Delivery and Assessment Guidelines for Students

Course Title: HLT51612 Diploma of Nursing (Enrolled-Division 2 nursing)
Delivery and Assessment Guidelines for Students
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Instruction to the students

This guide introduces the students to the delivery and assessment process for the qualification HLT51612 Diploma of Nursing (Enrolled-Division 2 nursing). Read the information carefully and contact the Course Coordinator or Assessor in case of any concerns. It is vital that the students read and understand the assessment process before signing the ‘Student Agreement for Assessment and Practical Placement’ and ‘Training Plan and Comprehensive Assessment Record’.

Course Aims

The aim of the course is to produce highly skilled, competent, confident, critically thinking enrolled nurses. The Diploma of Nursing is nationally accredited and after successful completion of the program students can apply to the Australian Health Practitioner Regulation Agency (AHPRA) to gain registration. AHPRA registration enables graduates to practice in a variety of areas including acute, medical, surgical, general, rehabilitation, palliative care, operating theatres, paediatric, community, mental health or aged care settings in Australia under the supervision and direction of the registered nurse. This course may also provide pathway into the Bachelor of Nursing and other higher qualifications in health care.

Course Learning Outcomes

On completion of the course, the graduates will be able to:
1. Demonstrate a knowledge and understanding of the nursing profession and the development of the delivery of health care by nurses as health professionals
2. Discusses the importance and application of legislation, regulations and legal precedent to enrolled nurse practice.
3. Practice safely and culturally competent manner by adhering to ANMC National Competency Standards for the Enrolled Nurse.
4. Recognise the accountability and responsibility of self and other health team members in the provision of nursing care in the area of practice.
5. Demonstrate critical thinking in the delivery of specific services
6. Formulate and implement nursing care plans for individual clients and evaluate the care provided in a range of health environments.
7. Provide holistic nursing care to support the health care needs of the clients in all age groups and health conditions as applicable.
8. Identify cultural competence and effective team contribution as a bases for effective work place and professional relationships
9. Understand the importance of nursing research and critically analyse and apply evidence based practice guidelines to nursing practice
10. Participate in quality improvement and continuing education programs to ensure quality care practices within own scope of practice
11. Demonstrate effective communication skills in a variety of health care settings
12. Comply with nursing documentation requirements within own scope of practice.
13. Provide nursing care for clients with complex care needs including safe medication administration within the scope of enrolled nurse practice

**Pathways:**

There is no applicable pathway into this qualification. Candidates may progress to higher level qualifications within and/or across the community sector.

The course options that Diploma of Nursing graduates could pursue are identified below;

- HLT61107 Advanced Diploma of Nursing
- Bachelors Degree Program

**Recognition**

If the students have completed other relevant training, they may be eligible to have units of competency from previous training counted towards completion for this course. Talk to the assessor or contact the Course Coordinator if you think you may be eligible for recognition of units previously completed.

**Qualification Structure**

Successful completion of 26 units of competency is required for the award of this qualification including:

- 21 core units
- 5 elective units

Training Plan and Comprehensive Assessment Record enlists the assessment tasks involved with each unit of competency. The assessment submission due dates are given in the time table. No units are co-assessed.

**Delivery period and delivery schedule**

**Face to face mode of delivery**

The nominal total duration is 1715 hours. The course is provided through face-to-face mode of delivery and professional experience placement/clinical placement with written assessments and a verbal assessment or third party report. This course will be delivered and assessed over 24 months (structured for four semesters) of face to face theory (20 hours per week at an IHNA campus) and laboratory session with candidates completing 12 weeks full-time (or 21 weeks part-time) of clinical placement in different care facilities (total 480 hours).

**Blended mode of delivery**

This course will be delivered and assessed over 24 months (structured for four semesters). The students should be self-motivated in their approach to study, undertaking approximately 20 to 25 hours per week of study at home, with the aid of study guides and online materials through IHNA E-learning platform in the academic hub and attending laboratory sessions at an IHNA campus with candidates completing 12 weeks of clinical placement in different health care facilities.
Every semester there is a mandatory 2-4 weeks simulation work shop at an IHNA campus. The simulation work shop is for review of the learning activities in the classroom, practising clinical nursing skills in the simulated nursing laboratory environment and undertaking medication calculation test and other assessments eg: group presentation/individual presentation.

Students enrolling in face-to-face or blended modes of delivery must attend mandatory 1 week orientation in the first semester, which will cover campus, course, academic, online library orientation and academic writing.

Students will be sent for professional experience placement in different health care facilities after each semester. Candidates would be required to return to IHNA for a day after the completion of each professional experience placement to finalize all course requirements. IHNA trainers and assessors will regularly visit and communicate with students in their placement venue to confirm their progress is satisfactory.

The students enrolled in the face-to-face mode of delivery will receive a timetable outlining the class-room sessions, trainer allocation for each unit, assessment submission and simulation workshop dates.

A structured timetable for the blended delivery students will outline the unit availability in academic hub, assessment due dates, online activities to be completed (what to read and some guide questions to discuss with classmates) and laboratory blocks at IHNA.

**Delivery Mode and location**

This course will be delivered and assessed over 2 years (structured for four semesters). The modes of delivery intended for this course are:

- On campus or teacher led class room (face to face) delivery, nursing simulation procedures at IHNA campus and clinical placement/professional experience placement.
- Blended mode (theory online and nursing simulation procedures at IHNA campus) and clinical placement/professional experience placement. (Not for international students)

The students engaged for face-to-face mode of delivery attend the sessions at IHNA while students enrolled for the blended mode of delivery progress through the studies as per the structured delivery schedule referring to the E-learning platform and academic hub prior to proceeding with the laboratory training and clinical placement.

The clinical placement (practical placement) will be at Aged care facility, Mental Health facility, Sub-Acute Care facility and acute care.

**Attendance**

Any course hours missed will need to be managed appropriately prior to gaining successful completion of the course. 80% of attendance for each unit is required for the successful completion of the course. A record of attendance of theory and clinical placement will be maintained as part of the course.
SWOT week

Strengths, weaknesses, opportunities and threats analysis week (SWOT). During SWOT week the educators will hold revision sessions of completed units and a review of simulated laboratory procedures. The practical placement orientation and preparation will also be held in this week.

Assessment week

After the completion of practical placement the student should come back to IHNA as informed. During this week trainer/assessor and student will go through the practical placement book to review and make sure that all the evidences and documentation is complete.

Self-directed learning

Students need to allocate certain hours of self-study time (out of class study/e-learning platform) per unit of competence to complete workbook activities and the associated review questions to enhance their understanding. This time is in addition to the structured supervised hours of training. The trainer will inform the students about activities to be completed and the approximate time students will need to complete the activities.

Units of competency

<table>
<thead>
<tr>
<th>Unit of Competence</th>
<th>HLTAP501C Analyze health information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration:</td>
<td>50 hours</td>
</tr>
<tr>
<td>Copy of learning outcomes available from</td>
<td><a href="http://www.training.gov.au">www.training.gov.au</a></td>
</tr>
<tr>
<td>Unit Descriptor:</td>
<td>This unit of competency describes the application of in-depth level of knowledge of anatomy and physiology required to analyse available health information in relation to specific services to be provided</td>
</tr>
<tr>
<td>Delivery Mode:</td>
<td>This unit is delivered through face-to-face and work site delivery. Third party reports may be utilized for whom written or verbal assessments are not appropriate.</td>
</tr>
<tr>
<td>Pre-Requisites:</td>
<td>This unit must be assessed after successful achievement of pre-requisite: HLTAP401B Confirm physical health status</td>
</tr>
<tr>
<td>Licensing Requirements:</td>
<td>NIL</td>
</tr>
<tr>
<td>Unit Resources:</td>
<td>☑️ Computer Equipment as per the Course brochure</td>
</tr>
<tr>
<td></td>
<td>☑️ Assessment tools</td>
</tr>
<tr>
<td></td>
<td>☑️ Verbal Assessment</td>
</tr>
<tr>
<td></td>
<td>☑️ Anatomical Models, charts and/or diagrams</td>
</tr>
</tbody>
</table>
### Delivery and Assessment Guidelines for Students

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<table>
<thead>
<tr>
<th>Unit Competence</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTEN502B</td>
<td>Apply effective communication skills in nursing practice</td>
</tr>
<tr>
<td>HLTAP401B</td>
<td>Confirm Physical health status</td>
</tr>
</tbody>
</table>

#### Assessment Strategy:

- Question and Answers
- Worksheets (Case study/scenario analysis)
- Simulation based assessment - Role play/procedure demonstration, discussion and reporting
- Professional experience placement (Work based task & Clinical assessment tool)

#### Unit Competence: HLTEN502B

**Apply effective communication skills in nursing practice**

**Duration:** 40 hours

**Unit Descriptor:**
This competency unit describes the skills and knowledge required for effective communication in complex communication situations and its application to nursing practice; the function and purpose of small groups; meeting procedures; and the dynamics of group work and evaluation as a tool for continuous improvement.

**Delivery Mode:**
This unit is delivered through face-to-face and work site delivery. Third party reports may be utilized for those who written or verbal assessments are not appropriate.

**Pre-Requisites:** NIL

**Licensing Requirements:** NIL

**Unit Resources:**
- Computer Equipment as per the Course brochure
- Assessment tools
- Verbal Assessment
- Other – Internet

#### Unit Competence: HLTAP401B

**Confirm Physical health status**

**Duration:** 90 hours

**Unit Descriptor:**
This unit of competency describes a detailed level of knowledge of anatomy and physiology required to confirm physical health status.
**Delivery Mode:** This unit is delivered through face-to-face and work site delivery. Third party reports may be utilized for those who written or verbal assessments are not appropriate.

**Pre-Requisites**

NIL

**Licensing Requirements**

- Computer Equipment as per the Course brochure
- Assessment tools
- Verbal Assessment
- Anatomical models, charts and/or diagrams
- Access to appropriate documentation and resources normally used in the workplace
- Other – Internet

**Unit Resources:**

- Question and Answers
- Worksheets (Case study/scenario analysis)
- Simulation based assessment - discussion and reporting
- Professional experience placement (Work based task & Clinical assessment tool)

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**Unit of Competence:** HLTEN509B  
Apply legal and ethical parameters to nursing practice

**Duration:** 30 hours  
Copy of learning outcomes available from [www.training.gov.au](http://www.training.gov.au)

**Unit Descriptor:** This unit of competency describes the skills and knowledge required for an Enrolled/Division 2 nurse to perform within the legal and ethical parameters of professional practice, supporting client rights and meeting duty of care requirements

**Delivery Mode:** This unit is delivered through face-to-face and work site delivery. Third party reports may be utilized for those who written or verbal assessments are not appropriate.

**Pre-Requisites**

NIL

**Licensing Requirements**

- Computer Equipment as per the Course brochure
- Assessment tools
- Verbal Assessment
# Delivery and Assessment Guidelines for Students

**Course:** HLT51612 Diploma of Nursing (Enrolled-Division 2 nursing)

<table>
<thead>
<tr>
<th>Unit of Competence</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTIR403C</td>
<td>Work effectively with culturally diverse clients and coworkers</td>
</tr>
</tbody>
</table>

**Duration:** 30 hours  
Copy of learning outcomes available from [www.training.gov.au](http://www.training.gov.au)

**Unit Descriptor:**  
This unit deals with the cultural awareness required for effective communication and cooperation with persons of diverse cultures.

**Delivery Mode:** This unit is delivered through face-to-face and work site delivery. Third party reports may be utilized for those who written or verbal assessments are not appropriate.

**Pre-Requisites:** NIL

**Licensing Requirements:** NIL

**Unit Resources:**  
- Computer Equipment as per the Course brochure  
- Assessment tools  
- Verbal Assessment  
- Other – Internet

**Assessment Strategy:**  
- Question and Answers  
- Worksheets (Case study/scenario analysis)  
- Simulation based assessment - discussion and reporting  
- Professional experience placement (Work based task & Clinical assessment tool)

<table>
<thead>
<tr>
<th>Unit of Competence</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTWHS300A</td>
<td>Contribute to WHS processes</td>
</tr>
</tbody>
</table>

**Duration:** 30 hours  
Copy of learning outcomes available from [www.training.gov.au](http://www.training.gov.au)

**Unit Descriptor:** This unit specifies the workplace performance required by a worker to contribute to work health and safety (WHS) processes where there is responsibility for own work outputs and possibly...
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**Delivery Mode:**
This unit is delivered through face-to-face and work site delivery. Third party reports may be utilized for those who written or verbal assessments are not appropriate.

**Pre-Requisites:**
NIL

**Licensing Requirements:**

| Unit Resources: | ⧫ Computer Equipment as per the Course brochure  
|                | ⧫ Assessment tools  
|                | ⧫ Verbal Assessment  
|                | ⧫ Access to appropriate documentation and resources normally used in the workplace  
|                | ⧫ Other – Internet  

**Assessment Strategy:**

- Question and Answers  
- Worksheets (Case study/scenario analysis)  
- Simulation based assessment - Role play/procedure demonstration, discussion and reporting  
- Professional experience placement (Work based task & Clinical assessment tool)

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### Unit of Competence: HLTEN401B Work in the nursing profession

**Duration:** 90 hours  
Copy of learning outcomes available from [www.training.gov.au](http://www.training.gov.au)

**Unit Descriptor:**
This unit of competency describes the skills and knowledge required to practise as a nursing professional with clients across the lifespan in a range of health care environments, such as acute care, community care, mental health, aged care, medical / surgical.

**Delivery Mode:** This unit is delivered through face-to-face and work site delivery. Third party reports may be utilized for whom written or verbal assessments are not appropriate.

**Pre-Requisites:** NIL

**Licensing Requirements:** NIL

| Unit Resources: | ⧫ Computer Equipment as per the Course brochure  
|                | ⧫ Assessment tools  
|                | ⧫ Verbal Assessment  
|                | ⧫ Brown, D & Edwards, H 2012, Lewis’s Medical Surgical Nursing; Assessment and Management of Clinical Problems. 3rd edn, St Louis: Elsevier Mosby.  
|                | ⧫ Crisp, J & Taylor, C 2012, Potter and Perry’s Fundamentals of Nursing. 4th edn, Sydney, Australia:}
### Unit Competence: HLTFA311A Apply first aid

<table>
<thead>
<tr>
<th>Duration:</th>
<th>20 hours</th>
<th>Copy of learning outcomes available from <a href="http://www.training.gov.au">www.training.gov.au</a></th>
</tr>
</thead>
</table>

### Unit Descriptor:
This unit of competency describes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance.

### Delivery Mode:
This unit is delivered through face-to-face and work site delivery. Third party reports may be utilized for those who written or verbal assessments are not appropriate.

### Pre-Requisites
NIL

### Licensing Requirements
NIL

### Unit Resources:
- Computer Equipment as per the Course brochure
- Assessment tools
- Verbal Assessment
- Other – Internet

### Assessment Strategy:
- Question and Answers
- Worksheets (Case study/scenario analysis)
- Simulation based assessment - Role play/procedure demonstration
## Delivery and Assessment Guidelines for Students

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### Unit of Competence: HLTIN301C Comply with infection control policies and procedures in health work

| Duration: | 30 hours | Copy of learning outcomes available from [www.training.gov.au](http://www.training.gov.au) |

**Unit Descriptor:**

This unit of competency describes the skills and knowledge required for workers to comply with infection control policies and procedures. All procedures must be carried out in accordance with current infection control guidelines, Australian and New Zealand Standards for maintaining infection control and the policies and procedures of the organization.

This unit acknowledges the importance of complying with an effective infection control strategy that ensures the safety of the client (or end-user of health-related products/services), maintains personal protection and prevents the transmission of infections from person to person.

All tasks must be carried out in accordance with State or Territory legislative requirements that affect work practices of the organisation and/or worker.

**Delivery Mode:**

This unit is delivered through face-to-face and work site delivery. Third party reports may be utilized for those who written or verbal assessments are not appropriate.

**Pre-Requisites:**

NIL

**Licensing Requirements:**

NIL

**Unit Resources:**

- Computer Equipment as per the Course brochure
- Assessment tools
- Verbal Assessment

**Assessment Strategy:**

- Question and Answers
- Worksheets (Case study/scenario analysis)
- Simulation based assessment - Role play/procedure demonstration, discussion and reporting
- Professional experience placement (Work based task & Clinical assessment tool)

### Unit of Competence: HLTIN403C Implement and monitor infection control policy and procedure

| Duration: | 50 hours | Copy of learning outcomes available from [www.training.gov.au](http://www.training.gov.au) |

**Unit Descriptor:**

This unit is concerned with infection control responsibilities of employees with supervisory accountability to implement and monitor infection control policy and procedures in a specific work unit or team within an organisation.
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<table>
<thead>
<tr>
<th>Delivery Mode:</th>
<th>This unit is delivered through face-to-face and work site delivery. Third party reports may be utilized for those who written or verbal assessments are not appropriate.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Requisites</td>
<td>This unit must be assessed after successful achievement of pre-requisite: HLTIN301C Comply with infection control policies and procedures</td>
</tr>
<tr>
<td>Licensing Requirements</td>
<td>NIL</td>
</tr>
</tbody>
</table>
| Unit Resources: | ☒ Computer Equipment as per the Course brochure  
☒ Assessment tools  
☐ Verbal Assessment  
☒ Farrell, M. (2013) Smeltzer&Bare’s Textbook of Medical Surgical Nursing. 3rd Ed, Lippincott Williams & Wilkins.  
☒ Other – Internet |
| Assessment Strategy: | ☒ Question and Answers  
☒ Worksheets (Case study/scenario analysis)  
☒ Simulation based assessment - Role play/procedure demonstration, discussion and reporting  
☒ Professional experience placement (Work based task & Clinical assessment tool) |

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### Unit of Competence: HLTEN516B Apply understanding of the Australian healthcare system

<table>
<thead>
<tr>
<th>Duration:</th>
<th>20 hours</th>
<th>Copy of learning outcomes available from <a href="http://www.training.gov.au">www.training.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Descriptor:</td>
<td>This unit of competency describes skills and knowledge required to function independently in developing strategies to practice within the current and future health care environment taking into account the Australian health care system</td>
<td></td>
</tr>
<tr>
<td>Delivery Mode:</td>
<td>This unit is delivered through face-to-face and work site delivery. Third party reports may be utilized for those who written or verbal assessments are not appropriate.</td>
<td></td>
</tr>
<tr>
<td>Pre-Requisites</td>
<td>NIL</td>
<td></td>
</tr>
<tr>
<td>Licensing Requirements</td>
<td>NIL</td>
<td></td>
</tr>
</tbody>
</table>
| Unit Resources: | ☒ Computer Equipment as per the Course brochure  
☒ Assessment tools  
☐ Verbal Assessment  
☒ Other – Internet |
| Assessment Strategy: | ☒ Question and Answers  
☒ Worksheets (Case study/scenario analysis)  
☒ Individual presentation |
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<table>
<thead>
<tr>
<th>Unit Competence:</th>
<th>HLTEN504C Implement and evaluate a plan of nursing care</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duration:</strong></td>
<td>100 hours</td>
</tr>
<tr>
<td><strong>Unit Descriptor:</strong></td>
<td>This competency unit describes the knowledge and skills required to implement nursing care plans for individual clients and evaluate the care provided in a range of health environments</td>
</tr>
<tr>
<td><strong>Delivery Mode:</strong></td>
<td>This unit is delivered through face-to-face and work site delivery. Third party reports may be utilized for those who written or verbal assessments are not appropriate.</td>
</tr>
<tr>
<td><strong>Pre-Requisites:</strong></td>
<td>This unit must be assessed after successful achievement of pre-requisite: HLTAP401B Confirm physical health status</td>
</tr>
<tr>
<td><strong>Licensing Requirements:</strong></td>
<td>NIL</td>
</tr>
</tbody>
</table>
| **Unit Resources:** | ☑️ Computer Equipment as per the Course brochure  
 ☑️ Assessment tools  
 ☑️ Verbal Assessment  
 ☑️ Other – Internet |
| **Assessment Strategy:** | ☑️ Question and Answers  
 ☑️ Worksheets (Case study/scenario analysis)  
 ☑️ Simulation based assessment - Role play/procedure demonstration, discussion and reporting  
 ☑️ Professional experience placement (Work based task & Clinical assessment tool) |

<table>
<thead>
<tr>
<th>Unit Competence:</th>
<th>HLTEN507C Administer and monitor medications in the work environment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duration:</strong></td>
<td>180 hours</td>
</tr>
<tr>
<td><strong>Unit Descriptor:</strong></td>
<td>This unit of competency describes the skills and knowledge required of Enrolled/Division 2 nurses to administer and monitor medications and evaluate their effectiveness for clients within a health environment</td>
</tr>
</tbody>
</table>

Copy of learning outcomes available from [www.training.gov.au](http://www.training.gov.au)
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### Delivery Mode:

This unit is delivered through face-to-face and work site delivery. Third party reports may be utilized for those who written or verbal assessments are not appropriate.

### Pre-Requisites

This unit must be assessed after successful achievement of pre-requisites:

- HLTAP501C Analyse health information
- HLTEN509B Apply legal and ethical parameters to nursing practice
- HLTEN502B Apply effective communication skills in nursing practice

### Licensing Requirements

- NIL

### Unit Resources:

- ☒ Computer Equipment as per the Course brochure
- ☒ Assessment tools
- ☒ Verbal Assessment
- ☒ Quality use of medicines, National Inpatient Medication Chart (NIMC), Common types of medication errors http://www.nps.org.au/health-professionals/cpd/online-courses

### Assessment Strategy:

- ☒ Question and Answers
- ☒ Worksheets (Case study/scenario analysis)
- ☒ Simulation based assessment - Role play/procedure demonstration, discussion and reporting
- ☒ Unit Exam
- ☒ Professional experience placement (Work based task & Clinical assessment tool)

### Unit of Competence: HLTEN519C Administer and monitor intravenous medications

<table>
<thead>
<tr>
<th>Duration:</th>
<th>100 hours</th>
<th>Copy of learning outcomes available from <a href="http://www.training.gov.au">www.training.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Descriptor:</td>
<td>This unit of competency describes the skills and knowledge required of Enrolled/Division 2 nurses to administer and monitor intravenous medications and their effectiveness for clients within the nursing context</td>
<td></td>
</tr>
<tr>
<td>Delivery Mode:</td>
<td>This unit is delivered through face-to-face and work site delivery. Third party reports may be utilized for those who written or verbal assessments are not appropriate.</td>
<td></td>
</tr>
</tbody>
</table>
### Course: HLT51612 Diploma of Nursing (Enrolled-Division 2 nursing)

**Pre-Requisites**

This unit must be assessed after successful achievement of pre-requisites:

- HLTWHS300A Contribute to WHS processes
- HLTIN301C Comply with infection control policies and procedures
- HLTAP501C Analyse health information
- HLTEN505C Contribute to the complex nursing care of clients
- HLTEN507C Administer and monitor medication in the work environment

**Licensing Requirements**

NIL

**Unit Resources:**

- Computer Equipment as per the Course brochure
- Assessment tools
- Verbal Assessment
- Other – Internet
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| Assessment Strategy: |  
| --- | --- |
| ✗ Question and Answers  
| ✗ Worksheets (Case study/scenario analysis)  
| ✗ Simulation based assessment - Role play/procedure demonstration, discussion and reporting  
| ✗ Unit Exam  
| ✗ Professional experience placement (Work based task & Clinical assessment tool) |

<table>
<thead>
<tr>
<th>Unit of Competence:</th>
<th>HLTEN506B Apply principles of wound management in the clinical environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration:</td>
<td>50</td>
</tr>
<tr>
<td>Copy of learning outcomes available from <a href="http://www.training.gov.au">www.training.gov.au</a></td>
<td></td>
</tr>
</tbody>
</table>

| Unit Descriptor: | Enrolled/Division 2 nurses apply contemporary wound management principles to the care of clients with varying types of wounds |
| Delivery Mode: | This unit is delivered through face-to-face and work site delivery. Third party reports may be utilized for those who written or verbal assessments are not appropriate. |
| Pre-Requisites | NIL |
| Licensing Requirements | NIL |

| Unit Resources: |  
| --- | --- |
| ✗ Computer Equipment as per the Course brochure  
| ✗ Assessment tools  
| ✗ Verbal Assessment  
| ✗ Recommended Journals:  
| o Australian Family Physician  
| o Australian Journal of Advanced Nursing  
| o Australian Journal of Wound Management  
| o Australian Nurses Journal  
| o Contemporary Nurse |
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### Assessment Strategy:
- Question and Answers
- Worksheets (Case study/scenario analysis)
- Individual presentation
- Simulation based assessment - Role play/procedure demonstration, discussion and reporting
- Professional experience placement (Work based task & Clinical assessment tool)

### Unite of Competence:

<table>
<thead>
<tr>
<th>Competition</th>
<th>Duration</th>
<th>Unit Description</th>
<th>Pre-Requisites</th>
<th>Licensing Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTEN503B Contribute to client assessment and developing nursing care plans</td>
<td>80</td>
<td>This unit of competency describes the skills and knowledge required of an Enrolled/Division 2 Nurse in contributing to the development of individualised health care plans by collection of data captured during a client's preliminary and ongoing health assessments. Assessment is based on a lifespan approach.</td>
<td>NIL</td>
<td>NIL</td>
</tr>
</tbody>
</table>

### Unit Resources:
- Computer Equipment as per the Course brochure
- Assessment tools
- Verbal Assessment
- Other – Internet

### Assessment Strategy:
- Question and Answers
- Worksheets (Case study/scenario analysis)
- Simulation based assessment - Role play/procedure demonstration, discussion and reporting
- Professional experience placement (Work based task & Clinical assessment tool)
### Unit of Competence: HLTEN508B Apply reflective practice, critical thinking & analysis in health

<table>
<thead>
<tr>
<th>Duration:</th>
<th>30</th>
<th>Copy of learning outcomes available from <a href="http://www.training.gov.au">www.training.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit Descriptor:</strong></td>
<td>This unit of competency describes the skills and knowledge required of the Enrolled/Division 2 Nurse to demonstrate nursing practice in a contemporary health environment using critical thinking and analysis and reflective practice.</td>
<td></td>
</tr>
<tr>
<td><strong>Delivery Mode:</strong></td>
<td>This unit is delivered through face-to-face and work site delivery. Third party reports may be utilized for those who written or verbal assessments are not appropriate.</td>
<td></td>
</tr>
<tr>
<td><strong>Pre-Requisites:</strong></td>
<td>NIL</td>
<td></td>
</tr>
<tr>
<td><strong>Licensing Requirements:</strong></td>
<td>NIL</td>
<td></td>
</tr>
</tbody>
</table>
| **Unit Resources:** | ☑ Computer Equipment as per the Course brochure  
☑ Assessment tools  
☑ Verbal Assessment  
☑ Other – Internet |

| **Assessment Strategy:** | ☑ Question and Answers  
☑ Worksheets (Case study/scenario analysis)  
☑ Individual presentation  
☑ Simulation based assessment - discussion and reporting  
☑ Professional experience placement (Work based task & Clinical assessment tool) |

### Unit of Competence: HLTEN510B Implement and monitor nursing care for consumers with mental health conditions

<table>
<thead>
<tr>
<th>Duration:</th>
<th>95</th>
<th>Copy of learning outcomes available from <a href="http://www.training.gov.au">www.training.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit Descriptor:</strong></td>
<td>This competency unit describes the skills and knowledge required to contribute to the nursing care and management of consumers with mental illness</td>
<td></td>
</tr>
<tr>
<td><strong>Delivery Mode:</strong></td>
<td>This unit is delivered through face-to-face and work site delivery. Third party reports may be utilized for those who written or verbal assessments are not appropriate.</td>
<td></td>
</tr>
<tr>
<td><strong>Pre-Requisites:</strong></td>
<td>NIL</td>
<td></td>
</tr>
<tr>
<td><strong>Licensing Requirements:</strong></td>
<td>NIL</td>
<td></td>
</tr>
</tbody>
</table>
Delivery and Assessment Guidelines for Students
Course: HLT51612 Diploma of Nursing (Enrolled-Division 2 nursing)

<table>
<thead>
<tr>
<th>Unit Resources:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Computer Equipment as per the Course brochure</td>
<td></td>
</tr>
<tr>
<td>☑ Assessment tools</td>
<td></td>
</tr>
<tr>
<td>☑ Verbal Assessment</td>
<td></td>
</tr>
<tr>
<td>☑ Mental Health Branch of Department of Health &amp; Aged Care <a href="http://www.health.gov.au">www.health.gov.au</a></td>
<td></td>
</tr>
<tr>
<td>☑ Mental Health Act 2014</td>
<td></td>
</tr>
<tr>
<td>☑ National Standards for Mental Health Services 2010</td>
<td></td>
</tr>
<tr>
<td>☑ Final Report of the Mental Health in Pre-Registration Nursing courses (MHNET 2008)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment Strategy:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Question and Answers</td>
<td></td>
</tr>
<tr>
<td>☑ Worksheets (Case study/scenario analysis)</td>
<td></td>
</tr>
<tr>
<td>☑ Simulation based assessment - Role play/procedure demonstration, discussion and reporting</td>
<td></td>
</tr>
<tr>
<td>☑ Professional experience placement (Work based task &amp; Clinical assessment tool)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit Competence:</th>
<th>HLTEN515B Implement and monitor nursing care for older clients</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration:</td>
<td>95</td>
</tr>
</tbody>
</table>

| Unit Descriptor: | This competency unit describes the skills and knowledge required for the Enrolled/Division 2 Nurse to perform nursing interventions to support the health care needs of the older person in both acute care settings and residential aged care environments |
| Delivery Mode:   | This unit is delivered through face-to-face and work site delivery. Third party reports may be utilized for those who written or verbal assessments are not appropriate. |
| Pre-Requisites   | NIL |
| Licensing Requirements | NIL |

<table>
<thead>
<tr>
<th>Unit Resources:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Computer Equipment as per the Course brochure</td>
<td></td>
</tr>
<tr>
<td>☑ Assessment tools</td>
<td></td>
</tr>
<tr>
<td>☑ Verbal Assessment</td>
<td></td>
</tr>
<tr>
<td>☑ Other – Internet</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment Strategy:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Question and Answers</td>
<td></td>
</tr>
<tr>
<td>☑ Worksheets (Case study/scenario analysis)</td>
<td></td>
</tr>
<tr>
<td>☑ Simulation based assessment - Role play/procedure demonstration, discussion and reporting</td>
<td></td>
</tr>
<tr>
<td>☑ Professional experience placement (Work based task &amp; Clinical assessment tool)</td>
<td></td>
</tr>
</tbody>
</table>
Delivery and Assessment Guidelines for Students
Course: HLT51612 Diploma of Nursing (Enrolled-Division 2 nursing)

### Unit of Competence: HLTEN608B Practice in the domiciliary care environment

<table>
<thead>
<tr>
<th>Duration:</th>
<th>80</th>
<th>Copy of learning outcomes available from <a href="http://www.training.gov.au">www.training.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Descriptor:</td>
<td>This competency unit describes the skills and knowledge required by Enrolled/Division 2 nurses to perform nursing interventions to assist clients in a domiciliary environment</td>
<td></td>
</tr>
<tr>
<td>Delivery Mode:</td>
<td>This unit is delivered through face-to-face and work site delivery. Third party reports may be utilized for those who written or verbal assessments are not appropriate.</td>
<td></td>
</tr>
<tr>
<td>Pre-Requisites</td>
<td>NIL</td>
<td></td>
</tr>
<tr>
<td>Licensing Requirements</td>
<td>NIL</td>
<td></td>
</tr>
</tbody>
</table>
| Unit Resources: | ☑ Computer Equipment as per the Course brochure  
☑ Assessment tools  
☑ Verbal Assessment  
☑ Recommended Readings:-  
☑ Other – Internet |
| Assessment Strategy: | ☑ Question and Answers  
☑ Worksheets (Case study/scenario analysis)  
☑ Individual presentation  
☑ Simulation based assessment - discussion and reporting  
☑ Professional experience placement (Work based task & Clinical assessment tool) |

### Unit of Competence: HLTEN512B Implement and monitor nursing care for clients with acute health problems

<table>
<thead>
<tr>
<th>Duration:</th>
<th>95</th>
<th>Copy of learning outcomes available from <a href="http://www.training.gov.au">www.training.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Descriptor:</td>
<td>This unit of competency describes the skills and knowledge required of Enrolled/Division 2 nurses to contribute to the care of the person with an acute health problem by performing nursing interventions that support their health care needs and assist them to regain optimal function and lifestyle</td>
<td></td>
</tr>
<tr>
<td>Delivery Mode:</td>
<td>This unit is delivered through face-to-face and work site delivery. Third party reports may be utilized for those who written or verbal assessments are not appropriate.</td>
<td></td>
</tr>
</tbody>
</table>
## Delivery and Assessment Guidelines for Students

**Course:** HLT51612 Diploma of Nursing (Enrolled-Division 2 nursing)

### Pre-Requisites
Nil

### Licensing Requirements
Nil

### Unit Resources:
- Computer Equipment as per the Course brochure
- Assessment tools
- Verbal Assessment
- LeMone, P. et al. (2013) Medical-Surgical Nursing: Critical thinking in client care, 2nd Ed, NSW: Pearson Australia
- Early Recognition of the Deteriorating Patient Program

### Assessment Strategy:
- Question and Answers
- Worksheets (Case study/scenario analysis)
- Simulation based assessment - Role play/procedure demonstration, discussion and reporting
- Professional experience placement (Work based task & Clinical assessment tool)

---

**Unit of Competence:** HLTIR404D Work effectively with Aboriginal & Torres Strait Islander people

<table>
<thead>
<tr>
<th>Duration</th>
<th>Copy of learning outcomes available from <a href="http://www.training.gov.au">www.training.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>

**Unit Descriptor:**

This unit describes the communication and work practice skills and knowledge required to work with Aboriginal and Torres Strait Islander people in the health industry context. It deals specifically with cross-cultural awareness and issues involving working with Aboriginal and Torres Strait Islander individuals, organisations and communities.

**Delivery Mode:**

This unit is delivered through face-to-face and work site delivery. Third party reports may be utilized for those who written or verbal assessments are not appropriate.

### Pre-Requisites
Nil

### Licensing Requirements
Nil

### Unit Resources:
- Computer Equipment as per the Course brochure
- Assessment tools
- Verbal Assessment
## Delivery and Assessment Guidelines for Students

**Course:** HLT51612 Diploma of Nursing (Enrolled-Division 2 nursing)

<table>
<thead>
<tr>
<th>Assessment Strategy:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Question and Answers</td>
</tr>
<tr>
<td>☒ Worksheets (Case study/scenario analysis)</td>
</tr>
<tr>
<td>☒ Group presentations</td>
</tr>
<tr>
<td>☒ Simulation based assessment - discussion and reporting</td>
</tr>
<tr>
<td>☒ Professional experience placement (Work based task &amp; Clinical assessment tool)</td>
</tr>
</tbody>
</table>

### Unit of Competence: HLTENS14B Apply research skills within a contemporary health environment

<table>
<thead>
<tr>
<th>Duration: 60</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy of learning outcomes available from <a href="http://www.training.gov.au">www.training.gov.au</a></td>
</tr>
</tbody>
</table>

**Unit Descriptor:** This unit of competency describes the skills and knowledge required of the Enrolled/Division 2 Nurse to demonstrate nursing practice in a contemporary health environment using research skills

**Delivery Mode:** This unit is delivered through face-to-face and work site delivery. Third party reports may be utilized for those who written or verbal assessments are not appropriate.

**Pre-Requisites:** NIL

**Licensing Requirements:** NIL

**Unit Resources:**
- ☒ Computer Equipment as per the Course brochure
- ☒ Assessment tools
- ☒ Verbal Assessment
- ☒ Other – Internet

**Assessment Strategy:**
- ☒ Question and Answers
- ☒ Worksheets (Case study/scenario analysis)
- ☒ Individual presentation
- ☒ Professional experience placement (Work based task & Clinical assessment tool)
Course: HLT51612 Diploma of Nursing (Enrolled-Division 2 nursing)

Unit of Competence: HLTEN513B Implement and monitor nursing care for clients with chronic health problems

Duration: 95

Copy of learning outcomes available from www.training.gov.au

Unit Descriptor: This unit of competency describes the skills and knowledge required in contributing to the care of the client with a chronic illness by performing nursing interventions that support the client’s needs and assist in maintaining an optimal lifestyle.

Delivery Mode: This unit is delivered through face-to-face and work site delivery. Third party reports may be utilized for those who written or verbal assessments are not appropriate.

Pre-Requisites: NIL

Licensing Requirements: NIL

Unit Resources:
- Computer Equipment as per the Course brochure
- Assessment tools
- Verbal Assessment

Assessment Strategy:
- Question and Answers
- Worksheets (Case study/scenario analysis)
- Simulation based assessment - Role play/procedure demonstration, discussion and reporting
- Professional experience placement (Work based task & Clinical assessment tool)

Unit of Competence: HLTEN511B Provide nursing care for clients requiring palliative care

Duration: 50

Copy of learning outcomes available from www.training.gov.au

Unit Descriptor: This unit of competency describes the skills and knowledge required in providing palliative care to clients with life-limiting illness and their family.

Delivery Mode: This unit is delivered through face-to-face and work site delivery. Third party reports may be utilized for those who written or verbal assessments are not appropriate.

Pre-Requisites: NIL

Licensing Requirements: NIL

Unit Resources:
- Computer Equipment as per the Course brochure
- Assessment tools
## Delivery and Assessment Guidelines for Students

Course: HLT51612 Diploma of Nursing (Enrolled-Division 2 nursing)

### Assessment Strategy:
- Verbal Assessment
- Other – Internet

### Unit of Competence: HLTEN505C Contribute to the complex nursing care of clients

<table>
<thead>
<tr>
<th>Duration:</th>
<th>95</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy of learning outcomes available from</td>
<td><a href="http://www.training.gov.au">www.training.gov.au</a></td>
</tr>
<tr>
<td>Unit Descriptor:</td>
<td>This competency unit describes the knowledge, skills and attitudes required to providing nursing care for clients with complex needs</td>
</tr>
<tr>
<td>Delivery Mode:</td>
<td>This unit is delivered through face-to-face and work site delivery. Third party reports may be utilized for those who written or verbal assessments are not appropriate.</td>
</tr>
<tr>
<td>Pre-Requisites</td>
<td>This unit must be assessed after successful achievement of pre-requisites:</td>
</tr>
<tr>
<td></td>
<td>HLTIN301C Comply with infection control policies and procedures</td>
</tr>
<tr>
<td></td>
<td>HLTEN507C Administer and monitor medication in the work environment</td>
</tr>
<tr>
<td>Licensing Requirements</td>
<td>NIL</td>
</tr>
</tbody>
</table>

### Unit Resources:
- Computer Equipment as per the Course brochure
- Assessment tools
- Verbal Assessment
- LeMone, P. et al. (2013) Medical-Surgical Nursing: Critical thinking in client care, 2nd Ed, NSW: Pearson Australia
- Early Recognition of the Deteriorating Patient Program
Assessment strategies

Assessment strategies are implemented for collecting evidence and making judgments 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 formative and summative way. Assessment is used to provide students with feedback on their progress and to evaluate their skills and knowledge against the training qualification requirements and industry requirements. These assessment methods and strategies are consistent with the Training Package Assessment Guidelines and vary with unit of competency requirements.

The assessment tools are mapped to the current version of the unit of competency elements, performance criteria, essential knowledge and skills. Critical aspects for the assessment, range statements and evidence required to demonstrate each unit of competency are also addressed in the assessment strategies.

Assessment strategies used are:

1. Questions and answers
2. Work sheets
3. Simulation based assessments
4. Group presentation
5. Individual presentation
6. Unit Examination
7. Professional experience placement (clinical placement)

Assessment tasks to be completed before clinical placement: Formative Assessments

1. Questions and answers
2. Work sheets (Case study/ scenario analysis)
3. Simulation based assessments
4. Group presentation
5. Individual presentation
6. Unit Examination

Student will not be allowed to proceed to clinical placement if the semester requirements on theory assessments are not met. Please read the detailed instructions on each assessment task. These instructions are applicable for the mentioned assessment tasks throughout the semester.
Questions and answers:

This assessment task will have different forms of questions (multiple choice, match the items, fill in the blanks, definitions, short answers and brief essays) on the unit of competency. Enter your response to each question in the space provided. Circle the answer for multiple choice questions. You can use additional A4 size white papers if the space given is inadequate. These additional pages should be attached to the back of the question booklet clearly identifying the question number of this response. You can complete this assessment task during the class room hours as guided by the assessor or off campus during your self-study hours. To achieve satisfactory outcome for this assessment task, the student should attempt and answer all questions in the assessment task.

Work sheets:

This assessment task will have article reviews, literature reviews, case studies or scenarios (work place examples or nursing aspects) in line with the unit of competency requirements. You will be asked to respond to the questions based on the given scenario or case study. Enter your response to each question in the space provided. You can use additional A4 size white papers if the space given is inadequate. These additional pages should be attached to the back of the question booklet clearly identifying the question number of this response. You can complete this assessment task during the class room hours as guided by the assessor or off campus during your self-study hours. To achieve satisfactory outcome for this assessment task, the student should attempt and answer all questions in the assessment task.

Simulation Based Assessment:

The students will be assessed in the simulated procedure laboratory at IHNA on basic hands-on skills and essential skills required by the applicable units of competency as scheduled in the time table prior to the Practical placement. Procedure checklists and ‘what if’ scenarios are used in the simulation based assessment to assess the students. Simulation based assessment also includes discussions based on scenarios and submission of a report based on the discussion.

Presentation:

The assessments for Diploma of Nursing include individual presentation and group presentation for some units of competency. The group or the individual is required to deliver a short presentation on the topic mentioned in the class room. The group or the individual is required to submit a written paper on their topic with full research references (maximum 1000 words). The paper must include an introduction, main body and conclusion. It must be formatted and presented in an academic manner. The answer sheet and your presentation (group/individual) are evaluated by the assessor based on the marking guide attached with the topic question.

Unit Examination:

Read all the questions carefully before you begin. Use only black or blue ink. Calculators are permitted. No mobile phones or electronic devices permitted. You can write the answers in the column provided. You can use additional papers to answer the question if the space provided to answer the question is insufficient.
Assessment tasks to be completed during clinical placement

Student’s/participant’s progress in the clinical component of the course will be monitored and documented each day of supervised clinical practice. It is expected that the student/participant should be progressing through their Clinical Assessment Tool and be displaying appropriate clinical competence.

**Duration:** The clinical placement is an essential component of the course. The student has to undertake 480 hours of clinical placement.

**Students should complete 480 hours of clinical placement and any lack of hours (due to sick leave, leave on any other circumstances, public holidays) should be compensated by the student. IHNA will not be responsible for the lack of clinical placement hours caused by the student. Student will not be allowed to proceed to the next semester if the previous semester requirements on clinical placement are not met.**

**Where:** Differs with semester

<table>
<thead>
<tr>
<th>Semester</th>
<th>Professional Component</th>
<th>Experience</th>
<th>Number of Weeks</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester one</td>
<td>Aged Care</td>
<td></td>
<td>5</td>
<td>120</td>
</tr>
<tr>
<td>Semester two</td>
<td>Mental Health</td>
<td></td>
<td>4</td>
<td>80</td>
</tr>
<tr>
<td>Semester three</td>
<td>Sub-Acute Care</td>
<td></td>
<td>6</td>
<td>120</td>
</tr>
<tr>
<td>Semester four</td>
<td>Acute</td>
<td></td>
<td>6</td>
<td>160</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>21 weeks part time / 12 weeks full time (40 hours/week)</td>
<td><strong>480</strong></td>
</tr>
</tbody>
</table>

**Who will arrange the placement?**

The work placement will be arranged by IHNA once the student successfully completes the theory part of the course. The high demand for Clinical Placements across a range of health disciplines means that Clinical Placements are centrally coordinated by each educational institution, in partnership with the health services. Every education provider will have its own procedures for allocating students to Clinical Placements. Typically, the clinical coordinator will take into account where the students live and their mode of transport, to try and send them to the most appropriate and convenient location. **However, there is no guarantee that you will be sent to your closest or preferred facility. The clinical placement could be anywhere in Australia.**

**What are the costs of placements?**

The students are responsible to organize their own accommodation (if required) during Professional Experience Placement. As part of the program, the student may need to travel for Professional Experience Placement and all cost...
associated with travelling, uniform, placement material costs (e.g. for pocket articles) and accommodation shall be borne by the student. Additional fees will be applicable for re-assessment and organizing additional clinical placements. The students are responsible for payment of clinical placement in case they couldn’t go on allocated time due to any reason and replacing hours.

Clinical placement Requirements

National police clearance
To comply with the requirements of placement providers, all IHNA students enrolled in Diploma of nursing who attends direct care/patient areas clinical placements are required to have a National police clearance conducted. Details of this requirement are included in their respective Department of Health website. The Department of Health, Commonwealth of Australia - State and Territories, has directed that an offer of placement in direct care/patient areas cannot occur until the completed police record have been assessed and clearance given. Please follow the link below to apply for or obtain more information on the National police Clearance.

Vaccinations/immunizations
IHNA strongly endorses the recommendations included in the Immunisation Guidelines for Health Care Workers as stated by the various Department of Health, Commonwealth of Australia - State and Territories. IHNA requires that you are vaccinated against preventable diseases such as diphtheria, tetanus, poliomyelitis, measles, mumps, rubella, chicken-pox, hepatitis B, hepatitis A and tuberculosis.
IHNA required all nursing students to ensure immunizations are up to date. Students attending clinical placement are required to provide an up to date immunization record to staff at their allocated placement venue before they can begin their placement.

Important: Any non-compliance with regard to requirements such as National police clearance and vaccinations could lead to exclusion from the Professional Experience Placement venue. IHNA will not hold responsibility in this.

Who will assess the student?

The student will be allowed to work with and supervised by a qualified Registered Nurse at work place. An assessor from IHNA will supervise and assess the student at the work place. The assessor is required to observe the student’s performance in the workplace environment using the work place assessment tools at different occasions. During the observation, the assessor will make a judgment as to whether the learner has met the required skill level for the qualification, or if further evidence is required.

(Please refer to IHNA’s Assessment Policy)

Clinical Assessment Tool (Summative assessment) – The tasks enlisted in the Clinical Assessment Tool are designed to be completed in the workplace. The record should be made available to the assessor on request. There are designated sections in the Clinical Assessment Tool to be completed by the student, assessor from IHNA and work place supervisor. It is the student’s responsibility to ensure all columns of the Clinical Assessment Tool are filled in and signed appropriately at clinical placement venue prior to submitting the tool to the Course Coordinator.

Assessment submission and evaluation

Please read the detailed instructions on each assessment task. These instructions are applicable for the mentioned assessment tasks throughout the course duration. The students could refer to the textbook given from the Institute and
other resources (power points, handouts, reference books) including the websites to complete the assessment task. It is mandatory for the students to complete the assessment outcome coversheet and agree to the printed declaration statement prior to the student uploading the assessments. Assessors will not be completing this section on a student’s behalf. Incomplete assessment outcome coversheet would result in not marking the assessments. The submission needs to be done in required formats. It is the student’s responsibility to ensure IT requirements are met appropriately to support student hub functionalities. E.g. downloading recommended versions of Adobe.

**Digital Copy submission**

All assessments are available to students via IHNA Student hub. Student login credentials are required to access the assessment documents. Assessments should be completed digitally and uploaded back in student hub for grading. Further information on how to download and upload assessment documents is available in the resources section in IHNA Student Hub.

In case additional evidences are requested/ required by the unit of competency, the assessments should be typed in Calibri (Body), double spaced, and written in 12-point font size. These documents should be uploaded into the relevant sections of student hub under additional documents as advised by the assessor.

**Hard Copy submission**

Hard copy submission is allowed only in exceptional cases and where the student is digitally challenged. Hand-written assessments should be written legibly. Written assessment tasks should be typed or written clearly. Answers should be typed in Calibri (Body), double spaced, and written in 12-point font size. Once completed, scan and upload the assessment into student hub. Student may seek assistance from the admin staff to upload the assessment into student hub for grading.

You may also post the assessment to the Institute if previously agreed with the assessor. Do not e-mail or hand in the assignments to any trainer/assessor directly. Please keep a copy of the completed task for your reference. Please do not put papers into folders or plastic sleeves.

**Referencing**

All major contentions to be supported by references and all sources consistently cited throughout the written task. Name, dates and page numbers (where appropriate) are referenced correctly. All references in the text appear on the reference page, and vice versa. The reference style adheres to the Harvard style. Evidence of a wide research of scholarly journals and current literature (at least 7 different references presenting substantive information cited excluding the references derived from the internet). Direct quotes and citations are not counted in the word limit, nor are appendices or the reference list. Work outside the prescribed word range may not be marked or may lose marks.

**Plagiarism:**

Students are required to submit their own work for assessment. The presentation of someone else’s work, words or ideas as one’s own is plagiarism and therefore unacceptable. Plagiarism can be deliberate or accidental. Whenever students use the words or ideas of another person in their work, they must acknowledge where it is originally taken from.

Various forms of plagiarism as follows:
Delivery and Assessment Guidelines for Students
Course: HLT51612 Diploma of Nursing (Enrolled-Division 2 nursing)

- Downloading or copying any materials/ideas or part of it from an online source and submitting it as your own work with acknowledging the original author.
- Buying, stealing or borrowing any materials/ideas and submitting it as your own work.

Collusion:
Collusion is an understanding or agreement between two or more people to intentionally cooperate to gain an unfair advantage in assessment and may include.
- Unauthorised and unacknowledged joint authorship in an assessment task
- Unauthorised and unacknowledged copying or use of material prepared by another person for use in assessment

Cheating:
Cheating’ is to act dishonestly or unfairly to gain advantage. It can also be defined as completing an assessment without a student’s own effort and getting someone else to do the work. This is not an acceptable practice and will affect the progression of the course.

Procedures for dealing with situations involving plagiarism and cheating will be according to IHNA Plagiarism and Cheating Policy and Procedure

Also, all the students irrespective of the mode of delivery of the course are required to complete an assessment cover sheet with a self-declaration. IHNA utilizes plagiarism checker which checks the submitted assignments, compares among student assignments and compares with a small database from internet for plagiarism.

Assessment Evaluation and Outcome
IHNA has selected specific assessment tasks to ensure there is ample time and opportunity to demonstrate the required competence. At the end of each task, the student’s progress will be marked by the assessor as ‘satisfactory’ or ‘not satisfactory’. The assessments will be evaluated based on the marking guides provided to the assessors for each assessment item. The feedback on assessment will be given back to the students in two weeks’ time after submission of the assessment.

To achieve satisfactory outcome for an assessment, the student should attempt and sufficiently answer all questions in the assessment task. Outcome of the assessment will be entered in Student Hub as soon as the grading is complete. Outcome is marked as ‘Satisfactory’ or ‘Not satisfactory’ in Student Hub and in the Training Plan and Comprehensive Assessment Record. Student will be able to download the graded assessment if required.

If the student is not progressing well through the enrolled unit of competency assessments, the trainer may also ask for further evidence in order to make a decision about the student’s progress. If this does happen, he/she will discuss what is needed and why. The assessors will guide the student in what need to be done in case of unsatisfactory progress.

The student must achieve competency in each unit at the completion of practical placement provided the student complete all applicable assessments satisfactorily. Student will not be competent in the qualification and the certificates will not be issued if the course requirements on theory assessments and practical placement are not met.
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If the students receive an outcome of NYC, they will be given the chance to re-submit or re-do the task to achieve competence. The assessor will identify the gaps and guide the student in how to address them to achieve competence when the student repeats the task.

If a student feels, they were incorrectly issued an outcome of NYC, they have the right to raise an appeal and have the work re-assessed. Refer to the Student Handbook/prospectus for the procedure you need to follow to raise an appeal. (Please refer to IHNA's Student Attendance, Academic Progress and Completion Monitoring of Courses for Overseas Students Policy and Procedure).

Extensions

Assignment Extension Application Form (IHNA-Form-AEAF) needs to be completed by the student requesting extension to assessment submission. An extension will only be granted by the Course Coordinator for one week on receipt of application with supporting documents of extenuating circumstances. The Assignment Extension Application Form needs to be submitted minimum three working days prior to the assessment submission due date. Failure to submit an assignment by the agreed deadline will result in a ‘Not Satisfactory’ outcome for the assessment considering it as the first chance to submit the assessment. The late submissions will be regarded as second chance to submit the assessments.

Re-assessment information

If the students receive an outcome ‘not satisfactory’, they will be allowed to repeat the assessment task after specific reading activities. Students who are marked ‘not satisfactory’ on a second attempt will be subject to IHNA’s intervention strategy. The trainer will develop a learning contract with the student with specific learning outcomes to be achieved over a period of time before providing another opportunity to attempt the assessment again. The assessor may advise the student to reenroll in the unit at their own cost if the repeat outcome is unsatisfactory after. Re-assessment fee will be applicable if the student is removed from a Practical placement venue.

Failure at the work placement will result in a learner contract being developed prior to reassessment. Learner contract will also be developed for the student if he/she fails to successfully complete the theory assessments and simulation assessments.

After the second attempt if satisfactory outcome is not achieved for the unit, students will be required to repeat the unit/modules at their own cost. For more details please see IHNA’s Assessment policy.

Providing reasonable adjustments

Reasonable adjustments are made to ensure that the applicant/student is not presented with artificial barriers to demonstrating achievement in the program of study. Reasonable adjustments may include the use of adaptive technology, educational support, and alternative methods of assessment such as oral assessment in line with requirements of the Training Package.

Reasonable adjustments will be provided for applicants/students with special learning needs (such as disability or a learning difficulty) according to the nature of the learning need and application according to the requirements of the relevant Training Package.
Evidence of assessment collection can be adjusted to suit individual applicant/student needs if required and will be endorsed by the Course Co-coordinator and the student, in the first instance before enrolment and after training begins.

The learning needs that form the basis of any adjustment to the training program will be identified and appropriate strategies will be agreed with the applicant/student. Any adjustment will be recorded in the student file and will not compromise the competency standard.

**Course specific reading resources**

Recommended reading resources for each unit of competency are given in the unit descriptors.

In addition to these resources, the students need to have access to the following books throughout the semester.

- Tollefson: Clinical Skills for Enrolled Division II Nurses 2nd Ed 2011
- McKenna: Pharmacology Made Incredibly Easy ANZ Edition 2013
- Chabner: Medical Terminology: A Short Course 6th Ed 2011

We recommend the students to purchase or organize these resources for their studies by themselves. IHNA has an on-campus and an online library. But not all the listed resources will be available in the libraries. Additional resources (handouts and power points) will be provided to the students during the delivery of each unit of competency by the trainers/assessors.

**Registration with AHPRA**

Students apply to AHPRA to gain registration following successfully completing the program. AHPRA registration enables graduates to practice anywhere in Australia. Please follow the links for more details on registration with AHPRA as applicable:


**Applicable policies and procedures for the student’s reference:**

- Student Attendance, Academic Progress and Completion Monitoring of Courses for Overseas Students Policy and Procedure
- Student Complaints and Appeal Policy and Procedure
- Assessment Policy
- Academic Participation and Progress Policy
- Professional experience placement policy and procedure
- Access and Equity Policy
- Deferral, Leave of Absence, Withdrawal and Suspension Policy and Procedure
- Disability Policy
- Plagiarism and Cheating Policy and Procedure
- Privacy Policy
- Recognition of Prior Learning Procedure
Note to students:

Please read this Delivery and Assessment Guideline Document in conjunction with the Student Handbook/prospectus, Course Brochure and Training Plan and Comprehensive Assessment Record.