

HLT Health Training Package Release 7.0

Companion Volume Implementation Guide

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HLT Health Training Package Release 7.0 Companion Volume Implementation Guide

Overview information

HLT Industry Reference Committees

The following Industry Reference Committees (IRC) are responsible for reviewing and updating national training package qualifications, skill sets, and units of competency contained in the HLT Health Training Package.

This Companion Volume Implementation Guide has been prepared by SkillsIQ on behalf of the IRCs listed below for the Australian Industry and Skills Committee (AISC).

- Aboriginal and Torres Strait Islander Health Worker Industry Reference Committee
- Aged Services Industry Reference Committee
- Ambulance and Paramedic Industry Reference Committee
- Community Sector and Development Industry Reference Committee
- Complementary Health Industry Reference Committee
- Dental Industry Reference Committee
- Direct Client Care and Support Industry Reference Committee
- Disability Support Industry Reference Committee
- Enrolled Nursing Industry Reference Committee
- First Aid Industry Reference Committee
- Technicians Support Services Industry Reference Committee.

Who is this guide for?

The HLT Health Training Package Companion Volume Implementation Guide (CVIG), Release 7.0, is designed to assist the following key industry bodies in delivering the HLT Health Training Package. It provides advice about the structure of the training package and its key features.

- Registered Training Organisations (RTO),
- Trainer and assessors,
- State Training Authorities (STA)
- Industry Training Advisory Bodies (ITAB)
- Auditors

This HLT Health Training Package Companion Volume Implementation Guide (CVIG), Release 7.0 is mandatory in assisting RTOs meet the requirements of the Standards for Registered Training Organisations (RTOs) 2015.

What is in this guide?

This CVIG provides specific information and advice about the structure of the qualifications and their key features, implementation advice and information on licensing and regulatory requirements.

This implementation guide is also a mandatory and important deliverable under the *2012 Standards for Training Packages*[1].

The Appendices section contains:

- Qualifications, skill sets and units of competency, including prerequisites.
- imported units including prerequisites.
- Mapping information for qualifications and units
- Qualification and certificate level descriptions
- Career pathways
- Employability skills summaries

Background

In November 2012 the former National Skills Standards Council (NSSC) developed a set of Standards for Training Packages to ensure training packages are of high quality and meet the workforce development needs of industry, enterprises and individuals. The Standards for Training Packages apply to the design and development of training packages for endorsement consideration.

Standard 1 identifies the products that must comprise a training package. This includes:

Endorsed components:

- Units of Competency
- Assessment Requirements (associated with each Unit of Competency)
- Qualifications
- Credit Arrangements

Non-endorsed components:

- Companion Volume Implementation Guide (CVIG)
- Other guides required by stakeholders.

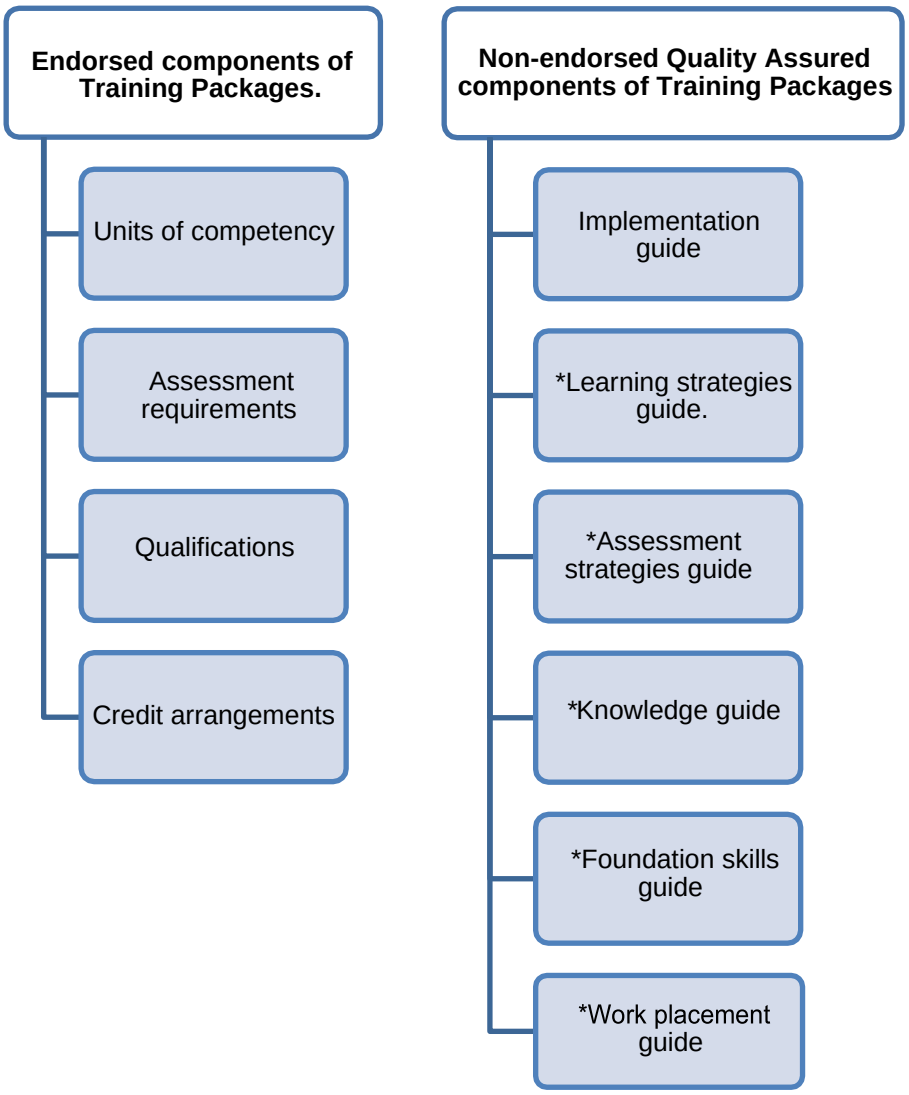
The original content of the HLT Companion Volume Implementation Guide (CVIG) was managed by the former Community Services and Health Industry Skills Council (CS&HISC), which includes HLT Release 3.0 and earlier.

On 1 January 2016, SkillsIQ was appointed as the Skills Service Organisation (SSO) with responsibility for supporting the Industry Reference Committees responsible for the HLT Health Training Package. HLT Release 3.1 to the current HLT Release 7.0 is managed by SkillsIQ.

[1] www.industry.gov.au/skills/NationalStandards/Documents/StandardsforTrainingPackages.pdf

Endorsed and non-endorsed components

Training packages consist of both endorsed components and non-endorsed components.



Endorsed components.

Endorsed components can be found on the national register www.training.gov.au.

Non-Endorsed components

Under the *Standards for Training Packages*, the non-endorsed components have been expanded to include Companion Volume Implementation Guides (CVIG), including this HLT Companion Volume Implementation Guide (CVIG) Release 7.0 which is also available on VETNet.

This guide contains overview information about the entire HLT Training Package, including a list of its units of competency, skills sets and qualifications. It also contains key implementation advice for RTOs using the training package.

Note: Non-endorsed components marked with an asterisk***** include other guides and resources to assist implementation in specific industry sectors are available.

These include:

- **Learning strategies guide** describes potential strategies for working with diverse learners in each major industry sector, and possible learning strategies.
- **Knowledge strategies guide** identifies knowledge requirements of the units of competency, includes a glossary of terms, and provides information about potential resources as well as links to useful information.
- **Assessment strategies guide** provides guidance on implementation of the assessment requirements of the units of competency as well as general advice about assessment.
- **Foundation skills guide**: provides guidance on identifying foundation skills and developing them in students in the context of the sector in which they work.
- **Work placement guide** provides guidance on how to set up work placements, the roles and responsibilities of RTOs and industry partners, how to ensure that the placements are good learning experiences for students and are run effectively in organisations.

Version control and modification history

Version Control

HLT Health Training Package version control			
TP Release	**Status**	**Release date**	**Approval process**
7.0	Current	7 December 2021	Endorsement date: 7 December 2021
6.1	Superseded	2 July 2021	Minor upgrade. Approval date: 2 July 2021
6.0	Superseded	28 April 2021	Endorsement date: 7 April 2021
5.1	Superseded	18 March 2021	Minor upgrade. Response to Skills Reform Ministerial Statement - 9 October 2020, to remove unused training components: Approval date: 18 March.
5.0	Superseded	24 December 2020	Endorsement date: 24 Dec 2020
4.3	Superseded	16 October 2020	Minor upgrade. Approval date: 16 Oct 2020
4.2	Superseded	12 May 2020	Minor upgrade. Approval date: 12 May 2020
4.1	Superseded	19 September 2018	Minor upgrade (Approval date: 19 Sep 2018
4.0	Superseded	14 March 2018	Endorsement date: 20 Feb 2018
3.1	Superseded	16 June 2016	Minor upgrade. Approval date: 16 Jun 2016
3.0	Superseded	08 Dec 2015	Endorsement date: 01 Dec 2015
2.0	Superseded	6 August 2015	Endorsement date: 27 Jul 2015
1.3	Superseded	16 October 2014	Endorsement date: 27 Jul 2015
1.2	Superseded	31 October 2013	Minor upgrade. Approval date: 31 Oct 2013
1.1	Superseded	11 July 2013	Minor upgrade. Approval date: 11 Jul 2013
1.0	Superseded	1 July 2013	Endorsement date: 17 Jun 2013

Modification history

HLT Health Training Package modification history	
Release	**Summary of change**
7.0	**Anaesthetic Technology Training Package Products updated:** **Qualifications** One Qualification reviewed and updated: • HLT57921 Diploma of Anaesthetic Technology and Practice **Units of Competency** • Seven HLTANA Units reviewed and updated **Orthopaedic Technology Training Package Products updated:** **Qualifications** One new Qualification added: • HLT57821 Diploma of Orthopaedic Technology **Units of Competency** • Seven new HLTOTH Units added. **Continuous improvement** Minor updates with equivalent outcomes for the following: Qualifications: • HLT35021 Certificate III in Dental Assisting • HLT45021 Certificate IV in Dental Assisting • HLT54121 Diploma of Nursing • HLT64121 Advanced Diploma of Nursing Units of Competency: • HLTAID012 Provide First Aid in an education and care setting • HLTAID015 Provide advanced resuscitation and oxygen therapy • HLTDEN015 Prepare for and assist with dental procedures • HLTENN038 Implement, monitor and evaluate nursing care • HLTENN039 Apply principles of wound management • HLTENN041 Apply legal and ethical parameters to nursing practice • HLTHPS002 Support health professional in the delivery of care • HLTOHC011 Apply fluoride varnish • HLTSTE003 Sterilise loads Skill Sets: • HLTSS00070 Enrolled Nurse Renal Health Care Skill Set
	Appendix 2: Mapping Guide - HLT Release 7.0 mapped to HLT Release 6.1 - of this CVIG
6.1	Minor corrections to formatting to improve readability. Correction of metadata, mapping and links. Equivalent outcome

HLT Health Training Package modification history	
Release	**Summary of change**
	For Mapping Guide - HLT Release 6.1 mapped to HLT Release 6.0 refer to: *HLT Health Training Package Previous Mapping Guides* available on VETNet
6.0	**Enrolled Nursing training Package products updated:** Qualifications updated: • HLT54121 Diploma of Nursing • HLT64121 Advanced Diploma of Nursing Units: • Review of units coded HLTENN and HLTRNL • Units added and removed. Skill Set updated: • HLTSS00070 Enrolled Nurse Renal Health Care
6.0 cont.	**Dental Assisting training Package products updated:** Qualifications updated: • HLT35021 Certificate III in Dental Assisting • HLT45021 Certificate IV in Dental Assisting Units: • Review of units coded HLTDEN and HLTOHC • Units added and removed. Skill Sets added: • HLTSS00072 Dental Radiography Skill Set • HLTSS00073 Oral Health Care Skill Set
	Clinical Coding training Package products updated: Qualification developed. • HLT50321 Diploma of Clinical Coding Units: • New HLTCCD units • Units reviewed and removed HLTADM Skill Set: • New HLTSS00071 Clinical Coding Auditor Skill Set • Skill set removed For Mapping Guide - HLT Release 6.0 mapped to HLT Release 5.1 refer to: *HLT Health Training Package Previous Mapping Guides* available on VETNet

HLT Health Training Package modification history	
Release	**Summary of change**
5.1	**Modifications include:** Removal of unused qualifications and units of competency from the HLT Training Package in response to Skills Reform Ministerial Statement - 9 October 2020 Qualification removed: • HLT47615 Certificate IV in Cardiac Technology Unit removed: • HLTDEF004 Attend to emergency patients being transported by road. • HLTPAT007 Collect arterial blood samples. • HLTHSS001 Operate an incinerator • HLTDEF001 Participate in a land based deployed health capability. • HLTDEF003 Perform the duties of a scribe during casualty resuscitation. • HLTDEF002 Provide treatments for common conditions. Minor modifications were applied to qualifications and units of competency in line with SkillsIQ continuous improvement. Qualifications: • HLT26115 Certificate II in Indigenous Environmental Health • HLT31120 Certificate III in Non-Emergency Patient Transport • HLT41020 Certificate IV in Ambulance Communications (Dispatch) Units of competency: • HLTOUT002 Receive and respond to requests for ambulance service. • HLTOUT003 Assign and coordinate ambulance service resources. • HLTOUT004 Assess and deliver basic clinical care. • HLTOUT005 Assess and deliver standard clinical care. • HLTOUT006 Transport emergency patients • HLTOUT010 Communicate in complex situations to support health care. • HLTPOP025 Provide basic repairs and maintenance to health hardware and fixtures. • HLTPOP026 Monitor and maintain sewage or effluent systems. • HLTPOP027 Monitor and maintain water supply. • HLTPOP028 Monitor and maintain rubbish collection and disposal systems. • HLTPOP029 Work in a population health context • HLTPOP030 Determine and implement disease prevention and control measures. • HLTPOP031 Provide information and support on environmental health issues. • HLTPOP032 Monitor and maintain dog health in the community. • HLTPOP033 Identify pest control strategies. Skill Set • HLTSS00068Occupational First Aid Skill Set For Mapping Guide - HLT Release 5.1 mapped to HLT Release 5.0 refer to: *HLT Health Training Package Previous Mapping Guides* available on VETNet

HLT Health Training Package modification history	
Release	**Summary of change**
5.0	HLTINFCOV001 Comply with infection prevention and control policies and procedures. • added to Complimentary Health qualifications Qualifications updated: • HLT42015 Certificate IV in Massage Therapy • HLT52015 Diploma of Remedial Massage • HLT52115 Diploma of Traditional Chinese Medicine (TCM) Remedial Massage • HLT52215 Diploma of Shiatsu and Oriental Therapies • HLT52315 Diploma of Clinical Aromatherapy • HLT52415 Diploma of Kinesiology • HLT52515 Diploma of Reflexology • HLT52615 Diploma of Ayurvedic Lifestyle Consultation • HLT62615 Advanced Diploma of Ayurveda
	Ambulance and Paramedic training package products updated: • Updated qualifications • Updated Units of Competency • Deleted Skill Set • Mapping table including equivalence updated
	Certificate II in Indigenous Environmental Health training package products updated: • Updated qualification • New skill set. • Updated Units of Competency • Mapping table including equivalence updated For Mapping Guide - HLT Release 5.0 mapped to HLT Release 4.3 refer to: *HLT Health Training Package Previous Mapping Guides* available on VETNet
4.3	Minor upgrade. Updated HLTAID First Aid Units of Competency and associated Skill Set For Mapping Guide - HLT Release 4.3 mapped to HLT Release 4.2 refer to: *HLT Health Training Package Previous Mapping Guides* available on VETNet
4.2	Minor upgrade. Additional content added to address COVID 19 • New unit added. • Skill Sets added For Mapping Guide - HLT Release 4.2 mapped to HLT Release 4.1 refer to *HLT Health Training Package Previous Mapping Guide*s available on VETNet
4.1	Minor upgrade. HLTENN007 Administer and monitor medicines and intravenous therapy. • Addition of advice regarding equipment in assessment For Mapping Guide - HLT Release 4.1 mapped to HLT Release 4.0 refer to *HLT Health Training Package Previous Mapping Guide*s available on VETNet
4.0	Release 2 of Diploma of Dental Technology HLTPAT002 Perform venous blood collection updated: • Correction to workplace hours requirement for. • Mandatory work placement For Mapping Guide - HLT Release 4.0 mapped to HLT Release 3.0 refer to *HLT Health Training Package Previous Mapping Guide*s available on VETNet
3.1	Minor upgrade. This release was to address: • The use of tourniquets • The application of HLTAID012 Note: A mapping table does not apply to HLT Release 3.1.

Note: Mapping Guide – HLT07 mapped to HLT Release 1.0 to 3.0 was completed by CS&HISC and does not provide equivalence tables linking to each HLT Release.

HLT Health Training Package modification history	
Release	**Summary of change**
3.0	Addition of information related to each of the areas added to the training package in December 2015 First Aid • This release based on the superseded HLTAID units meets the National Skills Standards Council's Standards for Training Packages, released in November 2012. • The new HLTAID units address updated regulatory and compliance requirements, add clarity and address the needs of a broader learner cohorts.
2.0	Addition of the newly endorsed Health sector qualifications and units Qualification mapping, including equivalence table Unit mapping, including First Aid: • This release updates the document to the SkillsIQ template with minor modifications to wording to reflect the fact the HLTAID units are no longer "new" and now supported by SkillsIQ. • Links have been updated. • First Aid Industry Reference Committee advice to RTO's in respect to recent updates to ANZCOR Guideline 9.1.1 First Aid for Management of Bleeding and the first aid units of competency. • Adrenaline auto-injectors – clarification. • Removal of reference to "anapen" in the mapping table – this brand is no longer applicable in Australia.
1.3	First Aid • Addition of equivalency information (Equivalent or Not Equivalent) • WHS and First Aid mapping • All references to NSSC website. • Assessor Requirements • Weblinks • Updated links to NSSC • Updated assessor requirements information
1.2	• Revised work placement requirements for registration (AHPRA requirements) for HLT40213 Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice • Added HLTAHW404B to mapping document. • Updated release code from 1.1 – 1.2 • Added: Implementation Guide is a mandatory requirement for Industry Skills Councils to develop • Added Skill Set codes • Updated HLT Health Training Package Version control and modification history • Added links First Aid: • Updated first aid and WHS unit codes. • Updated mapping for the new release version of the HLTAID units • Updated First aid teach-out and transition text.
1.1	• Updated HLT Health Training Package Version control and modification history • Added Skill Set codes • Added links First Aid: • Updated First Aid and WHS unit codes. • Updated First aid teach-out and transition text.

HLT Health Training Package modification history	
Release	**Summary of change**
	• Clarified definition of “health professional” • Clarification of terminology of “basic wound care”
1.0	HLT07 to HLT Health Training Package This release meets the National Skills Standards Council’s Standards for Training Packages, released in July 2013.
For Mapping Guide - HLT07 to HLT Release 1.0 to 3.0 refer to *HLT Health Training Package - Previous Mapping Guides* available on VETNet	

Mapping Information

The Mapping Guides provide details of modifications and equivalence status, made to each HLT Health Training package component. The mapping guides are listed in the order of training package releases and correspond back to the Version control and modification history

Mapping Guides

Mapping Guides provide qualification, unit and skillset mapping information, including equivalence tables linking to each HLT Release.

- Mapping Guide HLT Release 7.0 mapped to HLT Release 6.0 refer to **Appendix 2** of this CVIG.
- Mapping Guides for Previous HLT Releases - refer to HLT Health Training Package Previous Mapping Guides available on VETNet

Note:

- HLT Release 4.0 to the current HLT release 6.0 is managed by SkillsIQ Skills Service Organisation.
- HLT Releases 3.0 and earlier was managed by Community Services and Health Industry Skills Council (CS&HISC),
- Mapping Guide – HLT07 mapped to HLT Release 1.0 to 3.0 was completed by CS&HISC and does not provide equivalence tables linking to each HLT Release.

List of AQF qualifications, skill sets and units of competency in the HLT Training Package

The HLT Health Training Package Release 7.0 contains:

58	Qualifications
394	Units of competency
43	Skill sets
377	Imported and cross-sector units of competency.

For the above complete list of HLT Release 7.0 qualifications, skill sets, native and imported units refer to **Appendix 1**.

Overview of most recent changes made to the training package.

Anaesthetic Technology and Practice

The update of the existing nationally recognised Anaesthetic Technology Qualification and seven Anaesthetic Technology Units of Competency packaged within the HLT Health Training Package, under the direction of the Technicians Support Services IRC, has recently been completed.

The 2019 Technicians Support Services Industry Skills Forecast (ISF) identified that the *HLT57915 Diploma of Anaesthetic Technology,* now to be known as the *Diploma of Anaesthetic Technology and Practice*, and seven associated Units of Competency needed to be updated due to the changing requirements of anaesthetic technology job roles.

The anaesthesia environment is continually evolving in terms of procedures and techniques to ensure both safety and the quality of patient care. One of the primary reference documents that underpins this is the Australian and New Zealand College of Anaesthetists' *ANZCA PS08 – Statement on the Assistant for the Anaesthetist*, which was significantly revised shortly after the 2015 version of the *HLT57915 Diploma of Anaesthetic Technology* was released.

The following key areas have been considered during the Training Package development process:

- Changes in job roles' scope of practice in terms of standards and protocols, new ideas and techniques, digital technologies and terminology used within the discipline of anaesthetics
- Current industry practice and knowledge to equip existing and new workers to perform their job roles in an efficient and effective manner, providing for safe patient management in the anaesthetics sub-sector
- Procedures and techniques to ensure both safety and quality of patient care which is continually evolving in the anaesthesia environment
- The revised primary reference document that underpins the Australian and New Zealand College of Anaesthetists' (ANZCA's) best practices, namely the *PS08 - Statement on the Assistant for the Anaesthetist.*

The updated Anaesthetic Technology and Practice Training Package Products consist of:

- One updated Qualification
- Seven updated HLTANA Units of Competency.

Orthopaedic Technology

The development of a new nationally recognised Orthopaedic Technology Qualification and seven new Orthopaedic Technology Units of Competency packaged within the HLT Health Training Package, under the direction of the Technicians Support Services IRC, has recently been completed.

The *HLT41412 Certificate IV in Cast Technology* and seven associated Units of Competency were deleted in error from the HLT Health Training Package in 2015. The new Qualification, the *Diploma of Orthopaedic Technology*, aims to retain the required content from the previous Units of Competency and also include critical additional content identified by industry that is required by orthopaedic technologists in order to meet current and future industry needs.

The following key areas have been considered during the Training Package development process:

- Access to a skilled orthopaedic technology workforce, as well as an appropriate Qualification that supports the skills and knowledge requirements of the job role as defined by industry, is critical.
- Orthopaedic technologists are responsible for all trauma-related splinting, casting, orthopaedic tractions and, in certain regions, cervical halos. The new Qualification will provide technical and clinical specialist knowledge and acute skills to focus on patient-centred fracture care.
- The enhancement of skills within the orthopaedic technology workforce will result in better outcomes for those who require casting or orthopaedic services.

Orthopaedic technologists or technicians, also known as cast technicians, are employed in all Australian states except for New South Wales (NSW), where the workload is taken up by physiotherapists and nurses. Orthopaedic technologists work in conjunction with orthopaedic surgeons, neurosurgeons and vascular surgeons to handle both simple and complex fractures. The new Qualification will provide technical and clinical specialist knowledge and acute skills to focus on patient-centred fracture care. The enhancement of skills within the orthopaedic technologist workforce will result in better outcomes for those who require casting or orthopaedic services.

The newly developed Orthopaedic Technology Training Package Products consist of:

- One newly developed Qualification
- Seven new HLTOTH Units of Competency.

Previous Updates

Pre-hospital and Out-of-hospital health care qualifications

The update of these Training Package Products was carried out in response to industry feedback consolidated in the 2018–19 Ambulance and Paramedic Industry Industry Skills Forecast.

The Ambulance and Paramedic Training Package Products cover an array of roles across the community that deliver fundamental Pre-hospital and Out-of-hospital health care services. Pre-hospital/Out-of-hospital health care services can involve emergency and non-emergency scenarios, which play a critical role in injury/illness prevention and health promotion.

Care and support services can include the provision of urgent pre-hospital and out-of-hospital patient clinical care, as well as conducting patient assessments and prioritising patient care in accordance with national and jurisdiction-based clinical practice guidelines. The level of primary care provided by pre-hospital and out-of-hospital health care services can in some cases determine the long-term outcome of a patient, successfully minimise the need for treatment, and consequently help to minimise the demand for hospital and health care provider facilities.

Since the existing training package products were last updated, paramedics were required to obtain a Higher Education Bachelor's Degree qualification. As a result, the focus of the Ambulance and Paramedic training package products in the HLT Training Package was updated to address the skills needs of other support workers in the Pre-hospital and out-of-hospital sectors as outlined. The IRC had agreed that these national qualifications continue to have relevance to first responders and support staff, particularly those in remote or offshore locations.

Updates in the structure and content of training package products were necessary to ensure the workforce was equipped with the skills needed to address the requirements of contemporary job roles.

Occupational violence, mental health & wellbeing and resilience were identified by industry as significant workforce issues which needed to be addressed in training package products.

Packaging rules were revised to include Units of Competency which now address communicating with people with challenging behaviours as well as managing personal stressors in the work environment. These units reinforce key skills to assess potential incidents of violence and strategies to address them.

Certificate II in Indigenous Environmental Health

The Certificate II in Indigenous Environmental Health was updated and endorsed. A new skill set was developed, *HLTSS00068 Indigenous Environmental Health Support Work* and nine existing units of competency were updated to address the specific requirements of indigenous and remote environmental health contexts, to meet the requirements of the job role at a Certificate II level.

Industry consultation had identified the need for delivery of knowledge and skills in terms of culturally appropriate and safe context for Aboriginal and Torres Strait Islander people. The need to develop a new skill set for indigenous Environmental Health Workers who work to support the environmental health needs of indigenous communities regarding water supply.

Units of Competency and associated Assessment Requirements were written in a manner that allows adaptability and flexibility in terms of reducing barriers for people in regional and remote communities to upskill and gain access to acquiring a qualification that aligns to health worker job roles within the Indigenous Environmental Health Sector.

Complementary Health

The following qualifications from the complementary health sector had an additional unit *HLTINFCOV001 Comply with infection prevention and control policies and procedures*, added to the elective bank:

- HLT42015 Certificate IV in Massage Therapy
- HLT52015 Diploma of Remedial Massage
- HLT52115 Diploma of Traditional Chinese Medicine (TCM) Remedial Massage
- HLT52215 Diploma of Shiatsu and Oriental Therapies
- HLT52315 Diploma of Clinical Aromatherapy
- HLT52415 Diploma of Kinesiology
- HLT52515 Diploma of Reflexology
- HLT52615 Diploma of Ayurvedic Lifestyle Consultation
- HLT62615 Advanced Diploma of Ayurveda

Unit HLTINFCOV001 Comply with infection prevention and control policies and procedures, was added to deal with issues caused from the COVID-19.

First Aid units of Competency

Knowledge and performance evidence were updated to ensure contextualisation can better address issues relating to mental health, vulnerable groups, and at-risk cohorts.

A key focus of the development work ensured that the Units of Competency and associated Assessment Requirements were written in a manner that allows adaptability and flexibility in response to rapid technological developments. The broad manner in which the units were written ensured they were able to be contextualised to meet the needs of different businesses and their processes and software. Advice for training providers in regard to the types of equipment, software and resources was added to the HLT Health Companion Volumes First Aid Implementation Guide.

COVID-19 Infection Control

Four national infection control skill sets endorsed by the Council of Australian Government (COAG) Skills Council (Skills Council) were housed in the HLT Health Training Package. A new unit of competency *HLTINFCOV001 Comply with infection prevention and control policies and procedures* was also developed, for inclusion in the skill sets.

These nationally recognised training products had been developed in consultation with industry and supported the delivery of infection control training for frontline workers in retail, food handling and the transport and logistics industries.

A series of resources were developed to support Registered Training Organisations (RTOs) to deliver the new skill sets to different industry audiences. Contextualisation Guides for the retail, food handling and transportation industries had been developed to make it easier for RTOs to teach skills that learners could immediately apply in their workplace. These are available at https://www.aisc.net.au/content/communiques-and-training-package-updates

The 2018 release of the HLT Health Training package addressed the identified skills gaps in the Dental Technology industry. To address this gap, the revised Diploma of Dental Technology included skills for working with computer-aided design (CAD) and computer-aided manufacturing (CAM).

The 2015 release of the HLT Health Training Package reflected the significant changes that occurred across the health industry since the training package was last reviewed in 2007. Increased demand combined with less funding and the move to different funding models has brought about changes in the way some services were delivered and how the workforce is employed. Some of the major changes in service demand and delivery meant that workers were increasingly being required to:

- provide support in sub-acute or home-based environments.
- tailor care and support approaches to individual needs using a person-centered approach.
- work in multidisciplinary teams

- support clients with complex needs
- work with remote supervision.

These major changes ultimately impacted the skills and knowledge required of the health workforce and meant that some job roles had to be redesigned, and in some instances, new job roles had emerged. For example, allied health assistants (AHAs) required skills to work as part of a multidisciplinary model of care and to increasingly provide care in home based or community environments.

Accommodating industry needs and change, as described above, together with the requirement to align components to the 2*012 Standards for Training Packages,* had resulted in a major overhaul of the HLT Health Training Package. In the reviewed work, particular emphasis was placed on:

- ensuring industry leadership in defining the job roles that the qualifications needed to address.
- capturing advice from the full range of industry and Vocational Education and Training (VET) stakeholders
- updating language, terminology and content to meet current service delivery models and changing employer and consumer needs.
- updating content to address identified skill gaps and to promote workforce mobility within and between sectors.
- maximising cross-sectoral commonalities
- minimising duplication and inconsistencies between qualifications and removing content that does not relate to real work outcomes.
- ensuring consistent alignment to the Australian Qualifications Framework (AQF)
- supporting best practice in assessment.

To support more consistent implementation of training packages by RTOs and best practice in assessment, the HLT Health Training Package clearly specifies when assessment must be undertaken in the workplace and provides requirements for minimum hours of work placement and guidance on assessment. The reviewed work also involved separating the assessment requirements from units of competency (or standards of performance) to align with requirements under the *2012 Standards for Training Packages*.

Imported and prerequisites units in the HLT Training Package

HLT units with prerequisites

There are 11 HLT units of competency that include prerequisites.

Prerequisite units with an *asterisk include one or more prerequisite requirements.

To view a complete list of HLT units including those with prerequisites refer to **Appendix 1**.

Unit Code	Unit Title	Prerequisites
HLTAID015	Provide advanced resuscitation and oxygen therapy	HLTAID011 Provide First Aid
HLTCCD002	Interpret and navigate health care records	HLTCCD001 Apply an understanding of the health care system to clinical coding practice
HLTCCD005	Abstract information for clinical coding	HLTCCD002 Interpret and navigate health care records * HLTCCD003 Use medical terminology in health care HLTCCD004 Interpret clinical documentation using knowledge of anatomy and physiology
HLTCCD006	Undertake basic clinical coding	HLTCCD005 Abstract information for clinical coding *
HLTCCD007	Undertake basic clinical coding	HLTCCD006 Undertake basic clinical coding *
HLTCCD008	Undertake highly complex clinical coding	HLTCCD007 Undertake moderately complex clinical coding *
HLTCCD009	Undertake a clinical coding audit	HLTCCD008 Undertake highly complex clinical coding *
HLTCCD010	Analyse and report for clinical coding auditing	HLTCCD009 Undertake a clinical coding audit *
HLTDEN018	Implement an individualised oral hygiene program	HLTDA303D Prepare for and assist with oral health care procedures HLTDEN001 Prepare for and assist with oral health care procedures HLTDEN015 Prepare for and assist with dental procedures
HLTDEN019	Assist in dental procedures during general anaesthesia	HLTDA303D Prepare for and assist with oral health care procedures HLTDEN001 Prepare for and assist with oral health care procedures HLTDEN015 Prepare for and assist with dental procedures
HLTDEN029	Assist in dental procedures during relative analgesia	HLTDA303D Prepare for and assist with oral health care procedures HLTDEN001 Prepare for and assist with oral health care procedures HLTDEN015 Prepare for and assist with dental procedures

Imported units with prerequisites.

There is one imported unit that includes prerequisites.

To view a complete list of imported units including those with prerequisites refer to **Appendix 1**.

Unit	Prerequisites
SISCAQU008 Instruct water familiarisation, buoyancy and mobility skills	SISCAQU002 Perform basic water rescues

HLT qualifications include imported units of competency from the following Training Packages:

- BSB Business Services
- CHC Community Services
- CPP Property Services
- HLT Health
- LGA Local Government
- PUA Public Safety
- SIS Sport, Fitness and Recreation
- TLI Transport and Logistics Training Package

There is significant shared content between the CHC and HLT Training Packages which are reflected in the following cross sectors:

- advocacy
- anatomy and physiology
- communication
- diversity
- information management
- management and leadership
- infection prevention and control
- legal and ethical practice
- policy and research
- professional practice
- oral health
- work health and safety
- first aid
- language literacy and numeracy.

Key work and training requirements in the industry

The health industry and coverage of the HLT Training Package

Australia's health-care system is a multi-faceted web of public and private providers, settings, participants and supporting mechanisms. Health providers include medical practitioners, nurses, allied and other health professionals and hospitals, clinics and government and non-government agencies. These providers deliver a plethora of services across many levels, from public health and preventive services in the community, to primary health care, emergency health services, hospital-based treatment, rehabilitation and palliative care.

Australia's health workforce, like its health system, is large and diverse, covering many occupations, ranging from highly qualified professionals to support staff and volunteers. Health occupations comprise workers who diagnose and treat physical and mental illnesses and conditions or recommend, administer, dispense and develop medications and treatment to promote or restore good health.

The HLT Health Training Package is designed to reflect the full range of services, modes of delivery and client profiles that are characteristic of the health industry.

Characteristics of work in the health industry

Work in the health industry reflects a complex inter-relationship of duty of care, ethical behaviors and personal values in the context of provision of high-quality service to clients.

The nature and principles of work in the health industry include:

- meeting duty of care, legal and statutory responsibilities (ethical behaviour)
- providing a non-discriminatory service
- providing a client-centered approach.

It is essential that workers have a sound understanding of the complex regulatory environment in which they work given the interaction between health professional registration legislation; consumer protection and health complaints legislation; public health legislation and the common law principles that apply to a treating practitioner/client relationship.

The HLT Health Training Package has been constructed to ensure coverage of these essential components. However, the primary responsibility for ensuring these components are addressed in training lies with the RTO and the assessor.

For example, workers in the health industry need a sound understanding of:

- duty of care, consent and the principles of negligence
- principles of contracts
- duty of confidentiality and privacy legislation
- acceptance of limits of personal competence and the need for appropriate referral of clients to other health care practitioners
- ethical practice issues, particularly inappropriate client relationships
- limits on practice and issues around boundaries, licensing and registration with other practitioners and health professions
- regulation of advertising and promotion of medical and health services under consumer protection legislation
- regulation of poisons and therapeutic goods
- regulation of infection control and public health legislation
- complaints resolution and applicability of health complaints legislation
- compliance, risk management and insurance
- general business and corporate governance principles as some workers run their own businesses.

Regulation and licensing implications for implementation

Qualifications

In the **Qualification Description** section of all Qualifications**,** the following statement is included:

> The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.'

Units of Competency

In the **Application** section of all Units of Competency the following statement is included:

> *'The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.'*

The RTO should ensure that when delivering the unit of competency all relevant legislation, industry standards and/or industry codes of practice are considered and adhered to, where they exist.

Aboriginal and/or Torres Strait Islander Health Workers

From 1 July 2012, Aboriginal and/or Torres Strait Islander Health Workers, working under the title of Health Practitioners, were regulated. Registration is based on the Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice and this requirement provides significant reason to ensure the registration qualification aligns with industry expectations and performance.

'Registration is a way of ensuring that only health practitioners who are suitably trained and qualified to practice in a competent and ethical manner are registered.' (*Aboriginal and Torres Strait Islander Health Practice Board of Australia, Communiqué*, December 2012).

In the interest of public safety, the Aboriginal and Torres Strait Islander Health Practice Board of Australia highly recommends registration if an Aboriginal and/or Torres Strait Islander Health Worker's role involves direct clinical care of patients.

For further information about the regulation standards and requirements, visit www.atsihealthpracticeboard.gov.au

Implementation information

Key features of the HLT training package and industry that impact selection of training pathways.

The Health Care industry receives a spectrum of essential services from the Community Sector and Development (CS&D) including community services, Indigenous environmental health, population health, volunteering, youth services, child protection, youth justice and housing. The workforce encompasses a diverse range of job roles and functions, as the sector often overlaps with other sub sectors.

The HLT Health Training Package Products are packaged consist of 57 qualifications that support pathways to employment in various job roles across the health sector and community. The key aim of the health sector is to 'provide support to sustain and nurture the functioning of individuals, families and groups, to maximise their potential and to enhance community health and wellbeing.

The units of competency and qualifications in this Training Package are maintained by the following Industry Reference Committees:

- Aboriginal and Torres Strait Islander Health Worker Industry Reference Committee
- Aged Services Industry Reference Committee
- Ambulance and Paramedic Industry Reference Committee
- Community Sector and Development Industry Reference Committee
- Complementary Health Industry Reference Committee
- Dental Industry Reference Committee
- Direct Client Care and Support Industry Reference Committee
- Disability Support Industry Reference Committee
- Enrolled Nursing Industry Reference Committee
- First Aid Industry Reference Committee
- Technicians Support Services Industry Reference Committee

Aboriginal and Torres Strait Islander Health Worker

The Aboriginal and Torres Strait Islander Health Worker Training Package supports diverse job roles including:

- Health Practitioner
- Pharmacy Health Worker
- Health Worker (Generalist)
- Maternal and Perinatal Health Worker
- Outreach Worker
- Womens' Health Worker
- Immuniser
- Mens' Health Worker
- Oral Health Worker
- Child and Youth Health Worker
- Mental Health Worker
- Otitis Media Health Worker
- Family Health Worker
- Nutrition Health Worker
- Sexual Health Worker
- Eye care coordinator
- Renal Health Worker
- Health Promotion
- Education Officer
- Chronic Care Worker
- Hospital Liaison Officer
- Vascular Health Worker
- Primary Health Care Practice Manager
- Drug and Alcohol Worker
- Primary Health Care Coordinator
- Environmental Health Worker
- Senior Health Worker
- Community Worker
- Advanced Health Worker
- Healthy Living Worker
- Trainee Health Worker.

Organisations and business types involved in hiring workers supported by the Aboriginal and Torres Strait Islander Health Worker Training Package Products are also varied and can include:

- Public and private hospitals
- Aged care residential services
- Disability support service agencies
- Dental service businesses
- Public community mental health organisations
- Aboriginal Community Controlled Health Services (ACCHSs)
- Alcohol and other drug treatment services
- General practice medical services
- Specialist medical services
- Government-funded private health care clinics

Ambulance and Paramedic

The Ambulance and Paramedic Training Package Products cover an array of roles across the community that deliver fundamental pre-hospital and out-of-hospital health care services. Pre-hospital/out-of-hospital health care services can involve emergency and non-emergency scenarios which play a critical role in injury/illness prevention and health promotion. Care and support services can include the provision of urgent pre-hospital and out-of-hospital patient clinical care, as well as conducting patient assessments and prioritising patient care in accordance with national and jurisdiction-based clinical practice guidelines. The level of primary care provided by pre-hospital and out-of-hospital health care services can in some cases determine the long-term outcome of a patient, successfully minimise the need for treatment, and consequently help to minimise the demand for hospital and health care provider facilities.

The sector is commonly broken into Ambulance Communications and Ambulance Clinical. Workers in this sector provide the following services:

- First-aid services
- On-site pre-hospital care
- Intensive paramedic care services
- The domestic and international retrieval of patients.

Examples of roles and functions supported by the various Ambulance and Paramedic Training Package Products:

- First Responder / First Medical Response Worker
- Volunteer (providing initial care at an event, palliative care service, direct client care service, etc.
- Ambulance Communications (Call-taking)
- Ambulance Communications (Dispatch)
- Paramedic Assistant
- Emergency Medical Responder
- Ambulance Officer

The nature of providing pre-hospital and out-of-hospital health care services involves a range of everyday stressors such as long hours on shift-work schedules, possible heavy workloads and physically demanding and emotionally challenging shifts. In addition to these relatively common workplace risks, ambulance service-related roles are often the first to respond to an emergency or communicate with distressed patients.

Due to these interactions, individuals in ambulance service-related roles have an increased risk of being repeatedly exposed to traumatic events, such as death or violence which can trigger increases in workplace stress and can undermine individuals' resilience. These experiences can either have an immediate effect or may build up over weeks, months or years measure the extent of the mental health concerns in the workforce.

Community Sector and Development

The Community Sector and Development (CS&D) sector provides a spectrum of essential services to the Health Care and Social Assistance industry, including community services, Indigenous environmental health, population health, volunteering, youth services, child protection, youth justice and housing. The workforce encompasses a diverse range of job roles and functions, as the sector often overlaps with other sectors such as Housing, Health Services and Disability. The job roles supported by the Training Package can involve undertaking operational, service-based and/or supervisory and management activities.

Community Sector and Development sector is divided into:

- Community services and development
- Chaplaincy and pastoral care
- Volunteering.

The occupations include:

Chaplain or pastoral care worker:	Provides ethical, moral and spiritual guidance to clients using a person-centred approach
Community services worker:	Coordinates and delivers person-centred services to individuals, groups and communities. Work may include day-to-day support of individuals in community settings or support the implementation of specific community-based programs and can include advocacy and social welfare worker, family support worker and case manager.
Manager:	Manages programs, projects and services. May also be responsible for co-ordination and management of smaller organisations or branches and departments of large organisations.
Volunteer:	Offers a variety of services for free in a range of industries and organisations.

Complementary Health

Complementary Health refers to a diverse group of practices and products not considered part of evidence-based, conventional medicine. While complementary therapies are used together with conventional medicine, alternative therapies are used instead of conventional medicine. Therapists in the industry treat patients with physical, mental, spiritual and emotional needs by considering the whole person rather than focusing on specific symptoms. They use various therapies, techniques and practices.

The occupations include:

- Aromatherapy:

Aromatherapy uses essential oils as a therapeutic measure to treat a variety of conditions. Its practitioners work in settings ranging from spas to nursing homes.

Clinical aromatherapist	Provides therapeutic treatments for a range of health issues. Practitioners may be self-employed or may work within a larger health service.

- Ayurveda

Ayurvedic treatment focuses on finding the root cause of an ailment and eliminating it using individualised treatment plans that heal through internal cleansing, diet, herbs, exercise and meditation.

Ayurveda therapist or practitioner:	Possesses well developed cognitive and communication skills plus specialised knowledge of ayurvedic medicine. They provide ayurvedic therapeutic and remedial treatments including ayurvedic herbal medicine, ayurvedic massage and ayurvedic nutrition advice.
Ayurvedic lifestyle consultant:	Provides advice, selected remedies and therapies according to Ayurvedic principles. People working at this level may be self-employed independent practitioners or work in a larger health service.

- Traditional Chinese medicine

In traditional Chinese medicine, wellness is achieved through the use of heat, moisture and herbs to ensure the correct distribution of energy through the body.

Traditional Chinese medicine remedial massage therapist or practitioner	Provides therapeutic remedial massages according to the traditional Chinese medicine (TCM) remedial massage framework. Practitioners may be self-employed as independent practitioners or work in a larger health service.

- Kinesiology

Kinesiology entails studying the mechanics and anatomy of the human body.

Kinesiologist:	Manages, rehabilitates and prevents disorders that hinder movement by monitoring muscle movement and applying healing techniques to alleviate muscle ailments.

- Massage

Massage therapy involves applying pressure with the hands to relieve tension, improve circulation, alleviate soreness and improve flexibility. Massage therapists work in a wide range of settings, including aged care facilities, palliative care centres, hospitals and spa clinics. Massage is an increasingly common method of pain relief for people who are frail or ill.

Massage therapist:	Provide general health maintenance treatments. They possess skills in therapeutic relaxation massage including basic health assessment and treatment
Remedial massage therapist:	Works with clients presenting with soft tissue dysfunction, musculoskeletal imbalance or restrictions in range of motion (ROM). Practitioners may be self-employed or work within a larger health service.

- Reflexology

This is the application of pressure to areas on the feet (or the hands). The theory behind reflexology is that areas of the foot correspond to organs and systems of the body.

Reflexologist:	Promotes healing by applying pressure to points on the feet, hands, face and ears that correspond to other structures and organs in the body.

- Shiatsu

It is a therapeutic form of acupressure, muscle meridian stretching and corrective exercises derived from Japan. Shiatsu involves applying pressure to the body using a practitioner's thumbs, palms, elbows, knees and feet.

Shiatsu therapist or practitioner:	Practises Shiatsu, a Japanese manipulative therapy incorporating Japanese traditional massage, Pressure is applied to special points or areas on the body to maintain physical and mental wellbeing, treat disease or alleviate discomfort.

Dental industry

The dental services workforce consists of both registered and non-registered health care professionals, The Dental Training Package is specifically focused on the skills training for non-registered job roles such as dental assistant, dental technician and dental laboratory assistant, as well as for the following registered job roles of dental hygienist and dental prosthetist. Other job roles supported by the Training Package include a number of broader health and community service workers involved in the provision of basic oral health care services and referrals.

The sector comprises businesses that range from small to large practices. The dental health sector includes some occupations outside VET's scope:

- Dentists
- Dental therapists
- Dental hygienists
- Oral health therapists

The occupations within VET's scope that have contact with patients are:

Dental prosthetists or clinical dental technicians:	Consults with clients in the assessment, treatment and management of removable dentures and the building of personalised removable mouthguards for sport. These are nationally registered primary healthcare professionals who work as independent practitioners.
Dental assistant	Works with a dentist, dental hygienist or dental therapist to help maintain high standards of infection control during procedures. Dental assistants may also assist with practice administration and reception duties. Those with higher qualifications may have supervisory tasks.

The occupations within VET's scope that do not have contact with patients are:

Dental technicians:	Constructs and repairs dentures and other dental appliances, including crowns, bridges, partial dentures, pre- and post-oral and maxillofacial surgical devices, and orthodontic appliances. Dental technicians work in dental laboratories on their own or in small groups, under the prescription of dentists.
Dental laboratory assistants:	Pours impressions, produces custom-made trays, manufactures occlusal registration rims, transfers oral records, helps make models for prostheses, and constructs mouthguards.

Direct Client Care and Support

It is understood these workers make up a significant proportion of the health and community services workforce, which was estimated to have employed 1.4 million workers (12% of the Australian workforce) in 2014.

Workers in direct client care and support operate in sub-sectors that include:

- Aged and home care
- Disability
- Mental health
- Alcohol and other drugs
- Leisure and health
- Allied health assistance
- Health services assistance

Workers in this sector work directly with individuals to support and assist with a range of health and community services.

Occupations in the sector include:

Support worker	Works using a person-centred approach to support predominantly the aged or people living with disability. Depending on the sector, work may be undertaken in residential, home or community-based environments
Assistant in nursing	Assists healthcare professional staff to care for clients in an acute care setting.
Allied health assistant	Provides therapeutic and program-related support to allied health professionals. This might be in a specialty area (physiotherapy, podiatry, occupational therapy, speech pathology, community rehabilitation, nutrition and dietetics) or across an organisation delivering allied health services.
Diversional therapy assistant	Assists in the design, implementation and evaluation of health and leisure activities for clients. This can include encouraging clients to take part in activities, assisting in their social development, and promoting a sense of wellbeing. They work in residential facilities or in community settings and day centres.

Drug and alcohol worker	Provides services and interventions to clients with alcohol and other drugs issues or implements health promotion and community interventions. They work in contexts like community-based organisations, withdrawal services, residential rehabilitation services and outreach services.
Mental health worker	Supports people with mental illness in community participation, working to prevent relapses and promote recovery through programs such as residential rehabilitation. They work in clinical settings, home-based outreach and centre-based programs delivered by community-based non-government organisations. The work might also involve supported employment and programmed respite care.
Peer support worker:	Has experience of mental illness as either a consumer or carer and works in mental health services to support peers. Employment is through government, public, private or community-managed services.

Enrolled Nursing

Enrolled nurses play a key role in Australia's health system, providing care and treatment in a range of settings and under the supervision of a registered nurse. The major employers of enrolled nurses are public and private hospitals. Organisations within the sector include private and public organisations and can range from large to small organisations such as hospitals, aged-care facilities, community health practices, general medical practices, after-hour clinics and other health care settings.

Enrolled nursing covers an array of health care and social assistance sectors, and subsequently a range of multilevelled and multi-skilled job roles. Enrolled nurses can be educationally prepared to work across primarily clinical practices, as well as cover non-clinical practice areas.

Clinical practice can cover a broad range of health areas, including but not limited to:

- medical and surgical
- aged care
- acute care
- perioperative
- men's health
- emergency
- paediatrics
- practice nurses
- women's health
- community health
- mental health
- child and family health
- rehabilitation and disability
- drug and alcohol
- rural and remote health
- occupational health and safety
- primary health care.

Non-clinical practice may include:

- management and leadership
- administration
- education and teaching
- educator in specialised areas
- quality and safety
- research
- policy development and analysis
- coding
- professional advice
- advocacy and regulation

Enrolled nurses are employed in other services including:

- Community or residential health and aged care facilities
- Australian Defence Force
- Residential mental health care services
- Hospices
- Correctional services.

There are differing team environments, combined with advancements in patient care and treatment, and technology innovation and development, together with the changing nature of patient demographics, an ageing society, chronic and acute conditions, and comorbidities. For example, enrolled nurses and other health care professionals are increasingly treating and caring for vulnerable population groups who present challenging health care needs requiring specific technical and interpersonal skills.

Key groups include:

- Aboriginal and Torres Strait Islander people
- People in rural and remote areas
- Socio-economically disadvantaged people
- Veterans
- Prisoners
- LGBTQI individuals
- Culturally and linguistically diverse (CALD) individuals
- People with mental health issues
- People with chronic conditions
- Refugees
- People who have issues relating to alcohol and/or other drugs

First Aid

Every organisation in Australia is required to ensure there are adequate First Aid services are in the workplace. People also undertake first aid training when it isn't required for work purposes. The following units of competency are used across almost every training package on the national register:

- HLTAID009 Provide cardiopulmonary resuscitation.
- HLTAID010 Provide basic emergency life support.
- HLTAID011 Provide first aid
- HLTAID012 Provide first aid in an education and care setting.
- HLTAID013 Provide first aid in remote or isolated site.
- HLTAID014 Provide advanced first aid.
- HLTAID015 Provide advanced resuscitation and oxygen therapy.
- HLTAID016 Manage first aid services and resources.

Most First Aiders are trained in the unit of competency HLTAID011 Provide first aid. Every jurisdiction has its own work health and safety (WHS) act and regulations to ensure adequate First Aid services in the workplace.

The First Aid Training Package Products give workers and individuals the ability to respond to emergencies and preserve life until professional medical assistance is provided. Immediate intervention through first aid can reduce the need for hospitalisation, increase the chances of the injured person surviving and ensure less complications in recovery.

First aid skills and knowledge can address a range of injury or health conditions, including:

- anaphylaxis
- diabetic emergency
- hypothermia
- acute asthma
- electric shock
- poisoning
- bites and stings
- epileptic
- shock
- bleeding
- eye injuries
- concussion
- burns and scalds
- febrile convulsions
- sprains & strains
- cardiac arrest/ heart attack
- fractures & dislocations
- stroke
- choking
- heat-induced conditions
- head and spinal injuries

Organisations that utilise first aid include a range of public and private, small, medium and large entities spread across the country. The individuals who undertake first aid training may or may not be employed, and could be engaged in any number of fields including:

- First responders: doctors, nurses, paramedics, fire fighters, health care workers etc.
- Other industries: office workers, government, tradespeople, factoryworkers etc.
- Volunteers: social and sporting events etc.
- General public: grandparents, mums and dads

Technicians Support Services

Within the Australian and New Zealand Standard Industrial Classification (ANZSIC), technicians support services are defined as those mainly engaged in providing human healthcare and social assistance. Units providing these services apply common processes in which practitioners with the requisite qualifications are integral to service delivery.

Technicians support services includes the following sub-sectors:

- Pathology
- Audiometry
- Cardiac technology
- Health administration
- Medical practice assisting
- Operating theatre support
- Optical
- Pharmacy
- Sterilisation services.

The Technicians Support Services Training Package Products support workers in a wide range of health care and social assistance roles, and these roles may be operational. Employment in the sector is provided by public and private organisations.

Occupations include:

- Admissions clerk
- Anaesthetic technician
- Audio metrist
- Cardiac technician
- Clinical coding clerk
- Central sterile services department (CSSD) supervisor
- Dispensing technician or assistant
- Executive assistant
- Health administrative worker or supervisor
- Hospital or Health Services pharmacy assistant or technician
- Instrument technician
- Medical practice assistant or receptionist
- Medical records section leader
- Medical secretary
- Optical dispenser
- Pathology collector
- Pharmacy assistant or technician
- Practice manager
- Senior clinical coder
- Senior pharmacy technician
- Senior theatre technician or Wardsperson
- Screening audio metrist
- Specimen collection officer and specialist specimen collectors (pathology)
- Sterilisation technician or supervisor
- Ward clerk or Biomedical laboratory assistant
- Wardsperson.

Occupational outcomes

Each qualification specifies the anticipated occupational outcomes. These are provided for all qualifications at **Appendix 3**

Mandatory entry and work placement requirements

Entry Requirements were removed from most Qualifications at the time of the last review, except where there was evidence of a mandatory industry requirement for one job role to be held before commencing another.

Anaesthetic Technology and Practice

The *Diploma of Anaesthetic Technology and Practice* does not have any Entry Requirements.

Industry has made the following recommendations for training providers in terms of learner enrolment into the Diploma programme:

- Industry recommends that prospective learners have a high level of English proficiency prior to entry into this Qualification, particularly in relation to the delivery of the Anaesthetic Technology Units of Competency. Industry strongly recommends training providers consider the English proficiency of learners in pre-enrolment Language Literacy and Numeracy (LLN) testing.
- The recommended English proficiency for domestic students is completion of year 12 and IELTS Level 6 for international students.
- Industry recommends that prospective learners have proficiency in science-related subjects as outlined below for the following Units of Competency prior to entry into this Qualification, particularly in relation to the delivery of the Anaesthetic Technology Units of Competency.

Units of Competency	Biology	Chemistry	Physics
HLTANA008 Prepare patients for anaesthesia	✓		✓
HLTANA009 Monitor patients during anaesthesia	✓	✓	✓
HLTANA010 Assist with airway management	✓		✓
HLTANA011 Respond to anaesthesia-related emergencies	✓	✓	✓
HLTANA012 Maintain quality and supply of anaesthetic equipment and consumables			✓
HLTANA013 Assist with clinical procedures used in anaesthesia	✓	✓	✓
HLTANA014 Monitor medications in the anaesthetic environment	✓	✓	

- Industry strongly recommends training providers consider the above recommendations prior to entry into this Qualification.
- Industry has identified that it is desirable for the learner to hold a current first aid certificate prior to commencement of work placement in a clinical workplace environment.

Orthopaedic Technology

The *Diploma of Orthopaedic Technology* includes the following Entry Requirements:

Entry to this Qualification is open to individuals who have:

- Completed one of the following Qualifications or the equivalent:
    - HLT33015 Certificate III in Allied Health Assistance; or
    - HLT33115 Certificate III in Health Services Assistance; or
    - HLT43015 Certificate IV in Allied Health Assistance; or
    - HLT41412 Certificate IV in Cast Technology; or
    - HLT54115 Diploma of Nursing; or
    - HLT54121 Diploma of Nursing.

The Diploma of Orthopaedic Technology is aimed at Orthopaedic technologists, Orthopaedic technicians and Cast technicians who work in a hospital setting and deliver orthopaedic technology services to maximise functional outcomes for clients in consultation with registered health professionals. As it is a niche sector, it requires a level of underpinning skills and knowledge in provision of health services, anatomy and physiology and direct client care that would be present for those learners who had completed any of the listed qualifications.

The Advanced Diploma of Enrolled Nursing includes the following entry requirement, 'Entry to this qualification is open to individuals who are currently working in Australia as an enrolled nurse and hold current registration as an enrolled nurse without notation with the Nursing and Midwifery Board of Australia (NMBA) www.nursingmidwiferyboard.gov.au. This is a mandated industry requirement that applies to the registration of enrolled nurses. Further information on registration is available at www.nursingmidwiferyboard.gov.au.

The Certificate IV in Dental Assisting includes the following entry requirements:

Entry to this qualification is open to individuals who have completed one of the following qualifications:

- HLT35021 Certificate III in Dental Assisting or
- HLT35015 Certificate III in Dental Assisting or
- HLT35021 Certificate III in Dental Assisting or
- equivalent.

The introduction of entry requirements to the *HLT45021 Certificate IV in Dental Assisting* is a result of the removal of the "nested" Certificate III units of competency. This was done to ensure that the *HLT35021 Certificate III in Dental Assisting* reflects the entry level dental assisting role with the Certificate IV providing a progression pathway. The inclusion of the two previous iterations of the Certificate III as options for meeting the entry requirements along with the proposed updated Certificate III allows for those candidates who have completed an earlier version of the Certificate III to enter the Certificate IV with no disadvantage or barrier to entry.

Graduate Certificate and Graduate Diploma qualifications may also have entry requirements. The removal of mandatory entry requirements is to ensure that qualifications stand alone, and this practice promotes equitable access and progression of learners.

However, it does not remove the responsibility of training organisations to ensure that applicants who wish to commence a particular course have the required skills and knowledge to successfully complete the qualification at that AQF level.

Work placement

A mandatory work placement has been included in several qualifications in this training package for the purposes of workplace-based assessment. In the case of complementary health, this is expressed as clinic hours to reflect the use of student clinics in that sector. Industry strongly supports the use of work placements in the health sector for a number of reasons, such as:

- Strengthen the individual's experience of the workplace.
- Support future expectations of performance in the workforce.
- Develop practice skills and application of knowledge within the workplace, promoting stronger embedding of learning.
- Provide exposure to real workplace situations and circumstances which cannot be replicated in a learning environment or simulation.

Furthermore, work placements can also help to prepare candidates for their assessment experiences. Where learners undertake learning and skills practice only in the classroom or simulated learning environment, and then come to the workplace only for assessment, this can prove challenging to the candidate – as they effectively encounter a new environment for assessment. Work placements, when integrated with learning, can be used for 'on the spot' assessment and for capturing a range of evidence to support the decision of 'competent' or 'not yet competent'.

In order to successfully conduct training and assessment in the workplace, the RTO must provide the learner and workplace supervisor with an agreed, structured learning and assessment plan that indicates the purpose of the work placement and the minimum requirements for training and assessment in the specified units of competency.

The plan should also clearly identify training, monitoring and assessment roles and responsibilities of both parties, as required by *Standard 1 and Standard 5.1 to 5.4 of the Standards for Registered Training Organisations (RTOs) 2015*. Work placements should **always** involve the appropriate supervision and guidance from both the specified individuals in the workplace and the trainers and assessors from the RTO. In sourcing an appropriate workplace, attention should also be paid to the availability of opportunities for the learner to observe, develop and practice the required skills, and the availability of appropriately qualified workplace supervisors.

Qualifications

- **Industry recommended work placement hours**

Note: The following hours of work placements are *recommended* (not mandatory) by industry, for a work placement across the core units of a qualification.

Qualification	Recommended hours
HLT20113 Certificate II in Aboriginal and/or Torres Strait Islander Primary Health Care	50 hours (VET in schools' restrictions may impact on this)
HLT30113 Certificate III in Aboriginal and/or Torres Strait Islander Primary Health Care	250 hours
HLT40113 Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care	500 hours
HLT40213 Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice	This program of study is 800 hours in total, 500 hours of which must be clinical work placement experience, to be eligible for registration by the Aboriginal and Torres Strait Islander Health Practice Board of Australia
HLT50113 Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care	750 hours
HLT50213 Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care Practice	750 hours

- **Mandatory work placement hours**

The following HLT qualifications include mandatory hours of work placement for the purposes of assessment.

Qualification	Work placement hours
HLT33015 Certificate III in Allied Health Assistance	80 hours
HLT33115 Certificate III in Health Services Assistance	80 hours for the specialisation: *Assisting in nursing work in acute care*
HLT35021 Certificate III in Dental Assisting	350 hours
HLT37215 Certificate III in Pathology Collection	35 hours
HLT41120 Certificate IV in Health Care	80 hours
HLT42015 Certificate IV in Massage Therapy	80 clinic hours
HLT43015 Certificate IV in Allied Health Assistance	120 hours
HLT47815 Certificate IV in Optical Dispensing	100 hours
HLT51020 Diploma of Emergency Health Care	160 hours
HLT52015 Diploma of Remedial Massage	200 clinic hours
HLT52115 Diploma of Traditional Chinese Medicine (TCM) Remedial Massage	200 clinic hours
HLT52215 Diploma of Shiatsu and Oriental Therapies	200 clinic hours
HLT52315 Diploma of Clinical Aromatherapy	120 clinic hours
HLT52415 Diploma of Kinesiology	200 clinic hours
HLT52515 Diploma of Reflexology	120 clinic hours
HLT52615 Diploma of Ayurvedic Lifestyle Consultation	200 clinic hours
HLT57821 Diploma of Orthopaedic Technology	400 hours
HLT57921 Diploma of Anaesthetic Technology and Practice	360 hours
HLT62615 Advanced Diploma of Ayurveda	400 clinic hours
HLT65015 Advanced Diploma of Dental Prosthetics	240 clinical hours

Note: While some qualifications do not stipulate a minimum work placement requirement for the delivery of the qualification, some of the units within these qualifications still require assessment in the workplace. Training organisations should ensure that they review the Volume of Learning appropriate to the qualification level as specified in the AQF. Further information is available at www.aqf.edu.au.

Evidence of work placement must be collected as part of the performance evidence in the units in which that requirement appears. Evidence may include valid, authentic and current timesheets, logbooks, meeting minutes or other forms of workplace documentation.

Where a worker has undertaken a qualification involving work placement, those hours will **not** mean a decrease in the hours required in the workplace for the subsequent qualifications if there is no overlap of core units. Further recommendations and advice about work placement can be located in the companion volumes – *Work placement guide, Learning strategies guide* and *Assessment strategies guide.*

Industry specifically requires work placement inclusion in the Diploma of Orthopaedic Technology in order to provide the opportunity for learners to work in public and private hospital settings supervised by Senior Orthopaedic Technicians, Physiotherapists, Hand Therapy team leaders and the experience to work in consultation with registered health professionals in a clinical workplace environment, metro or regional. This will allow learners to receive the exposure to acquire technical and clinical specialist knowledge and acute skills to focus on patient-centred fracture care as highlighted in the Standards for Practice for Orthopaedic/Cast/Plaster technicians s in the workplace. Due to the specialist nature of the job role, workplace experience is essential to meet current industry practice requirements and will provide learners with the opportunity to gain direct experience of approaching emergency situations.

Industry specifically requires work placement inclusion in the Diploma of Anaesthetic Technology and Practice in order to provide the opportunity for learners to work in public and private hospital settings supervised by Senior Anaesthetic Technicians, Anaesthetists and the experience to work in consultation with registered health professionals in a clinical workplace environment, metro or regional. This will allow learners to use medications, devices and systems in the workplace in line with the Standards for Practice for Anaesthesia. Industry views this as essential to meet current industry practice requirements and will provide learners with the opportunity to participate in real situations such as administering anaesthetics and approaching emergency situations.

Units of Competency

- **Mandatory work placement hours**

HLT units of competency with mandatory work placement hrs are as follows:

Unit code	Unit title	Work placement hours
HLTAHA001	Assist with an allied health program	80 hours
HLTAHA002	Assist with the application and removal of casts	120 hours
HLTAHA003	Deliver and monitor client-specific physiotherapy programs	120 hours
HLTAHA004	Support client independence and community participation	120 hours
HLTAHA005	Support the delivery and monitoring of physiotherapy programs for mobility	120 hours
HLTAHA006	Assist with basic foot hygiene	120 hours
HLTAHA007	Assist with podiatric procedures	120 hours
HLTAHA008	Assist with podiatry assessment and exercise	120 hours
HLTAHA009	Assist with the rehabilitation of clients	120 hours
HLTAHA010	Assist with the development and maintenance of client functional status	120 hours
HLTAHA011	Conduct group sessions for individual client outcomes	120 hours
HLTAHA012	Support the development of speech and communication skills	120 hours
HLTAHA013	Provide support in dysphagia management	120 hours
HLTAHA014	Assist and support the use of augmentative and alternative communication systems	120 hours
HLTAHA015	Deliver and monitor a hydrotherapy program	120 hours
HLTAHA016	Support the fitting of assistive equipment	120 hours
HLTAHA017	Assist with social work	120 hours
HLTAHA018	Assist with planning and evaluating meals and menus to meet recommended dietary guidelines	120 hours
HLTAHA019	Assist with the monitoring and modification of meals and menus according to individualised plans	120 hours
HLTAHA020	Support food services in menu and meal order processing	120 hours
HLTAHA021	Assist with screening and implementation of therapeutic diets	120 hours
HLTAHA022	Prepare infant formulas	120 hours
HLTAHA023	Support the provision of basic nutrition advice and education	120 hours
HLTAHA024	Work within a community rehabilitation environment	120 hours
HLTAIN001	Assist with nursing care in an acute care environment	80 hours
HLTANA008	Prepare patients for anaesthesia	360 hours
HLTANA009	Monitor patients during anaesthesia	360 hours

Unit code	Unit title	Work placement hours
HLTANA010	Assist with airway management	360 hours
HLTANA013	Assist with clinical procedures used in anaesthesia	360 hours
HLTANA014	Monitor medications in the anaesthetic environment	360 hours
HLTARO003	Perform aromatherapy health assessments	120 hours
HLTARO004	Provide therapeutic aromatherapy treatments	120 hours
HLTARO005	Provide aromatherapy massage treatments	120 hours
HLTARO006	Adapt aromatherapy treatments to specific needs	120 hours
HLTARO007	Monitor and evaluate aromatherapy treatments	120 hours
HLTAYV002	Make Ayurvedic lifestyle assessments	200 hours
HLTAYV003	Provide Ayurvedic bodywork therapies	200 hours
HLTAYV004	Provide Ayurvedic lifestyle advice	200 hours
HLTAYV005	Provide advice on Ayurvedic nutrition	200 hours
HLTAYV006	Take cases within Ayurvedic framework	200 hours
HLTAYV007	Diagnose conditions within an Ayurvedic framework	200 hours
HLTAYV008	Provide Ayurvedic remedial therapies	200 hours
HLTAYV009	Provide therapeutic Ayurvedic nutritional advice	200 hours
HLTAYV010	Select and advise on Ayurvedic medicines - dravyaguna	200 hours
HLTAYV011	Prepare and dispense Ayurvedic medicines - dravyaguna	200 hours
HLTDEN015	Prepare for and assist with dental procedures	350 hours
HLTDEP001	Identify, select and prepare instruments, equipment and materials	240 hours
HLTDEP002	Gather data, conduct dental prosthetic examination and develop treatment plan	240 hours
HLTDEP003	Take impressions	240 hours
HLTDEP004	Establish and record jaw relationships and select artificial teeth	240 hours
HLTDEP005	Evaluate a removable dental prosthesis at try-in Stage	240 hours
HLTDEP006	Insert and issue a completed removable dental prosthesis	240 hours
HLTDEP007	Perform maintenance treatment for patients with removable dental prostheses	240 hours
HLTDEP008	Construct and insert an implant retained overdenture	240 hours
HLTKIN003	Perform kinesiology assessments	200 hours
HLTKIN004	Provide kinesiology balances	200 hours
HLTKIN005	Monitor and evaluate client progress	200 hours
HLTMSG002	Assess client massage needs	80 hours

Unit code	Unit title	Work placement hours
HLTMSG003	Perform remedial massage musculoskeletal assessments	200 hours
HLTMSG004	Provide massage treatments	80 hours
HLTMSG005	Provide remedial massage treatments	200 hours
HLTMSG006	Adapt remedial massage practice to meet specific needs	200 hours
HLTMSG007	Adapt remedial massage practice for athletes	200 hours
HLTMSG008	Monitor and evaluate remedial massage treatments	200 hours
HLTOUT004	Assess and deliver basic clinical care	80 hours
HLTOUT005	Assess and deliver standard clinical care	160 hours
HLTPAT002	Perform venous blood collection	35 hours
HLTOTH001	Apply casts	400 hours
HLTOTH004	Apply orthopaedic devices	400 hours
HLTREF003	Perform reflexology health assessments	120 hours
HLTREF004	Provide therapeutic reflexology treatments	120 hours
HLTREF005	Adapt reflexology approaches to meet specific needs	120 hours
HLTREF006	Monitor and evaluate reflexology treatments	120 hours
HLTSHU004	Perform Shiatsu therapy health assessments	200 hours
HLTSHU005	Perform oriental therapies health assessments	200 hours
HLTSHU006	Provide Shiatsu therapy treatments	200 hours
HLTSHU007	Provide oriental therapies treatments	200 hours
HLTSHU008	Adapt Shiatsu and oriental therapies practice to meet specific needs	200 hours
HLTTCM002	Perform Traditional Chinese Medicine (TCM) remedial massage health assessments.	200 hours
HLTTCM003	Provide Traditional Chinese Medicine (TCM) remedial massage treatments	200 hours
HLTTCM004	Adapt Traditional Chinese Medicine (TCM) remedial massage practice to meet specific needs	200 hours
HLTTCM005	Monitor and evaluate Traditional Chinese Medicine (TCM) remedial massage treatments	200 hours

Health industry pathways in line with AQF Pathways Policy

Pathways and credit

The Australian Qualifications Framework (AQF) provides a comprehensive, nationally consistent framework for qualifications in compulsory post-education and training in Australia. The AQF helps to provide consistency in the vocational education and training sector for all trainees, learners, employers and providers by enabling recognition of qualifications and Statements of Attainment. It enables learners to have flexible pathways than can cover more than one provider - pathways that are horizontal (that is, across AQF qualifications at the same level) and vertical (that is, between AQF qualifications at different levels) - and eliminates unnecessary and unfair barriers to AQF qualifications.

Credit

Credit is the value assigned for the recognition of equivalence in content between different types of learning and/or qualifications which reduces the volume of learning required to achieve a qualification. Credit arrangements must be offered by all RTOs that offer Training Package qualifications through a systematic institutional approach with clear, accessible and transparent policies and procedures.

Community Services competencies already held by individuals can be formally assessed against the units of competency in the CHC Community Services Training Package, and should be recognised regardless of how, when or where they were acquired, provided that the learning is relevant to the unit of competency outcomes**.**

Credit arrangements

At the time of endorsement of this Training Package no national credit arrangements exist between the Training Package qualifications and Higher Education qualifications

Credit transfer

Credit transfer is a process which provides learners with agreed and consistent credit outcomes based on equivalences in content between matched qualifications. This process involves education institutions:

- mapping, comparing and evaluating the extent to which the defined learning outcomes and assessment requirements of the individual components of one qualification are equivalent.
- to the learning outcomes and assessment requirements of the individual components of another qualification
- making an educational judgment of the credit outcomes to be assigned between the matched components of the two qualifications.
- setting out the agreed credit outcomes in a documented arrangement or agreement
- publicising the arrangement/agreement and credit available.

For example, when two units are described as E (equivalent) it is possible to grant credit transfer. When two units are described as N (not equivalent) it is not possible to use credit transfer as a process. Like any candidate, someone holding a previous qualification or unit will need to either undertake the training and assessment for the new unit (if they wish to do so) or will need to go through a Recognition of prior learning (RPL) process.

Credit Transfer in the VET sector is different from the award of credit within higher education programs. The only way a unit can be granted in VET is by the candidate meeting the requirements of that specific unit. Qualification documentation and statements of attainment list all of the units of competency that have been achieved. There is no such thing as ‘non-specific credit’ in the VET sector. In the higher education sector, depending on the institution and its policies, it is sometimes possible that non-specific credit is granted. For instance, it may be a requirement for a degree to achieve 240 credit points, but someone with a diploma in a related discipline may be granted 80 credit points on entry, so that they only need to achieve 160 points.

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is an assessment process which determines the credit outcomes of an individual application for credit. This may be appropriate for candidates who have previously attained skills and knowledge and who, when enrolling in qualifications, seek to shorten the duration of their training and either continue or commence working. This may include:

- existing workers
- individuals with overseas qualifications
- recent migrants with established work histories
- people returning to the workplace.
- people with disabilities or injuries requiring a change in career.

RPL assessment should be undertaken by people with expertise in the subject, content of skills area, as well as knowledge of and expertise in RPL assessment policies and procedures. Assessment methods used for RPL should provide a range of ways for individuals to demonstrate that they have met the required outcomes and can be granted credit. These can include:

- questioning (oral or written)
- consideration of a portfolio and review of contents
- consideration of third-party reports and/or other documentation, such as articles, reports, project material, papers, testimonials or other products prepared by the RPL applicant that relate to the learning outcomes of the relevant qualification component.
- mapping of learning outcomes from prior formal or non-formal learning to the relevant qualification components
- observation of performance
- participation in structured assessment activities the individual would normally be required to undertake if they were enrolled in the qualification component/s.

In an RPL pathway, the candidate provides current, quality evidence of their competency against the relevant unit of competency. This process may be directed by the candidate and verified by the assessor. Where the outcomes of this process indicate that the candidate is competent, structured training is not required. The RPL requirements of the Australian Quality Training Framework (AQTF) must be met.

As with all assessment, the assessor must be confident that the evidence indicates that the candidate is currently competent against the endorsed unit of competency. This evidence may take a variety of forms and might include certification, references from past employers, testimonials from clients, work samples and/or observation of the candidate. The onus is on candidates to provide sufficient evidence to satisfy assessors that they currently hold the relevant competencies. In judging evidence, the assessor must ensure that the evidence of prior learning is:

- authentic (the candidate's own work)
- Valid (directly related to the current release of the relevant endorsed unit of competency)
- Reliable (shows that the candidate consistently meets the endorsed unit of competency)
- Current (reflects the candidate's current capacity to perform the aspect of the work covered
- by the endorsed unit of competency)
- Sufficient (covers the full range of elements in the relevant unit of competency and addresses the four dimensions of competency, namely task skills, task management skills, contingency management skills, and job/role environment skills).

Registered Training Organisations (RTOs) delivering community services qualifications.

Learning and assessment pathways that lead to formal community services industry qualifications, skills sets or Statements of Attainment must be administered by an RTO. RTOs are those training providers registered by the Australian Skills Quality Authority (ASQA) or a state training regulator to deliver vocational education and training (VET) services. They are recognised as providers of quality-assured and nationally recognised training and qualifications.

Only RTOs can:

- deliver nationally recognised courses and accredited AQF VET qualifications
- apply for Australian, state and territory funding to deliver vocational education and training.

Australian Skills Quality Authority (ASQA)

ASQA is the national regulator for Australia's vocational education and training (VET) sector. It is the regulatory body for registered training organisations (RTOs) in:

- Australian Capital Territory
- New South Wales
- the Northern Territory
- South Australia
- Queensland
- Tasmania.

ASQA is the regulatory body for those RTOs in Victoria and Western Australia that:

offer courses to overseas students
offer courses to students (including through offering courses online) in:

- the Australian Capital Territory
- New South Wales
- the Northern Territory
- South Australia
- Queensland
- Tasmania.

ASQA is also the regulatory body for providers delivering English Language Intensive Courses for Overseas Students (ELICOS) in all states and territories, except where the courses are delivered:

- in the capacity of a school
- in the capacity of a higher education provider, or
- under an 'entry arrangement' with at least one higher education provider.

Students in Victoria and Western Australia who are unsure whether ASQA is responsible for the regulation of their RTO should contact the ASQA info line on **1300 701 801** or email enquiries@asqa.gov.au**.** For more information refer to Australian Skills Quality Authority (ASQA) https://www.asqa.gov.au/

Access and equity considerations

An individual's access to training and assessment should not be adversely affected by restrictions placed on the location or context of the training and assessment beyond the requirements specified in the Community Services Training Package and must be bias-free.

Training Packages reflect and cater for the increasing diversity of Australia's VET clients and current and future workforce. The flexibilities offered by Training Package qualifications and units of competency enhance opportunities and potential outcomes for all people so that we can all benefit from a wider national skills base and a shared contribution to Australia's economic development and social and cultural life.

When assessing people with disabilities, assessors are encouraged to apply good practice assessment methods with sensitivity and flexibility.

Contextualisation of diversity - Aboriginal and/or Torres Strait Islander units of competency (HLTHIR)

Diversity, inclusion and appreciation of other cultures, including Aboriginal and Torres Strait Islander culture, is a key part of all work in the health industry, where workers are frequently working alongside a diverse range of clients with varying needs.

The following Units of Competency focus on diversity and are included in the core of a number of qualifications:

- CHCDIV001 Work with diverse people
- CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety.

For guidance on meeting the evidence requirements for the above units you could contact the following for details of organisations and ways in which relationships can be developed:

- National or State/Territory peak bodies for Aboriginal and/or Torres Strait Islander Health
- National or State/Territory peak bodies advocating for Australia's culturally and linguistically diverse communities.

Examples of relationships that could be fostered by RTOs and developed by learners to provide evidence of competency include:

- a relationship with 'School of the Air' in Alice Springs to develop an educational support program for Aboriginal and/or Torres Strait Islander children, or development of a healthy eating program for before and after school care services.
- a relationship with the National Aboriginal Community Controlled Health Organisation to develop a health or education program for National Aboriginal and Islanders Day Observance Committee (NAIDOC) promoting community health or education.
- cultural awareness development through involvement with mentoring programs that work with Aboriginal people to provide educational support.

Reasonable adjustments

It is important that education providers take meaningful, transparent and reasonable steps to consult, consider and implement reasonable adjustments for learners with disability. Under the Disability Standards for Education 2005, education providers must make reasonable adjustments for people with disability to the maximum extent that those adjustments do not cause that provider unjustifiable hardship. While 'reasonable adjustment' and 'unjustifiable hardship' are different concepts and involve different considerations, they both seek to strike a balance between the interests of education providers and the interests of learners with and without disability. The Disability Standards and guidelines for their implementation can be downloaded at *Resources for schools and families about the Disability Standards for Education 2005* https://education.gov.au/disability-standards-education

An adjustment is any measure or action that a learner requires because of their disability, and which has the effect of assisting them to access and participate in education and training on the same basis as those without a disability. An adjustment is reasonable if it achieves this purpose while taking into account factors such as the nature of the learner's disability, their views, the potential effect of the adjustment on the learner and others who might be affected, and the costs and benefits of making the adjustment.

A training provider is also entitled to maintain the academic requirements of a course or program and to consider the requirements or components that are inherent or essential to its nature when assessing whether an adjustment is reasonable. There may be more than one adjustment that is reasonable in a given set of circumstances; education providers are required to make adjustments that are reasonable and that do not cause them unjustifiable hardship

Foundation skills

To streamline the development process for training products in the VET sector, Australian Skills Quality Authority (ASQA) requires enterprise units developed for inclusion in a course to meet the requirements of the Standards for Training Packages. Therefore, information on 'foundation skills' is required to be included in courses accredited by ASQA. Foundation skills are an integral part of a unit of competency and must be assessed. A unit's performance criteria can explicitly include foundation skills essential for performance. Alternatively, if foundation skills are not explicit in the performance criteria they must be described in the 'foundation skills' field of the unit of competency.

There are 11 foundation skills which are identified as:

- reading skills
- writing skills
- oral communication
- numeracy skills
- learning skills
- problem-solving skills
- initiative and enterprise skills
- teamwork skills
- planning and organising skills
- self-management skills
- technology skills.

Core skills

Certain levels of reading, writing, numeracy, and oral communication skills are essential to learning and workplace performance. The Australian Core Skills Framework (ACSF) sets out levels and examples of skills capability for these and another skills dimension of learning. This is largely a description of attributes demonstrated in a learning environment rather than work-based competencies.

Details on the ACSF levels and descriptors can be obtained from **Australian Core Skills Framework** https://www.education.gov.au/australian-core-skills-framework

Workplace assessment

Where workplace assessment of a unit of competency is not practical and is not specifically required by the assessment requirements, a Simulated Assessment Environment (SAE) may be used to supplement assessment in the workplace. The SAE must simulate real life working conditions with all the relevant equipment and conditions of that working environment, including interactions with clients and co-workers.

Note: some units state that assessment can take place only in the workplace and not in a simulated environment.

Learner Assessment

Learning and assessment pathways

Best practice learning and assessment should be integrated (holistic), with assessment evidence being collected and feedback provided to the candidate at any time throughout the learning and assessment process.

Structured learning and assessment programs may be:

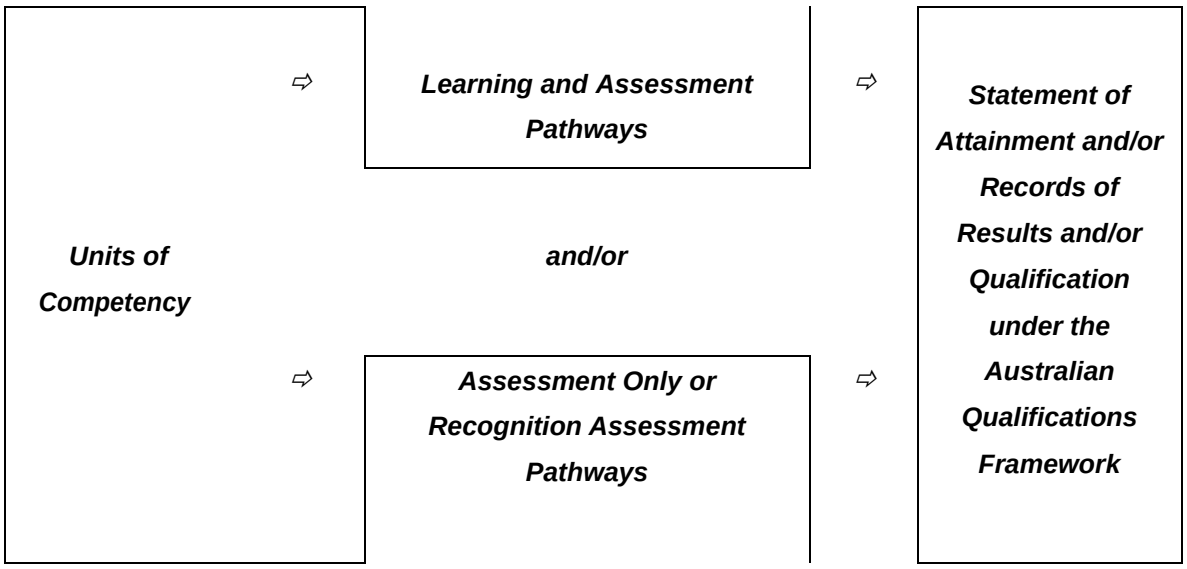
- group-based
- work-based
- project-based
- self-paced
- action learning-based
- conducted by distance or e-learning.
- involve practice and experience in the workplace.

Learning and assessment pathways usually incorporate a mix of formal structured training and structured workplace experience with formative assessment activities through which candidates can acquire and demonstrate skills and knowledge from the relevant units of competency.

The units of competency in this training package may be attained in a number of ways, including through:

- formal or informal education and training
- experiences in the workplace
- general life experience
- any combination of the above.

Assessment leading to a qualification or statement of attainment may follow a learning and assessment pathway, an assessment-only or recognition pathway, or a combination of the two as illustrated in the following diagram



Each assessment pathway leads to full recognition of competencies held. The critical issue is that the candidate is competent, not how the competency was acquired. For further details about assessment, refer to the companion volume - *Assessment Guide*.

The HLT Health Training Package has been designed to aid implementation of Australian Apprenticeships. Given the multiple entry points into the industry, all Certificate III, Certificate IV and Diploma qualifications in the HLT Health Training Package are suitable for achievement through an Australian Apprenticeship.

School Based Australian Apprenticeship programs are only appropriate when combined with work-based training and assessment. Work health and safety (WHS) issues and the need to assess some units of competency in the workplace must be addressed, but do not necessarily impede this pathway.

All Certificate I and Certificate II qualifications in the HLT Training Package are considered pathway qualifications and are suitable for a VET program for delivery to secondary students.

Assessment-only or recognition assessment pathway

Competencies already held by individuals can be formally assessed against the units of competency in this training package, and should be recognised regardless of how, when or where they were achieved.

In an assessment-only pathway, the candidate is assisted by the assessor to identify and provide quality evidence of their competency against the relevant unit of competency in line with the rules of evidence and principles of assessment. Aspects of this process may be conducted by the candidate and verified by the assessor, such as when compiling portfolios; or directed by the assessor, such as observation of workplace performance and skills application, and oral and/or written assessment. Where the outcomes of the assessment process indicate that the candidate is competent, structured training is not required.

In some units, for example the HLTAHW units of competency as listed below, additional assessment conditions are required and must be observed.

HLTAHW020 Administer medications HLTAHW071 Manage medicines in Aboriginal and/or Torres Strait Islander primary health care	Assessment must be undertaken by a workplace assessor who has expertise in this unit of competency and who is: a Registered Aboriginal and/or Torres Strait Islander Health Practitioner **or:** a Registered Health Practitioner accompanied by an Aboriginal and/or Torres Strait Islander person who is a recognised member of the community with experience in primary health care.
All other HLTAHW units	Assessment must be undertaken by a workplace assessor who has expertise in this unit of competency and who is: an Aboriginal and/or Torres Strait Islander Health Worker **or:** accompanied by an Aboriginal and/or Torres Strait Islander person who is a recognised member of the community with experience in primary health care.

Advice on any health and safety implications in the industry

First aid

Requirements for first aid courses, including refresher training, are dependent on both the State/Territory jurisdictional requirements as well as the industry sector. Safe Work Australia's *model Code of Practice First Aid in the Workplace*, March 2015, available at: https://www.safeworkaustralia.gov.au/doc/model-code-practice-first-aid-workplace references the nationally endorsed first aid units of competency from the HLT Health Training Package. It also sets the requirements for refresher courses for first aid and CPR.

Each jurisdiction has similar codes of practice based on the national model. The nationally endorsed first aid units of competency are the minimum requirement. Training organisations must check with each jurisdiction for approval of any other first aid courses in addition to those in the HLT Health Training Package. See the work health and safety (WHS) section below for details of each State/Territory regulatory authority.

Regulated industries may have their own legislation or requirements for first aid that sit over and above the standard WHS regulations. This may allow for approval of specialised first aid courses other than those specified in the HLT Health Training Package, for example for mining or electrotechnology. Training organisations need to check with the relevant regulators for those industries to find out their specific requirements in relation to first aid.

In addition, training providers must ensure they implement their training programs in line with relevant Australian Resuscitation Council (ARC) guidelines for education and training (for example, Guideline 10.1 Basic Life Support Training). These guidelines are available online at the ARC website www.resus.org.au

A candidate who holds a first aid unit of competency – for example, HLTAID011 Provide first aid – either as a standalone unit shown on a statement of attainment or as part of a qualification can gain credit for the same or equivalent unit listed in another qualification or skill set and can also use the unit to meet jurisdictional industry requirements for a job role.

A unit of competency such as HLTAID011 Provide first aid does not necessarily expire in 3 years; however, a unit can become superseded, and this will be listed on www.training.gov.au .

A person may be required by industry or jurisdictional regulation to undertake a refresher in CPR skills every 12 months and/or a refresher in first aid every 3 years and provide evidence to the organisation or employer that this refresher training has been undertaken to attain currency of the skills. Safe Work Australia has made recommendations to ensure the currency of skills of those providing CPR. These recommendations are for refresher training in CPR every 12 months and first aid currency every 3 years. Industry may require an employee to have the current unit of competency as listed on www.training.gov.au, see jurisdictional regulations on what is required by industry.

Where and as required, WHS issues have been addressed in units of competency in the HLT Health Training Package, and qualifications include WHS specific units.

Work health and safety (WHS)

All training organisations need to ensure that delivery of the work health and safety (WHS) units are contextualised to the relevant legislation in the state/territory in which they are training. Details about the relevant jurisdictional regulators are provided below:

Jurisdiction	Regulator
Commonwealth and national regulators	Comcare National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA) National Industrial Chemicals Notification and Assessment Scheme (NICNAS) Australian Maritime Safety Authority (AMSA) Seafarers Safety, Rehabilitation and Compensation Authority (Seacare) Civil Aviation Safety Authority (CASA)
Australian Capital Territory	WorkSafe ACT
New South Wales	WorkCover NSW SafeWork NSW
Northern Territory	NT WorkSafe
Queensland	Workplace Health and Safety Queensland, Department of Fair and Safe Work (WHSQ) WorkCover Queensland Queensland Government - Department of Natural Resources and Mines Electrical Safety Office (ESO) - Department of Justice and Attorney-General
South Australia	SafeWork SA
Tasmania	WorkSafe Tasmania
Victoria	WorkSafe Victoria
Western Australia	WorkSafe WA

Resource and equipment relevant to this training package

The resources essential for assessment of units of competency in this training package have been listed in the assessment requirements of individual units of competency.

Where units of competency require assessment in the workplace, the workplace must include the full range of equipment required to do the task. Simulated assessment environments (SAE) must also include the full range of equipment found in the workplace even if not specifically listed in the unit of competency being assessed.

Equipment and Resources required for HLTDET016 Design digital dental restorations and appliances using computer-aided design (CAD) and HLTDET017 Construct dental restorations and appliances using computer-aided manufacturing (CAM)

The Diploma of Dental Technology includes two new units of competency. One in computer-aided design (CAD) and another in computer-aided manufacturing (CAM). These units have been written in a manner which allows for adaptability and flexibility in response to rapid technological developments. The units broadly reference materials, equipment and resources.

Industry has indicated the following equipment, materials and resources are commonly used, at the time of publication:

Equipment:

- Photogrammetry
- CAD software able to open .STL files for:
  - full denture
  - partial denture
  - crown and bridge
  - Implant (single unit or bridge)
  - orthodontics
  - splints
- Scanner
- Additive manufacturing:
  - 3D Printer
- Subtractive manufacturing:
  - Miller

Resources:

- Glossary of Terms - Key terms and abbreviations used in CAD/CAM

Materials:

- Wax
- PMMA
- PEEK Glass ceramics
- Zirconia to be fabricated
- Cranio Maxilla Facial (CMF)
- CoCr
- Titanium.

Equipment and Resources for unit HLTENN007 Administer and monitor medicines and intravenous therapy.

While the use of ‘real people’ for the purposes of administering medication intravenously is ideal, in areas where access is an impediment, satisfactory Performance Evidence can be demonstrated via the use of mannequins.

Legal considerations for learners in the workplace including on placement.

Legal requirements that apply to specific sectors covered by this training package vary across each State and Territory and can change from time to time. Contact relevant State and Territory departments to check if legal requirements apply.

This requirement is specifically relevant to Aboriginal and/or Torres Strait Islander health workers working with medications where different States/Territories have stringent requirements around the administration and management of medications.

Work placements should always involve the appropriate supervision and guidance from individuals in the workplace and trainers and assessors from the RTO and must adhere to required legislation that applies in the jurisdiction such as working with children checks if, for example, work placement is occurring in the context of child protection.

For more information on these checks and how they apply to various jurisdictions visit National Crime Check (NCC) www.nationalcrimecheck.com.au/

Links

Other companion volumes to support the HLT Health Training Package include:

- HLT CHC Assessment Strategies Guide Version 3.1 May 2020
- HLT CHC Learning Strategies Guide Version 3.1 May 2020
- HLT CHC Work Placement Guide Version 3.0 May 2020.
- HLT_and_CHC_Foundation_Skills_Guide_R2.
- First Aid Implementation Guide_3.1_December_2020.

These are available on **VETNet**

ASQA-registered RTOs

ASQA regulates the *Standards for Registered Training Organisations (RTOs) 2015*. These revised standards came into effect from 1 January 2015 for new RTOs registered with ASQA, and from 1 April 2015 for RTOs already registered with ASQA. All RTOs registered with ASQA are required to satisfy the 2015 standards. The ASQA website provides an online *Users' Guide to the Standards for Registered Training Organisations 2015,* which clearly outlines the requirements that apply to trainers and assessors in the VET sector under the revised standards.

Information on the specific standards that apply to trainers and assessors can be found at ASQA https://www.asqa.gov.au/standards/chapter-4/clauses-1.13-1.16

WA TAC-registered RTOs

All RTOs, registered with Western Australia's Training and Accreditation Council (WA TAC), are now required to satisfy the revised standards. The WA TAC website provides a *Users' Guide to the Standards for Registered Training Organisations 2015,* which clearly outlines the requirements that apply to trainers and assessors in the VET sector under the revised standards. Information can be found at Training Accreditation Council (TAC or the Council) is Western Australia www.tac.wa.gov.au

VRQA-registered RTOs

For those training providers regulated by the Victorian Registration and Qualifications Authority (VRQA) or those applying to VRQA to become a registered training organisation, the Australian Quality Training Framework (AQTF) will remain in place until such time as Victoria transitions to the arrangements for the new Standards. Information can be found at Victorian Registration and Qualifications Authority (VRQA) www.vrqa.vic.gov.au

Other information relevant to implementation of the HLT Health Training Package

Qualifications Advice

Outcomes of Qualifications Removed from the HLT07 Training Package

The rationale for removal of qualifications was based on one or more of the following:

Similarity between units in broad and specialised qualifications
Zero or very limited use, including application in a single state or territory.
Existing preference and practice to use the broader qualifications rather than specialised qualifications.
Inappropriate qualification structure and / or titling
Significant crossover of units across qualification levels

The broad framework for retention / development of qualifications was as follows:

- That qualifications respond to an evidence-based workforce need and have a national vocational outcome.
- That qualifications meet national policy requirements.
- That qualifications support the acquisition of a broad range of knowledge and skills needed for a more flexible workforce.

The information below outlines those qualifications that existed in the HLT07 Training Package but were removed from the HLT Training Package.

Note: In some cases, specialised qualifications have been merged or re-structured to reflect changing industry practice and can now be achieved through named specialisations or targeted elective choices.

Qualifications removed due to minimal or no take-up.

Removal of these qualifications from the HLT Training Package is based on there being minimal or no national take-up or application of these qualifications. In the majority of cases, there are no RTOs with these qualifications on scope or content does not have national applicability. Industry has questioned the relevance and usefulness of these qualifications in the Training Package. Based on industry consultation, and the extremely limited use of these qualifications, the following qualifications were removed from the HLT Training Package:

- HLT32012 Certificate III in Mortuary Theatre Practice
- HLT32112 Certificate III in Prosthetic-Orthotic Technology
- HLT41412 Certificate IV in Cast Technology
- HLT41512 Certificate IV in Hyperbaric Technology
- HLT41607 Certificate IV in Mortuary Theatre Practice
- HLT41712 Certificate IV in Neurophysiology Technology
- HLT41912 Certificate IV in Sleep Technology
- HLT43612 Certificate IV in Rehabilitation and Assistive Technology
- HLT43712 Certificate IV in Optical Technology
- HLT50712 Diploma of Hyperbaric Technology
- HLT50907 Diploma of Sleep Technology
- HLT51912 Diploma of Mortuary Theatre Practice
- HLT60812 Advanced Diploma of Neurophysiology Technology

HLT31512 Certificate III in Nutrition and Dietetic Assistance

This qualification has been removed from the Training Package. Relevant content has been merged into the Nutrition and Dietetic stream for Certificate IV in Allied Health Assistance.

HLT40412 Certificate IV in Health Supervision

This qualification has been removed and content merged with the Certificate IV in Health Administration due to the high level of overlap.

HLT41212 Certificate IV in Ayurvedic Lifestyle Consultation

This qualification has been removed and content upgraded to a Diploma based on the scope of knowledge and skills being more appropriately aligned to this AQF level.

CHC41812 Certificate IV in Pathology

The qualification has been removed from the Training Package as industry feedback identified the need for a single qualification that becomes the benchmark for quality pathology collection work in Australia. Industry consultation agreed that the Certificate III should be the minimum qualification, with significantly increased assessment requirements in units of competency.

Allied to the point above is the view that career pathways into supervision or training required individuals to undertake training in areas other than Pathology, rather than different clinical pathology skills. Hence qualifications in frontline management or training were required, rather than a Certificate IV in Pathology.

HLT42612 Certificate IV in Anaesthetic Technology

This qualification has been removed based on industry agreement that the Diploma qualification is required to work in this area.

CHC42812 Certificate IV in Kinesiology

This qualification has been removed based on industry agreement that the Diploma qualification is required to work in this area.

HLT42712 Certificate IV in Aromatherapy

HLT60907 Advanced Diploma of Aromatic Medicine

These qualifications have been removed from the Training Package based on the industry feedback that there is a lack of vocational outcomes at these levels. Work in this sector is better aligned to the Diploma qualification.

HLT51012 Diploma of Population Health

HLT51112 Diploma of Indigenous Environmental Health

These qualifications have been removed as there was no clear differentiation to their Certificate IV counterparts. Industry agreed that the outcomes of both the Diplomas could be satisfied by the Lead and Support Colleagues Skill Set in the CHC Community Services Training Package.

HLT60612 Advanced Diploma of Homoeopathy

HLT60512 Advanced Diploma of Naturopathy HLT61012 Advanced Diploma of Nutritional Medicine

HLT60112 Advanced Diploma of Western Herbal Medicine

These qualifications have been removed from the Training Package based on the industry decision that the work of practitioners in these modalities does not align to Advanced Diploma level and better aligns to Bachelor level qualifications.

HLT60307 Advanced Diploma of Paramedical Science (Ambulance)

This qualification has been removed from the Training Package as there was no clear differentiation to the Diploma of Paramedical Science. Industry agreed that advanced clinical skills could be met through a skill set.

Food Safety

It is recommended ‘HLTFSE001 Follow basic food safety practices’ be included when selecting other HLTFSE units.

HLT55118 Diploma of Dental Technology

Computer-aided design (CAD) and computer-aided manufacturing (CAM)

Two new units have been developed to sit within the Diploma of Dental Technology. HLTDET016 Design digital dental restorations and appliances using computer-aided design (CAD) sits within the core, and HLTDET017 Construct dental restorations and appliances using computer aided manufacturing (CAM) is packaged in the electives.

Wherever possible, industry preference is CAD and CAM are delivered together, however industry notes not all dental laboratories are using CAM to produce restorations and appliances and external milling centres are often used. It is further noted not all RTOs currently have the required equipment to deliver CAM and industry notes the high cost of purchasing technologies may be prohibitive for some providers.

It is industry recommendation that the packaging of CAM in the electives may need to be reconsidered at a later date, when dental laboratories have further transitioned towards CAM methods.

The Dental Technology Technical Advisory Committee recommend the delivery of the following units prior to HLTDET016 and HLTDET017:

HLTDET004 Articulate models and transfer records
HLTDET007 Construct removable acrylic partial dentures.
HLTDET008 Construct cast removable alloy partial denture framework.
HLTDET009 Construct crown and bridge structures
HLTDET011 Construct ceramic and fixed restorations
HLTDET012 Construct orthodontic appliances.
HLTDET013 Construct oral splints.
HLTDET015 Construct complete removable acrylic dentures and appliances.

English Language Proficiency

Industry has identified the need for a high level of English proficiency prior to entry into this qualification, particularly in relation to the delivery of CAD and CAM Units of Competency.

Industry strongly recommends training providers consider the English proficiency of learners in pre-enrolment Language Literacy and Numeracy testing.

The recommended English proficiency for domestic students is completion of year 12 and IELTS Level 6 for international students.

Importing units from other Training Packages

Units of competency may be imported from another endorsed Training Package to customise a community services qualification. These imported units of competency may be used to replace the maximum number of imported units that are identified in the packaging rules.

The use of imported units of competency is allowed if:

they are appropriate to the needs of the enterprise and the job outcome sought.
any prerequisites and co-requisites specified in the original unit and any specific assessment requirements in the host Training Package are also observed.

Assessor requirements

The HLT Health Training Package units of competency state:

'Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.'

In a small number of cases, there are additional assessor requirements that exceed those in the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

For example, the enrolled nursing units also include the statement, 'Assessors must also hold current registration as a Registered Nurse with the Nursing and Midwifery Board of Australia.'

The enrolled nursing components also include the following additional requirement consistent with mandated industry requirements. To be eligible to apply for registration as an enrolled nurse and to practice in Australia, each applicant must complete a Diploma of Nursing program accredited by the Australian Nursing and Midwifery Accreditation Council (ANMAC) and approved as an approved program of study by the Nursing and Midwifery Board of Australia (NMBA) in accordance with the Enrolled Nurse Accreditation Standards.

For more detail visit https://www.ahpra.gov.au

Assessment strategies

Assessment Conditions in units of competency

Assessors must refer to the Assessment Conditions in individual units of competency when planning assessment.

Use of assessment tools

Assessment tools provide a means of collecting the evidence that assessors use in making judgments about whether candidates have achieved competency. There is no set format or process for the design, production or development of assessment tools. Assessors may use prepared assessment tools, such as those specifically developed to support the CHC Community Services Training Package, or they may develop their own.

Using prepared assessment tools

If using prepared assessment tools, assessors should ensure these relate to the current release of the relevant unit of competency. The current unit of competency can be checked on **TGA** http://training.gov.au .

Developing assessment tools

When developing assessment tools, assessors must ensure that they:

- are benchmarked against the relevant unit or units of competency.
- meet the assessment requirements of the national VET regulator as set out in the Standards for Registered Training *Organisations 2015.*

Rules of Evidence

Rules of Evidence are closely related to the principles of assessment and provide guidance on the collection of evidence to ensure that it is valid, sufficient, authentic and current as follows (abridged from the definitions in the **Standards for Registered Training Organisations (RTOs) 2015)**
https://www.legislation.gov.au/Details/F2014L01377

- **Validity** - the assessor is assured that the learner has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.
- **Sufficiency** - the assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgment to be made of a learner's competency.
- **Authenticity** - the assessor is assured that the evidence presented for assessment is the learner's own work
- **Currency** - the assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

Principles of assessment

All assessments of competency against the Community Services Training Package carried out by RTOs are required to demonstrate compliance with the five principles of assessment.

These principles must be addressed in the:

- design, establishment, and management of the assessment system for this Training Package
- development of assessment tools, and the conduct of assessment.

Validity - Assessment is valid when the process is sound and assesses what it claims to assess and requires that:

- assessment against the units of competency must cover the broad range of skills and knowledge that are essential to competent performance.
- assessment of knowledge and skills must be integrated with their practical application.
- judgement of competence must be based on sufficient evidence (that is, evidence gathered on a number of occasions and in a range of contexts using different assessment methods)
- the specific evidence requirements of each unit of competency provide advice on sufficiency.

Reliability - refers to the degree to which evidence presented for assessment is consistently interpreted and results in consistent assessment outcomes. Reliability requires the assessor to have the required competencies in assessment and relevant vocational competencies (or to assess in conjunction with someone who has the vocational competencies). It can only be achieved when assessors share a common interpretation of the assessment requirements of the unit(s) being assessed.

Flexibility - Assessment should reflect the candidate's needs; provide for recognition of competencies no matter how, where or when they have been acquired; draw on a range of methods appropriate to the context, competency and the candidate; and support continuous competency development.

Fairness - in assessment requires consideration of the individual candidate's needs and characteristics, and any reasonable adjustments that need to be applied to take account of them. It requires clear communication between the assessor and the candidate to ensure that the candidate is fully informed about, understands and is able to participate in, the assessment process, and agrees that the process is appropriate. It also includes an opportunity for the person being assessed to challenge the result of the assessment and to be reassessed if necessary.

Sufficiency - relates to the quality and quantity of evidence assessed. It requires collection of enough appropriate evidence to ensure that all aspects of competency have been satisfied and that competency can be demonstrated repeatedly. Supplementary sources of evidence may be necessary. The specific evidence requirements of each unit of competency provide advice on sufficiency. Sufficiency is also one of the rules of evidence.

Australian Qualifications Framework (AQF)

Each RTO must issue AQF qualifications and Statements of Attainment that meet the requirements of the current *AQF Implementation Handbook (Second Edition, January 2013*) and the endorsed Training Packages within the scope of its registration. An AQF qualification is issued once the full requirements for a qualification, as specified in the nationally endorsed Training Package are met. A Statement of Attainment is issued when an individual has completed one or more units of competency from nationally recognised qualification(s) or accredited courses(s).

On and off the job assessment

- On-the-job assessment is assessment which occurs in the workplace as part of the normal operation of the business.
- Off-the-job assessment is that which occurs away from the normal operation of the business including, for example, assessment which may occur in the workplace but not under normal industry working conditions.

It would be expected that where an integrated competency assessment approach is implemented that several integrated competency assessments would be necessary to cover the breadth and complexity of the qualification outcomes. The context of the assessment, the role of the candidate and the complexity of the task will influence how many units of competency will be integrated.

SkillsIQ quality assurance process for companion volumes

Companion Volume Implementation Guides (CVIG) are developed by SkillsIQ in consultation with industry representatives, trainers, and RTO staff who deliver training and assessment in the industry sectors, through Industry Reference Committees (IRCs) and Technical Advisory Committees (TACs). Representatives from these groups contributed case studies and examples of good practice for the Companion Volumes to ensure the content is relevant and useful.

The process involves:

Industry engagement and consultation

- Stakeholders provide advice on content throughout the consultation phase.

Development

- Draft Companion Volume(s) prepared
- Format and copy edit first draft
- Draft 2 Companion Volume(s) prepared
- Cross check Companion Volume(s) with draft Training Package components for endorsement
- Review of final draft by Industry Reference Committee (IRC).

Editorial and Equity

The draft Training Package or Training Package component(s) are checked against and meet the requirements of the Standards for Training Packages 2012, the Training Package Products Policy, and the Training Package Development and Endorsement Process Policy confirming they have:

- been proofread and edited
- met the access and equity requirements.

Quality Assurance

Confirms that the draft Training Package or Training Package component(s) are consistent with the Training Package Principles set out in the Training Package Development and Endorsement Process Policy, and any other quality requirements set out in the Standards for Training Packages 2012, the Training Package Products Policy, and the Training Package Development and Endorsement Process Policy.

Sign off

- Sign off by Industry Reference Committee for submission to the Department for endorsement
- Desktop publish and upload to website.

Appendices

Appendix 1: List of AQF qualifications, skill sets and units of competency in the HLT Training Package

Qualifications

Code	Title
HLT20113	Certificate II in Aboriginal and/or Torres Strait Islander Primary Health Care
HLT21020	Certificate II in Medical Service First Response
HLT23215	Certificate II in Health Support Services
HLT26015	Certificate II in Population Health
HLT26120	Certificate II in Indigenous Environmental Health
HLT30113	Certificate III in Aboriginal and/or Torres Strait Islander Primary Health Care
HLT31020	Certificate III in Ambulance Communications (Call-taking)
HLT31120	Certificate III in Non-Emergency Patient Transport
HLT31220	Certificate III in Basic Health Care
HLT33015	Certificate III in Allied Health Assistance
HLT33115	Certificate III in Health Services Assistance
HLT33215	Certificate III in Health Support Services
HLT35021	Certificate III in Dental Assisting
HLT35115	Certificate III in Dental Laboratory Assisting
HLT36015	Certificate III in Population Health
HLT36115	Certificate III in Indigenous Environmental Health
HLT37015	Certificate III in Sterilisation Services
HLT37115	Certificate III in Hospital/Health Services Pharmacy Support
HLT37215	Certificate III in Pathology Collection
HLT37315	Certificate III in Health Administration
HLT37415	Certificate III in Pathology Assistance
HLT40113	Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care
HLT40213	Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice
HLT41020	Certificate IV in Ambulance Communications (Dispatch)
HLT41120	Certificate IV in Health Care
HLT42015	Certificate IV in Massage Therapy

Code	Title
HLT43015	Certificate IV in Allied Health Assistance
HLT45021	Certificate IV in Dental Assisting
HLT46015	Certificate IV in Population Health
HLT46115	Certificate IV in Indigenous Environmental Health
HLT47015	Certificate IV in Sterilisation Services
HLT47115	Certificate IV in Hospital/Health Services Pharmacy Support
HLT47315	Certificate IV in Health Administration
HLT47415	Certificate IV in Audiometry
HLT47515	Certificate IV in Operating Theatre Technical Support
HLT47715	Certificate IV in Medical Practice Assisting
HLT47815	Certificate IV in Optical Dispensing
HLT50113	Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care
HLT50213	Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care Practice
HLT50321	Diploma of Clinical Coding
HLT51020	Diploma of Emergency Health Care
HLT52015	Diploma of Remedial Massage
HLT52115	Diploma of Traditional Chinese Medicine (TCM) Remedial Massage
HLT52215	Diploma of Shiatsu and Oriental Therapies
HLT52315	Diploma of Clinical Aromatherapy
HLT52415	Diploma of Kinesiology
HLT52515	Diploma of Reflexology
HLT52615	Diploma of Ayurvedic Lifestyle Consultation
HLT54121	Diploma of Nursing
HLT55118	Diploma of Dental Technology
HLT57415	Diploma of Audiometry
HLT57715	Diploma of Practice Management
HLT57821	Diploma of Orthopaedic Technology
HLT57921	Diploma of Anaesthetic Technology and Practice
HLT60113	Advanced Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care
HLT62615	Advanced Diploma of Ayurveda
HLT64121	Advanced Diploma of Nursing
HLT65015	Advanced Diploma of Dental Prosthetics

Units of competency

Note: Prerequisite units with an asterisk * include prerequisite chains

Code	Title	Prerequisites
HLTAAP001	Recognise healthy body systems	
HLTAAP002	Confirm physical health status	
HLTAAP003	Analyse and respond to client health information	
HLTADM001	Administer and coordinate Telehealth services	
HLTADM002	Manage Telehealth technology	
HLTADM003	Facilitate a coordinated approach to client care	
HLTADM004	Manage health billing and accounting system	
HLTAHA001	Assist with an allied health program	
HLTAHA002	Assist with the application and removal of casts	
HLTAHA003	Deliver and monitor a client-specific physiotherapy program	
HLTAHA004	Support client independence and community participation	
HLTAHA005	Support the delivery and monitoring of physiotherapy programs for mobility	
HLTAHA006	Assist with basic foot hygiene	
HLTAHA007	Assist with podiatric procedures	
HLTAHA008	Assist with podiatry assessment and exercise	
HLTAHA009	Assist in the rehabilitation of clients	
HLTAHA010	Assist with the development and maintenance of client functional status	
HLTAHA011	Conduct group sessions for individual client outcomes	
HLTAHA012	Support the development of speech and communication skills	
HLTAHA013	Provide support in dysphagia management	
HLTAHA014	Assist and support the use of augmentative and alternative communication systems	
HLTAHA015	Deliver and monitor a hydrotherapy program	
HLTAHA016	Support the fitting of assistive equipment	
HLTAHA017	Assist with social work	
HLTAHA018	Assist with planning and evaluating meals and menus to meet recommended dietary guidelines	
HLTAHA019	Assist with the monitoring and modification of meals and menus according to individualised plans	
HLTAHA020	Support food services in menu and meal order processing	
HLTAHA021	Assist with screening and implementation of therapeutic diets	

Code	Title	Prerequisites
HLTAHA022	Prepare infant formulas	
HLTAHA023	Support the provision of basic nutrition advice and education	
HLTAHA024	Work within a community rehabilitation environment	
HLTAHA025	Contribute to client flow and client information management in medical imaging	
HLTAHA026	Support the medical imaging professional	
HLTAHW001	Work with Aboriginal and/or Torres Strait Islander clients and communities	
HLTAHW002	Support clients to obtain access to health services	
HLTAHW003	Provide basic health information to clients	
HLTAHW004	Perform work role in Aboriginal and/or Torres Strait Islander primary health care context	
HLTAHW005	Work in an Aboriginal and/or Torres Strait Islander primary health care context	
HLTAHW006	Facilitate and advocate for the rights and needs of clients and community members	
HLTAHW007	Undertake basic health assessments	
HLTAHW008	Assist in planning and implementation of basic health care	
HLTAHW009	Provide information about social and emotional support	
HLTAHW010	Identify community health issues, needs and strategies	
HLTAHW011	Assist with basic health screening, promotion and education services	
HLTAHW012	Assist with prevention and minimisation of substance misuse	
HLTAHW013	Respond to emergencies	
HLTAHW014	Work with Elders in Aboriginal and/or Torres Strait Islander communities	
HLTAHW015	Work under instructions to support the safe use of medication	
HLTAHW016	Assess client's physical wellbeing	
HLTAHW017	Assess and support client's social and emotional wellbeing	
HLTAHW018	Plan, implement and monitor health care in a primary health care context	
HLTAHW019	Deliver primary health care programs for Aboriginal and/or Torres Strait Islander communities	
HLTAHW020	Administer medications	
HLTAHW021	Provide nutrition guidance for specific health care	
HLTAHW022	Address social determinants of Aboriginal and/or Torres Strait Islander health	
HLTAHW023	Plan, develop and evaluate health promotion and community development programs	

Code	Title	Prerequisites
HLTAHW024	Work in alcohol, other drugs & mental health care w/ Aboriginal &/or Torres Strait Islander Comm.	
HLTAHW025	Provide information and strategies in health care	
HLTAHW026	Provide information and strategies in sexual health for men	
HLTAHW027	Provide information and strategies in sexual health for women	
HLTAHW028	Provide information and strategies in chronic condition care	
HLTAHW029	Provide information and strategies in maternal and infant health	
HLTAHW030	Provide information and strategies in eye health	
HLTAHW031	Provide information/strategies to enhance capacities of Aboriginal/Torres Strait Islander families	
HLTAHW032	Supervise individual workers	
HLTAHW033	Maintain community health profile	
HLTAHW034	Provide healthy lifestyle programs and advice	
HLTAHW035	Provide information and support around cancer	
HLTAHW036	Provide information and support to women with breast cancer	
HLTAHW037	Support the safe use of medications	
HLTAHW038	Assess and promote physical and emotional wellbeing of children	
HLTAHW039	Monitor early childhood growth and development	
HLTAHW040	Promote burns prevention in homes and the community	
HLTAHW041	Assess and manage emergency treatment of burns	
HLTAHW042	Implement a burns rehabilitation care plan	
HLTAHW043	Facilitate access to tertiary health services	
HLTAHW044	Advocate on behalf of the community	
HLTAHW045	Plan, develop and evaluate primary health care programs for Aboriginal/Torres Strait Islander comm.	
HLTAHW046	Apply advanced skills in primary health care	
HLTAHW047	Support and promote social and emotional wellbeing of staff and clients	
HLTAHW048	Apply a strategic approach to Aboriginal and/or Torres Strait Islander health	
HLTAHW049	Work effectively in social and emotional wellbeing	
HLTAHW050	Develop a healing framework for social and emotional wellbeing work	
HLTAHW051	Respond to loss, grief and trauma	
HLTAHW052	Deliver primary health care to Aboriginal and/or Torres Strait Islander clients in confinement	

Code	Title	Prerequisites
HLTAHW053	Address impact of food security on community health	
HLTAHW054	Support renal dialysis clients in the community setting	
HLTAHW055	Provide care to clients undertaking renal dialysis in the community setting	
HLTAHW056	Provide sexual and reproductive health care	
HLTAHW057	Provide antenatal health care	
HLTAHW058	Prepare for and support childbirth	
HLTAHW059	Provide postnatal and infant health care	
HLTAHW060	Plan for medical emergencies	
HLTAHW061	Engage in community health research	
HLTAHW062	Supervise health care team	
HLTAHW063	Implement office systems	
HLTAHW064	Manage budgets	
HLTAHW065	Apply reflective practice in an Aboriginal/Torres Strait Islander primary health care setting	
HLTAHW066	Manage the delivery of Aboriginal and/or Torres Strait Islander primary health care	
HLTAHW067	Manage health education and promotion	
HLTAHW068	Develop work plans	
HLTAHW069	Develop health care policy	
HLTAHW070	Manage human resources	
HLTAHW071	Manage medicines in Aboriginal and/or Torres Strait Islander primary health care	
HLTAHW072	Provide guidance in social and emotional wellbeing	
HLTAHW073	Practise social and emotional wellbeing in a clinical setting	
HLTAHW074	Provide closure on healing processes	
HLTAHW075	Manage community health projects	
HLTAHW076	Plan for community emergencies	
HLTAHW077	Provide supervision for social and emotional wellbeing workers	
HLTAHW078	Work within a narrative approach	
HLTAID009	Provide cardiopulmonary resuscitation	
HLTAID010	Provide basic emergency life support	
HLTAID011	Provide First Aid	
HLTAID012	Provide First Aid in an education and care setting	

Code	Title	Prerequisites
HLTAID013	Provide First Aid in remote or isolated site	
HLTAID014	Provide Advanced First Aid	
HLTAID015 *	Provide advanced resuscitation and oxygen therapy	HLTAID011
HLTAID016	Manage first aid services and resources	
HLTAIN001	Assist with nursing care in an acute care environment	
HLTAIN002	Provide non-client contact support in an acute care environment	
HLTANA008	Prepare patients for anaesthesia	
HLTANA009	Monitor patients during anaesthesia	
HLTANA010	Assist with airway management	
HLTANA011	Respond to anaesthesia-related emergencies	
HLTANA012	Maintain quality and supply of anaesthetic equipment and consumables	
HLTANA013	Assist with clinical procedures used in anaesthesia	
HLTANA014	Monitor medications in the anaesthetic environment	
HLTARO001	Develop aromatherapy practice	
HLTARO002	Source and prepare aromatherapy products	
HLTARO003	Perform aromatherapy health assessments	
HLTARO004	Provide therapeutic aromatherapy treatments	
HLTARO005	Provide aromatherapy massage treatments	
HLTARO006	Adapt aromatherapy treatments to specific needs	
HLTARO007	Monitor and evaluate aromatherapy treatments	
HLTARO008	Prepare and dispense aromatic formulations	
HLTARO009	Select and advise on aromatic therapies	
HLTAUD001	Assess hearing	
HLTAUD002	Conduct play audiometry	
HLTAUD003	Assess and respond to occupational noise risk	
HLTAUD004	Develop and implement individual hearing rehabilitation programs	
HLTAUD005	Dispense hearing devices	
HLTAUD006	Remove cerumen	
HLTAYV001	Develop Ayurvedic practice	
HLTAYV002	Make Ayurvedic lifestyle assessments	
HLTAYV003	Provide Ayurvedic bodywork therapies	

Code	Title	Prerequisites
HLTAYV004	Provide Ayurvedic lifestyle advice	
HLTAYV005	Provide advice on Ayurvedic nutrition	
HLTAYV006	Take cases within Ayurvedic framework	
HLTAYV007	Diagnose conditions within an Ayurvedic framework	
HLTAYV008	Provide Ayurvedic remedial therapies	
HLTAYV009	Provide therapeutic Ayurvedic nutritional advice	
HLTAYV010	Select and advise on Ayurvedic medicines - dravyaguna	
HLTAYV011	Prepare and dispense Ayurvedic medicines - dravyaguna	
HLTAYV012	Monitor and evaluate Ayurvedic treatments	
HLTCAR001	Perform electrocardiography (ECG)	
HLTCAR002	Perform holter monitoring	
HLTCAR003	Assist with stress testing	
HLTCCD001	Apply an understanding of the health care system to clinical coding practice	
HLTCCD002 *	Interpret and navigate health care records	HLTCCD001
HLTCCD003	Use medical terminology in health care	
HLTCCD004	Interpret clinical documentation using knowledge of anatomy and physiology	
HLTCCD005 *	Abstract information for clinical coding	HLTCCD002 * HLTCCD003 HLTCCD004
HLTCCD006 *	Undertake basic clinical coding	HLTCCD005 *
HLTCCD007 *	Undertake moderately complex clinical coding	HLTCCD005 *
HLTCCD008 *	Undertake highly complex clinical coding	HLTCCD007 *
HLTCCD009 *	Undertake a clinical coding audit	HLTCCD008 *
HLTCCD010 *	Analyse and report on clinical coding auditing	HLTCCD009 *
HLTDEN015	Prepare for and assist with dental procedures	
HLTDEN016	Assist with dental radiography	
HLTDEN017	Assist with administration in dental practice	
HLTDEN018 *	Implement an individualised oral hygiene program	HLTDA303D HLTDEN001 HLTDEN015
HLTDEN019 *	Assist in dental procedures during general anaesthesia	HLTDA303D HLTDEN001 HLTDEN015

Code	Title	Prerequisites
HLTDEN020 *	Assist in dental procedures during conscious sedation	HLTDA303D HLTDEN001 HLTDEN015
HLTDEN021	Apply the principles of radiation biology and protection in dental practice	
HLTDEN022	Prepare to expose a prescribed dental radiographic image	
HLTDEN023	Produce a prescribed dental radiographic image	
HLTDEN024	Implement an oral hygiene program for older people	
HLTDEN025	Implement an oral health promotion program	
HLTDEN026	Take an impression for study models	
HLTDEN027	Take a clinical photograph	
HLTDEN028	Provide effective oral hygiene instruction to patients with an oral health treatment plan	
HLTDEN029	Assist in dental procedures during relative analgesia	
HLTDEN030	Assist the dental practitioner during medical emergencies in a dental setting	
HLTDEP001	Identify, select and prepare instruments, equipment and materials	
HLTDEP002	Gather data, conduct dental prosthetic examination and develop treatment plan	
HLTDEP003	Take impressions	
HLTDEP004	Establish and record jaw relationships and select artificial teeth	
HLTDEP005	Evaluate a removable dental prosthesis at try-in stage	
HLTDEP006	Insert and issue a completed removable dental prosthesis	
HLTDEP007	Perform maintenance treatment for patient with removable dental prostheses	
HLTDEP008	Construct and insert an implant retained overdenture	
HLTDET001	Construct models	
HLTDET002	Construct custom impression trays	
HLTDET003	Construct registration rims	
HLTDET004	Articulate models and transfer records	
HLTDET005	Construct thermoformed bases and appliances	
HLTDET006	Construct immediate dentures	
HLTDET007	Construct removable acrylic partial dentures	
HLTDET008	Construct cast alloy removable partial denture framework	
HLTDET009	Construct crown and bridge structures	

Code	Title	Prerequisites
HLTDET010	Join alloy structures	
HLTDET011	Construct ceramic and fixed restorations	
HLTDET012	Construct orthodontic appliances	
HLTDET013	Construct oral splints	
HLTDET014	Repair and modify dentures and appliances	
HLTDET015	Construct complete removable acrylic dentures and appliances	
HLTDET016	Design digital dental restorations and appliances using computer-aided design (CAD)	
HLTDET017	Construct dental restorations and appliances using computer-aided manufacturing (CAM)	
HLTENN035	Practise nursing within the Australian health care system	
HLTENN036	Apply communication skills in nursing practice	
HLTENN037	Perform clinical assessment and contribute to planning nursing care	
HLTENN038	Implement, monitor and evaluate nursing care	
HLTENN039	Apply principles of wound management	
HLTENN040	Administer and monitor medicines and intravenous therapy	
HLTENN041	Apply legal and ethical parameters to nursing practice	
HLTENN042	Implement and monitor care for a person with mental health conditions	
HLTENN043	Implement and monitor care for a person with acute health conditions	
HLTENN044	Implement and monitor care for a person with chronic health conditions	
HLTENN045	Implement and monitor care of the older person	
HLTENN046	Contribute to maternal and infant health care	
HLTENN047	Apply nursing practice in the primary health care setting	
HLTENN048	Apply nursing practice in the emergency care setting	
HLTENN049	Apply nursing practice in the orthopaedic care setting	
HLTENN050	Apply nursing practice in the rehabilitation care setting	
HLTENN051	Apply nursing practice in sexual and reproductive health care	
HLTENN052	Provide advanced clinical assessment	
HLTENN053	Apply nursing practice in the critical care setting	
HLTENN054	Contribute to the registration eligibility and assessment of donors	
HLTENN055	Apply nursing practice in the respiratory care setting	
HLTENN056	Apply nursing practice in the cardiovascular care setting	

Code	Title	Prerequisites
HLTENN057	Contribute to the nursing care of a person with diabetes	
HLTENN058	Apply nursing practice in the perioperative setting	
HLTENN059	Apply nursing practice in the hyperbaric environment	
HLTENN060	Apply nursing practice in the paediatric care setting	
HLTENN061	Apply nursing practice in the contemporary aged care setting	
HLTENN062	Implement and monitor care for a person with a stoma	
HLTENN063	Apply nursing practice in the contemporary mental health care setting	
HLTENN064	Apply nursing practice in the rural and remote setting	
HLTENN065	Research and report on nursing trends and practice	
HLTENN066	Contribute to improvement for advancement of clinical practice	
HLTENN067	Apply, implement and monitor nursing care in a contemporary paediatric setting	
HLTENN068	Provide end of life care and a palliative approach in nursing practice	
HLTFSE001	Follow basic food safety practices	
HLTFSE002	Provide ward or unit based food preparation and distribution services	
HLTFSE003	Perform kitchenware washing	
HLTFSE004	Serve cafeteria customers	
HLTFSE005	Apply and monitor food safety requirements	
HLTFSE006	Prepare foods suitable for a range of client groups	
HLTFSE007	Oversee the day-to-day implementation of food safety in the workplace	
HLTFSE008	Conduct internal food safety audits	
HLTFSE009	Apply cook-freeze and reheating processes	
HLTHPS001	Take clinical measurements	
HLTHPS002	Support health professional in the delivery of care	
HLTHPS003	Maintain medication stocks	
HLTHPS004	Measure spirometry	
HLTHPS005	Handle medical specimens	
HLTHPS006	Assist clients with medication	
HLTHPS007	Administer and monitor medications	
HLTHPS008	Provide clinical mentoring in the work environment	
HLTHPS009	Perform peripheral intravenous cannulation	
HLTHPS010	Interpret and use information about nutrition and diet	

Code	Title	Prerequisites
HLTHSS002	Perform general maintenance and provide assistance to tradespersons	
HLTHSS003	Perform general cleaning tasks in a clinical setting	
HLTHSS004	Handle and move equipment, goods and mail	
HLTHSS005	Undertake routine stock maintenance	
HLTHSS006	Collect and manage linen stock at user-location	
HLTHSS007	Handle medical gases safely	
HLTHSS008	Perform routine servicing of plant, equipment and machinery	
HLTINF001	Comply with infection prevention and control policies and procedures	
HLTINF002	Process reusable medical devices and equipment	
HLTINF003	Implement and monitor infection prevention and control policies and procedures	
HLTINF004	Manage the prevention and control of infection	
HLTINF005	Maintain infection prevention for skin penetration treatments	
HLTINFCOV001	Comply with infection prevention and control policies and procedures	
HLTKIN001	Develop kinesiology practice	
HLTKIN002	Conduct indicator muscle monitoring	
HLTKIN003	Perform kinesiology assessments	
HLTKIN004	Provide kinesiology balances	
HLTKIN005	Monitor and evaluate client progress	
HLTMSG001	Develop massage practice	
HLTMSG002	Assess client massage needs	
HLTMSG003	Perform remedial massage musculoskeletal assessments	
HLTMSG004	Provide massage treatments	
HLTMSG005	Provide remedial massage treatments	
HLTMSG006	Adapt remedial massage treatments to meet specific needs	
HLTMSG007	Adapt remedial massage practice for athletes	
HLTMSG008	Monitor and evaluate remedial massage treatments	
HLTOHC004	Provide or assist with oral hygiene	
HLTOHC007	Recognise and respond to oral health issues	
HLTOHC008	Inform and support patients and groups about oral health	
HLTOHC009	Apply and use basic oral health products	
HLTOHC010	Use basic oral health screening tools	

Code	Title	Prerequisites
HLTOHC011	Apply fluoride varnish	
HLTOPD001	Provide advice on optical appliances	
HLTOPD002	Dispense optical appliances	
HLTOPD003	Dispense atypical prescriptions	
HLTOPD004	Edge and fit ophthalmic appliances	
HLTOPD005	Process and manage optical appliance orders	
HLTOTH001	Apply casts	
HLTOTH002	Modify casts	
HLTOTH003	Remove casts	
HLTOTH004	Apply orthopaedic devices	
HLTOTH005	Modify orthopaedic devices	
HLTOTH006	Remove orthopaedic devices	
HLTOTH007	Apply and remove traction.	
HLTOUT001	Implement safe access and egress	
HLTOUT002	Receive and respond to requests for ambulance service	
HLTOUT003	Assign and coordinate ambulance service resources	
HLTOUT004	Assess and deliver basic clinical care	
HLTOUT005	Assess and deliver standard clinical care	
HLTOUT006	Transport emergency patients	
HLTOUT007	Transport non-emergency patients under operational conditions	
HLTOUT008	Manage a scene	
HLTOUT009	Manage the scene of a major incident	
HLTOUT010	Communicate in complex situations to support health care	
HLTPAT001	Identify and respond to clinical risks in pathology collection	
HLTPAT002	Perform venous blood collections	
HLTPAT003	Perform capillary blood collections	
HLTPAT004	Collect pathology specimens other than blood	
HLTPAT005	Collect specimens for drugs of abuse testing	
HLTPAT006	Receive, prepare and dispatch pathology specimens	
HLTPHA001	Maintain pharmaceutical imprest stock	
HLTPHA002	Pack pharmaceutical products	

Code	Title	Prerequisites
HLTPHA003	Assist with dispensing of prescriptions and medication orders	
HLTPHA004	Order, maintain and distribute pharmaceutical stock	
HLTPHA005	Conduct small scale compounding and labelling of pharmaceutical products	
HLTPHA006	Provide assistance in dispensary administration	
HLTPHA007	Conduct small-scale compounding and labelling of aseptic pharmaceutical products	
HLTPHA008	Support pharmacist communication with clients and other health professionals	
HLTPHA009	Support pharmacists in the collection and presentation of workplace data and information	
HLTPOP006	Contribute to working with the community to identify health needs	
HLTPOP007	Contribute to population health project planning	
HLTPOP011	Facilitate provision of functional, durable health hardware items in home and community	
HLTPOP012	Contribute to testing of results of community water supply	
HLTPOP013	Contribute to the implementation of a disaster plan	
HLTPOP014	Assess readiness for and effect behaviour change	
HLTPOP015	Provide information on smoking and smoking cessation	
HLTPOP016	Provide interventions to clients who are nicotine dependent	
HLTPOP018	Develop a plan of action to address land care issues in the community	
HLTPOP019	Apply a population health framework	
HLTPOP020	Work with the community to identify health needs	
HLTPOP021	Plan a population health project	
HLTPOP022	Evaluate a population health project	
HLTPOP023	Build capacity to promote health	
HLTPOP024	Develop a disaster plan	
HLTPOP025	Provide basic repairs and maintenance to health hardware and fixtures	
HLTPOP026	Monitor and maintain sewage or effluent systems	
HLTPOP027	Monitor and maintain water supply	
HLTPOP028	Monitor and maintain rubbish collection and disposal systems	
HLTPOP029	Work in a population health context	
HLTPOP030	Determine and implement disease prevention and control measures	
HLTPOP031	Provide information and support on environmental health issues	
HLTPOP032	Monitor and maintain dog health in the community	

Code	Title	Prerequisites
HLTPOP033	Identify pest control strategies	
HLTREF001	Develop reflexology practice	
HLTREF002	Provide reflexology for relaxation	
HLTREF003	Perform reflexology health assessments	
HLTREF004	Provide therapeutic reflexology treatments	
HLTREF005	Adapt reflexology treatments to meet specific needs	
HLTREF006	Monitor and evaluate reflexology treatments	
HLTRNL003	Contribute to the nursing care of a person with renal impairment	
HLTRNL004	Apply renal replacement therapy	
HLTSHU001	Work within a framework of traditional oriental medicine	
HLTSHU002	Develop Shiatsu practice	
HLTSHU003	Maintain personal health and awareness for traditional oriental medicine practice	
HLTSHU004	Perform Shiatsu therapy health assessments	
HLTSHU005	Perform oriental therapies health assessments	
HLTSHU006	Provide Shiatsu therapy treatments	
HLTSHU007	Provide oriental therapies treatments	
HLTSHU008	Adapt Shiatsu and oriental therapies practice to meet specific needs	
HLTSHU009	Monitor and evaluate traditional oriental medicine treatments	
HLTSTE001	Clean and disinfect reusable medical devices	
HLTSTE002	Inspect and pack reusable medical devices	
HLTSTE003	Sterilise loads	
HLTSTE004	Manage sterile stock	
HLTSTE005	Care for reusable medical devices	
HLTSTE006	Chemically disinfect reusable medical devices	
HLTSTE007	Monitor and maintain cleaning and sterilisation equipment	
HLTSTE008	Monitor quality of cleaning, sterilisation and packaging processes	
HLTTCM001	Develop Traditional Chinese Medicine (TCM) remedial massage practice	
HLTTCM002	Perform Traditional Chinese Medicine (TCM) remedial massage health assessments	
HLTTCM003	Provide Traditional Chinese Medicine (TCM) remedial massage treatments	
HLTTCM004	Adapt Traditional Chinese Medicine (TCM) remedial massage practice to meet specific needs	

Code	Title	Prerequisites
HLTTCM005	Monitor and evaluate Traditional Chinese Medicine (TCM) remedial massage treatments	
HLTTHE001	Handle and care for operating theatre equipment	
HLTTHE002	Assist with preparation of clients for operative procedures	
HLTTHE003	Provide intra-operative equipment and technical support	
HLTWHS001	Participate in workplace health and safety	
HLTWHS002	Follow safe work practices for direct client care	
HLTWHS003	Maintain work health and safety	
HLTWHS004	Manage work health and safety	
HLTWHS005	Conduct manual tasks safely	
HLTWHS006	Manage personal stressors in the work environment	

Skill sets

Code	Title
HLTSS00027	Occupational First Aid Skill Set
HLTSS00028	Renal Care Skill Set for Aboriginal and/or Torres Strait Islander Primary Health Care Practice
HLTSS00029	Ear and Hearing Health Skills Set for Aboriginal and/or Torres Strait Islander Primary Health Care
HLTSS00030	Aboriginal and/or Torres Strait Islander Maternal and Infant Care Skill Set
HLTSS00031	Aboriginal and/or Torres Strait Islander Maternal and Infant Care Skill Set - Clinical
HLTSS00032	Aboriginal and/or Torres Strait Islander Healthy Children Skill Set
HLTSS00033	Aboriginal and/or Torres Strait Islander Family Health Skill Set
HLTSS00034	Aboriginal and/or Torres Strait Islander Youth Health Skill Set
HLTSS00035	Chronic Condition Self-management for Aboriginal and/or Torres Strait Islander Clients Skill Set
HLTSS00036	Aboriginal and/or Torres Strait Islander Eye Health Coordinator Skill Set
HLTSS00037	Advanced Practice for Aboriginal and/or Torres Strait Islander Health Workers Skill Set
HLTSS00038	Aboriginal and/or Torres Strait Islander Disability Care Skill Set
HLTSS00039	Aboriginal and/or Torres Strait Islander Aged Care Skill Set
HLTSS00040	Smoking Cessation Skill Set
HLTSS00041	Aboriginal and/or Torres Strait Islander Sexual Health Skill Set
HLTSS00042	Aboriginal and/or Torres Strait Islander Men's Health Skill Set
HLTSS00043	Telehealth Administration skill set
HLTSS00044	Nutrition Support Skill Set for Aboriginal and/or Torres Strait Islander Communities
HLTSS00045	Aboriginal and/or Torres Strait Islander Community Nutrition and Food Security
HLTSS00046	Aromatic Therapies Skill Set
HLTSS00047	Audiometry Skill Set
HLTSS00050	Oral Health Care Skill Set for Aboriginal and/or Torres Strait Islander Health Workers
HLTSS00051	Allied Health Assistance - Community Rehabilitation Skill Set
HLTSS00052	Allied Health Assistance - Nutrition and Dietetics Skill Set
HLTSS00053	Allied Health Assistance - Occupational Therapy Skill Set
HLTSS00054	Allied Health Assistance - Physiotherapy Skill Set
HLTSS00055	Allied Health Assistance - Podiatry Skill Set
HLTSS00056	Allied Health Assistance - Social Work Skill Set
HLTSS00057	Allied Health Assistance - Speech Pathology Skill Set
HLTSS00058	Reflexology Skill Set
HLTSS00059	Venous blood collection skill set
HLTSS00060	Dental radiography skill set
HLTSS00061	Food safety supervision skill set - for community services and health industries
HLTSS00064	Infection control Skill Set

Code	Title
HLTSS00065	Infection control Skill Set (Retail)
HLTSS00066	Infection control Skill Set (Food Handling)
HLTSS00067	Infection control Skill Set (Transport and Logistics)
HLTSS00068	Occupational First Aid Skill Set
HLTSS00069	Indigenous Environmental Health Support Work Skill Set
HLTSS00070	Enrolled Nurse Renal Health Care Skill Set
HLTSS00071	Clinical Coding Auditor Skill Set
HLTSS00072	Dental Radiography Skill Set
HLTSS00073	Oral Health Care Skill Set

Imported and cross-sector units of competency.

Note: Units marked with an asterisk* include prerequisite units.

Code	Title	Prerequisites
AHCCCF402A	Report on project	
AHCCHM201A	Apply chemicals under supervision	
AHCCHM303A	Prepare and apply chemicals	
AHCCHM304A	Transport, handle and store chemicals	
AHCDRG201A	Maintain drainage systems	
AHCMOM204A	Undertake operational maintenance of machinery	
AHCMOM304A	Operate machinery and equipment	
AHCNSY202A	Tend nursery plants	
AHCNSY306A	Implement a propagation plan	
AHCPGD201A	Plant trees and shrubs	
AHCPGD203A	Prune shrubs and small trees	
AHCPMG201A	Treat weeds	
AHCPMG202A	Treat plant pests, diseases and disorders	
AHCPMG301A	Control weeds	
AHCPMG302A	Control plant pests, diseases and disorders	
AHCTRF302A	Establish turf	
AHCTRF303A	Implement a grassed area maintenance program	
BSBADM101	Use business equipment and resources	
BSBADM307	Organise schedules	
BSBADM311	Maintain business resources	
BSBADM409	Coordinate business resources	
BSBADM502	Manage meetings	
BSBADM504	Plan and implement administrative systems	
BSBADV507	Develop a media plan	
BSBADV509	Create mass print media advertisements	
BSBADV510	Create mass electronic media advertisements	

Code	Title	Prerequisites
BSBATSIC511	Plan and conduct a community meeting	
BSBATSIM414	Oversee the organisation's annual budget	
BSBATSIM416	Oversee organisational planning	
BSBATSIM418	Oversee financial management	
BSBATSIM419	Contribute to the development and implementation of organisational policies	
BSBATSIM420	Oversee asset management	
BSBATSIM421	Support a positive and culturally appropriate workplace culture	
BSBATSIM505	Control organisational finances	
BSBATSIM506	Develop employment policies	
BSBATSIM511	Develop enterprise opportunities	
BSBATSIW417	Select and use technology	
BSBATSIW515	Secure funding	
BSBAUD402	Participate in a quality audit	
BSBAUD503	Lead a quality audit	
BSBAUD504	Report on a quality audit	
BSBCMM201	Communicate in the workplace	
BSBCOM406	Conduct work within a compliance framework	
BSBCUE301	Use multiple information systems	
BSBCUE404	Collect, analyse and record information	
BSBCUE405	Survey stakeholders to gather and record information	
BSBCUS201	Deliver a service to customers	
BSBCUS301	Deliver and monitor a service to customers	
BSBCUS401	Coordinate implementation of customer service strategies	
BSBCUS402	Address customer needs	
BSBCUS403	Implement customer service standards	
BSBCUS501	Manage quality customer service	
BSBFIA301	Maintain financial records	
BSBFIA303	Process accounts payable and receivable	

Code	Title	Prerequisites
BSBFIA402	Report on financial activity	
BSBFIM501	Manage budgets and financial plans	
BSBFLM303	Contribute to effective workplace relationships	
BSBFLM305	Support operational plan	
BSBFLM306	Provide workplace information and resourcing plans	
BSBFLM309	Support continuous improvement systems and processes	
BSBFLM312	Contribute to team effectiveness	
BSBHRM404	Review human resource functions	
BSBHRM405	Support the recruitment, selection and induction of staff	
BSBHRM415	Coordinate recruitment and onboarding	
BSBHRM502	Manage human resource management information systems	
BSBHRM505	Manage remuneration and employee benefits	
BSBHRM506	Manage recruitment selection and induction processes	
BSBHRM507	Manage separation or termination	
BSBHRM509	Manage rehabilitation or return to work programs	
BSBHRM512	Develop and manage performance management processes	
BSBHRM602	Manage human resources strategic planning	
BSBINM201	Process and maintain workplace information	
BSBINM202	Handle mail	
BSBINM301	Organise workplace information	
BSBINM302	Utilise a knowledge management system	
BSBINM401	Implement workplace information system	
BSBINM501	Manage an information or knowledge management system	
BSBINN201	Contribute to workplace innovation	
BSBINN301	Promote innovation in a team environment	
BSBINN601	Lead and manage organisational change	
BSBINS401	Analyse and present research information	
BSBITU101	Operate a personal computer	

Code	Title	Prerequisites
BSBITU201	Produce simple word processed documents	
BSBITU202	Create and use spreadsheets	
BSBITU301	Create and use databases	
BSBITU303	Design and produce text documents	
BSBITU304	Produce spreadsheets	
BSBITU306	Design and produce business documents	
BSBLDR402	Lead effective workplace relationships	
BSBLDR403	Lead team effectiveness	
BSBLDR414	Lead team effectiveness	
BSBLDR502	Lead and manage effective workplace relationships	
BSBLED401	Develop teams and individuals	
BSBLED806	Plan and implement a coaching strategy	
BSBMED301	Interpret and apply medical terminology appropriately	
BSBMED302	Prepare and process medical accounts	
BSBMED303	Maintain patient records	
BSBMED305	Apply the principles of confidentiality, privacy and security within the medical environment	
BSBMED401	Manage patient recordkeeping system	
BSBMGT401	Show leadership in the workplace	
BSBMGT402	Implement operational plan	
BSBMGT403	Implement continuous improvement	
BSBMGT406	Plan and monitor continuous improvement	
BSBMGT502	Manage people performance	
BSBMGT516	Facilitate continuous improvement	
BSBMGT517	Manage operational plan	
BSBMGT605	Provide leadership across the organisation	
BSBMGT608	Manage innovation and continuous improvement	
BSBMGT616	Develop and implement strategic plans	
BSBMGT617	Develop and implement a business plan	

Code	Title	Prerequisites
BSBMKG413	Promote products and services	
BSBMKG501	Identify and evaluate marketing opportunities	
BSBMKG502	Establish and adjust the marketing mix	
BSBMKG514	Implement and monitor marketing activities	
BSBMKG608	Develop organisational marketing objectives	
BSBOPS304	Deliver and monitor a service to customers	
BSBOPS401	Coordinate business resources	
BSBPEF301	Organise personal work priorities	
BSBPEF402	Develop personal work priorities	
BSBPMG413	Apply project human resources management approaches	
BSBPMG522	Undertake project work	
BSBPUB402	Develop public relations campaigns	
BSBPUR501	Develop, implement and review purchasing strategies	
BSBRES401	Analyse and present research information	
BSBRKG301	Control records	
BSBRKG303	Retrieve information from records	
BSBRKG401	Review the status of a record	
BSBRKG402	Provide information from and about records	
BSBRKG403	Set up a business or records system for a small business	
BSBRKG502	Manage and monitor business or records systems	
BSBRKG505	Document or reconstruct a business or records system	
BSBRSK401	Identify risk and apply risk management processes	
BSBRSK501	Manage risk	
BSBSMB401	Establish legal and risk management requirements of small business	
BSBSMB402	Plan small business finances	
BSBSMB403	Market the small business	
BSBSMB404	Undertake small business planning	
BSBSMB405	Monitor and manage small business operations	

Code	Title	Prerequisites
BSBSMB406	Manage small business finances	
BSBSTR402	Implement continuous improvement	
BSBSUS201	Participate in environmentally sustainable work practices	
BSBSUS501	Develop workplace policy and procedures for sustainability	
BSBTEC201	Use business software applications	
BSBWOR202	Organise and complete daily work activities	
BSBWOR203	Work effectively with others	
BSBWOR204	Use business technology	
BSBWOR301	Organise personal work priorities and development	
BSBWOR404	Develop work priorities	
BSBWOR502	Lead and manage team effectiveness	
BSBWRK411	Support employee and industrial relations procedures	
BSBWRK510	Manage employee relations	
CHCADV005	Provide systems advocacy services	
CHCAGE001	Facilitate the empowerment of older people	
CHCAGE005	Provide support to people living with dementia	
CHCAOD001	Work in an alcohol and other drugs context	
CHCAOD002	Work with clients who are intoxicated	
CHCAOD003	Provide needle and syringe services	
CHCAOD004	Assess needs of clients with alcohol and other drugs issues	
CHCAOD005	Provide alcohol and other drugs withdrawal services	
CHCAOD008	Provide advanced interventions to meet the needs of clients with alcohol and other drugs issues	
CHCCCS001	Address the needs of people with chronic disease	
CHCCCS002	Assist with movement	
CHCCCS003	Increase the safety of individuals at risk of suicide	
CHCCCS004	Assess co-existing needs	
CHCCCS006	Facilitate individual service planning and delivery	
CHCCCS007	Develop and implement service programs	

Code	Title	Prerequisites
CHCCCS009	Facilitate responsible behaviour	
CHCCCS010	Maintain a high standard of service	
CHCCCS012	Prepare and maintain beds	
CHCCCS014	Provide brief interventions	
CHCCCS015	Provide individualised support	
CHCCCS016	Respond to client needs	
CHCCCS017	Provide loss and grief support	
CHCCCS019	Recognise and respond to crisis situations	
CHCCCS020	Respond effectively to behaviours of concern	
CHCCCS023	Support independence and wellbeing	
CHCCCS026	Transport individuals	
CHCCCS027	Visit client residence	
CHCCCS028	Provide client-centred support to people in crisis	
CHCCDE001	Support participative planning processes	
CHCCDE002	Develop and implement community programs	
CHCCDE003	Work within a community development framework	
CHCCDE004	Implement participation and engagement strategies	
CHCCDE005	Develop and support relevant community resources	
CHCCDE007	Develop and provide community projects	
CHCCDE008	Support community action	
CHCCDE009	Develop and support community leadership	
CHCCDE011	Implement community development strategies	
CHCCDE014	Facilitate the development of community capacity to manage place making	
CHCCOM001	Provide first point of contact	
CHCCOM002	Use communication to build relationships	
CHCCOM003	Develop workplace communication strategies	
CHCCOM005	Communicate and work in health or community services	
CHCCOM006	Establish and manage client relationships	

Code	Title	Prerequisites
CHCCSL001	Establish and confirm the counselling relationship	
CHCCSL003	Facilitate the counselling relationship and process	
CHCCSL007	Support counselling clients in decision-making processes	
CHCCSM002	Implement case management practice	
CHCCSM005	Develop, facilitate and review all aspects of case management	
CHCCSM006	Provide case management supervision	
CHCDFV001	Recognise and respond appropriately to domestic and family violence	
CHCDFV002	Provide support to children affected by domestic and family violence	
CHCDFV003	Promote community awareness of domestic and family violence	
CHCDFV004	Provide domestic and family violence support in Aboriginal and Torres Strait Islander communities	
CHCDFV006	Counsel clients affected by domestic and family violence	
CHCDFV007	Work with users of violence to effect change	
CHCDIS003	Support community participation and social inclusion	
CHCDIS006	Develop and promote positive person-centred behaviour supports	
CHCDIS007	Facilitate the empowerment of people with disability	
CHCDIS009	Facilitate ongoing skills development using a person-centred approach	
CHCDIS010	Provide person-centred services to people with disability with complex needs	
CHCDIV001	Work with diverse people	
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	
CHCDIV003	Manage and promote diversity	
CHCEDU001	Provide community focused health promotion and prevention strategies	
CHCEDU002	Plan health promotion and community intervention	
CHCEDU008	Share health information	
CHCGRP001	Support group activities	
CHCGRP002	Plan and conduct group activities	
CHCHCS001	Provide home and community support services	
CHCLAH001	Work effectively in the leisure and health industries	
CHCLAH002	Contribute to leisure and health programming	

Code	Title	Prerequisites
CHCLAH003	Participate in the planning, implementation and monitoring of individual leisure and health programs	
CHCLEG001	Work legally and ethically	
CHCLEG003	Manage legal and ethical compliance	
CHCLLN001	Respond to client language, literacy and numeracy needs	
CHCMGT001	Develop, implement and review quality framework	
CHCMGT002	Manage partnership agreements with service providers	
CHCMGT003	Lead the work team	
CHCMGT004	Secure and manage funding	
CHCMGT005	Facilitate workplace debriefing and support processes	
CHCMGT006	Coordinate client directed services	
CHCMGT007	Work effectively with the Board of an organisation	
CHCMHS001	Work with people with mental health issues	
CHCMHS005	Provide services to people with co-existing mental health and alcohol and other drugs issues	
CHCMHS006	Facilitate the recovery process with the person, family and carers	
CHCPOL001	Contribute to the review and development of policies	
CHCPOL002	Develop and implement policy	
CHCPOL003	Research and apply evidence to practice	
CHCPRP001	Develop and maintain networks and collaborative partnerships	
CHCPRP002	Collaborate in professional practice	
CHCPRP003	Reflect on and improve own professional practice	
CHCPRP004	Promote and represent the service	
CHCPRP005	Engage with health professionals and the health system	
CHCPRT001	Identify and respond to children and young people at risk	
CHCPRT002	Support the rights and safety of children and young people	
CHCPRT003	Work collaboratively to maintain an environment safe for children and young people	
CHCSET001	Work with forced migrants	
CHCSOH001	Work with people experiencing or at risk of homelessness	
CHCVOL002	Lead volunteer teams	

Code	Title	Prerequisites
CHCYTH001	Engage respectfully with young people	
CHCYTH002	Work effectively with young people in the youth work context	
CHCYTH003	Support young people to create opportunities in their lives	
CHCYTH004	Respond to critical situations	
CHCYTH005	Develop and implement procedures to enable young people to address their needs	
CHCYTH009	Support youth programs	
CHCYTH010	Provide services for young people appropriate to their needs and circumstances	
CHCYTH011	Work effectively with young people and their families	
CHCYTH012	Manage service response to young people in crisis	
CPPCCL2001A	Use hot water extraction	
CPPCCL2003A	Use dry foam shampoo	
CPPCCL2004A	Use dry absorbent compound	
CPPCCL2005A	Use wet foam shampoo	
CPPCCL2007A	Perform basic stain removal	
CPPCLO2001A	Maintain hard floor surfaces	
CPPCLO2004A	Maintain carpeted floors	
CPPCLO2009A	Clean glass surfaces	
CPPCLO2010A	Clean ceiling surfaces and fittings	
CPPCLO2015A	Maintain furniture, fittings and room dressing	
CPPCLO2017A	Clean wet areas	
CPPCLO2019A	Sort and remove waste and recyclable materials	
CPPCLO2033A	Plan for safe and efficient cleaning activities	
CPPCLO2035A	Maintain cleaning storage areas	
CPPCLO2037A	Clean external surfaces	
CPPCLO3002A	Restore hard floor surfaces	
CPPCLO3003A	Replace a hard floor finish	
CPPCLO3013A	Clean window coverings	
CPPCLO3014A	Maintain 'clean room' environments	

Code	Title	Prerequisites
CPPCLO3016A	Wash furniture and fittings	
CPPCLO3020A	Clean using pressure washing	
CPPCLO4022A	Organise and monitor cleaning operations	
CPPCMN3001B	Participate in environmentally sustainable work practices	
CPPCMN4002B	Implement and monitor environmentally sustainable work practices	
CUFWRT301A	Write content for a range of media	
CUFWRT403A	Write narration and current affairs material	
FBPPHM3001	Apply Good Manufacturing Practice requirements	
FDFOP2016A	Work in a food handling area for non-food handlers	
FNSACC301	Process financial transactions and extract interim reports	
FSKDIG03	Use digital technology for routine workplace tasks	
ICTICT431	Use online tools for learning	
LGACOM407B	Manage finances within a budget	
LGACOM503B	Prepare a budget	
LGAEHRW505B	Implement strategies to minimise the impact of waste on the environment	
LMTGN2005B	Perform minor maintenance	
LMTGN2006B	Perform test or inspection to check product quality	
LMTGN2008B	Coordinate work of team or section	
LMTGN2010B	Perform tasks to support production	
LMTGN3001B	Control production in a section of a textiles, clothing and footwear enterprise	
LMTGN3005B	Plan tasks to assist production operations	
LMTGN4005A	Plan and implement production within a work area	
LMTLA2001A	Conduct safe handling of laundry chemicals	
LMTLA2002A	Operate washing machines	
LMTLA2003A	Control washing extractor operation	
LMTLA2004A	Perform linen rewash	
LMTLA2005A	Operate hydro extractor	
LMTLA2006A	Perform conditioning and drying processes	

Code	Title	Prerequisites
LMTLA2007A	Finish products for despatch	
LMTLA2008A	Repair damaged laundry items	
LMTLA2009A	Inspect, fold and pack theatre linen	
LMTLA2010A	Prepare products for storage or despatch	
MSL922001A	Record and present data	
MSL933001A	Maintain the laboratory/field workplace fit for purpose	
MSL933002A	Contribute to the achievement of quality objectives	
MSL933004A	Perform calibration checks on equipment and assist with its maintenance	
MSL953001A	Receive and prepare samples for testing	
MSL973001A	Perform basic tests	
MSL973002A	Prepare working solutions	
MSL973003A	Prepare culture media	
MSL973004A	Perform aseptic techniques	
MSL973007A	Perform microscopic examination	
MSL974006A	Perform biological procedures	
PSPPM402B	Manage simple projects	
PUAECO002	Process emergency incident calls and enquiries	
PUAECO002A	Process emergency incident calls and enquiries	
PUAECO003	Operate and control radio networks	
PUAECO003A	Operate and control radio networks	
PUAECO004	Operate computer aided dispatch system	
PUAECO004A	Operate computer aided dispatch system	
SIRCDIS301	Accept prescriptions and return dispensed medicines to customers	
SIRCDIS302	Deliver medicines to customers outside the pharmacy	
SIRWSLS303	Analyse and achieve sales targets	
SIRXINV005A	Control inventory	
SIRXMER303	Coordinate merchandise presentation	
SIRXMER406	Monitor in-store visual merchandising display	

Code	Title	Prerequisites
SIRXMGT001	Supervise and support frontline team members	
SIRXMPR001A	Profile a retail market	
SIRXRPK001A	Recommend health and nutritional products	
SIRXSLS201	Sell products and services	
SISCAQU001	Test pool water quality	
SISCAQU004	Develop and implement pool water maintenance procedures	
SISCAQU008 *	Instruct water familiarisation, buoyancy and mobility skills	SISCAQU002
SISFFIT003	Instruct fitness programs	
SISFFIT013	Instruct exercise to young people aged 13 to 17 years	
SISFFIT014	Instruct exercise to older clients	
SISFFIT019	Incorporate exercise science principles into fitness programming	
SISFFIT031	Implement injury prevention strategies	
SISFFIT526A	Deliver prescribed exercise to clients with musculoskeletal conditions	
SISSSCO307	Provide nutrition information to athletes	
SISSSPT307A	Conduct advanced taping	
SISSSTC301A	Instruct strength and conditioning techniques	
SISSSTC402A	Develop strength and conditioning programs	
SITHCCC103	Prepare sandwiches	
SITHCCC201	Produce dishes using basic methods of cookery	
SITHCCC202	Produce appetisers and salads	
SITHCCC203	Produce stocks, sauces and soups	
SITHCCC204	Produce vegetable, fruit, egg and farinaceous dishes	
SITHCCC205	Produce cook-chill and cook-freeze foods	
SITHCCC307	Prepare food to meet special dietary requirements	
SITHKOP101	Clean kitchen premises and equipment	
SITXFSA101	Use hygienic practices for food safety	
SITXFSA202	Transport and store food	
SITXFSA401	Develop and implement a food safety program	

Code	Title	Prerequisites
SITXINV202	Maintain the quality of perishable items	
SITXINV401	Control stock	
TAEASS301B	Contribute to assessment	
TAEASS401B	Plan assessment activities and processes	
TAEASS402B	Assess competence	
TAEASS403B	Participate in assessment validation	
TAEDEL301A	Provide work skill instruction	
TAEDEL401A	Plan, organise and deliver group-based learning	
TAEDEL402	Plan, organise and facilitate learning in the workplace	
TAEDEL402A	Plan, organise and facilitate learning in the workplace	
TAEDEL404A	Mentor in the workplace	
TLID2010	Operate a forklift	
TLIF3091A	Apply awareness of dangerous goods and hazardous materials requirements	
TLIP5037	Develop workplace policy and procedures	
TLIP5037A	Develop workplace policy and procedures	

Appendix 2: Mapping Guide – HLT Release 7.0 mapped to HLT Release 6.1

Qualification mapping

HLT Health Training Package Release 7.0		HLT Health Training Package Release 6.1		Status key: E = Equivalent N = Non-equivalent D = Deleted NC = Newly Created	
Code	**Title**	**Code**	**Title**	**Summary of changes**	
Anaesthetic Technology and Practice					
HLT57921	Diploma of Anaesthetic Technology and Practice	HLT57915	Diploma of Anaesthetic Technology	N	• Updated Unit codes • Updates to Packaging Rules ○ packaging of core Units changed ○ electives removed.
Orthopaedic Technology					
HLT57821	Diploma of Orthopaedic Technology			NC	• New Qualification
Continuous Improvement					
HLT35021	Certificate III in Dental Assisting	HLT35021	Certificate III in Dental Assisting	E	• Minor change. Addition of two electives.
HLT45021	Certificate IV in Dental Assisting	HLT45021	Certificate IV in Dental Assisting	E	• Minor formatting changes.
HLT54121	Diploma of Nursing	HLT54121	Diploma of Nursing	E	• Minor formatting changes.
HLT64121	Advanced Diploma of Nursing	HLT64121	Advanced Diploma of Nursing	E	• Minor formatting changes.
No further HLT qualifications were added, removed or changed in the update of HLT Release 6.1 to HLT Release 7.0.					

Unit mapping

HLT Health Training Package Release 7.0		HLT Health Training Package Release 6.1		Status key: E = Equivalent N = Non-equivalent D = Deleted NC = Newly Created E = Element PC = Performance Criteria PE = Performance Evidence KE = Knowledge Evidence AC = Assessment Conditions	
Code	**Title**	**Code**	**Title**	**Summary of changes**	
Anaesthetic Technology and Practice					
HLTANA008	Prepare patients for anaesthesia	HLTANA001	Prepare clients for anaesthesia	N	• Changes to Unit Code and Unit title • Changes to Elements, Performance Criteria, Performance Evidence and Knowledge Evidence.
HLTANA009	Monitor patients during anaesthesia	HLTANA002	Monitor clients during anaesthesia	N	• Changes to Unit Code and Unit Title • Changes to Elements, Performance Criteria, Performance Evidence and Knowledge Evidence.
HLTANA010	Assist with airway management	HLTANA003	Assist with airway management	N	• Changes to Unit Code • Changes to Elements, Performance Criteria, Performance Evidence, Knowledge Evidence and Assessment Conditions.
HLTANA011	Respond to anaesthesia-related emergencies	HLTANA004	Respond to anaesthesia-related emergencies	N	• Changes to Unit Code • Changes to Performance Criteria, Performance Evidence, Knowledge Evidence and Assessment Conditions.
HLTANA012	Maintain quality and supply of anaesthetic equipment and consumables	HLTANA005	Maintain quality and supply of anaesthetic equipment and consumables	N	• Changes to Unit Code • Changes to Performance Criteria, Performance Evidence and Knowledge Evidence.
HLTANA013	Assist with clinical procedures used in anaesthesia	HLTANA006	Assist with clinical procedures used in anaesthesia	N	• Changes to Unit Code • Changes to Performance Criteria, Performance Evidence and Knowledge Evidence.
HLTANA014	Monitor medications in the anaesthetic environment	HLTANA007	Monitor medications in the anaesthetic environment	N	• Changes to Unit Code • Changes to Performance Criteria, Performance Evidence, Knowledge Evidence and Assessment Conditions.

Unit mapping

HLT Health Training Package Release 7.0		HLT Health Training Package Release 6.1		Status key: E = Equivalent N = Non-equivalent D = Deleted NC = Newly Created E = Element PC = Performance Criteria PE = Performance Evidence KE = Knowledge Evidence AC = Assessment Conditions	
Code	**Title**	**Code**	**Title**	**Summary of changes**	
Orthopaedic Technology					
HLTOTH001	Apply casts			NC	• New Unit of Competency
HLTOTH002	Modify casts			NC	• New Unit of Competency
HLTOTH003	Remove casts			NC	• New Unit of Competency
HLTOTH004	Apply orthopaedic devices			NC	• New Unit of Competency
HLTOTH005	Modify orthopaedic devices			NC	• New Unit of Competency
HLTOTH006	Remove orthopaedic devices			NC	• New Unit of Competency
HLTOTH007	Apply and remove traction.			NC	• New Unit of Competency

HLT Health Training Package Release 7.0		HLT Health Training Package Release 6.1		Status key: E = Equivalent N = Non-equivalent D = Deleted NC = Newly Created E = Element PC = Performance Criteria PE = Performance Evidence KE = Knowledge Evidence AC = Assessment Conditions	
Code	**Title**	**Code**	**Title**	**Summary of changes**	
Continuous Improvement					
HLTAID012	Provide First Aid in an education and care setting	HLTAID012	Provide First Aid in an education and care setting	E	• Minor grammatical changes to ensure clarity. Updated mapping details.
HLTAID015	Provide advanced resuscitation and oxygen therapy	HLTAID015	Provide advanced resuscitation and oxygen therapy	E	• Minor grammatical changes to ensure clarity. Updated mapping details.
HLTDEN015	Prepare for and assist with dental procedures	HLTDEN015	Prepare for and assist with dental procedures	E	• Minor change. Updated knowledge evidence (KE)
HLTENN038	Implement, monitor and evaluate nursing care	HLTENN038	Implement, monitor and evaluate nursing care	E	• Minor changes. Updated mapping details and minor corrections.
HLTENN039	Apply principles of wound management	HLTENN039	Apply principles of wound management	E	• Minor changes. Updated mapping details and minor corrections.
HLTENN041	Apply legal and ethical parameters to nursing practice	HLTENN041	Apply legal and ethical parameters to nursing practice	E	• Minor change to Unit Mapping Information.
HLTHPS002	Support health professional in the delivery of care	HLTHPS002	Support health professional in the delivery of care	E	• Minor changes to PE, KE and AC.
HLTOHC011	Apply fluoride varnish	HLTOHC011	Apply fluoride varnish		• Minor changes. Updated mapping details and minor corrections.
HLTSTE003	Sterilise loads	HLTSTE003	Sterilise loads	E	• Minor change. Correction of typographical error.
No further HLT units of competency were added, removed or changed in the update of HLT Release 6.1 to HLT Release 7.0.					

Skill Set mapping.

HLT Health Training Package Release 7.0		HLT Health Training Package Release 6.1		Included	Status key: E = Equivalent N = Non-equivalent D = Deleted NC = Newly Created	
Title	**Code**	**Title**	**Code**	**Units**	**Summary of changes**	
Continuous Improvement						
HLTSS00070	Enrolled Nurse Renal Health Care Skill Set	HLTSS00070	Enrolled Nurse Renal Health Care Skill Set		E	• Minor updates with equivalent outcome
No HLT skill sets were added, removed or changed in the update of HLT Release 6.1 to HLT Release 7.0						

Appendix 3: Occupational outcomes

Each qualification in the HLT Health Training Package describes the occupational outcomes as reproduced below.

Qualification	Occupational Outcomes
HLT20113 Certificate II in Aboriginal and/or Torres Strait Islander Primary Health Care	This qualification reflects the role of workers who undertake a range of tasks under direct supervision to support the provision of primary health care services to Aboriginal and/or Torres Strait Islander clients and communities. Such work will be performed as part of a health clinic, centre or service. This qualification is suited to Australian Apprenticeship pathways and is appropriate for delivery within VET program for secondary students.
HLT21020 Certificate II in Medical Service First Response	This qualification reflects the role of first medical response workers or volunteers who provide initial care to patients. These people provide basic first aid and emergency responses in the pre-hospital/out-of-hospital environment.
HLT23215 Certificate II in Health Support Services	This qualification reflects the role of workers who provide support for the effective functioning of health services. At this level workers complete tasks under supervision involving known routines and procedures, or complete routine but variable tasks in collaboration with others in a team environment.
HLT26015 Certificate II in Population Health	This qualification may be used as a pathway for workforce entry into population health work. At this level, work takes place under direct and regular supervision within clearly defined guidelines.
HLT26120 Certificate II in Indigenous Environmental Health	This qualification may be used as a pathway for workforce entry into indigenous environmental health work. At this level, work takes place under direct and regular supervision within clearly defined guidelines.
HLT30113 Certificate III in Aboriginal and/or Torres Strait Islander Primary Health Care	This qualification reflects the role of Aboriginal and/or Torres Strait Islander people working at the entry level of primary health care for Aboriginal and/or Torres Strait Islander clients. Certificate III may be regarded by many jurisdictions as the minimum level for Aboriginal and/or Torres Strait Islander health work. In some jurisdictions, however, individuals may start at Certificate II level and when ready progress to Certificate III. The qualification structure for Certificate III supports both these options. This qualification is suited to Australian Apprenticeship pathways.
HLT31020 Certificate III in Ambulance Communications (Call-taking)	This qualification reflects the role of ambulance communications call-takers who receive calls for service in emergency communication or coordination environments in a range of ambulance service organisations and under direct or indirect supervision.
HLT31120 Certificate III in Non-Emergency Patient Transport	This qualification reflects the role of workers who provide non-emergency transport and care for patients who have non-acute or chronic illness or disability and require transport. Workers in this role provide appropriate patient assessment and follow procedures for safe removal of a patient for transport for pre-arranged or booked transport service. Time of response is not given high priority in comparison to emergency transport.

Qualification	Occupational Outcomes
HLT31220 Certificate III in Basic Health Care	This qualification reflects the role of first aid or medical response workers who provide basic health care services including emergency first aid and sometimes transport services in the pre-hospital and out-of-hospital environment. The qualification applies to people who provide a first response in workplaces such as industrial sites, first aid organisations and the Australian Defence Force (ADF).
HLT33015 Certificate III in Allied Health Assistance	This qualification reflects the role of allied health assistants who provide assistance to allied health professionals under predetermined guidelines. Depending on the setting, work may include following treatment plans for therapeutic interventions and/or conducting programs under the regular direct, indirect or remote supervision of an allied health professional.
HLT33115 Certificate III in Health Services Assistance	This qualification reflects the role of a variety of workers who use a range of factual, technical and procedural knowledge to provide assistance to health professional staff for the care of clients. Health services assistance involves the worker in direct client contact under supervision.
HLT33215 Certificate III in Health Support Services	This qualification covers workers who provide support for the effective functioning of health services. These functions are carried out under supervision and require the use of some discretion and judgement. These workers may also provide a team leadership, workplace training or leading hand function. These workers do not deliver direct care to clients.
HLT35021 Certificate III in Dental Assisting	This qualification reflects the role of workers who assist dental practitioners during oral health care procedures. The role includes maintaining high standards of infection control, assisting with practice administration and supporting quality and professionalism in the dental sector. To achieve this qualification, the candidate must have completed at least 350 hours of work as detailed in the Assessment Requirements of the Units of Competency.
HLT35115 Certificate III in Dental Laboratory Assisting	This qualification reflects the role of a dental laboratory assistant responsible for pouring impressions, producing custom-made trays, manufacturing occlusal registration rims, transferring oral records, articulating models for a range of prostheses, and constructing mouthguards.
HLT36015 Certificate III in Population Health	This qualification reflects the role of entry-level population health worker. At this level, work takes place under the direction of others and supervision may be direct or indirect. These workers contribute to the work of others through teamwork and coordination.
HLT36115 Certificate III in Indigenous Environmental Health	This qualification reflects the role of entry-level indigenous environmental health worker. At this level, work takes place under the direction of others and supervision may be direct or indirect. These workers contribute to the work of others through teamwork and coordination.

Qualification	Occupational Outcomes
HLT37015 Certificate III in Sterilisation Services	This qualification reflects the role of individuals working in instrument sterilising roles in a sterilising service or reprocessing area.
HLT37115 Certificate III in Hospital/Health Services Pharmacy Support	This qualification reflects the role of pharmacy technicians and assistants who provide a range of assistance to pharmacists in hospital and community health settings. This may include pharmacies that are located outside of health services but supply medicines and products to hospitals and other health services.
HLT37215 Certificate III in Pathology Collection	This qualification reflects the role of pathology collectors. Workers in this role follow known routines and procedures, taking responsibility for their own work under general supervision. They combine communication, customer service and technical skills, and use discretion and judgment to adapt and transfer their skills to different situations.
HLT37315 Certificate III in Health Administration	This qualification reflects the role of administrative workers in the health industry. These workers follow known routines and procedures, taking responsibility for their own work under general supervision. They combine communication, customer service and technical skills, and use discretion and judgment to adapt and transfer their skills to different situations.
HLT37415 Certificate III in Pathology Assistance	This qualification reflects the role of pathology assistants and specimen reception staff in laboratories. Workers in this role follow known routines and procedures, taking responsibility for their own work under general supervision.
HLT40113 Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care	This qualification reflects the role of Aboriginal and/or Torres Strait Islander people working to provide a range of non-clinical primary health care services to Aboriginal and/or Torres Strait Islander clients and communities, including specific health care programs. These workers can be expected to flexibly assume a variety of job roles and undertake a broad range of tasks either individually or as a member of a multidisciplinary team.
HLT40213 Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice	This qualification reflects the role of Aboriginal and/or Torres Strait Islander people working to provide a range of clinical primary health care services to Aboriginal and/or Torres Strait Islander clients and communities. These services include specific health care programs, advice and assistance with medication and administration of medication. These workers can be expected to flexibly assume a variety of job roles and undertake a broad range of tasks either individually or as a member of a multidisciplinary team. This qualification addresses the specific legislative responsibilities of Aboriginal and/or Torres Strait Islander Health Practitioners and is required for national registration with the Aboriginal and Torres Strait Islander Health Practice Board of Australia.

Qualification	Occupational Outcomes
HLT41020 Certificate IV in Ambulance Communications (Dispatch)	This qualification reflects workers who have responsibility for dispatch and call-taking in an ambulance communication or coordination environment. The qualification applies to people working in emergency support and ambulance dispatch and communications. Such individuals are expected to work independently, take responsibility for their own outputs and act on information from a range of sources.
HLT41120 Certificate IV in Health Care	This qualification reflects workers who provide initial pre-hospital and out-of-hospital basic health care response and assessment to patients requiring urgent medical services. The provision of urgent clinical care includes providing basic life support. The qualification applies to people working in a variety of roles within the health care system To achieve this qualification, the candidate must have completed at least 80 hours of work as detailed in the Assessment Requirements of Units of Competency.
HLT42015 Certificate IV in Massage Therapy	This qualification reflects the role of massage therapists who provide general health maintenance treatments. It does not reflect the role of a remedial massage therapist. Practitioners may be self-employed or work within a larger health service.
HLT43015 Certificate IV in Allied Health Assistance	This qualification reflects the role of workers who provide therapeutic and program related support to allied health professionals. The worker is required to conduct therapeutic and program related activities under the guidance of an allied health professional. Supervision may be direct, indirect or remote and must occur within organisation requirements. The worker is required to identify client circumstances that need additional input from the allied health professional. The worker may be engaged to work in a specialty area or work generically across the organisation in delivery of allied health assistance services. The worker, in conjunction with the allied health professional, may have responsibility for supervising other allied health assistance workers.
HLT45021 Certificate IV in Dental Assisting	This qualification reflects the role of workers who provide an advanced level of assistance to dental practitioners which contributes to the quality of oral health care. Dental radiography work must only be performed by a person with a radiation user licence granted by the relevant State /Territory regulatory authority under legislation.
HLT46015 Certificate IV in Population Health	This qualification reflects the role of individuals who provide basic support in population health work. At this level, workers may be autonomous with limited responsibility within established parameters and may be required to supervise and lead other workers.
HLT46115 Certificate IV in Indigenous Environmental Health	This qualification reflects the role of individuals who provide basic support in indigenous environmental health work. At this level, workers may be autonomous with limited responsibility within established parameters and may be required to supervise and lead other workers.

Qualification	Occupational Outcomes
HLT47015 Certificate IV in Sterilisation Services	This qualification reflects the role of a team leader or senior technician in a sterilisation or reprocessing area. This worker is responsible for the maintenance of quality requirements and monitoring of technical sterilisation functions.
HLT47115 Certificate IV in Hospital/Health Services Pharmacy Support	This qualification reflects the role of skilled pharmacy technicians who work under the supervision of a pharmacist in a hospital or community setting. This may include pharmacies that are located outside of health services but supply medicines and products to hospitals and other health services.
HLT47315 Certificate IV in Health Administration	This qualification reflects the role of individuals who work in a senior operational or team leading role in the health industry.
HLT47415 Certificate IV in Audiometry	This qualification reflects the role of audio metrists who conduct hearing assessments to identify hearing impairment and take action based on test results. They refer clients for further audiological or medical assessment and may be involved in care management and education programs. Workers at this level do not prescribe or dispense hearing aids and are not qualified to work as independent practitioners. Audiometrists may work in medical or industrial contexts.
HLT47515 Certificate IV in Operating Theatre Technical Support	This qualification reflects the role of senior operating theatre workers who provide assistance to operating theatre personnel.
HLT47715 Certificate IV in Medical Practice Assisting	This qualification reflects the role of medical practice assistants whose work includes a broad range of administrative functions combined with tasks to support medical practitioners in the delivery of care to clients. These tasks are completed under the direct or indirect supervision of a medical practitioner. A medical practice assistant may work under the supervision of a health care professional other than a medical practitioner, but this should only occur where: the health care professional is in the same practice as the medical practitioner and the medical practitioner has agreed to the other health care professional providing the supervision.
HLT47815 Certificate IV in Optical Dispensing	This qualification reflects the role of optical dispensers who dispense and supply optical appliances as prescribed by optometrists and/or ophthalmologists in accordance with Australian standards. Optical dispensers' practice in a range of environments including optical dispensaries, optometric practices, and laboratories. They may be self-employed or employed by another optical dispenser, an optometrist, a major optical dispensing company, or other retailers.

Qualification	Occupational Outcomes
HLT50113 Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care	This qualification reflects the role of Aboriginal and/or Torres Strait Islander people working to provide a range of primary health care services to Aboriginal and/or Torres Strait Islander clients. The Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care defines the knowledge and skills for workers involved in Aboriginal and/or Torres Strait Islander primary health care and who work autonomously under the broad guidance of others. The Diploma qualification covers workers who have a sound basis of skills and knowledge in primary health care, which they may apply in program delivery, management and policy or education functions.
HLT50213 Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care Practice	This qualification is specific to Aboriginal and/or Torres Strait Islander people working to provide a range of primary health care services to Aboriginal and/or Torres Strait Islander clients. The Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care Practice defines the knowledge and skills for workers involved in Aboriginal and/or Torres Strait Islander primary health care and who work autonomously under the broad guidance of others. The Diploma qualification covers workers who have a sound basis of skills and knowledge in primary health care practice, which they may apply in clinical, management or education functions.
HLT50321 Diploma of Clinical Coding	This qualification reflects the role of entry level clinical coders who use a range of skills and knowledge to analyse clinical documentation using a standardised classification system for assigning codes to represent care provided to patients in the health care system. Clinical coders work in the health care system and the health data they produce is used to meet national and jurisdictional reporting requirements, assist in health service planning, monitor patient safety, assist in research, and to underpin information for the hospital funding models. Entry level clinical coders are responsible for the coding of moderately complex medical records.
HLT51020 Diploma of Emergency Health Care	This qualification reflects pre-hospital and out-of-hospital workers employed to provide patient assessment, healthcare and transport services. These workers possess clinical skills and theoretical knowledge and provide clinical assessment and pre-hospital and out-of-hospital interventions to patients in an emergency, including providing advanced skills in life support. This qualification applies to a variety of roles within the health care and patient transport system. To achieve this qualification, the candidate must have completed at least 160 hours of work as detailed in the Assessment Requirements of Units of Competency.
HLT52015 Diploma of Remedial Massage	This qualification reflects the role of remedial massage therapists who work with clients presenting with soft tissue dysfunction, musculoskeletal imbalance or restrictions in range of motion (ROM). Practitioners may be self-employed or work within a larger health service.
HLT52115 Diploma of Traditional Chinese Medicine (TCM) Remedial Massage	This qualification reflects the role of massage therapists who provide therapeutic remedial massages according to the Traditional Chinese Medicine (TCM) remedial massage framework. Practitioners may be self-employed as independent practitioners or work in a larger health service.

Qualification	Occupational Outcomes
HLT52215 Diploma of Shiatsu and Oriental Therapies	This qualification reflects the role of Shiatsu therapists who provide therapeutic Shiatsu treatments and other oriental therapies. Practitioners may be self-employed as independent practitioners or work in a larger health service.
HLT52315 Diploma of Clinical Aromatherapy	This qualification reflects the role of clinical aromatherapists, who provide therapeutic treatments to address a range of health issues. Practitioners may be self-employed or may work within a larger health service.
HLT52415 Diploma of Kinesiology	This qualification reflects the role of kinesiologists, who provide kinesiology balances to address a broad range of health and well-being issues. Practitioners are usually self-employed but may work within a larger health service.
HLT52515 Diploma of Reflexology	This qualification reflects the role of reflexologists who provide reflexology for relaxation and therapeutic treatments to address specific needs and health concerns. Practitioners may be self-employed as independent practitioners or work in a larger health service.
HLT52615 Diploma of Ayurvedic Lifestyle Consultation	This qualification reflects the role of Ayurvedic lifestyle consultants who provide advice, selected remedies, and therapies according to Ayurvedic principles. People working at this level may be self-employed independent practitioners or work in a larger health service.
HLT54121 Diploma of Nursing	This qualification reflects the role of an enrolled nurse working under the direct or indirect supervision of a registered nurse. Enrolled nurses provide nursing care for people across the health care continuum and at all stages of life. To be eligible to apply for registration as an enrolled nurse and to practice in Australia, individuals must complete a Diploma of Nursing program accredited by the Australian Nursing and Midwifery Accreditation Council (ANMAC) and approved as 'an approved program of study' by the Nursing and Midwifery Board of Australia (NMBA) in accordance with the Enrolled Nurse Accreditation Standards. To confirm the education provider holds the necessary accreditation check the Australian Health Practitioner Regulation Agency (AHPRA) at www.ahpra.gov.au.
HLT55118 Diploma of Dental Technology	This qualification reflects the role of a dental technician responsible for construction and repair of dentures and other dental appliances including crowns, bridges, partial dentures, pre- and post-oral and maxillofacial surgical devices, and orthodontic appliances. Dental technicians work in dental laboratories on their own or in groups, under the prescription of dentists, dental prosthetists, or dental specialists.

Qualification	Occupational Outcomes
HLT57415 Diploma of Audiometry	This qualification reflects the role of audio metrists who conduct hearing assessments to identify hearing impairment and take appropriate action based on the test results. They may refer clients for further audiological or medical assessment and be involved in care management and education programs. At this level, audiometrists also prescribe and dispense hearing aids and/or other listening devices to assist in hearing rehabilitation. Audiometrists may work in medical or industrial contexts or as independent practitioners.
HLT57715 Diploma of Practice Management	This qualification reflects the role of business or practice managers who manage the operation of small to medium sized health practices.
HLT57821 Diploma of Orthopaedic Technology	This Qualification reflects the job roles of Orthopaedic Technologists, Orthopaedic Technicians and Cast Technicians who are responsible for the fabrication, application, modification and removal of orthopaedic devices and materials. Orthopaedic Technologists, Orthopaedic Technicians and Cast Technicians work in a hospital setting and deliver orthopaedic technology services to maximise functional outcomes for clients at the request of registered health professionals. To achieve this Qualification, the individual must have completed at least 400 hours of work in a clinical workplace environment as detailed in the Assessment Requirements of the Units of Competency. The total number of hours may be applied collectively across all Units of Competency that include the requirement for workplace hours.
HLT57921 Diploma of Anaesthetic Technology and Practice	This Qualification reflects the role of an Anaesthetic Technician who works in consultation with, and under the direction of, anaesthetists during the induction, maintenance and emergence phases of anaesthesia. To achieve this Qualification, the individual must have completed a total of at least 360 hours of work related to anaesthetic technology in a clinical workplace environment as detailed in the Assessment Requirements of the Units of Competency. The total number of hours may be applied collectively across all Units of Competency that include the requirement for workplace hours.
HLT60113 Advanced Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care	This qualification reflects the role of senior Aboriginal and/or Torres Strait Islander Health Workers working in primary health care positions to provide advanced primary health care skills or management of a health clinic or service. The Advanced Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care qualification covers workers who integrate knowledge of Aboriginal and/or Torres Strait Islander primary health care into broader aspects of management and community development, contributing to policymaking and decision-making across the spectrum of service delivery.

Qualification	Occupational Outcomes
HLT62615 Advanced Diploma of Ayurveda	This qualification reflects the role of Ayurvedic practitioners who possess well developed cognitive and communication skills plus specialised knowledge of Ayurvedic medicine that allows them to formulate responses to specific therapeutic needs. Practitioners at this level may be self-employed as independent practitioners or work in a larger health service.
HLT64121 Advanced Diploma of Nursing	This qualification reflects the role of enrolled nurses with advanced skills who work in a specialised area of nursing practice under the direct or indirect supervision of a registered nurse. Enrolled nurses integrate and adapt specialised, technical and theoretical knowledge to address a diverse range of clinical situations and challenges in their area of specialisation. They contribute to the continuous improvement of clinical practice using research and participation in broader organisational quality processes. Enrolled nurses retain responsibility for their own actions while remaining accountable to the registered nurse for all delegated functions. To be eligible to apply for registration as an enrolled nurse and to practice in Australia, individuals must complete a Diploma of Nursing program accredited by the Australian Nursing and Midwifery Accreditation Council (ANMAC) and approved as 'an approved program of study' by the Nursing and Midwifery Board of Australia (NMBA) in accordance with the Enrolled Nurse Accreditation Standards. To confirm the education provider holds the necessary accreditation check the Australian Health Practitioner Regulation Agency (AHPRA) at www.ahpra.gov.au.
HLT65015 Advanced Diploma of Dental Prosthetists	This qualification reflects the role of a dental prosthetist who works as independent practitioner in the assessment, treatment, management of a person who requires provision of removable dentures; and who also provides unique flexible removable mouthguards used for sporting activities. To achieve this qualification, the candidate must have completed at least of 240 hours of dental prosthetist clinical practice work as detailed in the Assessment Requirements of the units of competency.