HLT33115
Certificate III in Health Services Assistance
(Assistant in nursing work in acute care)
Opening Opportunities

At Open Colleges, we are passionate about helping people from all walks of life to achieve their aspirations and dreams. For more than 100 years, we have been opening opportunities for people across Australia. Today, Open Colleges is blazing a new trail in online and distance education – creating Australia’s leader in next generation learning.

Why study with Open Colleges?

- Freedom – study where you want, when you want
- Our courses and learning materials have been designed specifically for open learning
- Our trainers are industry professionals with experience in supporting open learning students
- Our dedicated student support team is there to help you every step of the way
- Our virtual campus – OpenSpace – provides you with opportunities to interact with trainers and students
- Many of our courses are nationally recognised and meet professional licensing or registration requirements
HLT33115

Certificate III in Health Services Assistance
(Assistant in nursing work in acute care)

Take the first step towards a career as an Assistant in Nursing with Health Services Assistance.

This course has been designed to provide you with an orientation to the health sector and to assist nursing teams in an acute care environment.

Learn how to assist health care professionals by gaining the expertise to maintain a high standard of client services. You’ll study how to work effectively with culturally diverse clients, perform patient observations, and learn how to use medical terminology, amongst many other skills.

You will be trained for duties such as attending to the personal care needs of your clients and performing client observations.

You are required to participate in work placement through a Structured Workplace Learning arrangement. This enables you to get on-the-job experience and develop your practical skills in a real workplace.

COURSE DETAILS

- **Course number**: E1124
- **Delivery mode**: Online with work placement
- **Course duration**: Max 18 months
- **Assessments**: Knowledge tests, case studies, reports, demonstration/presentations, portfolio of evidence, project.

**Qualification**: Certificate III
**Awarded by**: ICM Training
**Nationally recognised**: Yes

CAREER OUTCOMES

- Assistant in Nursing
- Nursing Assistant
- Nursing Support Worker
- Wardsperson
- Ward Assistant
- Ward Support
- Patient Care Assistant
- Patient Service Assistant
- Patient Support Assistant
What you need to know about this course

How is the course delivered?
This is an online course with work placement. This means that you will complete your knowledge and basic skills development through online learning. You will also undertake a work placement. This will allow you to practice and master practical skills and gain invaluable workplace experience and contacts.

What is online learning?
OpenSpace is Open Colleges’ online campus. Through OpenSpace you will:

- Access your learning materials and assessments
- Undertake assessments or upload assessments
- Engage and interact with your Trainer and Assessor
- Participate in student forums and find online webinars
- Access your assessment grades and feedback
- Access Student Support Services

What learning materials are included with this course?
Your learning materials are accessed through OpenSpace. These include:

- Online learning content
- Activities
- Online forums
- Rich media

You will also be provided with the following textbooks:

  This text will be provided on enrolment into the course.
  This text will be provided on enrolment into Module 3.

What is work placement?
Work placement is a structured learning program undertaken in a workplace. It involves undertaking set tasks and activities over time under the guidance of a workplace supervisor and Open Colleges’ Workplace Assessor. To be assessed in the workplace you will complete a work placement portfolio and undergo interviews with your Workplace Assessor.

A work placement can be a highly stimulating and rewarding part of the course. It will enable you to participate in a real workplace and put into practice the new skills and knowledge that you are learning in the course.

The work placement also provides Open Colleges with an opportunity to assess the skills and knowledge you have developed through the course in the workplace. This is called workplace assessment.

Open Colleges provides you with a detailed Course and Structured Workplace Learning Overview. This details the specific requirements of the workplace and workplace supervisor to meet the needs of the course.

More information can be found in the Workplace Assessment Guide.

Do I need insurance for Work Placement?
No – Open Colleges provides insurance. This coverage includes Public and Products Liability Insurance as well as Student Personal Accident Insurance. If you are working in industry already, and complete your Work Placement as part of your paid employment, you’ll be covered by your Employer’s Insurance.
Specific work placement requirements:

- **Duration:** 120 hours (minimum).
- **Workplace:** Due to the unit requirements students undertaking the assisting in nursing in acute care work stream must be in the workplace with access to an acute care work setting. Students will need to be involved in the delivery of professional health services to clients and will need to have access to specialist equipment and resources, relevant to the delivery of healthcare assistance. Complete details of the requirements of the workplace are available in the Workplace Assessment Guide.
- **Supervisor:** You are required to be supervised in the workplace by a Registered Nurse/Division 1 nurse. This is in line with current industry practice, where the assistant in nursing (or equivalent) is always the responsibility of the Registered Nurse on duty. Registration status of the Workplace Supervisor will be verified online through the Australian Health Practitioner Registration Agency (AHPRA) website by the Open Colleges Workplace Assessor.
- **Recommendation:** Open Colleges recommends that you consider the work placement options in your local area prior to enrolling in this course.
- **Requirements:** There are a number of statutory checks required by workplaces, such as a Criminal Record Check. These may vary by state. In addition, individual workplaces may impose additional requirements on students undertaking work placement such as manual handling training and immunisations. You will be responsible for the costs of any such checks.

How is the course assessed?

During the course, you will undertake:
- Knowledge tests
- Case studies
- Written reports
- Demonstration/Presentations
- Professional portfolio
- Project

What about Recognition of Prior Learning (RPL)?

We understand that you may already have many skills and areas of expertise that you have obtained in different ways and these are recognised through our Recognition of Prior Learning (RPL) process.

Open Colleges has developed an RPL Application Kit for this course. The Student Handbook, available on the Open Colleges website, provides more information about our RPL process. Alternatively, you can contact an enrolment consultant to discuss your RPL options.

What about Credit Transfer?

Students who have completed the HLT32407 Certificate III in Allied Health Assistance or CHC30212 Certificate III in Aged Care may be eligible for credit transfer. Contact an Enrolment Consultants for more information.

What is the duration of the course?

The maximum duration for the course is 18 months. To complete the course in this timeframe, we recommend that you study a minimum of 16 hours per week. This is a guide only — the time taken to complete your course will depend on your level of skill and knowledge.
Will I need to get my Senior First Aid Certificate?

You will need to provide a certified and current Senior First Aid Certificate, Workplace Level 2 or Level 2 qualification from a Registered Training Organisation to demonstrate competency for HLTAIM003 Provide first aid at your own cost. You are required to complete your Senior First Aid Certificate in the first Study Period, as this will be required prior to you commencing work placement.

What are the admission requirements for the course?

Education Requirements
You will need to have completed:

- Year 10
- A course at a Certificate II level or higher, OR
- 2 years of industry experience within a health related role.

Minimum Age Requirements
You will need to be at least 16 years old. If you are under 18 your enrolment form will need to be signed by a parent or guardian.

English Language Requirements
This course requires you to read comprehensive online learning content, undertake a range of written assessments and engage in online discussion forums. Furthermore, the course relies on the extensive use of written communication. You will also require a level of English proficiency to operate in a health environment while undertaking work placement.

As such, entry to the course requires the successful completion of English to Year 10 level. Where prospective learners have not successfully completed English at Year 10 level, they can demonstrate equivalency in one of the following:

- Successful completion of a Nationally Recognised Training qualification at Certificate II level or higher; or
- 2 years relevant industry experience in a role that requires the use of written documentation and communication.

Open Colleges recognises that not all people are able to read, write and perform calculations to the same standard. See Language, Literacy and Numeracy Considerations section for more information on tools, resources and support services provided to learners by Open Colleges.

Computing Requirements
You will need access to a computer and the internet and have basic computing skills. Minimum specifications for your computer are:

- Microsoft Office 2010 or equivalent
- Broadband internet connection
- 2GB of RAM
- CD-ROM or DVD drive
- Adobe Reader X or equivalent
- Printer and associated software
- Scanner and associated software
- Digital imaging software
- File compression software
- Adobe Flash Player 10 or higher

Specific requirements for Windows users:

- Microsoft Windows 7 or higher (Windows 8 recommended)
- 1 gigahertz (GHz) or faster processor

Specific requirements for Mac OS users:

- Mac OS X v 10.5 or higher
- Mac OS X v 10.6 or higher is recommended
- 1 gigahertz (GHz) or faster Intel processor (2GHz or faster recommended)

Audio-Visual Requirements
You will need access to:

- A digital video recording device and/or a digital camera and associated software to save and upload video, image and audio files to OpenSpace. Many mobile phones and smart phones include this technology.
- Software to view online videos and images. Software such as Adobe Reader, Windows Media Player, Windows Photo Viewer etc. are available as a free download from the internet.
Physical Requirements
You need to be reasonably physically fit as the role involves providing direct physical manipulation whilst assisting with movement or exercise requirements, assisting clinical staff with procedures, and transporting clients.

Skill Requirements
To successfully complete this course, learners will require basic computing skills. This includes:

› Creating, saving and editing Microsoft Office documents
› Accessing and searching the internet
› Downloading and saving documents from websites
› Uploading documents through websites
› Participating in online discussions
› Connecting digital cameras and downloading and storing images, video and audio files
› Compressing image files

Other technology requirements
Office equipment and resources including telephone, photocopier, scanner and printer.

What support services are available?
During your studies with Open Colleges, you will have access to a comprehensive range of support services. These include:

Academic Support
Your experienced Trainers and Assessors are available in OpenSpace to answer any questions you may have regarding the learning materials or assessments. Your Program Manager can also provide you with advice and support regarding the overall course.

Student Support
The Student Support Team is your one-stop service centre for all student administrative issues – including enrolment, change of contact details, OpenSpace support, assessment results and certification. You can access the Student Support Team in OpenSpace or by email or phone.

Learning Support
The Learning Support Team are a dedicated team of specialists that provide you with a comprehensive induction to studying with Open Colleges as well as specific support if you encounter learning difficulties during your studies. Learning support resources, such as writing guides, are available in OpenSpace. You can access the Learning Support Team via your Trainer and Assessor or the Student Support Team.

Peer Support
As a student of Open Colleges you will join a community of like minded individuals who are studying to achieve their goals. Through OpenSpace you can connect and collaborate with others and share study tips and advice. Our students find this is a great way to keep motivated and build lasting friendships and networks.

More information?
The Student Handbook, available on the Open Colleges website, provides more detailed information on the support services available to students. We recommend that you read the Student Handbook prior to enrolling with us.

What will I obtain on completion of the course?
Upon successful completion of this course you will receive a nationally recognised qualification HLT33115 Certificate III in Health Services Assistance (Assistant in nursing work in acute care) awarded by Integrated Care & Management Training Pty Ltd (Provider Number: 90197).

What funding support options exist?
Austudy/Abstudy
This course is Austudy/Abstudy approved, but you will need to apply directly to Centrelink for information on eligibility.
## Modules and Units

Once you are enrolled in this course, you will receive access to the first Module, which contains the first set of units for the course. When you have successfully completed those units, you’ll be given access to the next Module.

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<thead>
<tr>
<th>Module</th>
<th>Code</th>
<th>Unit Title</th>
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<tbody>
<tr>
<td>Module 1</td>
<td>HLTAAP001</td>
<td>Recognise healthy body systems</td>
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<td></td>
<td>BSBMED301</td>
<td>Interpret and apply medical terminology appropriately</td>
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<td></td>
<td>HLTAID003</td>
<td>Provide first aid*</td>
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<tr>
<td>Module 2</td>
<td>HLTINFO01</td>
<td>Comply with infection prevention and control policies and procedures</td>
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<td></td>
<td>HLTWHS001</td>
<td>Participate in workplace health and safety</td>
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<td></td>
<td>HLTHSS003</td>
<td>Perform general cleaning tasks in a clinical setting</td>
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<tr>
<td>Module 3</td>
<td>CHCCCS002</td>
<td>Assist with movement</td>
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<td>CHCCCS026</td>
<td>Transport individuals</td>
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<td>HLTAING001</td>
<td>Assist with nursing care in an acute care environment</td>
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<td>Module 4</td>
<td>CHCDIVO01</td>
<td>Work with diverse people</td>
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<td></td>
<td>CHCCCS020</td>
<td>Respond effectively to behaviours of concern</td>
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<td>Module 5</td>
<td>CHCCCS012</td>
<td>Prepare and maintain beds</td>
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<tr>
<td></td>
<td>HLTAING002</td>
<td>Provide non-client contact support in an acute care environment</td>
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<tr>
<td>Module 6</td>
<td>CHCCCOM005</td>
<td>Communicate and work in health or community services</td>
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<tr>
<td></td>
<td>BSBWOR301</td>
<td>Organise personal work priorities and development</td>
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*Open Colleges does not provide this unit. Students will need to provide a certified and current Senior First Aid Certificate, Workplace Level 2 or Level 2 qualification from a Registered Training Organisation at their own cost to demonstrate competency for HLTAID003 Provide first aid.

For full course competency details visit www.training.gov.au
About Health Services Assistance
Assistants in Nursing provide assistance, support and direct care to clients in a variety of health, welfare and community settings, under the direction of healthcare professionals. According to the Australian government’s Job Outlook website, employment for Health Services Assistants and Assistants in Nursing (falling under the umbrella category of Nursing Support and Personal Care Workers) is expected to grow very strongly to 2016-17. There are over 82,000 people employed in this occupation, and employment has risen very strongly in the last ten years of survey.

In The Workplace
Under the direction of professional health staff such as doctors and nurses, Assistants in Nursing aim to provide help with the general care of clients in accordance with their health care plans. Using medical terminology, assessing a client’s needs and providing personal care and treatments all form part of the day to day tasks of this role.
Opening Opportunities
Studying with Open Colleges

Open Colleges provides you with the freedom to study where and when you want. We understand that our students are constantly juggling multiple priorities, so our unique learning approach has been specifically designed to enable you to fit education and training around your lifestyle.

After you enrol with Open Colleges you will be provided with access to OpenSpace – our virtual campus. Here are some of the key features and benefits of OpenSpace:

Access
Access your learning materials, assessments, videos and additional online resources wherever you have an internet connection. You can also download your online learning content and assessments so that you can study wherever and whenever it suits you.

Connections
Connect with your trainers and assessors and other students. You can participate in the lively student forums, link up with a ‘study buddy’ or engage with your program manager. OpenSpace is also where you will submit your assessments and receive your grades.

Knowledge
OpenSpace is your link to Gale – our extensive online library. Through Gale you will have access to millions of academic, magazine and newspaper articles from around the world.

Support
Access the student support team using the online enquiry feature. OpenSpace also provides a detailed searchable database of Frequently Asked Questions, so that we can provide you with responses to many of the common queries. You can also contact the student support team by phone on 1300 650 011.

“I am maximising my qualifications that to help me get a job in the industry. And online learning provides the flexibility that suits my family circumstances.”

Sameera Malik,
Open Colleges Student
How to Enrol

Enrolling with Open Colleges is easy:

Enrol online today. Just visit our website, select your course and click ‘Enrol Today’

OR

Enrol by phone. Just call one of our friendly enrolment consultants on 1300 853 033

Need more information?
We appreciate that choosing the right course is important. If you would like to discuss your career or course options, please do not hesitate to call our enrolment consultants on 1300 853 033 or email enquiry@opencolleges.edu.au with your questions.
Our Colleges

Open College of Accounting and Finance
Open College of Aged Care
Open College of Animal and Pet Care
Open College of Art and Design
Open College of Beauty
Open College of Business, Management and Marketing
Open College of Child Care
Open College of Community Services
Open College of Counselling and Coaching
Open College of Fitness
Open College of Health Care
Open College of Information Technology
Open College of Natural Therapies
Open College of Photography
Open College of Teaching and Training
Open College of Technical Trades and Languages
Open College of Tourism and Hospitality
Australian College of Journalism

Our Partners

College of Fashion Design
ICM Training
National Safety Council of Australia
North Coast TAFE

Opening Opportunities

For more information call 1300 853 033
or go to www.opencolleges.edu.au