



Pre-Enrolment Course Information



NATIONALLY RECOGNISED
TRAINING

HLT54115 Diploma of Nursing



Health
Registered Training
Organisation



HEALTH
EDUCATION
& TRAINING
INSTITUTE

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Delivery Site Address

Rozelle Campus
Building 301 Cnr Cecily Street & Balmain Road,
Rozelle NSW 2039

Liverpool Campus
41 Scrivener St,
Warwick Farm NSW 2170

Delivery Site Administration Office:

Rozelle Campus: (02) 87553555
Liverpool Campus: (02) 8738 5920

Table of Contents

Introduction	4
Learning Outcomes	4
Program Content	5
Program Location	6
Delivery Mode	6
Program Duration	7
Workplace Arrangements	7
Entry Requirements	7
Registration Requirements with the Australian Health Practitioner Regulation Agency AHPRA	8
Pre-Enrolment Process	10
Assessment Requirements	13
Recognition of Prior Learning	13
Credit Transfer	14
Qualification Pathway	14
Materials and Equipment	14
Access and Equity Arrangements	14
NSW Government Funding Subsidy	15
Fees, Refunds and Payment Options	15



HLT54115 Diploma of Nursing

Introduction

NSW Health Registered Training Organisation (RTO 90198) is registered by the Australian Skills Quality Authority to deliver Nationally Recognised Qualifications, Skill Sets, and Units of Competency.

Sydney Local Health District (SLHD) Rozelle Campus and South Western Sydney Local Health District (SWSLHD) Liverpool Campus are the 2 delivery sites that deliver the Diploma of Nursing.

The Diploma of Nursing is the entry level qualification for the enrolled nurse (EN). The EN is one of two regulated nursing roles by the Australian Nursing and Midwifery Accreditation Council (ANMAC). The other role is the registered nurse (RN). AS required by ANMAC the EN works under the supervision of a RN. This qualification covers the application of knowledge and skills required to provide nursing care for people across the health sector. A lifespan approach underpins this qualification with relevant competencies that relate to the different stages of life identified within the units.

The Diploma of Nursing is targeted at those who have an interest in becoming a valued member of the Health Care team providing safe, quality and person centred care. The course is open to school leavers, Assistants in Nursing and people who are wishing to change careers. The Diploma of Nursing is one entry point into the nursing workforce.

For further information, prospective students need to refer to the Student RTO Handbook, which can be found by following the links from www.heti.nsw.gov.au.

Learning Outcomes

At the end of this course, students will have the knowledge and skills to:

1. Practice safely and competently in accordance with the Standards for Practice: Enrolled Nurses, Nursing and Midwifery Board of Australia 2016
2. Skilfully and empathetically communicate with all involved in the provision of care
3. Work under the supervision of the registered nurse as part of the health care team
4. Provide clinically focused direct and indirect person-centred care across the lifespan
5. Engage in reflective and analytical practice
6. Practice in a legal and ethical manner
7. Model cultural awareness and safety in the work

On completion of the program, graduates from Diploma of Nursing will be able to apply for registration with the Australian Health Practitioner Regulation Agency (AHPRA) as an Enrolled Nurse. Further information on registration is available at <https://www.ahpra.gov.au>.

Graduates of this program are encouraged to apply for EN positions at both Sydney Local Health District and South Western Sydney Local Health District.

Program Content

The program is made up of a combination of 20 core units and 5 elective units. The elective units have been predetermined by the delivery site to meet the needs of the respective Local Health Districts' needs and qualification level. All elective units are chosen from the elective units listed in the qualification in the Training Package. They are chosen to ensure participants achieve a well-balanced knowledge and skill set. Refer to table 1: Diploma of Nursing Units of Competence

Table 1: Diploma of Nursing Units of Competence

Code	Unit title	Core/Elective
CHCDIV001	Work with diverse people	Core
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	Core
CHCPRP003	Reflect on and improve own professional practice	Core
HLTAAP002	Confirm physical health status	Core
HLTAAP003	Analyse and respond to client health information	Core
HLTENN001	Practise nursing within the Australian health care system	Core
HLTENN002	Apply communication skills in nursing practice	Core
HLTENN003	Perform clinical assessment and contribute to planning nursing care	Core
HLTENN004	Implement, monitor and evaluate nursing care plans	Core
HLTENN005	Contribute to nursing care of a person with complex needs	Core
HLTENN006	Apply principles of wound management in the clinical environment	Core
HLTENN007	Administer and monitor medicines and intravenous therapy	Core
HLTENN008	Apply legal and ethical parameters to nursing practice	Core
HLTENN009	Implement and monitor care for a person with mental health conditions	Core
HLTENN011	Implement and monitor care for a person with acute health problems	Core
HLTEN012	Implement and monitor care for a person with chronic health problems	Core
HLTENN013	Implement and monitor care of the older person	Core
HLTENN015	Apply nursing practice in the primary health care setting	Core
HLTINF001	Comply with infection prevention and control policies and procedures	Core
HLTWHS002	Follow safe work practices for direct client care	Core
HLTAHA023	Support the provision of basic nutrition advice and education**	Elective
HLTAID003	Provide first aid	Elective
HLTENN025	Implement and monitor care for a person with diabetes	Elective
HLTENN010	Apply a palliative approach in nursing practice	Elective
HLTENN014	Contribute to maternal and infant health care *	Elective
HLTOHC004	Provide or assist with oral hygiene	Elective

* This unit is only delivered at the Liverpool Campus

**This unit is only delivered at the Rozelle campus

Program Location

The program is delivered at the following campuses:

The Rozelle Campus is part of the Sydney Local Health District (SLHD) and is situated in the inner western suburbs of Sydney. It lies in close proximity to the Sydney central business district and is regularly serviced by public transport. The Rozelle campus is part of the Callan Park Precinct, formerly the Rozelle Psychiatric Hospital.

The Liverpool campus, Ngara Education Centre is on the eastern campus of Liverpool Hospital and is part of the South Western Sydney Local Health District (SWSLHD). It is easily accessible by public transport.

Training facilities available at both facilities include:

- Training rooms, student study rooms, student facilities and amenities
- Access to Clinical Simulation Centres and Laboratories
- Access to Managers and Supervisors to provide opportunities for knowledge and skill development and application
- Access to Registered Nurses and Clinical Nurse Educators to supervise and provide opportunities for skill and knowledge development
- Clinical library
- 'My Health Learning' learning management system
- Computers and up to date software
- Access to the internet and libraries
- Telephones
- Television and DVD recorder
- Tables and chairs
- EDMODO – student platform

Delivery Mode

The Diploma of Nursing is delivered using a number of different delivery modes. These include classroom, simulation laboratory, e-learning and work placements.

It is delivered for full time study only.

Full time study entails:

- Classroom attendance 3 days/ week, 8:30am – 4:30pm during the theory component of the course
- Workplace attendance 5 days/week, 7:00am – 3:30pm during clinical placement component of the course.

It is expected that students work in their own time to complete assignments and learning activities for submission throughout the course.

It is essential students have access to a computer, internet and Microsoft Office software programs to complete assessment items. These are also provided on campus during business hours and can be accessed on request.

Program Duration

The program is delivered over 18 months, which includes 680 hours of workplace on the job training. The program is divided into four learning units. Each learning unit develops the students' knowledge from novice to proficiency. These learning units are 10-13 weeks in length. Each learning unit comprise professional experience placement where student consolidates their theoretical knowledge into practice. The length of clinical placement ranges from 2-5 weeks for total of 17 weeks over the qualification

Workplace Arrangements

Students will be allocated to a Hospital to attend their clinical placement within their chosen Local Health District. Clinical placement requires 17 weeks of full-time clinical placement, Monday to Friday working shifts 7:00am – 3:30pm.

Entry Requirements

Diploma of Nursing (Enrolled Nurse) scholarship entry requirements

Course entry to the Diploma of Nursing is through the NSW Health Scholarship application process. Follow the below link for more information about the NSW Health application process and entry requirements.

<http://www.health.nsw.gov.au/nursing/scholarship/Pages/enrolled-nurse-scholarships.aspx>

Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply.

Selection for program entry is based on interview and the applicant completing a Language Literacy Numeracy (LLN) test demonstrating achievement of Australian Core Skills Framework (ACSF) exit level 3 as a minimum.

Course entry requirements:

- Be at least 17 years at commencement
- Comply with immunisation and health screening requirements of NSW Health Policy Directive (PD2018_009 Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases)
- Have a satisfactory National Criminal Record Clearance and Prohibited Employment Screening
- Commit to full time training
- Be an Australian citizen or permanent resident
- Consent to undertake the Literacy and Numeracy Skills testing.

Smart and Skilled entry requirements (Rozelle Campus)

Rozelle Campus will also take students through a NSW government supported place via Smart and Skilled funding. The entry requirements are the same as above; please see the pre-enrolment process for more information

<https://www.slhd.nsw.gov.au/cewd/enrolled-nursing.html>

Registration Requirements with the Australian Health Practitioner Regulation Agency AHPRA

NSW Health RTO is listed as an approved training provider of study for the **HLT54115 Diploma of Nursing**. NSW Health RTO will provide the Australian Health Practitioner Regulation Agency (AHPRA) with a copy of the Student Enrolled Nurse's (SEN) training transcript upon successful completion of this qualification.

Initially, students will be registered with AHPRA by NSW Health RTO as a Student Enrolled Nurse Practitioner. Six weeks prior to course completion it is students' responsibility to comply with the online registration process, accessed at:

<https://www.ahpra.gov.au/registration/graduate-applications/apply.aspx>

To be eligible for registration with AHPRA, students' must provide all supporting documents in CERTIFIED COPIES in ENGLISH:

- Proof of identity
- Name change documentation (if applicable)
- Academic qualifications
- Demonstrate English language skills suitable for registration
- A signed and dated written statement with details of any criminal **history** (if applicable). Applicants and registered health practitioners must declare their entire criminal history, from Australia and any other country, including any spent convictions.
- A signed and dated written statement with details of any impairments and how they are managed (if applicable).

NOTE: If originals require translation this needs to be completed by an authorised translator.

Registration standard: English language skills

The Nursing and Midwifery Board of Australia (Board) requires all applicants for initial registration to demonstrate English language skills to be suitable for registration. This registration standard applies to all nurses and midwives applying for initial registration, regardless of whether they qualified in Australia or overseas.

It is mandatory that **all** potential students provide a formal English language test result demonstrating that they have achieved the Nursing and Midwifery Board of Australia's (NMBA) specified level of English language skills prior to enrolment in the program. Potential students can access the NMBA English Language skills registration standard online **before applying** for a position in the Diploma of Nursing. The English Language skills registration standard can be found at this link:

<http://www.nursingmidwiferyboard.gov.au/Registration-Standards/English-language-skills.aspx>

Registration standard: Continuing professional development

This registration standard applies to all enrolled nurses, registered nurses and midwives. It applies equally to enrolled nurses, registered nurses and midwives who work full-time or part-time in paid or unpaid practice; or who are on leave from work, for example, maternity leave. To meet this registration standard, a minimum of 20 hours of Continuing Professional Development (CPD) per registration period must be completed. If registration has been held for less than 12 months, pro rata CPD hours apply.

For more information on this standard please see the full CPD registration standard online at:

<http://www.nursingmidwiferyboard.gov.au/Registration-Standards/Continuing-professional-development.aspx>

Registration standard: Criminal history

This registration standard sets out the factors the National Board will consider in deciding whether a health practitioner's criminal history is relevant to the practice of their profession under the Health Practitioner Regulation National Law as in force in each state and territory (the National Law). Every case will be determined on an individual basis. Applicants must declare their entire criminal history, from Australia and any other country, including any spent convictions to the Nursing and Midwifery Office (NaMO) on application.

For detailed information on the above criteria access the full Criminal history registration standard online at:

<http://www.nursingmidwiferyboard.gov.au/Registration-Standards/Criminal-history.aspx>

Registration standard: Recency of practice

Enrolled nurses fulfil the recency of practice requirements if they can demonstrate one or more of the following:

- completion of a minimum of 450 hours of practice within the past five years
- successful completion of a program or assessment approved by the NMBA
- successful completion of a period of supervised practice approved by the NMBA

During the yearly registration renewal process a declaration is made as to whether this registration standard is met.

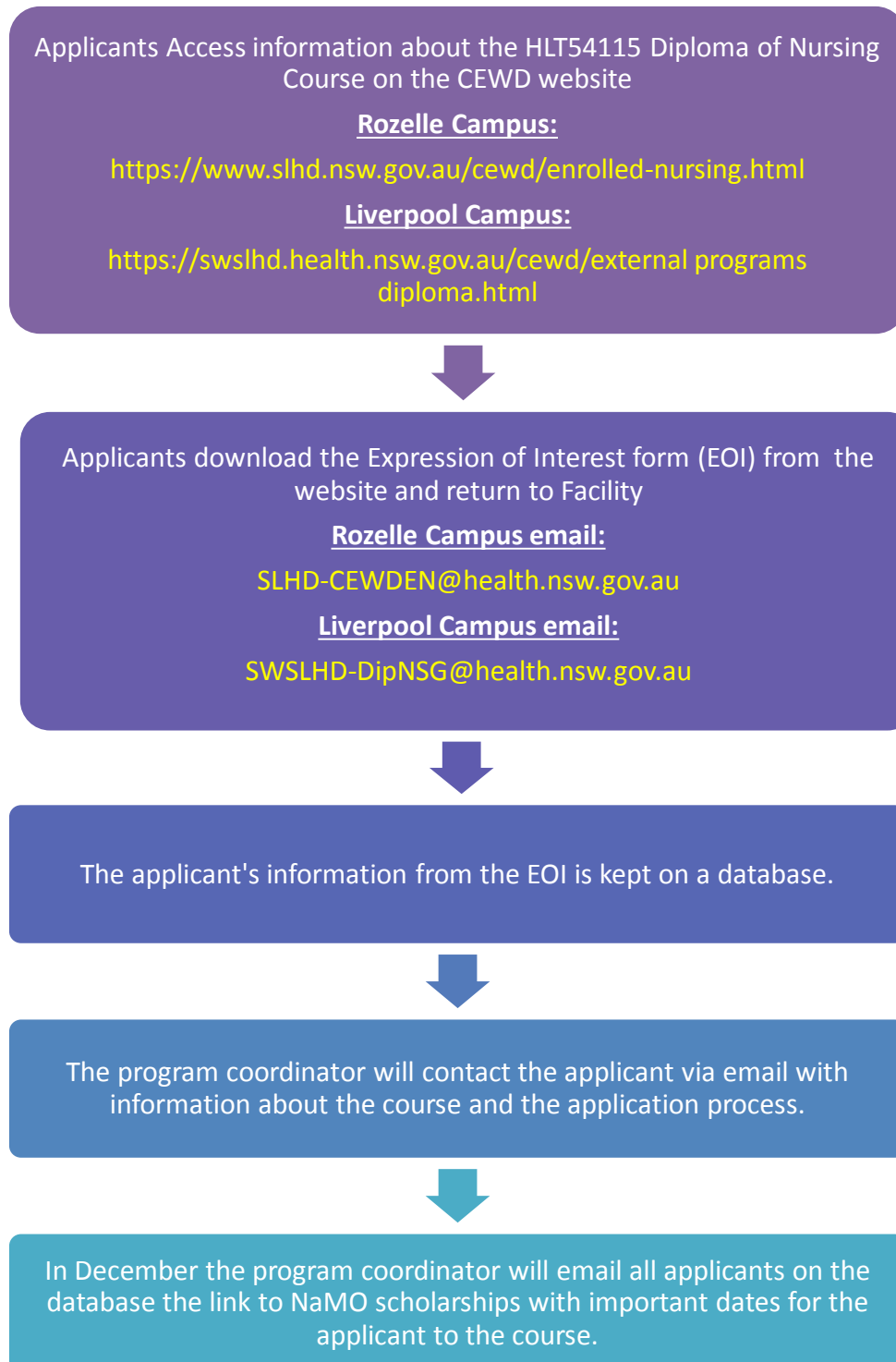
This registration standard does not need to be met by a recent graduate applying for registration for the first time. For more detailed information on this standard please see the following link:

<http://www.nursingmidwiferyboard.gov.au/Registration-Standards/Recency-of-practice.aspx>

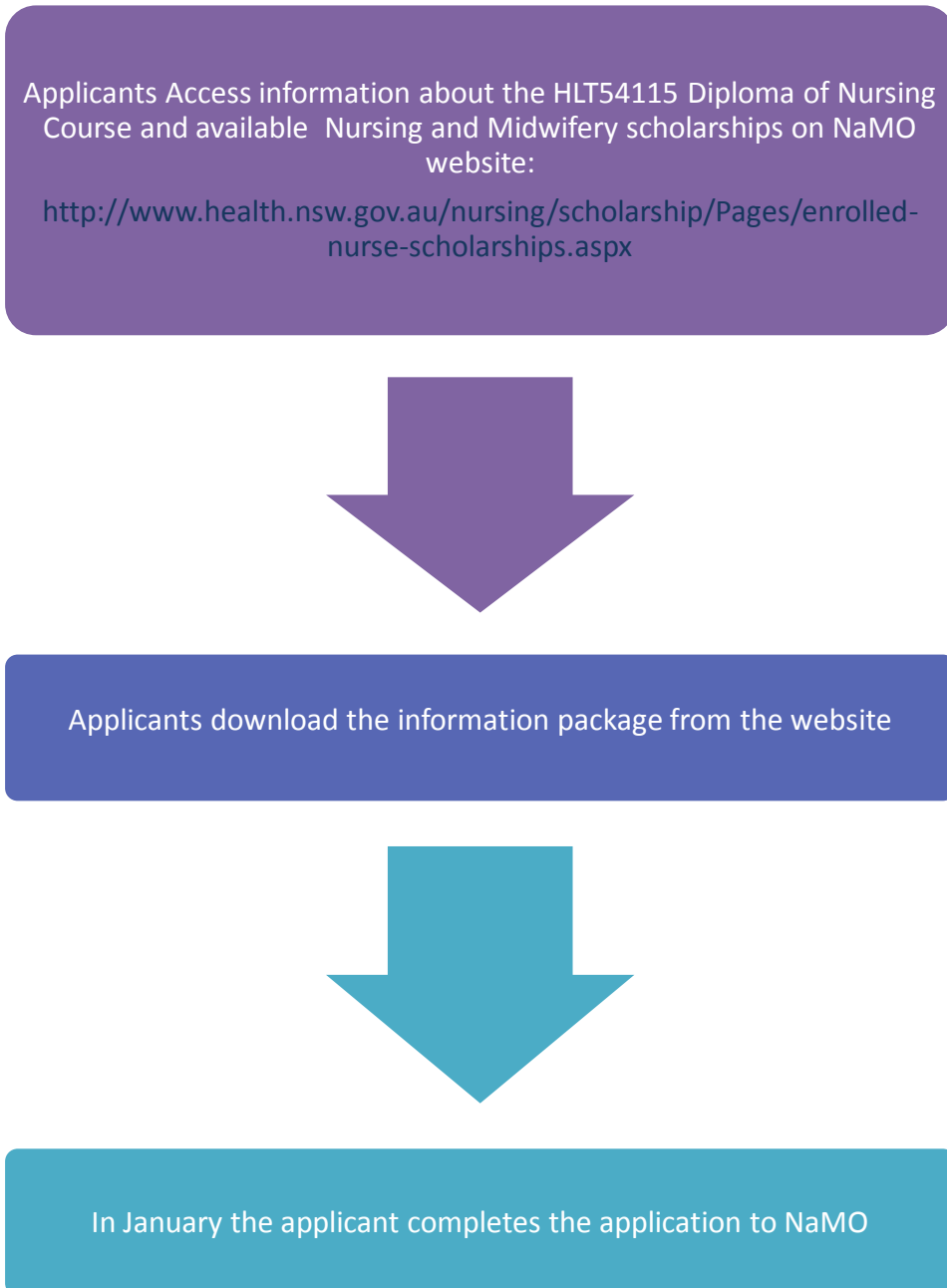
On successful application AHPRA will send the student enrolled nurse a registration certificate and lists the details on the Public Register.

Pre-Enrolment Process

Applicants can register their expression of interest for the HLT54115 Diploma of Nursing prior to the application process through the following pathway:



Alternatively, applicants can access information about the HLT54115 Diploma of Nursing and available Nursing and Midwifery office (NaMO) scholarships through the following pathway:



Enrolment and Selection Process

Following applications to the Nursing and Midwifery office (NaMO); Unsuccessful applicants for NaMO scholarships will receive an email from NaMO. Successful NaMO scholarship applicants will be contacted by the Program Coordinator via email for an interview and Language, Literacy and Numeracy (LLN) testing.

(Rozelle Campus Only)

Applicants at the Rozelle campus can also apply for subsidised place supported by the NSW Government. The applicants will be provided with appropriate information about the Consent Forms and Declarations that need to be signed; and information about fees and refunds and any additional information. Applicants will be contacted by the Program Coordinator via email for an interview and Language, Literacy and Numeracy (LLN) testing.

The selection process involves the next two steps:

Step 1: LLN Testing

Step 2: Interview

Step 1: LLN Testing

It is expected that potential students for a Diploma level course will be at an Australian Core Skills Framework (ASCF) level 4 for Language Literacy and Numeracy (LLN) before enrolment, in the following sections: Learning, Reading, Writing, Communication, and Numeracy.

Level 3 applicants may be accepted depending on interview score, the program coordinator will email the results of the LLN test, with the recommended training to achieve the required level 4 ranking.

An unsuccessful result will be emailed by the program coordinator to the level 2 or level 1 ranking applicants. This email will include the recommended training to achieve the required level 4 ranking for future courses.

Step 2: Interview

Upon successful LLN testing, the program coordinator will contact the applicant via email to arrange an interview time. A 20 – 30 minute interview will be conducted with a panel of two (2) to three (3) CEWD staff members. Applicants will be given a series of four (4) to six (6) questions related to nursing practice.

Successful applicants will receive an email from the Program Coordinator with a letter of offer outlining the starting date and requirements of the course. Successful applicants will receive an enrolment package to be completed and returned prior to course commencement.

Selection Process:

Applicants will be selected on their performance in the interview, LLN result, and their willingness to apply for and accept a position as an Enrolled Nurse (EN) within one of the hospitals within the Local Health District (LHD) on successful completion of the program and registration with AHPRA

NSW Health RTO Enrolment Requirements

Successful applicants will be required to complete the following NSW Health RTO enrolment requirements within their enrolment package before course commencement:

1. Unique Student Identifier
2. AVETMISS
3. RTO Participant Declaration
4. RTO Enrolment Data Collection Form

The delivery site administration office will contact the successful applicants with guidelines on how to complete these requirements.

Assessment Requirements

Students are assessed on both skills and knowledge as set by each unit of competency.

Assessment methods used for this qualification include:

- Written questions
- Case studies and role plays
- Clinical placement assessment book
- Written reflection and Journals
- Ward based assessments e.g. dispensing of medication, patient observations
- Written exam and quizzes
- Presentations and group work
- Written reports, projects and assignments

Details of the assessment tasks for each unit of competency are outlined in the Assessment Plan in each Student Assessment Workbook.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is an assessment process that allows prospective students to gain recognition based on the skills and knowledge they have recently gained through experience, as well as any training that have been completed outside of formal training arrangements. RPL may be granted for full or part qualification.

RPL has many benefits:

- Students can finish training earlier
- It avoids duplication of training and maximises its value
- It creates a learning culture by valuing and recognising learning that has occurred in the workplace.

NSW Health RTO offers RPL to all individuals enrolling in Vocational Education and Training (VET) qualifications.

NSW Health RTO encourages all applicants to consider applying for recognition when they enrol in a qualification/program, if they think they may be eligible so that their learning pathway is identified early and training delivery is efficient and appropriate.

Applicants interested in claiming recognition for one or more units of competence within HLT54115 Diploma of Nursing need to contact the Program Coordinator to discuss eligibility and process requirements before enrolment.

Credit Transfer

Credit Transfer (CT) will be granted for any Unit(s) of Competency (UOCs) that have previously been attained from RTOs or education providers. They will either directly match or be deemed equivalent to the UOCs the student intends to enrol.

To apply for CT, or to find out more, contact the Program Coordinator before or on enrolment to discuss arrangements. On application of CT, originals or certified copies of the Record of Results or Statement/s of Attainment (SOA) will need to be sighted by the Program Coordinator.

Once the Program Coordinator has verified the documents provided, the CT will be recorded on the student's file and will be reflected in the student's Record of Results or SOA.

A qualification or SOA that does not meet the CT criteria may be used for RPL. Refer to the information on RPL.

There is no charge for this process.

Qualification Pathway

Graduate students are eligible to apply to the Australian Health Practitioner Regulation Agency (AHPRA) for registration to practice as an Enrolled Nurse (EN). Once registered graduates are then able to seek employment as an EN. ENs can apply for an Advanced Diploma or choose to become a registered nurse (RN) or registered midwife (RM) by applying to a University to study a Bachelor of Nursing or Midwifery.

Materials and Equipment

Students will be provided with:

- NSW Health RTO Student Handbook
- Course Guide
- Student Assessment Workbook
- Learner Resource Manual
- Access to facilities and equipment

Access and Equity Arrangements

Student support needs

The support needs of students are identified upon enrolment in the program. Information on the student's needs is gathered through one or more of the following methods:

- Information provided by the student on the application and/or enrolment forms.
- Completion of a formal language, literacy and numeracy skills test and assessment of the results to determine level of student and therefore suitability for course.

- Discussion with the student during their course orientation.
- Gathering information about each student's prior formal and informal learning and encouraging them to seek recognition for this through the RPL process.

Language, Literacy and Numeracy (LLN) assessment

This program requires prospective students to complete a LLN assessment at interview to determine if they have the required skills. The LLN assessment is completed by the student to determine they meet the required level.

NSW Government Funding Subsidy

Course entry to the Diploma of Nursing is through the NSW Health Scholarship application process (see link below). Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply.

<http://www.health.nsw.gov.au/nursing/scholarship/Pages/enrolled-nurse-scholarships.aspx>

This program **may** be subsidised by the NSW Government. If successful in receiving a subsidised place the applicant will be notified by the delivery site administration office. The applicant will be provided with appropriate information about the Consent Forms and Declarations that need to be signed; and information about fees and refunds and any additional information.

For more information regarding government subsidy please contact your Course Coordinator.

For further information on Smart and Skilled, refer to www.smartandskilled.nsw.gov.au

Fees, Refunds and Payment Options

Successful applicants are advised that they may be required to purchase a uniform to wear on clinical placement at an approximate cost of \$50 each. Two uniforms may be required.

Students may also be required to purchase a text book for approximately \$120.

Course Enquiries

Delivery Site	Rozelle Campus	Liverpool Campus
	Centre for Education and Workforce Development (CEWD)	South Western Sydney Centre for Education and Workforce Development (SWSCEWD)
Address:	Building 301, Rozelle Hospital Grounds Balmain Road, LILYFIELD NSW 2039	Ngara Education Centre 41 Scrivener St, Warwick Farm NSW 2170
Program Coordinator	Melinda Grimson Area Nurse Educator & Program Coordinator, Diploma of Nursing	Jose Galindo Nurse Educator & Program Coordinator, Diploma of Nursing
Telephone	(02) 8755 3528	(02) 8738 5920
Email	melinda.grimson@health.nsw.gov.au	SWSLHD-DipNSG@health.nsw.gov.au
Administration	Reception t) (02) 8755 3501 Email: SLHD-CEWDEN@health.nsw.gov.au	Reception t) (02) 87385920 Email: SWSLHD-DipNSG@health.nsw.gov.au