HLT33115 Certificate III in Health Services Assistance
(Assisting in nursing work in acute care)
INTRODUCTION

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. The qualification supports the requirements of smaller and rural or 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 continuously 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 for 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?

• IHNA’s excellence in delivering training for international students has been rewarded with the prestigious Victorian International Education Provider Award 2016. We are also shortlisted as finalists for the 2016 Victorian Small Training Provider of the Year Award.

• 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.
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 or remote work settings.

This qualification is suited to Australian Apprenticeship pathways.

### Course Details

- **Qualification**: HLT33115 - Certificate III in Health Services Assistance (Assisting in nursing work in acute care)
- **CRICOS Code**: 093193E
- **AQF Level**: 3
- **Delivery mode**: Face to face/ Blended Delivery.
  
  This course is offered to Domestic and International students.
- **Course duration**: 6 months (including 120 hours of placements)
- **Assessments**: The assessments include:
  - Knowledge based tests
  - Simulation based assessments
  - Practical placement assessment book
  - Workplace competency record

### 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 or 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
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 helping health professional staff to care for clients.

How is the course delivered?
Face to Face Delivery includes Classroom learning, Self-directed learning, Simulation-based training and assessment at campus and Work Experience Placement.

Blended Delivery includes e-learning, on campus simulation based training or assessment and work experience placement.

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:

- Study guide
- 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 need to be 18 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 above

Applicants are required to have successfully completed an IHNA LLN test or VET ASSESS LLN Test (with a valid score of over 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 to our website www.ihna.edu.au

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.

Students will be assessed in both a formative and summative way.

These assessment methods and strategies are consistent with the Training Package Assessment Guidelines.

Assessment tools used include:
• Knowledge based tests
• Simulation based assessments
• Practical placement assessment book
• Workplace competency record

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.

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 the community sector.

Candidates may progress to higher level qualifications within and/or across the community sector.
What other course may I be interested in?

- CHC33015 Certificate III in Individual Support (Ageing, Disability)
- CHC30113 - Certificate III in Early Childhood Education and Care
- HLT37315 Certificate III in Health Administration
- HLT47315 Certificate IV in Health Administration
- CHC43115 Certificate IV in Disability
- CHC43015 Certificate IV in Ageing Support
- HLT54115 Diploma of Nursing
- HLT57715 Diploma of Practice Management
- CHC50113 Diploma of Early Childhood Education and Care

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

Students may enrol at 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 December 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 amendments prior to enrolment.
18 units of competency are required for this qualification, including:

<table>
<thead>
<tr>
<th>Core Units</th>
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<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>
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<tr>
<td>HLTAAP001</td>
<td>Recognise healthy body systems</td>
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<tr>
<td>HLTINF001</td>
<td>Comply with infection prevention and control policies and procedures</td>
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<tr>
<td>HLTWHS001</td>
<td>Participate in workplace health and safety</td>
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<tr>
<td>BSBMED301</td>
<td>Interpret and apply medical terminology appropriately</td>
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<tr>
<td>BSBWOR301</td>
<td>Organise personal work priorities and development</td>
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<tr>
<td>CHCCCS002</td>
<td>Assist with movement</td>
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<tr>
<td>CHCCS020</td>
<td>Respond effectively to behaviours of concern</td>
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<tr>
<td>CHCCCS026</td>
<td>Transport individuals</td>
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<tr>
<td>HLTAIN001</td>
<td>Assist with nursing care in an acute care environment</td>
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<tr>
<td>HLTAIN002</td>
<td>Provide non-client contact support in an acute care environment</td>
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<tr>
<td>CHCCCS012</td>
<td>Prepare and maintain beds</td>
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<tr>
<td>CHCCCS015</td>
<td>Provide individualised support</td>
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<tr>
<td>CHCCCS015</td>
<td>Provide first aid</td>
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Your Window to the Healthcare World
HOW TO ENROL?

Online
You can enrol online
www.ihna.edu.au

Email
Send an email to enquiry@ihna.edu.au

Face to face
Apply in person at any IHNA campus. Our contact details are on the last 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
IHNA is focussed on developing your career in healthcare. 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!

Note: Information in this diagram is of a general nature and entry criteria applicable to specific courses may vary. Please refer to specific course information to determine the exact criteria for entry or contact our admissions consultants for more details.
Melbourne (Administrative Office)
Level 1, 76-80 Turnham Avenue, Rosanna, Victoria 3084, Australia
Ph: +61 3 9455 4400 Fax: +61 3 9455 4433

Perth Campus
Level 3, Carillon City Arcade, 680-692 Hay Street Mall, Perth WA 6000
Ph: +61 8 6212 8200

Sydney Campus
Level 7, 33 Argyle Street, Parramatta, NSW 2150, Australia.
Ph: +61 2 8228 6400

Melbourne Campus
597-599 Upper Heidelberg Road, Heidelberg Heights, Victoria 3081, Australia
Ph: +61 3 9450 5100

Melbourne City Campus
Opening Soon