

The logo for Health Industry Training features a blue swoosh above the text "Health Industry Training" in white. A starburst graphic is positioned below the text.

**Health Industry Training**

# Course Outline

*HLT33115*

**Certificate III in Health Services Assistance**



# Why Choose 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 18 months

**Delivery Method** Flexible  
Individual needs approach to learning  
Practical Placement

**Enrolment Method** Open enrolment

**Prospect Career Roles** Assistant in Nursing  
Orderly  
Operating theatre technician  
Ward Assistant  
Patient support assistance

**Assessment Methods** Short answer questions  
Projects  
Case studies  
Workplace portfolio  
Research reports  
Practical placement  
Practical logbook

### Industry trend

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

Over the five years to November 2020, 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 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.

Students are provided with learner resources and assessment handbooks for each unit of competency. The assessment handbooks provide students with instructions on submitting assessments.

## Practical Placement

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 compulsory for students to undertake practical placement for the Certificate III in Health Services Assistance

## Securing Practical 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 contact 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.

## Pre-requirements

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

- National Criminal History Clearance
- 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 / Reports
- Case studies
- Scenarios
- Workplace portfolios
- Work placement logbook

## Recognition of Prior Learning

RPL considers previous formal study and work experience and then assesses this against the elements of competency to determine competency. Students seeking recognition can apply for RPL on enrolment 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 credit transfer.

# Admission Requirements

## 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 are required to provide Health Industry Training with their Unique Student Identifier number.

## 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 LLN test by emailing [info@healthindustrytraining.org](mailto:info@healthindustrytraining.org).

## 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.

## Course fees and Financial Support

### Funding for Queensland residents

Health Industry Training is proud to be a pre-qualified supplier for the Queensland Government, under the Certificate 3 Guarantee program. To be eligible for the Certificate 3 Guarantee funding, participants must not hold or be undertaking a Certificate III or higher qualification. Qualifications undertaken at school do not affect eligibility.

It is a requirement under the Queensland Government funding that all students contribute to the cost of training and assessment services. The fee may be paid on behalf of the student by a third party including an employer but cannot be paid or waived by Health Industry Training.

The contribution fee is different for students classed as concession and students classed as non-concession.

Concessional student status applies when:

the student holds a Health Care or Pensioner Concession Card issued under Commonwealth law, or is the partner or a dependant of a person who holds a Health Care or Pensioner Concession Card and is named on the card;

- (a) the student provides Health Industry Training with an official form under Commonwealth law confirming that the student, their partner or the person of whom the student is a dependant is entitled to concessions under a Health Care or Pensioner Concession Card;
- (b) the student is an Aboriginal or Torres Strait Islander;
- (c) the student is a school student and is enrolled in a VETiS program (may include young people in detention);
- (d) the student has a disability; or
- (e) the student is an adult prisoner.

Non-concessional student status applies if:

- (a) none of the above relates to the student status at the time of enrolment; or
- (b) the contribution fees are paid by a third-party including employer, or job network provider.

The contribution fee for concessional students is **\$300.00** per qualification.

For non-concession students or payments made by a third party, the cost is **\$900.00** per qualification.

## Fee-paying

To assist students who are not eligible for funding, Health Industry Training offers financial assistance by allowing students to take advantage of our affordable payment plan options (weekly, fortnightly or monthly instalments) (see enrolment form for additional information)

## User Choice (Traineeship)

**Queensland residents ONLY** – The Certificate III in Health Services Assistance is available through the Queensland User Choice program which funds Health Industry Training for the provision of services to eligible trainees. Training under the User Choice program has a gap fee of \$600.

Apprenticeships and traineeships combine training with working in a real job. Apprentices and trainees work towards the completion of a nationally recognised qualification while learning valuable skills at work and under the guidance of a training organisation.

**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.

# Course Structure

The Certificate III in Health Services Assistance has been packaged to include:

15 units are required to be awarded the qualification including:

- 7 core units
- 8 elective units

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

The table below provides a list of the units of competencies offered by Health Industry Training

| Unit Code   | Unit Title   | (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            |
| <b>Eight (8) elective units are to be selected.</b>                                       |  |                 |
| <b>All three units below must be selected if completing the theatre support skill set</b> |  |                 |
| 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        |
| <b>Additional electives</b>   |  |                 |
| 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 |
| CHCCCS009 | Facilitate responsible behaviour *                                | Elective |
| CHCCCS010 | Maintain high standard of service *                               | Elective |
| CHCCCS015 | Provide individualised support *                                  | Elective |
| HLTAID003 | Provide first aid   | Elective |
| BSBINN301 | Promote innovation in a team environment                          | Elective |

\*Mandatory practical 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 07 3082 3960.

## 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 **07 3082 3960**