



INFORMED CHOICES

Certificate III in Health Services Assistance (HLT33115) or Acute Care pathway (AA72)

In order to make an informed choice about the suitability of this course, you must take into account the essential skills and knowledge in addition to the critical aspects of assessment of this course or qualification.

Study Area- Health

Qualification:

Certificate III in Health Services Assistance (National Code: HLT33115) or Acute Care pathway (AA72)

This is a Certificate 3 Level Qualification under the Australian Qualification Framework (AQF). Further information about this course level including the necessary skills for successful completion are available at:

<https://www.aqf.edu.au/aqf-levels>

Industry Career Pathways

Students who have completed the qualifications in the Health Training Package listed above may seek employment in the following industry career pathways;

- Orderly
- Patient care assistant - Health service assistant
- Cleaner - Assistant in Nursing (AIN) – AA72 Acute care pathway only

For more information and details relating to employment, work roles, tasks and career pathways related to Health please refer to;

- For assistance with employment visit <http://joboutlook.gov.au/>
- For up to date career resources to help explore and plan careers, visit www.myfuture.edu.au
- For more information on careers visit <http://www.agedcommunity.asn.au/>

For information about apprenticeships visit the Australian Apprenticeships website

<https://www.australianapprenticeships.gov.au/apprentices>

For information about the relevant training package visit: <http://www.cshisc.com.au/>

For more detailed information about specific courses go to: <http://training.gov.au/>

Core Skill Requirements (Inherent Requirements)

To work in the industry area identified, the following skills needs to be considered;

Observational skills – this includes the ability to:

- notice changes in people's behavior, ability and the environment
- identify safety hazards and risks
- observe and understand non-verbal cues (e.g. facial expressions, body language)
- identify signs of verbal distress and / or aggression

Communication skills – this includes the ability to:

- communicate effectively with a range of people (e.g. clients, families, co-workers)
- use appropriate language and respect when working with people from different cultures
- listen attentively to what is being said
- read and understand written information
- understand and follow written and verbal instructions
- understand and respond to verbal and non- verbal communication
- write comprehensive communication appropriate to the situation
- use technology to communicate (e.g. computer for reports, emails, documents)
- communicate and work with other people as a team

Technical and / or Motor skills – this includes the ability to:

- deal with physical demands of manual tasks (e.g. bending, squatting, kneeling, crouching, repetitive movements, carrying, reaching)
- be on your feet for extended periods of time, both walking and standing
- grasp, push, turn and manipulate objects
- use equipment and other technology (e.g. computers, push wheelchairs, manual handling equipment)
- transport people around in wheelchairs, beds, trolley's
- have sufficient vision to safely perform the required range of skills
- hear and differentiate sounds that may alert you of a problem (e.g. alarms, calls)
- deal with body fluids (e.g. urine, feces, blood)

Cognitive / intellectual skills – this includes the ability to:

- gather, understand, organize, recall and communicate information
- use own judgment / basic problem solving skills (e.g. to respond to immediate safety risks)
- understand other people's perspectives / opinions and respect their choices
- understand and use math's effectively (e.g. measurements, basic calculations, 24 hour clock)
- maintain a sufficient level of concentration to complete an activity / task
- be attentive in interaction with others (e.g. to identify risks, to identify changes)
- perform tasks in a safe manner and within reasonable timeframes

Behavioural and social skills – this includes the ability to:

- demonstrate patience and willingness to work with a variety people
- able to work under pressure
- demonstrate professional behaviour (e.g. punctuality, maintaining confidentiality and respect personal boundaries)
- control your emotions and reactions and withhold personal opinions
- tolerate close proximity with individuals
- interact with all genders
- adapt to change
- take responsibility for own actions – including use of social media
- comply with legal requirements of industry (e.g. criminal history check)

Language, Literacy & Numeracy

The Language, Literacy & Numeracy requirements are core skills for all job roles at all levels. The Australian Core Skills Framework (ACSF) indicates that the five core skill areas are reading, writing, numeracy, oral communication and learning which we apply in our personal and community; workplace and employment; and education and training. Some of the core language, literacy and numeracy (LLN) skills for entry into this industry are:

- **Learning** – legal and ethical guidelines of work, understand human needs, individual differences, service standards, safety policies and procedures
- **Reading Skills** - reading and understanding client care and treatment plans, patient charts, procedures and work instructions, industry specific terminology and symbols, workplace safety signs
- **Writing Skills** - completing forms, patient charts, documents, WHS reports, taking messages
- **Oral Communication** – active listening skills, communicating with clients and their family, team members. Communicating with clients who have impaired

communication. Effective questioning, phone skills and providing information to team members.

- **Numeracy Skills** – measure fluids, read weights and measurements, interpret and document in charts, calculate timeframes
- **Problem Solving Skills** – identify and respond to client's needs on a daily basis.
- **Technology Skills** – use software to update observation notes and record product purchases

Vocational Placement Requirements

As part of your course you are required to complete vocational placement (work placement). The placement is arranged / negotiated by the South Metropolitan TAFE. Students will be provided with forms and a vocational placement log book to record their placement.

It is an industry requirement for students on placement to achieve or complete:

A minimum of 80 hours vocational placement is required to be completed for the following qualification:

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Note: Students will be required to:

- complete a satisfactory Working with Children check / National Police Clearance (NPC) prior to placement
- complete a fitness to practice medical form and obtain any immunisations/vaccinations required
- travel to an appropriate organisation to complete vocational placement
- attend vocational placement at times that may be out of normal business hours e.g. 7am – 9.30 pm

Other Considerations

- Students are required to have access to a computer and internet (SM TAFE students can access computers via it's libraries – available at Rockingham, Murdoch, Bentley, Mandurah and Thornlie campuses).

Workplace Health and Safety

All workers must understand their workplace health and safety obligations and safety requirements under the:

- WA Occupational Safety & Health Act 1984, which imposes obligations on people at workplaces to ensure workplace health and safety.

- Occupational Safety & Health Regulations 1996 (WA) that describes what must be done to prevent or control certain hazards which cause injury, illness or death.
- Codes of Practice, which are designed to give practical advice about ways to manage exposure to risks common to industry.

All workers must be able to participate in Risk Assessments, Incident Reports and Hazard Identification.

Industry Legislation or Licensing

All workers must meet the qualification and / or legislative requirements set by industry standards. These are core requirements for eligibility to work in specific industry areas and to gain professional memberships to practice in some industry sectors.

A Criminal History Check conducted through the National Police Check, is required to work in Aged Care and health care environments.

Individual students are responsible for any cost associated with obtaining a Working with children Check and National police check. For further information go to:

<https://www.police.wa.gov.au/Police-Direct/National-Police-Certificates>

South Metropolitan TAFE WA Courses

TAFE WA courses/ qualifications within Health training package – Certificate 3 in Health Services assistance:

Award Courses:

- Health Services Assistance
- Health Services Assistance - Acute Care (AA72)

Make sure you read the course information available on the South Metropolitan TAFE website before finalising your application. <https://www.southmetrotafe.wa.edu.au/>

Before you Enrol

- If you intend to enrol in a health course, please review the inherent requirements listed in this statement and determine whether you might experience challenges in meeting them.
- If you think you might experience challenges related to your disability, health condition or for any other reason, you should discuss your concerns with the Program Area, a Student Services Staff member or a Disability Access and Equity Officer.

- If you have made an informed choice that this is not the right pathway for you, please consider another qualification or the following programs:
 - SM TAFE Foundation Skills :
<http://www.southmetrotafe.wa.edu.au/courses/industries/english-languages-and-foundation-studies>
 - Job Skills Centres for career pathway advice :
<https://www.jobsandskills.wa.gov.au/> jobs-and-skills-centres
 - Adult Migrant English Program (AMEP):
<http://www.southmetrotafe.wa.edu.au/courses/study-types/amep>
 - <https://www.goodcareersguide.com.au/>
 - North Metropolitan TAFE: <https://www.northmetrotafe.wa.edu.au/>