA311A</td>
<td>Apply first aid</td>
<td>20</td>
<td>20</td>
<td>× (E)</td>
<td>2</td>
</tr>
<tr>
<td>HLTWHS200A</td>
<td>Participate in WHS processes</td>
<td>20</td>
<td>20</td>
<td>× (C)</td>
<td>3</td>
</tr>
<tr>
<td>HLTIN301C</td>
<td>Comply with infection control policies and procedures</td>
<td>25</td>
<td>25</td>
<td>× (C)</td>
<td>4</td>
</tr>
<tr>
<td>HLTCSD305D</td>
<td>Assist with client movement</td>
<td>15</td>
<td>15</td>
<td>× (RE)</td>
<td>5</td>
</tr>
<tr>
<td>HLTCSD208D</td>
<td>Transport clients</td>
<td>10</td>
<td>10</td>
<td>× (RE)</td>
<td>6</td>
</tr>
<tr>
<td>HLTHIR403C</td>
<td>Work effectively with culturally diverse clients and co-workers.</td>
<td>20</td>
<td>20</td>
<td>× (E)</td>
<td>7</td>
</tr>
<tr>
<td>HLTCSD306D</td>
<td>Respond effectively to behaviours of concern</td>
<td>15</td>
<td>15</td>
<td>× (RE)</td>
<td>8</td>
</tr>
<tr>
<td>HLTAP301B</td>
<td>Recognise healthy body systems in a health care context</td>
<td>30 (10 hours in year 11)</td>
<td>30</td>
<td>× (C)</td>
<td>9</td>
</tr>
<tr>
<td>BSBMED301B</td>
<td>Interpret and apply medical terminology appropriately</td>
<td>25 (10 hours in year 11)</td>
<td>25</td>
<td>× (C)</td>
<td>10</td>
</tr>
</tbody>
</table>

<p>| 175          |</p>
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit of Competency</th>
<th>NSW Health Indicative Hours</th>
<th>Board of Studies Indicative Hours</th>
<th>Acute Care Nursing</th>
<th>Order of Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTAP301B</td>
<td>Recognise healthy body systems in a health care context</td>
<td>30 (20 hours in year 12)</td>
<td>30</td>
<td>× (C)</td>
<td>9</td>
</tr>
<tr>
<td>BSBMED301B</td>
<td>Interpret and apply medical terminology appropriately</td>
<td>25 (15 hours in year 12)</td>
<td>25</td>
<td>× (C)</td>
<td>10</td>
</tr>
<tr>
<td>HLTAIN301C</td>
<td>Assist nursing team in an acute care environment</td>
<td>40</td>
<td>40</td>
<td>× (RE)</td>
<td>11</td>
</tr>
<tr>
<td>CHC1C303A</td>
<td>Support individual health and well being</td>
<td>35</td>
<td>35</td>
<td>× (ME)</td>
<td>12</td>
</tr>
<tr>
<td>HLTAIN302C</td>
<td>Provide support in an acute care environment</td>
<td>20</td>
<td>20</td>
<td>× (RE)</td>
<td>13</td>
</tr>
<tr>
<td>BSBFLM303C</td>
<td>Contribute to effective workplace relationships</td>
<td>25</td>
<td>25</td>
<td>× (C)</td>
<td>14</td>
</tr>
<tr>
<td>HLTCSD201D</td>
<td>Maintain high standard of client service</td>
<td>20</td>
<td>20</td>
<td>× (RE)</td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total HSC Indicative Hours</th>
<th>350 Hours</th>
<th>For Acute Care Nursing Pathway</th>
</tr>
</thead>
</table>

C = Core Competency Unit  ME = Mandatory Elective
RE = Recommended Elective  E = Elective
Theory

360 nominal hours of theory will occur at your nominated hospital. Educators for each unit of competency (UOC) may include your Course Coordinator, Clinical Nurse Specialists, Physiotherapists, Speech Therapists, Doctors and other health care workers. Theory sessions will occur one (1) afternoon per week each school term for approximately four (4) hours. During these four (4) hours, the students will receive face-to-face training, undertake group work, complete assessment tasks and practice skills in a simulated environment.

Part of this theoretical component requires the participant to achieve competence in essential knowledge and skills related to each UOC. If competence is not demonstrated, students will be supported to attain competence.

Each UOC has been selected and packaged to achieve a national qualification, builds on the knowledge, skills and attitudes developed in previous subjects and will be delivered combined with one another to promote optimal learning.

UOC will also have assessment items that students must complete and return to the course coordinator, by an agreed date. Some assessment items may include:

- Written Assessments- Short answers, case studies, scenarios, exams
- Observation- Observation will occur in a simulated environment and/or workplace

The student will receive a Resource Manual at the commencement of each UOC. This Resource Manual will contain most of the information needed to complete that unit. Sometimes however the student may be expected to undertake further research to complete activities such as classroom presentations. If this is necessary and the student does not have access to a computer at home, the library at each facility can be utilised. The other two (2) books that will be needed by the student enrolled in this course are a medical dictionary and a First Aid book which will be provided by NSW Health RTO.
Work Placement

Work placement is a mandatory HSC VET course requirement with minimum hours assigned to each course. The minimum work placement requirement for the HLT32512 Certificate III in Health Services Assistance qualification is 105 hours, including a minimum of 20 hours in an acute care setting. Work placement is to be undertaken in a community services/health work environment. It is permissible for up to 35 hours of work placement to be undertaken in a simulated work environment. This does not include the minimum of 20 hours in an acute care setting for the HLT32512 Certificate III in Health Services Assistance assisting nursing work in acute care.

Work Placement can occur during the school holidays and after school. All work placements will need to be negotiated with the course coordinator to ensure flexibility and adequate supervision. This means that following negotiation between yourself and the course co-ordinator you will be placed on a ward in your chosen hospital and work with a clinician to attain competence in specified work related skills. Once you feel competent in performing these skills you will need to negotiate with your facilitator, educator, or a Registered Nurse to undertake assessment of these skills. Assessments in the workplace are essential to ensure that you are able to competently apply theoretical knowledge into clinical practice. Some examples may include:

- Taking, reporting and recording
  - Temperature.
  - Pulse.
  - Respiration.
  - Blood Pressure.
  - Sponging, bathing and showering of patients.
  - Providing catheter care.
  - Monitoring blood sugar levels.

You, your school and your parents will be notified of the dates and times of your clinical placement. Non-completion of work placement means that the student has not met the HSC VET course requirements and cannot count the HSC credit units for the course towards the award of their HSC.
Students must be at least 16 years old to undertake the work placement as they will be in an environment with vulnerable people and duty of care requires a substantial level of maturity. Any variation of this requirement must be with the explicit approval of the school or college, RTO and host employer.

When undertaking clinical placement the student’s attendance will be entered and signed off each day by a Registered Nurse or Enrolled Nurse on the students sign on sheet. Students must then submit this completed document to the course coordinator, so attendance at work placement can be entered into the students’ records and kept as evidence of fulfilment of work placement requirements. Failure to submit this document may lead to the student needing to complete more clinical hours to meet HSC course requirements.

**Clinical Skills Assessment Manuals**

During clinical placement students must attain competence in skills as listed in the following Manuals:

- Basic Clinical Skills Assessment Manual
- Acute Care Nursing Skills Assessment Manual

Clinical Skills Assessment Manuals will be issued to the students to record the attainment of competence in skills related to UOC. These manuals provide details of the assessment procedure, assessors and required competencies. When assessing learner/student by observation, the learner/student must be observed MORE THAN ONCE. Some of this observation will occur via simulated conditions in the skills laboratory. Following assessment the students will be provided with feedback and if required, further training will be arranged to facilitate achievement of competency. The student has the right to appeal an assessment decision at any time. (Please refer to NSW Health RTO Participant Handbook).

*All work placements will be under the supervision of a Registered Nurse or Enrolled Nurse.*
Skills/Laboratory Component

All students will undertake simulated clinical experience in the skills laboratory for selected competencies. Laboratory hours will be included within the theory sessions. The purpose of the laboratory and related skill stations are to provide learning opportunities to practice clinical skills in a safe, non-threatening environment, without compromising patient safety.

While some skills can be practised safely on a colleague, the use of mannequins and skilled trainers provides an opportunity to practice in a low risk environment.

The goals of laboratory practice are to:

1. Promote psychomotor skill development for work readiness
2. Create a learning environment that provides opportunity and resources to learn and practice skills
3. Offer support in attainment of skills required to gain competence in UOC related to this qualification

The student's skills will be assessed initially in the laboratory to ensure patient safety. Further assessments will then usually be undertaken in the clinical setting, to determine the student's ability to apply and/or integrate the theoretical knowledge into clinical practice with the appropriate attitude to demonstrate competence.
Assessment and Course Completion

Competency-based Assessment
Students will work to develop the skills, knowledge and experience described in each UOC in order to meet industry standards. You will be progressively assessed in individual UOC.

Optional HSC examination
A student completing this course is eligible to sit an optional written HSC examination. The purpose of this examination is to provide a mark which may be used in the calculation of the ATAR.

N Determinations
Where a student does not meet the Board of Studies completion criteria for the Course, including meeting work placement requirements, they will receive an ‘N Determination’ (course not satisfactorily completed). The course will then not count towards their HSC but any UOC successfully completed will still count towards the AQF VET qualification, and a Statement of Attainment will be issued.

Assessments
All competency units require assessment activities. These may be in the form of: exams, essays, questioning, group work, class presentations and observation when on clinical placement. At the commencement of each unit, all students will receive a resource manual and an assessment manual. The assessment manual will explain how the unit will be assessed and your Course Co-ordinator will answer any further questions. If competence is not demonstrated, students will be supported to attain competence.

Late Submission of Work
If you need to submit an assessment after the due date you should contact the Course Coordinator. Reasonable explanations concerning delay should be given before the date the assessment is due.
General Information

Uniform Regulations and Standards
All clothing must be presentable, hygienically clean, neat and in good condition. For reasons of identification, safety and hygiene the following guidelines are to be followed. Each student has a responsibility to maintain a professional appearance and must always be well groomed and clean. If dress standard is considered to be unacceptable by the Nursing Unit Manager (NUM) or Course Coordinator, the student will be requested to leave the ward and only to return when the student has complied with the dress standards.

Personal Protective Equipment (PPE) will be provided by NSW Health RTO to any student in a training or clinical environment where it is required.

Acceptable dress standard for clinical placement is as follows:

- Only clean, black or blue leather fully enclosed shoes with non-slip rubber soles are permitted to be worn in the facility whilst attending to patient care.
- A uniform will be provided for you which must be worn during work placement.
- Student Identification must be visible on the uniform. The ID badge must be attached to your uniform and worn at all times. Any damage or loss of the ID badge must be immediately reported to Facility Co-ordinator. Lanyards are not to be worn.
- Jewellery - for Work Health Safety reasons no raised jewellery, is to be worn whilst performing nursing duties. The following jewellery is acceptable:
  - Fob/wrist watch with a second hand attached to the uniform.
  - Plain band ring. This must be removed when scrubbing for surgical procedures.
  - Small, well secured earrings, no more than one (1) per ear.
- Hair must be kept clean, neat and tidy. Long hair is to be tied back and kept away from face. Minimal makeup will only be permitted during work placements.
- Finger nails are to be kept short and clean to avoid injury to patients and other staff. Nail varnish is not to be applied to the nails during the work placement. No false nails are permitted.
- Mobile phones must not be used in the ward whilst caring for patients. Students are able to use their mobiles outside the ward during designated tea or lunch breaks.
Recognition

If you have already completed the same UOC elsewhere (TAFE /other registered training provider), NSW Health RTO will recognise your previous studies and results. You will not have to repeat that training and assessment but will need to produce evidence – for example, Statement of Attainment or Certificate with Training Transcript. NSW Health RTO will however, need to assess your skills to ensure they meet industry standards. You will need to negotiate the appropriate assessment arrangements with your co-ordinator.

Please refer to the NSW Health RTO PARTICIPANT HANDBOOK for more information on Recognition.

Library and Computer Access

A reference library is available at all hospitals. You are welcome to utilise these facilities for research/study purposes but unfortunately because you are not employed by NSW Health, you will not be permitted to borrow any of the resources. The collection contains a vast array of current Medical/Nursing journals and books. Also available are several databases to which you will have access. Please see the Course Co-ordinator or the library staff for assistance.

Counselling

A referral and support system is available for students with personal and work related issues. The Employee Assistance Program (EAP) is one of the professional counselling services that can be accessed by the student within the organisation if they are experiencing difficulties with personal, family and work issues. Other personal issues that impact on the students’ studies will be dealt with on a case to case basis, under the management of the Course Coordinator.

An Aboriginal Coordinator can be accessed by Aboriginal and /or Torres Strait Islander students for further cultural advice and support.
Meal Breaks

If you are on work placement and are working an 8-hour shift you are permitted to take one twenty (20) minute morning tea break and a thirty (30) minute lunch break. You are not entitled to any meal breaks if you are only working for 4 hours. Failure to comply with this guideline will lead to referral of the matter to the Course Co-ordinator and a student meeting will be scheduled.

All hospitals have staff cafeterias and coffee shops that meals can be purchased from or alternatively food can be brought from home.

Change of Name, Address, Telephone Number, Next of Kin

Immediately when any of the above occurs, a written notification as to the nature of the change must be forwarded to the Course Coordinator.

Cost

There is no cost for Government school students. Non-Government school students will need to discuss related costs with careers advisors as payment systems for each school differs.

Attendance and Punctuality

Students are expected to report to the class-room or work area by the specified time. The Course Coordinator must be notified if a student is unavoidably detained or unable to attend. Failure to comply with this guideline will lead to your school and parents being notified of your absence. Students need to attend regularly in order to complete the classroom component (minimum 70% attendance). Failure to complete course requirements will lead to unsatisfactory results. Students who are sick or otherwise unable to attend should contact their Course Coordinator as listed on page four of this document. Your school will regularly inform the Board of Studies, Teaching and Educational Standards (BOSTES) of your progress and eligibility for the Preliminary and HSC Certificate requirements. Your School will be informed if you are failing to meet course requirements. Progress must be with Diligence and Sustained effort (As per BOSTES requirements.)
Immunisation

NSW Health is committed to providing a safe working environment for all patients, students and employees. In order to accomplish this, SWSLHD has requested that students attending Clinical/work placements in SWSLHD hospitals **must** be fully immunized against certain preventable diseases.

**Therefore, prior to commencement of this course all students must be immunised against the following diseases:**

- Diphtheria, Tetanus, Pertussis (whooping cough)
- Hepatitis B
- Measles, Mumps, Rubella (MMR)
- Varicella (chicken pox)
- Influenza (this injection will be necessary if your placement falls during Terms 2 or 3, which is the flu season)

Tuberculosis screening is no longer necessary unless you are in a high risk group or have recently travelled overseas to areas where this disease is prevalent. Please ask your course coordinator if you are unsure.

If you do require screening, the Tuberculosis Clinic at Liverpool Hospital can be contacted on 8738 4888 to arrange an appointment.

Evidence of your immunisation status (e.g. Blue Book/ Immunisation record/ letter from your GP) should be provided to your course coordinator at the commencement of your qualification. Failure to provide your immunisation record will result in the cancellation of your work placement and possible cancellation of your placement in this course.

If you have any concerns about this requirement by NSW Health, please contact your Course Coordinator via email on page 6 of this document.
Reports and Performance Management

Each student will rotate to a different clinical area to promote knowledge and skill attainment and to expose the student to various work environments in the public health system. Following each rotation, the Course Coordinator will liaise with the students work placement supervisors and obtain a report on the student’s performance. This feedback will be discussed with the student at the commencement of each school term and if needed, strategies will be implemented to promote maximum workplace learning.

Reports are also sent at regular intervals to the student’s schools and parents (2-3 times per year). Student progress discussions will take place between a representative from your school, the Department of Education and Training (DET) representative and your Course Coordinator. If at any time your performance and/or conduct are found to be unsatisfactory, an interview will be arranged with you and a first formal warning letter sent to your parents and school. Upon receipt of the third warning letter, your place in this course will be cancelled.
Careers Opportunities

If you successfully complete this qualification: The HLT32512 Certificate III Health Services Assistance qualification with a pathway into either acute care nursing, or the more generic qualification, provides you with 3 units of competency from the HLT51612 Diploma of Nursing (Enrolled- Division 2 nursing) qualification. It is a nationally recognised qualification that is an entry point into jobs in hospitals, community and residential care. This is a great start to a nursing and health related career and will provide advanced standing into Nursing and other Allied health courses.

Working as an Assistant in Nursing, you can ‘pay your way’ while you complete further study!

Employment

Many Assistant roles are already established within the public health environment, and include Assistants in Nursing and Allied Health Assistants. The roles are designed to assist the professional health workforce thus allowing Registered Nurses, Enrolled Nurses and Allied Health professionals to focus on decision making and the complex tasks that utilise their education and expertise. On completion of this course, students will be provided with information to assist them in applying for employment in this role.

Graduates with this qualification are encouraged to enrol in ongoing health education to expand their knowledge and skills. Some other health related courses you could consider enrolling in include:

- HLT51612 Diploma of Nursing (Enrolled- Division 2 nursing)
- HLT61107 Advanced Diploma of Nursing (Enrolled/Division 2 nursing)
- HLT42512 Certificate IV in Allied Health Assistance
- Bachelor of Nursing
- Bachelor of Applied Science (Physiotherapy, Occupational therapy, speech pathology etc)

If you require further assistance with career opportunities please speak to the Course Coordinator.

Professional Pathway for Nursing

Certificate III in Health Services Assistance (Assistant in Nursing)

Course conducted in partnership with High Schools and NSW Health RTO
Length of course: 2 years
Qualification – HLT32512 Certificate III in Health Services Assistance- Assistant in Nursing in an acute care environment and will give you 3 competency units of credit for the HLT51612 Diploma of Nursing

Diploma of Nursing (Enrolled-Division 2 nursing)

Course conducted by NSW Health RTO.
Length of course: 14 months
Qualification – HLT51612 Diploma of Nursing (Enrolled-Division 2 nursing)

Bachelor of Nursing

University based course with clinical experience conducted in NSW Health Facilities
Length of course: 3 years
Qualification – Bachelor of Nursing

Career pathways for Registered Nurses

Clinical pathways:
- Clinical Nurse Specialist
- Clinical Nurse Consultant
- Clinical Nurse Educator

Management pathways:
- Nurse Unit Manager
- Division Nurse Manager
- Director of Nursing

Specialities:
- Midwifery
- Critical Care
Course Application Guidelines

1. Attend the Information evening at your local hospital. These evenings will be conducted on Tuesday, 21st July 2015. Please contact your course coordinator on page 6 for more details.

2. Additional information and application forms available on CEWD website from May 2015

3. Please read all documents carefully before completing the application form. You will need to speak to your parents/care givers about the course requirements and ask them to sign the appropriate sections.

4. You will also need to speak with your school principal and career advisor for them to complete the student reference statement section on the application form.

5. Student to complete all required sections of the application form online

6. Print completed form

7. Signature and dates must be obtained from:
   - students
   - parent/guardian
   - school principal

8. Scan and email completed form to CEWD.SWSLHD@sswahs.nsw.gov.au by 5pm. Friday, 14th August 2015.

9. If you need assistance, please speak with your Schools Career Advisor.

10. On Monday, 17th August 2015, letters for interviews will be emailed to applicants based on returned and completed application forms.

11. Interviews, literacy and numeracy tests will be conducted at the various hospitals within South Western Sydney Local Health District. Expected dates for interviews are from Monday 31st August 2015 to Friday 11th September 2015. Specific date of interview will be identified in your interview letter that will be emailed out to you.

12. Before the interview, you will also need to make an appointment with your careers advisor or school Principal and ask that they assist you in preparing for your interview.
What to expect at your interview:

- You will need to undertake a **basic literacy and numeracy test** on the day of your interview. This is an easy way to establish that you are able to read and write English and can add up numbers and convert mathematical information as required.

- **Attend interview** - During the interview you will be asked four simple questions as to why you want to enrol in this course and what characteristics you possess that would assist you in a health related career.

- **During the interview**, you will also be expected to provide a portfolio that contains the following information (print the table below as a checklist, so you are ready for your interview)

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Covering Letter stating why you wish to do the course</td>
<td></td>
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<tr>
<td>Curriculum Vitae</td>
<td></td>
</tr>
<tr>
<td>Proof of identification: Three originals which must be photocopied and certified</td>
<td></td>
</tr>
<tr>
<td>• Birth Certificate</td>
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<tr>
<td>• Passport</td>
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<tr>
<td>• Student card</td>
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<td>• Eftpos card</td>
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<tr>
<td>• Medicare card</td>
<td></td>
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<tr>
<td>• Employment identification</td>
<td></td>
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<tr>
<td>Photocopy of your most recent school report (year 10 half yearly)</td>
<td></td>
</tr>
<tr>
<td>Photocopy of any part time job references</td>
<td></td>
</tr>
<tr>
<td>Photocopy of any relevant certificates of awards</td>
<td></td>
</tr>
</tbody>
</table>

- Letters will be sent from Monday 19th October 2015 via email to successful and unsuccessful applicants, school principals and career advisors

- **Course will commence in term 1, January/February 2016.**