Human Services

HLT33015 Certificate III in Allied Health Assistance

based on the HLT Health Training Package (version 3)

<table>
<thead>
<tr>
<th>Effective from</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date published</td>
<td>January 2016</td>
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</tbody>
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Human Services – HLT33015 Certificate III in Allied Health Assistance

The Human Services Curriculum Framework includes the following documentation:
- the syllabus
- associated documents
- support materials.


This document, Human Services – HLT33015 Certificate III in Allied Health Assistance, should be read in conjunction with the Human Services Curriculum Framework Stage 6 Syllabus.

Introduction to the Human Services Curriculum Framework

The Human Services Curriculum Framework is a Board Developed HSC syllabus. It is based on qualifications and units of competency contained in the nationally endorsed CHC Community Services Training Package and HLT Health Training Package and includes pathways to:
- CHC33015 Certificate III in Individual Support (Ageing)
- HLT33015 Certificate III in Allied Health Assistance
- HLT33115 Certificate III in Health Services Assistance (Assisting in nursing work in acute care).

The Human Services Curriculum Framework contains the following HSC VET courses (detailed in Section 2 of the Syllabus):
- Human Services (240 indicative hours)
- Human Services (360 indicative hours)
- Human Services Specialisation Study (60 indicative hours).

HSC VET courses have dual accreditation. Students can gain credit towards:
- the NSW Higher School Certificate (HSC)
- an AQF VET qualification – eg Certificate III in Allied Health Assistance.

As a result of the dual accreditation, HSC VET courses are governed by two sets of rules:
- HSC unit credit requirements determined by:
  - HSC course requirements (detailed in Section 2 of the Syllabus)
  - the requirements for satisfactory course completion – outlined on the BOSTES Assessment Certification Examination (ACE) website
• AQF VET qualification requirements specified in:
  - the qualification packaging rules for HLT33015 Certificate III in Allied Health Assistance – defined in the HLT Health Training Package
  - Registered Training Organisation (RTO) policies.

It is important to note that the rules and structure of HSC VET courses are not identical to the qualification packaging rules.

RTOs offering training programs for the delivery and assessment of the Human Services HSC VET courses must meet the requirements of the VET Quality Framework, the *HLT Health Training Package* and the HSC course.

**The Human Services Curriculum Framework and Certificate III in Allied Health Assistance**

The Health Training Package qualification packaging rules for *HLT33015 Certificate III in Allied Health Assistance* require the achievement of:

- 8 core units of competency
- 3 elective units of competency (minimum 2 electives listed).

To achieve HLT33015 Certificate III in Allied Health Assistance as part of the HSC, students will complete the following HSC VET course from the Human Services Curriculum Framework:

- Human Services (240 indicative hours) – 4 HSC credit units.

To be eligible for the award of the HSC, students must satisfactorily complete a pattern of study that includes 22 HSC credit units (refer to the BOSTES *Assessment Certification Examination (ACE) website* for further details).
Human Services HSC course requirements for Certificate III in Allied Health Assistance

Refer to Section 2 of the Syllabus and qualification packaging rules for further details.

### HSC course requirements

**Human Services (240 indicative hours)**

Students must undertake:

- six associated mandatory units of competency (140 HSC indicative hours)
- one associated unit of competency for the Allied health stream (30 HSC indicative hours)
- HSC Content: four mandatory focus areas plus the Allied health stream focus area
- HSC elective units of competency to a minimum of 70 HSC indicative hours (from the streams not already undertaken and/or the HSC elective pool)
- minimum of 80 hours of mandatory work placement

### AQF VET qualification requirements

**Certificate III in Allied Health Assistance**

Students must achieve 11 units of competency – 8 core plus 3 electives

- made up of five core and one listed elective
- made up of one core
- to be able to achieve Certificate III in Allied Health Assistance the remaining units of competency need to include:
  - the remaining two core units of competency for the qualification
  - two more elective units of competency (including at least one listed elective) for the qualification
- 80 hours of work

### Work placement

Work placement is a mandatory HSC requirement within this Framework. The HLT Training Package also specifies requirements for work placement for some qualifications and selected core units of competency. The minimum work placement hours assigned to HSC courses in this Framework reflect the industry-determined requirements according to the qualification being undertaken. Non-completion of work placement means the student has not met the HSC VET course requirements and cannot count the HSC credit units for the course towards the award of their HSC.
Work placement is to be undertaken in an appropriate community services/health work environment.

The minimum work placement requirement for students undertaking Certificate III in Allied Health Assistance through the 240 indicative hours course is 80 hours.

Students undertaking these courses as part of a school-based traineeship will meet the mandatory work placement hour requirements through the on-the-job training component of the traineeship.

For units of competency that must be assessed in community services/health work environment, work placement provides an opportunity to collect evidence required for a student to be deemed competent.

Recognition of Prior Learning (RPL) may be granted for mandatory work placement requirements. Students’ outside employment (ie not under the auspices of the school) may be recognised towards the requirement for work placement in a VET course ACE 8051 – Assessment Certification Examination (ACE) website.

Refer to the Work Placement in Human Services document for further information, including industry-specific information regarding work placement in the community services/health industry.

**HSC Content**

The HSC Content for this industry curriculum framework is organised into focus areas. Each focus area prescribes the scope of learning for the HSC. This is drawn from the associated units of competency (outlined in Table 1 on the next page).

Students undertaking the Human Services (240 indicative hours) course must address:
- all mandatory focus areas:
  - Healthy body systems
  - Industry context
  - Safety
  - Work
- one stream focus area:
  - Allied health.

The content description for each focus area is detailed in Section 3 of the Syllabus.

The HSC examination in Human Services is based on the HSC Content (refer to Section 4 of the Syllabus).
Table 1  HSC focus areas and associated units of competency for Certificate III in Allied Health Assistance

Mandatory

<table>
<thead>
<tr>
<th>Focus area</th>
<th>Unit code</th>
<th>Unit title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Healthy body systems</td>
<td>HLTAAP001</td>
<td>Recognise healthy body systems</td>
</tr>
<tr>
<td>Industry context</td>
<td>CHCCOM005</td>
<td>Communicate and work in health or community services</td>
</tr>
<tr>
<td>Safety</td>
<td>HLTAID003</td>
<td>Provide first aid</td>
</tr>
<tr>
<td></td>
<td>HLTINF001</td>
<td>Comply with infection prevention and control policies and procedures</td>
</tr>
<tr>
<td></td>
<td>HLTWHS001</td>
<td>Participate in workplace health and safety</td>
</tr>
<tr>
<td>Work</td>
<td>CHCCOM005</td>
<td>Communicate and work in health or community services</td>
</tr>
<tr>
<td></td>
<td>CHCDIV001</td>
<td>Work with diverse people</td>
</tr>
</tbody>
</table>

Stream

<table>
<thead>
<tr>
<th>Focus area</th>
<th>Unit code</th>
<th>Unit title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allied health</td>
<td>HLTAHA001</td>
<td>Assist with an allied health program</td>
</tr>
</tbody>
</table>

HSC examination

The Human Services Curriculum Framework includes an HSC examination which provides the opportunity for students to have their HSC mark contribute to the calculation of their Australian Tertiary Admission Rank (ATAR).

The Human Services HSC examination can contribute up to two units towards the calculation of a student’s ATAR.

Students who have completed the Human Services (240 indicative hours) course are eligible to sit for the Human Services HSC examination.

Students who want to sit for the Human Services HSC examination must be entered in both the Human Services (240 indicative hours) course and the Human Services examination on Schools Online (Administration). It is the responsibility of the home school to enter students into VET Framework courses and VET HSC examinations when the course is studied at a TAFE NSW institute or private provider.

Students will sit for the Human Services HSC examination at the same HSC examination centre where they sit all of their other written HSC examinations (usually at their home school).
The HSC examination is independent of the competency-based assessment undertaken during the course and has no impact on student eligibility for HLT33015 Certificate III in Allied Health Assistance.

**HSC examination specifications**

The HSC examination specifications, which describe the format of the external HSC examination, are contained in the *Assessment and Reporting in Human Services Stage 6* document.

The Human Services HSC examination will consist of a two-hour written paper. The paper will consist of four sections:
- Section I – objective response questions to the value of 15 marks
- Section II – short-answer questions to the value of 30 marks
- Section III – one extended response question to the value of 15 marks
- Section IV – one structured extended response question to the value of 20 marks.

The HSC examination in Human Services is based on the HSC Content (focus areas).
Relationship of the Human Services (240 indicative hours) course structure to the HSC examination

- **HSC units of competency**
  - Associated mandatory units of competency
    - Mandatory focus areas
      - Healthy body systems
      - Industry context
      - Safety
      - Work
  - Associated stream unit of competency
    - Stream focus area
      - Allied health
- **HSC Content**
- **HSC examination**
  - One common written paper
    - Section I
      - 15 objective response questions
    - Section II
      - Short answer questions
    - Section III
      - One extended response question
    - Section IV
      - One structured extended response question for each stream
        (Candidates answer the question on the stream they have studied)
- **HSC elective units of competency**
  - No HSC Content
  - Not examinable
### Status of units of competency for the Human Services HSC course and Certificate III in Allied Health Assistance

To achieve HLT33015 Certificate III in Allied Health Assistance the Health Training Package requires students to achieve 11 units of competency:
- 8 core units of competency
- 3 elective units of competency.

To achieve HLT33015 Certificate III in Allied Health Assistance as a part of the HSC, students will do the HSC VET Human Services (240 indicative hours) course.

To meet HSC course requirements, students completing the Human Services (240 indicative hours) course must undertake **six mandatory and one Allied health stream associated units of competency** [six core and one listed elective for HLT33015 Certificate III in Allied Health Assistance] plus a minimum of 70 HSC indicative hours of HSC elective units of competency.

<table>
<thead>
<tr>
<th>HSC indicative hours</th>
<th>Status in Human Services Curriculum Framework</th>
<th>Unit code</th>
<th>Unit title</th>
<th>Certificate III in Allied Health Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>mandatory</td>
<td>CHCDIV001</td>
<td>Work with diverse people</td>
<td>core</td>
</tr>
<tr>
<td>30</td>
<td>mandatory</td>
<td>CHCCOM005</td>
<td>Communicate and work in health or community services</td>
<td>core</td>
</tr>
<tr>
<td>30</td>
<td>mandatory</td>
<td>HLTAAP001</td>
<td>Recognise healthy body systems</td>
<td>core</td>
</tr>
<tr>
<td>20</td>
<td>mandatory</td>
<td>HLTAID003</td>
<td>Provide first aid</td>
<td>elective – listed</td>
</tr>
<tr>
<td>25</td>
<td>mandatory</td>
<td>HLTINFO01</td>
<td>Comply with infection prevention and control policies and procedures</td>
<td>core</td>
</tr>
<tr>
<td>15</td>
<td>mandatory</td>
<td>HLTWHS001</td>
<td>Participate in workplace health and safety</td>
<td>core</td>
</tr>
<tr>
<td>30</td>
<td>Allied health stream</td>
<td>HLTaha001</td>
<td>Assist with an allied health program</td>
<td>core</td>
</tr>
<tr>
<td><strong>170</strong></td>
<td><strong>Sub-total – HSC indicative hours (HSC mandatory + stream units of competency)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
To achieve HLT33015 Certificate III in Allied Health Assistance students must undertake the *remaining two core units of competency*.

<table>
<thead>
<tr>
<th>HSC indicative hours</th>
<th>Status in Human Services Curriculum Framework</th>
<th>Unit code</th>
<th>Unit title</th>
<th>Certificate III in Allied Health Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>elective</td>
<td>BSBMED301</td>
<td>Interpret and apply medical terminology appropriately</td>
<td>core</td>
</tr>
<tr>
<td>20</td>
<td>elective</td>
<td>CHCCCS010</td>
<td>Maintain a high standard of service</td>
<td>core</td>
</tr>
<tr>
<td>215</td>
<td>Sub-total – HSC indicative hours (HSC mandatory and stream + remaining core units of competency)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For the HSC students must undertake a further **25 HSC indicative hours** of units of competency to meet the requirements of the Human Services (240 indicative hours) course.

To achieve HLT33015 Certificate III in Allied Health Assistance, this needs to include **two more units of competency that are elective** for the qualification. At least one of these units of competency must be an elective listed in the packaging rules.

<table>
<thead>
<tr>
<th>HSC indicative hours</th>
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<th>Unit title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>elective</td>
<td>BSBFLM312</td>
<td>Contribute to team effectiveness</td>
<td>elective – listed</td>
</tr>
<tr>
<td>25</td>
<td>elective</td>
<td>BSBMED302</td>
<td>Prepare and process medical accounts</td>
<td>elective – listed</td>
</tr>
<tr>
<td>15</td>
<td>elective</td>
<td>BSBMED303</td>
<td>Maintain patient records</td>
<td>elective – listed</td>
</tr>
<tr>
<td>15</td>
<td>elective</td>
<td>BSBWOR204</td>
<td>Use business technology</td>
<td>elective – listed</td>
</tr>
<tr>
<td>35</td>
<td>elective</td>
<td>CHCAGE001</td>
<td>Facilitate the empowerment of older people</td>
<td>elective – listed</td>
</tr>
<tr>
<td>HSC indicative hours</td>
<td>Status in Human Services Curriculum Framework</td>
<td>Unit code</td>
<td>Unit title</td>
<td>Certificate III in Allied Health Assistance</td>
</tr>
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<td>---------------------------------------------</td>
</tr>
<tr>
<td>15</td>
<td>elective</td>
<td>CHCCCS020</td>
<td>Respond effectively to behaviours of concern</td>
<td>elective – listed</td>
</tr>
<tr>
<td>25</td>
<td>elective</td>
<td>CHCDIV002</td>
<td>Promote Aboriginal and/or Torres Strait Islander cultural safety</td>
<td>elective – listed</td>
</tr>
<tr>
<td>20</td>
<td>elective</td>
<td>BSBWOR301</td>
<td>Organise personal work priorities and development</td>
<td>elective (max 1)</td>
</tr>
<tr>
<td>20</td>
<td>elective</td>
<td>CHCAGE002</td>
<td>Implement falls prevention strategies</td>
<td>elective (max 1)</td>
</tr>
<tr>
<td>15</td>
<td>elective</td>
<td>CHCCCS002</td>
<td>Assist with movement</td>
<td>elective (max 1)</td>
</tr>
<tr>
<td>20</td>
<td>elective</td>
<td>CHCCCS015</td>
<td>Provide individualised support</td>
<td>elective (max 1)</td>
</tr>
<tr>
<td>10</td>
<td>elective</td>
<td>CHCCCS026</td>
<td>Transport individuals</td>
<td>elective (max 1)</td>
</tr>
<tr>
<td>20</td>
<td>elective</td>
<td>CHCGRP001</td>
<td>Support group activities</td>
<td>elective (max 1)</td>
</tr>
<tr>
<td>30</td>
<td>elective</td>
<td>CHCLEG001</td>
<td>Work legally and ethically</td>
<td>elective (max 1)</td>
</tr>
<tr>
<td>20</td>
<td>elective</td>
<td>HLTAHA018</td>
<td>Assist with planning and evaluating meals and menus to meet recommended dietary guidelines</td>
<td>elective (max 1)</td>
</tr>
<tr>
<td>10</td>
<td>elective</td>
<td>HLTHSS003</td>
<td>Perform general cleaning tasks in a clinical setting</td>
<td>elective (max 1)</td>
</tr>
</tbody>
</table>