



Course

Pre-Enrolment Guide

Training Area:

Allied Health Assistance

Training Product:

**HLT33115 Certificate III in
Health Services Assistance
(Assisting in Nursing Work
in Acute Care)**



Your Future. Your Choice. Your TAFE.

Central Regional TAFE spans four regions and around 57% of Western Australia, with nine campuses delivering training that reflects the industries driving our state's economy. From the Midwest and Wheatbelt to the Gascoyne and Goldfields, our footprint is vast – and so are the opportunities.

Studying regionally connects you directly with the jobs that matter. With most agricultural, health, and construction roles based in regional WA, training close to home ensures you build skills where the demand is.

Each campus is shaped by its community and industries. Whether it's aquaculture on the coast, mining in the Goldfields, or agriculture in the Wheatbelt, we work hand-in-hand with employers to make sure your training is current, practical, and linked to real apprenticeships and work placements.

Wherever you live, your local campus is ready to help you succeed – while keeping skills, jobs, and opportunities right here in regional WA.





Your Campus. Your Training. Your Career.

At Central Regional TAFE, it's all about you. We're here to help you shape the future you want, with the right support every step of the way.

Learn from industry experts who bring real-world knowledge into the classroom and gain the confidence and skills employers are looking for. With over 300 nationally recognised courses – from Certificate I through to Advanced Diploma – plus a wide range of short courses, there's a pathway for every ambition.

We know life is busy, so our flexible and online study options help you balance training with work, family, and everything else you've got going on. Add to that payment plans and tailored support, and achieving your goals has never been easier.

Whether you're leaving school, changing careers, or upskilling, you'll find a place at TAFE – and a pathway to a future that works for you.

Train where you live. Build real skills. Shape a future that works – with Central Regional TAFE.

Course Information

HLT33115 Certificate III in Health Services Assistance (Assisting in nursing work in acute care)

Release number	5
Required number of units for course completion	<p>Total number of units = 15</p> <ul style="list-style-type: none"> • 7 core units • 8 elective units, consisting of: <ul style="list-style-type: none"> ○ at least 6 units from the electives listed below, ○ up to 2 units from any endorsed Training Package or accredited course – these units must be relevant to the work outcome. <p>All electives chosen must contribute to a valid, industry-supported vocational outcome.</p> <p>Any combination of electives that meets the rules above can be selected for the award of the Certificate III in Health Services Assistance. Where appropriate, electives may be packaged to provide a qualification with a specialisation.</p> <p>Packaging for specialisation:</p> <p>All Group B electives must be selected for award of the Certificate III in Health Services Assistance (Assisting in nursing work in acute care). To achieve this qualification with this specialisation, the candidate must have completed at least 80 hours of work as detailed in the Assessment Requirements of the unit of competency.</p> <p>To access the full list of units and specialisations click on the link. https://training.gov.au/Training/Details/HLT33115/qualdetails</p> <p>Please see the table at the end of this document for the units offered in this qualification.</p>
Duration	10 Months
Location	Geraldton
Delivery mode	Face to Face Classes (Local Classroom)

IS THIS COURSE RIGHT FOR ME?

Before you choose this course, it's a good idea to think about the skills and knowledge you might need. The information below will help you decide if the course is a good fit for you, or if there are areas where you might need some extra support.

Information you need to know about the course

To study and work in this field, you will need to meet the following requirements:

Physical skills

- Be on your feet for extended periods of time, both walking and standing
- Deal with physical demands of manual tasks (e.g. bending, squatting, kneeling, crouching, repetitive movements, carrying, reaching)
- Be able to grasp, push, turn and handle objects

- Use equipment and other technology (e.g. computers, push wheelchairs, manual handling equipment)
- 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, faeces, blood).

Thinking and understanding skills

- Be able to gather, understand, organise, recall and communicate information
- Use 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 maths effectively (e.g. measurements, calculations, 24 hr 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

- Demonstrate patience and willingness to work with people from different backgrounds
- 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 responsible use of social media

Communication skills (verbal and written)

- Be able to understand and respond to verbal and non-verbal communication
- Develop confidence to interact respectfully and professionally with people from diverse backgrounds
- Be able to listen actively and follow instructions
- Read and understand workplace documentation
- Write and record patient information and documentation
- Communicate and work in a team environment

Legal and workplace requirements: Be prepared to organise a WWCC, required immunisations/vaccinations, and a National Police Clearance before commencing placement or work in this role.

Course Pathways

This course helps you build the knowledge and skills you need to support health professionals in caring for clients. As a health services assistant, you will work directly with clients under supervision. Further details can be found on our website [here](#).

National Course Entry Requirements

No national entry requirements apply to this course.

Central Regional TAFE (CR TAFE) Entry Requirements

You must have a Unique Student Identifier (USI) to enrol in and complete any nationally recognised training in Australia. If you do not have a USI or need help getting one, we can assist you with the process.

Before you enrol CR TAFE is required to review your language, literacy, numeracy and digital (LLND) skills to help you decide if the course is right for you, identify any support you might need, or whether other learning options may be better suited to you at this time.

Review of language, literacy, numeracy and digital literacy (LLND)

You are required to complete the online LLN Robot Quiz and the Course Ready Quiz to enable the lecturer to gather information about your language, literacy, numeracy and digital literacy skills. You will

be provided with a copy of your results including supplementary learning materials to support you in areas that need further development.

To complete the Quizzes, You will need a current email address, computer or laptop and the internet.

You may wish to do the Quizzes at the Student hub where you will have access to a computer and the internet.

What happens after your LLND review

After the LLND review, the Student Business Systems Team will inform you of the result and the best way forward which may include:

- Proceeding to enrolment (if you have the required LLND to be able to undertake study in the course)
- Possible alternative learning options (if you do not have the required LLND for the course)
- OR
- Refer you to the Course Lecturer if you wish to have further discussion about your LLND skills
- Any support that can be provided

Fees and Payments

Whether you are enrolling in individual units and/or full qualifications at CR TAFE, you are responsible for paying the enrolment fee for each unit you enrol in.

You will find detailed information about your course costs and how they are calculated on our website [here](#).

You can also check the drop-down box for FEES on your course page on the website which has details about the course fees.

Further information on:

- key payment terms and conditions
- availability of any relevant government training entitlements and subsidies
- our withdrawal and refund requirements

is available under the Fees and Payment Options section in the Student Handbook on our website [here](#).

Our Student Business Systems team can help if you are unsure about any fee information. Please refer to the Contacts section, on how to contact us.

Learning Resources

Central Regional TAFE will provide the following resources for you to participate in this program:

- Blackboard Learn (Online Learning Management System) where you will have access to learning and assessment materials for the duration of your enrolment..
- Microsoft 365 suite for the duration of your enrolment (Outlook, Word, Excel, PowerPoint, OneNote, Teams, OneDrive)
- Adobe
- Access to the library facilities (on site and online)
- Access to free Wi-Fi (on site)
- Access to onsite Cyber Centre (computers and printer)
- Access to the classroom for on-site classes
- Access to the simulated health service workplace for practical skills instruction and simulation assessments

Resources and equipment you need to bring

You are required to provide (at your own expense) the following list of resources/equipment:

- Stationery (notebooks, pens, highlighters)
- Enclosed shoes (non-slip, appropriate for healthcare settings)
- Comfortable, professional attire (e.g., scrubs or appropriate workwear)
- Watch with a second hand (for measuring pulse rates)
- For placement, students will need:
 - First Aid Certificate
 - National Police Clearance
 - Fit testing
 - White Card (Department of Health Police Clearance)
 - Working with Children Check
 - Immunisation as per workplace requirements

CR TAFE online library resources

Our online library has a wide range of electronic resources useful to your course. You can find our online library on the CR TAFE website [here](#). Library staff are available to assist you as required.

Delivery Mode

This course is offered through the following:

- **Face to face classes** one and half days a week (approximately 6 hours full day and 3 hours half day)
- **Structured out of class online activities** – provided by the lecturer on Blackboard (online learning management system) that must be completed in your own time. You are responsible for planning your study time and staying on track. You must ensure that you complete all tasks and assessments by the required dates.
- **Work Placement:** Mandatory work placement of 80 hours must be completed.

Work Placement

A mandatory work placement of 80 hours is required for this course. Your lecturer will organise your work placement and will consult with you to ensure the location and arrangements are accessible and suitable to your individual needs.

If you are already employed or have identified a potential workplace for your placement, your lecturer will check its suitability for meeting course requirements. If your chosen workplace does not meet all of the course requirements, you may need to complete part of your work placement at a different workplace to ensure all requirements are covered. Your lecturer will identify another suitable workplace in this instance.

You will be required to complete a Work placement Logbook to record the hours you complete and the activities you undertake during your work placement

My Portal

There is a variety of information available to students on our website under [Current Students myPortal](#). Once you are enrolled, the Student Portal will allow you to view the following:

- My application - view the status of your application to study
- My payments - view your payment history and instalment plan details (if relevant)
- My study - view your course details, units and academic records
- My details - view and update your personal information

- My tasks - view any notices from Central Regional TAFE
- Blackboard - links directly to the Blackboard e-learning platform

Recognition of Prior Learning

Recognition of prior learning (RPL) means an assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which the individual meets requirements specified in the training product. If you think you have existing knowledge and skills in one or more of your units of study, you may apply for RPL. Should you apply for RPL, you will be supported through the process by a lecturer. For further information visit our website [here](#).

Credit

Credit can be given if you have successfully completed a unit or module that has the same code or is deemed equivalent to one in your current course. You may have completed this unit/module at a Registered Training Organisation or at an alternate authorised organisation such as a university.

You will have to provide some evidence you have successfully completed the unit or module. This might include authenticated VET transcripts or other AQF certification documents like Statements of Attainment, Records of Results etc.

You won't be charged for credit. If you think this might apply to you, contact your lecturer to discuss eligibility, the application process and the evidence you need to provide.

Note: CR TAFE will not issue an Award or Statement of Attainment that is achieved wholly through crediting units completed at another RTO.

Appeals and Feedback

CR TAFE values student feedback and recognises that opportunities to improve products and services arise from the effective handling of student complaints. Complaints are processed in a way that balances the interests of students and CR TAFE while making sure the process is fair for everyone.

Students are supported to [provide feedback and make complaints](#). Students have the right to appeal decisions made by the lecturer/assessor and CR TAFE. For example, if you have concerns about your assessment results, please approach your lecturer to discuss the issue and/or refer to our website for details [here](#).

Student Support Services

CR TAFE aims to provide a supportive learning environment for all students. If you have any support needs, either before you enrol or during your course, we encourage you to speak with your lecturer or the Student Support Services team. CR TAFE will provide, or help you access, the support that can assist you in your studies.

Training Support:

You are encouraged to identify any training support that you may need before you enrol and at any point during your learning journey. This may include but not limited to:

- Study Skills
- Accessing and using technology
- Assessments
- Disability support
- Aboriginal and Torres Strait Islander support

Wellbeing Support:

CR TAFE is dedicated to supporting students and to providing a safe and inclusive learning environment for all students including a culturally safe learning environment for Aboriginal people. CR TAFE recognises that

student wellbeing is important for a successful learning journey and may provide, or support access to, appropriate services where needed. Wellbeing support may include, but not limited to:

- Counselling and mental health resources (external)
- Career Services and Guidance (internal)
- Financial (fee and debt payment options, scholarships) (internal)
- Abuse, harassment, bullying (internal and external)
- Crisis and Support Lines (external)
- Support for Aboriginal students (internal and external)
- Aboriginal Counselling Support (external)
- Support for students with disability (internal and external)
- Support for international students (internal)

For confidential, no obligation contact information for wellbeing support, please contact our Student Support Services team who can help you with more information on how to access these support services, or go to our [website](#).

Lecturer Contact Details

Name: Sarah Nolan

Email: sarah.nolan@crtafe.wa.edu.au

Building: H Block

Availability: Mondays, Tuesdays and Thursdays 9am to 4pm

To speak to our Student Business System Team, Student Support Services Team, our Technical Support Team, Aboriginal Support Services or your local Access and Equity Inclusion Officer, contact: 1800 672 700 or enquiries@crtafe.wa.edu.au.

Alternatively, you can complete an online enquiry form <https://www.centralregionaltafe.wa.edu.au/contact-us>.

For help with all things career, training and employment, contact our Jobs and Skills Centres at either our Geraldton, Kalgoorlie or Northam campuses, or call 13 64 64 or go to www.jobsandskills.wa.gov.au.

Award

Upon successful completion of this course, you are entitled to an Award and a Record of Achievement. Should you not have successfully completed all the units of competency required for the Award, you are entitled to a Statement of Attainment for the individual units for which you have been assessed as competent.

Further Resources and Information

More information can be found in our Student Handbook, available for download off our website [here](#).

Notification of Changes to the Course

You will be informed in writing by your lecturer of any changes that affect your course after enrolment. You will be supported throughout the change to ensure there is minimal disruption to your learning journey.

Timetable and Training Hours

The timetable provided helps you plan your week and understand your study commitments. The timetable shows which days and times you need to attend training. It helps you plan ahead and manage your participation.

Tuesday sessions: 3 hours per week over 29 weeks

Wednesday sessions: 3.25 hours per day for the first 5 weeks, then 5.25 hours per day for 24 weeks.

Overview of Training Hours and Assessment Methods

The table below outlines the units you need to complete. It shows the types of training you are required to do, approximately how much time they should take, and how each unit will be assessed. This will help you understand how much time you will need to set aside for each unit you are enrolled in.

Stage	National ID	Unit Of Competency	Face to Face	Workshops	Work Placement	Structured Out Of Class Activities	Tutorial Study Support	Total	Assessment	Delivery Mode	Core / Elective	Group	Pre-Requisites National Code/s
Semester 1	BSBMED301	Interpret and apply medical terminology appropriately [AUK35]	16.25			10.00		26.25	10.00	Face To Face	Core	Core Units	
	BSBWOR301	Organise personal work priorities and development [AUJ68]	9.00			15.00	0.00	24.00	10.00	Face To Face, Blended Delivery	Core	Core Units	
	CHCCOM005	Communicate and work in health or community services [AVC29]	21.00	0.00		10.00		31.00	10.00	Face To Face	Core	Core Units	
	CHCDIV001	Work with diverse people [AVC09]	15.75	0.00		10.00	0.00	25.75	10.00	Face To Face	Core	Core Units	
	HLTINF006	Apply basic principles and practices of infection prevention and control [OEI66]	16.25	0.00		10.00		26.25	10.00	Face To Face	Core	Core Units	
	HLTWS001	Participate in workplace health and safety [WG738]	10.00	0.00		15.00		25.00	10.00	Face To Face	Core	Core Units	
	CHCCS015	Provide individualised support [AVC63]	30.00	0.00		15.00	0.00	45.00	5.00	Face To Face, Blended Delivery	Elective	Other Electives	
		Transport individuals [AVC51]	6.00	0.00		20.00	0.00	26.00	10.00	Face To Face, Blended Delivery	Elective	Group B Electives - Assisting in Nursing Work in Acute Care Specialisation	
	CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety [AVC08]	12.00			15.00		27.00	10.00	Face To Face, Blended Delivery	Elective	Other Electives	
	HLTAID011	Provide First Aid [OCD30]	10.50			8.00		18.50	2.00	Face To Face	Elective	Other Electives	
Semester 2	HLTAAP001	Recognise healthy body systems [AVB19]	10.00			5.00		15.00	10.00	Face To Face	Core	Core Units	
	CHCCS002	Assist with movement [AVC75]	26.25	0.00		10.00		36.25	10.00	Face To Face	Elective	Group B Electives - Assisting in Nursing Work in Acute Care Specialisation	
	CHCCS020	Respond effectively to behaviours of concern [AVC57]	16.25	0.00		10.00		26.25	10.00	Face To Face	Elective	Group B Electives - Assisting in Nursing Work in Acute Care Specialisation	



Assessment Methods

For this course, assessments may include the following:

Knowledge questions: This involves answering questions, either orally or in writing, relating to the unit of competency.

Observations: This involves your assessor or a third party (workplace supervisor) observing you perform tasks in the workplace and/or simulated workplace to check that you have the knowledge and skills required for the unit of competency.


Project: This involves completing tasks or activities in the workplace and/or simulated workplace to show that you can apply the knowledge and skills required for the unit of competency.

Portfolio: This is a collection of evidence you put together, such as documents, examples of your work, or completed activities, to show that you have the knowledge and skills required for the unit of competency.

Note: The specific assessments required for each unit of competency will be outlined in the Training and Assessment Plan (TAP) for that unit. You will receive a copy of the TAP for each unit when you enrol.



RTO: 52789

 1800 672 700

 enquiries@crtafe.wa.edu.au

 centralregionaltafe.wa.edu.au



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