HLT33115 Certificate III in Health Services Assistance (Assisting in nursing work in acute care)
Health Services Assistants play a critical role in the healthcare environment; one that throws up new challenges every single day and is as varied as it is exciting. As a Healthcare Assistant, you will work in sync with qualified medical professionals in acute healthcare settings which can be said to form the heart of healthcare services in all institutions. This certificate course has been structured with elective groups that teach skills for specific work functions in operating theatre support and assisting in nursing work in acute care. Additionally, the qualification supports the requirements of smaller and rural/remote work settings which involve considerable multi-skilling tasks.

IHNA’s healthcare programs are designed to train professionals who wish to excel in the healthcare environment in Australia. Each of the courses is designed with a rigorous curriculum, with content and resources that are periodically checked for current global relevance. Our approach to theory and clinical skills is in keeping with international best practices and is designed to get you work-ready, imparting education that is hands-on and not merely theoretical. Our courses are delivered by educators who have wide experience in the Australian healthcare environment, and are experts in their fields of study.

When you choose an education at IHNA, you get student-centric learning that is based on a foundation of quality and compassion. IHNA’s unparalleled infrastructure and learning support helps students to develop critical thinking and hands-on skills that will stand them in good stead in the future. Our educators offer personalised guidance that encourages students to reach the peak of their competence and confidence.

IHNA’s comprehensive education helps each of our students to achieve their highest potential. To date, over 2000 students in over 100 batches have completed courses at IHNA with highly successful results, and have gone on to achieve exceptional job outcomes in leading institutes in Australia and around the world.
Why study at IHNA?

- Our courses and learning materials are work-focused and designed to meet Australian VET standards in healthcare.
- We offer ample flexibility - you can attend classroom courses or study online.
- Our trainers are experienced educators who have work experience in Australia.
- Successful candidates will be job-ready and will have the knowledge and skills to practice with confidence and competence.
- Students are supported and guided, every step of the way.
- Our courses are nationally recognised.
- Students get valuable hands-on industry experience during their work placement, which is organised by IHNA.

“I was sure what I wanted to study, but not sure where. I wanted a change in career and IHNA attracted me. I researched several schools on the internet and IHNA offered what I was looking for. I found the teaching staff caring and very helpful. The classes are small and this provides a good learning environment. I would definitely recommend IHNA to anyone who is thinking about studying a health course because IHNA is a good school.”

Pablo Reyes
IHNA Student
HLT33115 Certificate III in Health Services Assistance

The HLT33115 - Certificate III in Health Services Assistance (Assisting in nursing work in acute care) covers workers in a range of work roles who provide assistance to health professional staff with the care of clients. Health Services Assistance work in direct client contact but under supervision.

The curriculum for this qualification has been structured with elective groups for specific work functions in assisting in nursing work in acute care. Additionally, the qualification supports multi-skilling requirements of smaller and rural/remote work settings.

This qualification is suited to Australian Apprenticeship pathways.

### Possible Job Outcomes

After successful completion of the program, the candidates may gain employment in acute and/or subacute health care settings to assist nursing. In addition the qualification supports multi-skilling requirements of smaller and rural/remote work settings. This qualification is suited to Australian Apprenticeship pathways.

Occupational titles may include:
- Care assistant
- Personal care assistant
- Care worker
- Care service employees
- Personal care worker
- Assistant in nursing
- Care service employees
- Personal care giver
- Nursing assistant

### Course Details

<table>
<thead>
<tr>
<th>Qualification</th>
<th>HLT33115 Certificate III in Health Services Assistance (Assisting in nursing work in acute care)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery mode</td>
<td>Delivery will mainly be: 1. Classroom/ Face to face mode 2. Blended Mode</td>
</tr>
</tbody>
</table>
| Course duration | **1. Classroom/ Face to face mode**  
This course will be delivered over a maximum of 26 weeks, including minimum 20 hours of classroom based student contact hours per week and a practical placement of up to 120 hours.  
**2. Blended Mode**  
The course will be offered using a structured blended learning approach, including a combination of e-learning, practicing various care skills in the simulated environment and Practical Placement. |
| Assessments  | Assessment tools used include:  
- Knowledge based tests  
- Simulation based assessments  
- Practical placement book |
What do you need to know about this course?

What is the aim of this course?
Students may undertake this course to develop skills and knowledge for a career as a Health Services Assistant to health professional staff with the care of clients.

How is the course delivered?
The modes of delivery intended for this course are Classroom (face-to-face) and blended modes.

How do I know the course enrolment details?
Call us to enquire about the next enrolment date.

What learning materials are included with this course?
Your learning materials include:
- Learner workbooks
- Discussion forums
- Video resources
- Links to key online resources

What are the Admission Criteria for this course?
IHNA has in place admission criteria for courses in its scope as required by its ‘Application and Enrolment Procedure for VET Courses’ to ensure that candidates meet industry requirements.

- Applicants are required to be 16 years old and above.
- You will need to have completed year 10, or equivalent or be of mature age.

Equivalency can be demonstrated by one of the following:
- A qualification at Certificate II level or higher, OR
- 2 years industry experience in a role that requires the use of written documentation and communication, OR
- Age 18 year or higher

Applicants are required to have successfully completed an IHNA LLN test or VET ASSESS LLN Test (with a valid score of minimum 50% for each area and issued within the last 12 months from the time of admission).

- Aboriginal and Torres Strait Islanders are encouraged to apply.
• Satisfactory police clearance certificate is essential for practical placement.
• IHNA highly recommends students to complete the immunization form before the practical placement start date.
• It is essential for the student to possess basic computer skills.

What are the Fees and Costs?
For details please refer IHNA’s fee schedule.

How is the course assessed?
Assessment strategies are implemented for collecting evidence and making judgements about whether competency has been achieved by the learner.

The assessments confirm whether an individual can perform to the standards expected in the workplace, as expressed in the relevant endorsed unit of competency.

Assessment tools used include:
• Knowledge based tests
• Simulation based assessments
• Practical placement book

A statement of attainment will be issued if a student successfully completes one or more units of competency of this course, but does not meet the requirements for a qualification (as specified in the Training Package). The statement of attainment will list all of the units of competency achieved.

What further studies could I pursue?
Candidates may progress to higher level qualifications within and/or across the health sector.

What are the other courses that I may be interested in?
• CHC43115 Certificate IV in Disability
• CHC43015 Certificate IV in Ageing Support
• CHC33015 Certificate III in Individual Support (Ageing, Disability)
• CHC30113 Certificate III in Early Childhood Education and Care
• HLT51612 Diploma of Nursing (Enrolled-Division 2 Nursing)

What will I get on successful completion of this course?
Students who successfully complete all of the required units of competency of this course will be issued a testamur with the record of results printed at the back.
What is IHNA’s Access and Equity Policy?

Our Code of Practice includes an Access and Equity Policy. This document is available on request. It is the responsibility of all our staff to ensure that students’ requirements of the Access and Equity Policy are met at all times.

Is there any legislation that I should know about?

A range of legislations are applicable to all IHNA staff and students. Information on relevant legislation is provided at www.ihna.edu.au/law_and_legislation

Further Information

The students can enrol any time of the year. The commencement of all courses is subject to enrolment quotas.

Disclaimer

All information contained in this publication including the availability of courses and fees is correct as of February 2016. For the latest course information, please refer to the relevant course section in IHNA website. However, the Institute reserves the right to alter any course, procedure or fee. Students should check with IHNA for any amendment prior to enrolment.
Course Competency Details

15 units of competency are required for this qualification, including:

- 7 core units
- 8 elective units

### Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCOM005</td>
<td>Communicate and work in health or community services</td>
</tr>
<tr>
<td>CHCDIV001</td>
<td>Work with diverse people</td>
</tr>
<tr>
<td>HLTAAP001</td>
<td>Recognise healthy body systems</td>
</tr>
<tr>
<td>HLTINF001</td>
<td>Comply with infection prevention and control policies and procedures</td>
</tr>
<tr>
<td>HLTWHS001</td>
<td>Participate in workplace health and safety</td>
</tr>
<tr>
<td>BSBMED301</td>
<td>Interpret and apply medical terminology appropriately</td>
</tr>
<tr>
<td>BSBWOR301</td>
<td>Organise personal work priorities and development</td>
</tr>
</tbody>
</table>

### Electives

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCCS002</td>
<td>Assist with movement</td>
</tr>
<tr>
<td>CHCCCS020</td>
<td>Respond effectively to behaviours of concern</td>
</tr>
<tr>
<td>CHCCCS026</td>
<td>Transport individuals</td>
</tr>
<tr>
<td>HLTAIN001</td>
<td>Assist with nursing care in an acute care environment</td>
</tr>
<tr>
<td>HLTAIN002</td>
<td>Provide non-client contact support in an acute care environment</td>
</tr>
<tr>
<td>CHCCCS012</td>
<td>Prepare and maintain beds</td>
</tr>
<tr>
<td>CHCCCS015</td>
<td>Provide individualised support</td>
</tr>
<tr>
<td>HLTAIN003</td>
<td>Provide first aid</td>
</tr>
</tbody>
</table>
Your Window to the Healthcare World
How to enrol?

**Online**

You can enrol online
www.ihna.edu.au

**Email**

Send in an email to enquiry@ihna.edu.au
and we will revert at once.

**Face to face**

Apply in person at the IHNA campus. Our contact details are on the next page.

**Toll free**

You can speak to a career counsellor or a guide, if you are unsure about the way forward. Please feel free to call.
Toll free: 1800 22 52 83
Our Educational Pathway

IHNA is focused on developing your career in health care. If you wish to take your career a step forward, an accredited higher level qualification is the way to go. Based on your current qualification, please see below the pathways that are available to you.

Learn advanced skills and stay up to date with current best practice in your sector!

Year 10 / Year 12 / Mature Age

- HLT33115 Certificate III in Health Services Assistance (Acute Care)
- HLT47315 Certificate IV in Health Administration
- CHC33015 Certificate III in Individual Support (Ageing, Disability)
- CHC30113 Certificate III in Early Childhood Education and Care

CHC43115 Certificate IV in Disability

- HLT51612 Diploma of Nursing (Enrolled-Division 2 Nursing)
- HLT61107 Advanced Diploma of Nursing (Enrolled/Division 2 Nursing) - Nursing in Aged Care
- HLT61107 Advanced Diploma of Nursing (Enrolled/Division 2 Nursing) - Mental Health Nursing

Bachelor of Nursing (Australia)

University Pathways

Internationally qualified Registered Nurses

Nursing Career Advancement Program (NCAP) (International Students)

Graduate Entry Program (Australia/Domestic)

- Graduate Certificate in Nursing
- Graduate Diploma in Nursing
- Graduate Diploma of Nursing (Specialisation - Paediatric Nursing)

IRON (Initial Registration for Overseas Registered Nurses)