

# Queensland TRANSITION GUIDE Document Version 3.0

October 2011

To support implementation of the

## HLT07 V3.0/4.0 HEALTH Training Package in Queensland

This Transition Guide is available in electronic format from the following website:

<http://www.training.qld.gov.au/training-organisations/ctm/transition-guides/index.htm>

The above website provides Queensland Transition Guides (previously called Queensland Mapping Guides if produced prior to April 2008) for all endorsed Training Packages.

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## TRANSITION GUIDE VERSION HISTORY

Prior to April 2008, these publications were called Mapping Guides.

Transition Guide Version Number	Training Package Version Number	Additions/Alterations from Previous Version	Transition Guide Date of Issue
V3.0	V3.0/4.0	Addition of two new endorsed units for medical imaging: <ul style="list-style-type: none"> <li>HLTMI301A and HLTMI302A Support the medical imaging professional</li> </ul> Addition of electives to qualifications, ISC upgrade to correct inadvertent omission of unit HLTHIR501A from HLT50507 in Version 2 Changes to most qualification structures, and <ul style="list-style-type: none"> <li>New elective units for Oral Care HLTMT307A and HLT0HC408A.</li> <li>New elective units for Language Literacy and Numeracy</li> </ul>	October 2011
V2.0	V2.0/V2.1	<ul style="list-style-type: none"> <li>Addition of new units of competency for Renal Care</li> <li>Addition of new units of competency for Community Rehabilitation</li> <li>Addition of new skill sets</li> <li>Re-calculation of midpoint hours for qualifications</li> <li>Change to coding of imported MEM units</li> <li>RTO's should refer to the training package for clarification of changes. Please note that V2.0 of training package was not released on NTIS</li> </ul>	May 2010
V1.3	V1.0	Clarification of credit granted for HLTFA301B Apply first aid has been included on page 35	August 2009

<b>Transition Guide Version Number</b>	<b>Training Package Version Number</b>	<b>Additions/Alterations from Previous Version</b>	<b>Transition Guide Date of Issue</b>
V1.2	V1.0	Update of format to current "Transition Guide", previously known as "Mapping Guide"	August 2008
V1.1	V1.0	Inclusion of alignments between previous modules/units and indigenous qualifications/units	March 2008
V1.0	V1.0	Initial release of mapping guide for new training package	August 2007

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## INTRODUCTION

The purpose of this Transition Guide is to assist registered training providers in Queensland to implement the HLT07 V3.0/4.0 Health Training Package which has replaced the previous HLT07 V2.0/2.1 Health Training Package.

**Note:** This Transition Guide is designed to be read in conjunction with the endorsed components of the HLT07 V3.0/4.0 Health Training Package. It does not contain the complete content of the Training Package and should not be regarded as a primary source of reference in place of the Package itself.

### **What are National Training Packages?**

Training Packages are developed by Industry Skills Councils under funding from the Commonwealth Department of Education, Employment and Workplace Relations (DEEWR). All state and territory governments have agreed to the implementation of Training Packages as a cornerstone of the vocational education and training (VET) system in Australia.

Training Packages specify the skills and knowledge required to perform effectively in the workplace. They provide a set of nationally endorsed standards and qualifications for recognising and assessing a person's skills relevant to a particular industry or industry sector. In order for a Training Package to gain national endorsement, the developer must provide evidence of extensive consultation and support within the relevant industry.

Training Packages *do not* prescribe how an individual should be trained. Trainers and workplace supervisors make use of the standards published in the Training Package to develop learning strategies – the 'how' – to support an individual learner's needs, abilities and circumstances.

The principal specifications, or *endorsed components*, of a Training Package are:

- **units of competency:** the specifications of knowledge and skill, and the application of that knowledge and skill to the standard of performance required in the workplace. Units of competency cover a range of functions relevant to the workplace and appropriate to either an enterprise, industry or cross-industry application.
- **qualifications framework:** created by packaging units of competency into meaningful groups defined in accordance with the Australian Qualifications Framework (AQF).
- **assessment guidelines:** an industry framework for assessing competency in the specified industry, industry sector or enterprise. Assessments should be valid, reliable, flexible and fair and consistent with the *Essential Standards for Registration* under the *Australian Quality Training Framework*. For further information about the AQTF and copies of all AQTF documents visit [training.com.au](http://training.com.au).

'Skills Sets' may also appear in some Training Packages. These are single units of competency or combinations of units which link to a licence or regulatory requirement or a defined industry need, and do not constitute a full AQF qualification. Skill Sets are formally recognised through a Statement of Attainment.

The non-endorsed components (also known as optional or unendorsed components) of a Training Package include support materials for learning, training, assessment and the professional development of training providers.

## WHERE TO OBTAIN THE TRAINING PACKAGE

The HLT07 V3.0/4.0 Health Training Package is available for reference or download from [www.training.gov.au](http://www.training.gov.au).

It may be purchased in hardcopy or on CDROM from:

### Community Services and Health

### Industry Skills Council

Level 9

46-56 Kippax Street

SURRY HILLS NSW 2010

Tel: 02 9270 6600

Fax: 02 9270 6601

Website: <http://www.cshisc.com.au>

## OVERVIEW OF THE HLT07 V3.0/4.0 HEALTH TRAINING PACKAGE

The following table presents an overview of the main characteristics of the HLT07 V3.0/4.0 Health Training Package.

<p><b>Industry Sectors - Health</b> <b>Direct Client Care Work</b></p> <ul style="list-style-type: none"> <li>• Aboriginal and/or Torres Strait Islander Health Work</li> <li>• Allied Health Assisting</li> <li>• Ambulance</li> <li>• Anaesthetic Technology</li> <li>• Audiometry</li> <li>• Complementary and Alternative Health</li> <li>• Dental Work</li> <li>• Enrolled Nursing</li> <li>• Health Services Assistance</li> <li>• Medical Assisting</li> <li>• Neurophysiology Technology</li> <li>• Nutrition/Dietetic Assistance</li> <li>• Optical Dispensing</li> <li>• Pathology</li> </ul>	<p><b>Public Health Work</b></p> <ul style="list-style-type: none"> <li>• Population Health</li> </ul> <p><b>Technical Support Work</b></p> <ul style="list-style-type: none"> <li>• Cardiac Technology</li> <li>• Cast Technology</li> <li>• Dental Technology</li> <li>• Hyperbaric Technology</li> <li>• Mortuary Assisting/Technology</li> <li>• Optical Technology</li> <li>• Pharmacy Support</li> <li>• Prosthetic/Orthotic Technology</li> <li>• Rehabilitation and Assistive Technology</li> <li>• Sleep Technology</li> <li>• Sterilisation Services</li> </ul> <p><b>Ancillary and Business Services Work</b></p> <ul style="list-style-type: none"> <li>• Ancillary Services</li> <li>• General Business Operations</li> </ul>										
<p><b>Levels (and Numbers) of Qualifications</b></p>	<table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="padding: 2px;">Certificate II</td> <td style="text-align: right; padding: 2px;">5</td> </tr> <tr> <td style="padding: 2px;">Certificate III</td> <td style="text-align: right; padding: 2px;">18</td> </tr> <tr> <td style="padding: 2px;">Certificate IV</td> <td style="text-align: right; padding: 2px;">32</td> </tr> <tr> <td style="padding: 2px;">Diploma</td> <td style="text-align: right; padding: 2px;">19</td> </tr> <tr> <td style="padding: 2px;">Advanced Diploma</td> <td style="text-align: right; padding: 2px;">12</td> </tr> </tbody> </table>	Certificate II	5	Certificate III	18	Certificate IV	32	Diploma	19	Advanced Diploma	12
Certificate II	5										
Certificate III	18										
Certificate IV	32										
Diploma	19										
Advanced Diploma	12										
<p><b>National Advisory Body</b></p>	<p>Community Services and Health Industry Skills Council</p>										
<p><b>Endorsement</b></p>	<p>National Quality Council Endorsement Date: 25 January 2007</p>										
<p><b>Release Date</b></p>	<p>Release Date: 1 June 2011</p>										

<b>Replaces Previous Version</b>	The HLT07 V3.0/4.0 Health Training Package replaces the previous HLT07 V2.0/2.1 Health Training Package.
<b>Apprenticeships and Traineeships</b>	Funding levels and agreements for Apprenticeships and Traineeships are subject to confirmation by the Queensland Department of Education and Training.

## QUALIFICATIONS IN THE HLT07 V3.0/4.0 HEALTH TRAINING PACKAGE

The following table presents a summary of the qualifications in the HLT07 V3.0/4.0 Health Training Package.

It also shows how these qualifications have replaced qualifications in the previous HLT07 V2.0/2.1 Health Training Package.

Refer to the Qualification Framework of the HLT07 V3.0/4.0 Health Training Package for the packaging rules that identify units of competency in the new qualifications. Qualifications highlighted in “**bold**” identify new qualifications in this training package.

The nominal hour figure given below for each qualification is calculated on the basis of the core units of the qualification plus a median within the range of permitted electives. Consequently the figure shown is not a fixed value but can fluctuate depending on which electives are chosen. The nominal hours per qualification should therefore be viewed as an approximate indication of the extent or duration of the qualification as an aid to delivery planning.

Refer to Page 14 of this Transition Guide for further details concerning nominal hours.

QUALIFICATIONS NOW EFFECTIVE UNDER HLT07 V3.0/4.0 TRAINING PACKAGE Note <sup>1</sup>			PREVIOUS QUALIFICATIONS UNDER HLT07 V2.0/2.1 TRAINING PACKAGE		
Code	Qualification Title	Nominal Hours	Code	Qualification Title	Nominal Hours
HLT20907	Certificate II in Population Health	428	HLT20907	Certificate II in Population Health	424
HLT21007	Certificate II in Indigenous Environmental Health	443	HLT21007	Certificate II in Indigenous Environmental Health	438
HLT21107	Certificate II in Emergency Medical Service First Response	283	HLT21107	Certificate II in Emergency Medical Service First Response	297
HLT21207	Certificate II in Health Support Services	395	HLT21207	Certificate II in Health Support Services	366
HLT21307	Certificate II in Aboriginal and/or Torres Strait Islander Primary Health Care	331	HLT21307	Certificate II in Aboriginal and/or Torres Strait Islander Primary Health Care	312
HLT30207	Certificate III in Non-Emergency Client Transport	543	HLT30207	Certificate III in Non-Emergency Client Transport	521
HLT31107	Certificate III in Sterilisation Services	460	HLT31107	Certificate III in Sterilisation Services	462
HLT31407	Certificate III in Hospital/Health Services Pharmacy Support	465	HLT31407	Certificate III in Hospital/Health Services Pharmacy Support	431
HLT31507	Certificate III in Nutrition and Dietetic Assistance	520	HLT31507	Certificate III in Nutrition and Dietetic Assistance	535
HLT31807	Certificate III in Dental Assisting	398	HLT31807	Certificate III in Dental Assisting	398
HLT31907	Certificate III in Ambulance Communications (Call-taking)	441	HLT31907	Certificate III in Ambulance Communications (Call-taking)	430



QUALIFICATIONS NOW EFFECTIVE UNDER HLT07 V3.0/4.0 TRAINING PACKAGE Note <sup>1</sup>			PREVIOUS QUALIFICATIONS UNDER HLT07 V2.0/2.1 TRAINING PACKAGE		
Code	Qualification Title	Nominal Hours	Code	Qualification Title	Nominal Hours
HLT32007	Certificate III in Mortuary Theatre Practice	615	HLT32007	Certificate III in Mortuary Theatre Practice	595
HLT32107	Certificate III in Prosthetic/Orthotic Technology	1010	HLT32107	Certificate III in Prosthetic/Orthotic Technology	1008
HLT32207	Certificate III in Population Health	635	HLT32207	Certificate III in Population Health	628
HLT32307	Certificate III in Indigenous Environmental Health	643	HLT32307	Certificate III in Indigenous Environmental Health	630
HLT32407	Certificate III in Allied Health Assistance	562	HLT32407	Certificate III in Allied Health Assistance	546
HLT32507	Certificate III in Health Services Assistance	616	HLT32507	Certificate III in Health Services Assistance	548
HLT32607	Certificate III in Pathology	521	HLT32607	Certificate III in Pathology	461
HLT32707	Certificate III in Dental Laboratory Assisting	268	HLT32707	Certificate III in Dental Laboratory Assisting	268
HLT32807	Certificate III in Health Support Services	449	HLT32807	Certificate III in Health Support Services	533
HLT32907	Certificate III in Health Administration	535	HLT32907	Certificate III in Health Administration	494
HLT33107	Certificate III in Basic Health Care	614	HLT33107	Certificate III in Basic Health Care	596
HLT33207	Certificate III in Aboriginal and/or Torres Strait Islander Primary Health Care	687	HLT33207	Certificate III in Aboriginal and/or Torres Strait Islander Primary Health Care	673
HLT40307	Certificate IV in Massage Therapy Practice	813	HLT40307	Certificate IV in Massage Therapy Practice	818
HLT40407	Certificate IV in Health Supervision	615	HLT40407	Certificate IV in Health Supervision	574
HLT40507	Certificate IV in Hospital/Health Services Pharmacy Support	703	HLT40507	Certificate IV in Hospital/Health Services Pharmacy Support	665
HLT41007	Certificate IV in Health Care (Ambulance)	813	HLT41007	Certificate IV in Health Care (Ambulance)	812
HLT41107	Certificate IV in Ambulance Communications	718	HLT41107	Certificate IV in Ambulance Communications	703
HLT41207	Certificate IV in Ayurvedic Lifestyle Consultation	813	HLT41207	Certificate IV in Ayurvedic Lifestyle Consultation	818
HLT41307	Certificate IV in Audiometric Assessment	598	HLT41307	Certificate IV in Audiometric Assessment	588
HLT41407	Certificate IV in Cast Technology	854	HLT41407	Certificate IV in Cast Technology	849
HLT41507	Certificate IV in Hyperbaric Technology	815	HLT41507	Certificate IV in Hyperbaric Technology	788
HLT41607	Certificate IV in Mortuary Theatre Practice	575	HLT41607	Certificate IV in Mortuary Theatre Practice	555

QUALIFICATIONS NOW EFFECTIVE UNDER HLT07 V3.0/4.0 TRAINING PACKAGE Note <sup>1</sup>			PREVIOUS QUALIFICATIONS UNDER HLT07 V2.0/2.1 TRAINING PACKAGE		
Code	Qualification Title	Nominal Hours	Code	Qualification Title	Nominal Hours
HLT41707	Certificate IV in Neurophysiology Technology	853	HLT41707	Certificate IV in Neurophysiology Technology	840
HLT41807	Certificate IV in Pathology	478	HLT41807	Certificate IV in Pathology	465
HLT41907	Certificate IV in Sleep Technology	808	HLT41907	Certificate IV in Sleep Technology	793
HLT42007	Certificate IV in Operating Theatre Technical Support	795	HLT42007	Certificate IV in Operating Theatre Technical Support	785
HLT42107	Certificate IV in Cardiac Technology	781	HLT42107	Certificate IV in Cardiac Technology	768
HLT42307	Certificate IV in Population Health	980	HLT42307	Certificate IV in Population Health	1036
HLT42407	Certificate IV in Indigenous Environmental Health	975	HLT42407	Certificate IV in Indigenous Environmental Health	1018
HLT42507	Certificate IV in Allied Health Assistance	563	HLT42507	Certificate IV in Allied Health Assistance	578
HLT42607	Certificate IV in Anaesthetic Technology	1230	HLT42607	Certificate IV in Anaesthetic Technology	1225
HLT42707	Certificate IV in Aromatherapy	988	HLT42707	Certificate IV in Aromatherapy	1017
HLT42807	Certificate IV in Kinesiology	663	HLT42807	Certificate IV in Kinesiology	668
HLT43007	Certificate IV in Dental Assisting	565	HLT43007	Certificate IV in Dental Assisting	565
HLT43107	Certificate IV in Defence Health Care	N/A	HLT43107	Certificate IV in Defence Health Care	N/A
<i>This qualification has been specifically designed for work within the Australian Defence Force (ADF) and includes competencies only available to ADF personnel</i>					
HLT43207	Certificate IV in Health Administration	585	HLT43207	Certificate IV in Health Administration	543
HLT43307	Certificate IV in Medical Practice Assisting	1013	HLT43307	Certificate IV in Medical Practice Assisting	958
HLT43407	Certificate IV in Nursing (Enrolled/Division 2 nursing)	896	HLT43407	Certificate IV in Nursing (Enrolled/Division 2 nursing)	911
HLT43507	Certificate IV in Optical Dispensing	778	HLT43507	Certificate IV in Optical Dispensing	765
HLT43607	Certificate IV in Rehabilitation and Assistive Technology	758	HLT43607	Certificate IV in Rehabilitation and Assistive Technology	756
HLT43707	Certificate IV in Optical Technology	929	HLT43707	Certificate IV in Optical Technology	921
HLT43807	Certificate IV in Sterilisation Services	593	HLT43807	Certificate IV in Sterilisation Services	560
HLT43907	Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care (Practice)	938	HLT43907	Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care (Practice)	926

QUALIFICATIONS NOW EFFECTIVE UNDER HLT07 V3.0/4.0 TRAINING PACKAGE Note <sup>1</sup>			PREVIOUS QUALIFICATIONS UNDER HLT07 V2.0/2.1 TRAINING PACKAGE		
Code	Qualification Title	Nominal Hours	Code	Qualification Title	Nominal Hours
HLT44007	Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health (Community Care)	968	HLT44007	Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health (Community Care)	960
HLT50107	Diploma of Traditional Chinese Medicine Remedial Massage (An Mo Tui Na)	1298	HLT50107	Diploma of Traditional Chinese Medicine Remedial Massage (An Mo Tui Na)	1298
HLT50207	Diploma of Shiatsu and Oriental Therapies	1318	HLT50207	Diploma of Shiatsu and Oriental Therapies	1318
HLT50307	Diploma of Remedial Massage	1028	HLT50307	Diploma of Remedial Massage	1034
HLT50407	Diploma of Paramedical Science (Ambulance)	773	HLT50407	Diploma of Paramedical Science (Ambulance)	743
HLT50507	Diploma of Dental Technology	1723	HLT50507	Diploma of Dental Technology	1718
HLT50607	Diploma of Paramedical Science (Anaesthesia)	1559	HLT50607	Diploma of Paramedical Science (Anaesthesia)	1549
HLT50707	Diploma of Hyperbaric Technology	605	HLT50707	Diploma of Hyperbaric Technology	568
HLT50907	Diploma of Sleep Technology	630	HLT50907	Diploma of Sleep Technology	610
HLT51007	Diploma of Population Health	1235	HLT51007	Diploma of Population Health	1258
HLT51107	Diploma of Indigenous Environmental Health	1255	HLT51107	Diploma of Indigenous Environmental Health	1255
HLT51307	Diploma of Hearing Device Prescription and Evaluation	795	HLT51307	Diploma of Hearing Device Prescription and Evaluation	832
HLT51407	Diploma of Aromatherapy	803	HLT51407	Diploma of Aromatherapy	815
HLT51507	Diploma of Kinesiology	788	HLT51507	Diploma of Kinesiology	811
HLT51607	Diploma of Nursing (Enrolled/Division 2 nursing)	1363	HLT51607	Diploma of Nursing (Enrolled/Division 2 nursing)	1366
HLT51707	Diploma of Reflexology	1178	HLT51707	Diploma of Reflexology	1198
HLT51907	Diploma of Mortuary Theatre Practice	495	HLT51907	Diploma of Mortuary Theatre Practice	462
HLT52007	Diploma of Practice Management	800	HLT52007	Diploma of Practice Management	742
HLT52107	Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care (Practice)	1423	HLT52107	Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care (Practice)	1417
HLT52207	Diploma of Aboriginal and/or Torres Strait Islander Primary Health (Community Care)	1443	HLT52207	Diploma of Aboriginal and/or Torres Strait Islander Primary Health (Community Care)	1412
HLT60107	Advanced Diploma of Western Herbal Medicine	1398	HLT60107	Advanced Diploma of Western Herbal Medicine	1398

QUALIFICATIONS NOW EFFECTIVE UNDER HLT07 V3.0/4.0 TRAINING PACKAGE Note <sup>1</sup>			PREVIOUS QUALIFICATIONS UNDER HLT07 V2.0/2.1 TRAINING PACKAGE		
Code	Qualification Title	Nominal Hours	Code	Qualification Title	Nominal Hours
HLT60307	Advanced Diploma of Paramedical Science (Ambulance)	778	HLT60307	Advanced Diploma of Paramedical Science (Ambulance)	780
HLT60407	Advanced Diploma of Dental Prosthetics	1163	HLT60407	Advanced Diploma of Dental Prosthetics	1178
HLT60507	Advanced Diploma of Naturopathy	1753	HLT60507	Advanced Diploma of Naturopathy	1743
HLT60607	Advanced Diploma of Homoeopathy	1398	HLT60607	Advanced Diploma of Homoeopathy	1398
HLT60707	Advanced Diploma of Ayurveda	1678	HLT60707	Advanced Diploma of Ayurveda	1678
HLT60807	Advanced Diploma of Neurophysiology Technology	1455	HLT60807	Advanced Diploma of Neurophysiology Technology	1410
HLT60907	Advanced Diploma of Aromatic Medicine	1265	HLT60907	Advanced Diploma of Aromatic Medicine	1278
HLT61007	Advanced Diploma of Nutritional Medicine	1233	HLT61007	Advanced Diploma of Nutritional Medicine	1236
HLT61107	Advanced Diploma of Nursing (Enrolled/Division 2 nursing)	450	HLT61107	Advanced Diploma of Nursing (Enrolled/Division 2 nursing)	465
HLT61207	Advanced Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care (Practice)	1428	HLT61207	Advanced Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care (Practice)	1360
HLT61307	Advanced Diploma of Aboriginal and/or Torres Strait Islander Primary Health (Community Care)	1408	HLT61307	Advanced Diploma of Aboriginal and/or Torres Strait Islander Primary Health (Community Care)	1340

**NOTE <sup>1</sup>** Replacement of a previous qualification by a newer version does not automatically mean that the qualifications are directly equivalent. Refer to the Training Package itself for details on these relationships (normally under a section at the front titled “Summary Mapping”).

## UNITS OF COMPETENCY IN THE HLT07 V3.0/4.0 HEALTH TRAINING PACKAGE

Units of competency previously effective in the HLT07 V2.0/2.1 Health Training Package have now been superseded by units of competency in the HLT07 V3.0/4.0 Health Training Package.

**For specific details on relationships between old and new units of competency, refer to the mapping table published in the HLT07 V3.0/4.0 Health Training Package. The mapping table is the source document for the determination of credit transfers.**

The information below provides some general guidelines relevant to updated units of competency in reviewed Training Packages.

### **Code Suffix Changes from A to B to C**

In some cases, the title of the unit has not altered but the suffix (last letter) of the code has changed from 'A' to 'B' (or 'B' to 'C').

- A unit code ending in 'B' signifies that the unit has been updated from its previous 'A' version. Similarly, 'C' indicates an update from a previous 'B' version.
- The change from 'A' to 'B' (or 'B' to 'C') indicates that the unit has been modified by the Training Package developer, but these changes do not significantly alter the competency outcomes of the unit. Typically this would mean that wording has been modified somewhere within the unit to provide clearer meaning for the reader, or that employability skills have been incorporated into the unit (without altering the overall intent or competency outcomes of the unit).
- RTOs should familiarise themselves with units coded 'B' or 'C' to identify the extent of change from the previous version.
- For credit transfer purposes, units reflecting the above suffix changes may generally be regarded as equivalent. However, this should be limited to direct transitions, namely that 'B' is acceptably equivalent to 'A'. Circuitous credit transfers on the basis that 'C' is equivalent to 'A' should be avoided.

### **Codes with Suffix A**

- A unit code ending in 'A' signifies a newly developed unit. It may be a brand new unit with no direct relationship to previously existing units. Alternatively it may replace or combine one or more previous units, either in full or in part.
- RTOs should familiarise themselves fully with the content of new units coded 'A'.
- For credit transfer purposes, the Training Package provides a mapping table which will identify if a unit ending in 'A' has any relationships with previously endorsed units and if any equivalencies exist between them.

### **Imported Units**

- Many Training Packages permit the importation of units from other Training Packages. These may be named as core units in a qualification, or be named in a pool of electives, or be permitted on the basis of a general statement that "electives may be drawn from any other endorsed Training Package".
- Any conditions associated with a unit imported from another Training Package (such as pre-requisites, co-requisites, licensing or safety requirements) must be complied with.

## NOMINAL HOURS

### ***AVETMISS Definition***

Nominal hours is a value assigned to a structured program of study that nominally represents the anticipated hours of supervised learning and/or training deemed necessary to conduct training/learning and assessment activities associated with the program of study. They do not include hours associated with work experience, industry placement, or field placement. (AVETMISS – Australian Vocational Education and Training Management Information Statistical Standard).

In recognising that there will be variations in the time taken by different individuals to achieve competency, nominal hours do not appear in Training Packages. They are formulated through a separate process and may be used by State/Territory Governments as a mechanism for the allocation of funds for training.

### ***National Nominal Hours***

In March 2006 the then Department of Education, Science and Training endorsed a concept of nationally consistent nominal hours for units of competency, for the purpose of reporting and recording training activity effort under Commonwealth–State training fund agreements. All State/Territory Governments have agreed to adopt the national nominal hours for each Training Package. (There may be limited instances where an individual state authority may approve an alteration to the hours of some units to suit local purchasing arrangements, however these are always converted to national nominal hours for reporting purposes.)

### ***Nominal Hours for Units of Competency***

The nominal hours for each unit of competency in the HLT07 V3.0/4.0 Health Training Package, as approved for application in Queensland by the Department of Education and Training, are detailed in the table commencing on page 17.

### ***Nominal Hours for Qualifications***

The nominal hours for each qualification are detailed in the table on page 8. Each total is calculated on the basis of the core units of the qualification plus a median within the range of permitted electives. Consequently the figure shown is not a fixed value but can fluctuate depending on which electives are chosen. The figures given on page 8 should therefore be viewed as an approximate indication of the extent or duration of the qualification as an aid to delivery planning.

### ***User Choice Program Funding in Queensland***

The Queensland Training Information Service (QTIS) provides information on funding under the User Choice program as follows:

- apprenticeship and traineeship qualifications funded under User Choice
- the base price the Department has approved for funded apprenticeship and traineeship qualifications
- the competency count of each apprenticeship and traineeship qualification funded under User Choice
- the priority rating of each apprenticeship and traineeship qualification funded under User Choice
- nominal hours are no longer used as an element in determining funding levels of apprenticeship and traineeship qualifications.

Further information on the User Choice Program in Queensland is located at <http://training.qld.gov.au/training-organisations/user-choice/index.html>

## TRANSITION ARRANGEMENTS – GENERAL PRINCIPLES

### ***Are there official policies for transitioning to new Training Package qualifications?***

Yes. The national policy for transitioning is stated in the *Training Package Development Handbook – Training Packages Policy*, available at the following website:

<http://www.deewr.gov.au/Skills/Overview/Policy/TPDH/Trainingpackages/Pages/Policy.aspx>

### ***What is the difference between a Training Package's endorsement date and its release date?***

Endorsement refers to the date on which the Training Package was approved by the National Quality Council (NQC). There is then an interval while the data is uploaded to [www.training.gov.au](http://www.training.gov.au). The release date is the date on which the Training Package is released live on [www.training.gov.au](http://www.training.gov.au).

### ***How long is the national transition period?***

Transition from previous Training Package qualifications to revised Training Package qualifications must be completed within 12 months from the release date of the revised qualification on [www.training.gov.au](http://www.training.gov.au). There should be no new student enrolments into superseded qualifications or units of competency after the 12 month transition deadline date.

### ***What are RTOs' obligations in transitioning to replacement qualifications?***

The RTO should advise students and employers about the revised qualification(s) and the requirements associated with transition or teach out. The RTO should review the status and progress of existing students to determine if they can complete their studies before the 12 month transition deadline date. Students who cannot complete their studies before the deadline date should be transitioned to the new qualification, provided this causes no severe disruption or disadvantage to the student.

### ***How does teach out operate?***

For students who have not completed their studies and have not transitioned to the new qualification, a 2 year period is permitted for teach out under the old/previous qualification. The 2 year teach out period will commence from the 12 month transition deadline date. Teach out only applies to continuing students who are already enrolled into the old/previous qualification before the 12 month transition deadline date.

### ***When can RTOs apply for new or revised Training Package qualifications?***

RTOs should apply for registration immediately upon availability of the Training Package, either as a publication obtainable from the relevant Industry Skills Council, or when it appears on [www.training.gov.au](http://www.training.gov.au). Publication by the above agencies may be entitled as 'pre-release' version and can be used by training providers to initiate their registration submissions, however registration will not be activated until the Package is released on [www.training.gov.au](http://www.training.gov.au). Superseded qualifications will be removed from the RTO's scope of registration shortly after the 12 month transition period has passed.

### ***What transition arrangements apply to traineeships and apprenticeships?***

Following the national release of revised qualifications, processes occur at State Government level to identify which qualifications may be delivered as traineeships or apprenticeships. Once approved, these declarations are published on the Queensland Training Information Service (QTIS) along with specified dates for implementation of the new versions and phasing out of the superseded versions. The QTIS also provides details concerning User Choice funding where applicable.

## TRANSITION ARRANGEMENTS – HLT07 V3.0/4.0 HEALTH TRAINING PACKAGE

The qualifications in the HLT07 V3.0/4.0 Health Training Package are now available for delivery in Queensland and replace previous HLT07 V2.0/2.1 Health Training Package qualifications. The following transition arrangements apply.

**Release Date\*** on [www.training.gov.au](http://www.training.gov.au) of Revised Training Package: 1 June 2011

**\*At the time of publication of this guide the release date shown on the website is incorrect**

### ***For non-User Choice delivery***

After 31 May 2012 no new enrolments are permitted in previous HLT07 V2.0/2.1 Health Training Package qualifications. Students currently studying HLT07 V2.0/2.1 qualifications should complete their studies or be transitioned to the equivalent HLT07 V3.0/4.0 Training Package qualification before 31 May 2012, unless this causes disruption or disadvantage to the student.

Where students already enrolled in HLT07 V2.0/2.1 qualifications are not transitioned to replacement HLT07 V3.0/4.0 qualifications, an RTO may continue to deliver the HLT07 V2.0/2.1 qualification on a teach out basis provided this is completed by 1 June 2014. An RTO is not authorised to issue a HLT07 V2.0/2.1 qualification after the expiry of the teach out date.

### ***For User Choice delivery***

Refer to the Queensland Training Information Service (QTIS) for specific dates for commencement of apprenticeships/traineeships in HLT07 V3.0/4.0, and details on the phasing out of superseded qualifications:

<http://tsx.dtir.qld.gov.au/cgi-bin/dycgi03.exe/inetsite/app/qtis/qtis.stm>

Ideally, existing apprentices and trainees should transition to new Training Package qualifications within 12 months from their release date, or complete their current qualification within the 12 month period. However, if an employer does not consent to transition the apprentice or trainee to the new qualification, the apprentice or trainee will continue in the current qualification through to completion. However an apprentice or trainee shall not remain in a superseded apprenticeship or traineeship beyond expiry of the teach out date 1 June 2014.

See page 29 for further information on Apprenticeships and Traineeships.

### ***Registration Procedures***

In Queensland, RTOs needing to extend the scope of registration by adding new Training Package qualifications in existing or new vocational training areas must complete the *RTO2 Form – Application to Extend Scope of Registration*. Extension to scope applications may include qualifications at an Australian Qualifications Framework (AQF) level which is the same, lower or higher than the current scope of registration. The RTO2 Form is available from:

<http://www.training.qld.gov.au/training-organisations/registration-audit/forms.html>

Information and guidelines on registration for TAFE Queensland institutes are available from: <http://www.training.qld.gov.au/training-organisations/registration-audit/index.html>



## UNITS OF COMPETENCY AND NOMINAL HOURS

Units highlighted in “**bold**” identify new units in this training package.

Units of Competency in HLT07 V3.0/4.0		Nominal Hours
HLTAD301B	Assist with practice administration	20
HLTAH301B	Assist with an allied health program	40
HLTAH302C	Assist with the application and removal of a plaster cast	20
HLTAH401B	Deliver and monitor a client-specific exercise program	40
HLTAH402B	Assist with physiotherapy treatments and interventions	40
HLTAH403B	Deliver and monitor exercise program for mobility	35
HLTAH404B	Assist with basic foot hygiene	40
HLTAH405B	Assist with podiatric procedures	60
HLTAH406B	Assist with podiatry assessment and exercise	40
HLTAH407B	Assist with the rehabilitation of clients	40
HLTAH408B	Assist with the development and maintenance of client functional status	40
HLTAH409B	Conduct group sessions for individual client outcomes	40
HLTAH410B	Support the development of speech and communication skills	40
HLTAH411B	Provide support in dysphagia management	30
HLTAH412B	Assist and support the use of augmentative and alternative communication systems	40
HLTAH413B	Deliver and monitor a hydrotherapy program	50
HLTAH414B	Support the fitting of assistive devices	40
HLTAH415B	Assist with the screening of dietary requirements and special diets	30
HLTAH416B	Support special diet requirements	20
HLTAH420B	Support the provision of basic nutrition advice/education	30
HLTAHW201B	Work with Aboriginal and/or Torres Strait Islander clients	40
HLTAHW202B	Support clients to obtain access to health services	30
HLTAHW203B	Provide basic health information to clients	60
HLTAHW301B	Work in Aboriginal and/or Torres Strait Islander Primary Health care context	80
HLTAHW302B	Facilitate communication between clients and service providers	40
HLTAHW303B	Advocate for the rights and needs of community members	20
HLTAHW304B	Undertake basic health assessments	120
HLTAHW305B	Plan and implement basic health care	120
HLTAHW306B	Provide information about social and emotional support	20
HLTAHW307B	Identify community health issues, needs and strategies	25
HLTAHW308B	Assist with basic health screening, promotion and education services	50
HLTAHW309B	Assist with substance misuse care	100
HLTAHW310B	Respond to emergencies	30
HLTAHW401B	Assess client's physical well-being	120
HLTAHW402B	Assess and support client's social and emotional well-being	120
HLTAHW403B	Plan and implement health care in a primary health care context	140
HLTAHW404B	Monitor health care	20
HLTAHW405B	Deliver primary health care programs for Aboriginal and/or Torres Strait Islander communities	120
HLTAHW406B	Work with medicines	60
HLTAHW407B	Provide nutrition guidance for specific health care	40
HLTAHW408B	Address social determinants of Aboriginal and/or Torres Strait Islander health	120
HLTAHW409B	Deliver health promotion programs for Aboriginal and/or Torres Strait Islander communities	120
HLTAHW410B	Work in AOD and mental health with Aboriginal and/or Torres Strait Islander communities	120
HLTAHW411B	Plan, develop and evaluate health promotion for Aboriginal and/or Torres Strait Islander communities	150

Units of Competency in HLT07 V3.0/4.0		Nominal Hours
HLTAHW412B	Provide information and strategies to promote nutrition for good health	60
HLTAHW413B	Provide information and strategies in sexual health for men	40
HLTAHW414B	Provide information and strategies in sexual health for women	40
HLTAHW415B	Provide information and strategies in chronic disease care	60
HLTAHW416B	Provide information and strategies in maternal and child health	60
HLTAHW417B	Provide information and strategies in eye health	40
HLTAHW418B	Provide information and strategies in hearing and ear health	40
HLTAHW419B	Provide information and strategies in preventing communicable disease	40
HLTAHW420B	Provide information and strategies in substance misuse	50
HLTAHW421B	Provide information about mental health	40
HLTAHW422B	Provide information and strategies to strengthen families	50
HLTAHW423B	Provide information and strategies in oral health	40
HLTAHW424B	Provide information and strategies in palliative care	50
HLTAHW425B	Provide information and strategies in disability care	50
HLTAHW427B	Supervise individual workers	30
HLTAHW428B	Maintain community health profile	40
HLTAHW429B	Provide healthy lifestyle programs and advice	40
HLTAHW501B	Facilitate access to tertiary health services	40
HLTAHW502B	Advocate on behalf of the community	30
HLTAHW503B	Plan, develop and evaluate primary health care programs for Aboriginal and/or Torres Strait Islander communities	150
HLTAHW504B	Apply advanced skills in primary health care	150
HLTAHW505B	Support and promote social and emotional well-being of staff and clients	80
HLTAHW506B	Apply a strategic approach to Aboriginal and/or Torres Strait Islander health	170
HLTAHW507B	Work effectively in social and emotional well-being	40
HLTAHW508B	Develop a healing framework for social and emotional well-being work	40
HLTAHW509B	Respond to loss, grief and trauma	40
HLTAHW510B	Function effectively as an Aboriginal and/or Torres Strait Islander worker in a mainstream health institution	30
HLTAHW511B	Deliver primary health care to Aboriginal and/or Torres Strait Islander clients in confinement	40
HLTAHW512B	Address impact of food supply on community health	40
HLTAHW513B	Support renal dialysis clients in the community setting	100
HLTAHW514B	Provide care to clients undertaking renal dialysis in the community setting	150
HLTAHW515B	Provide sexual and reproductive health care	120
HLTAHW516B	Provide antenatal health care	300
HLTAHW517B	Prepare for and manage childbirth	500
HLTAHW518B	Provide postnatal and infant health care	100
HLTAHW519B	Plan for medical emergencies	100
HLTAHW520B	Coordinate community health research	90
HLTAHW521B	Supervise health care team	50
HLTAHW522B	Implement office systems	20
HLTAHW523B	Manage budgets	40
HLTAHW601B	Manage the delivery of Aboriginal and/or Torres Strait Islander primary health care	120
HLTAHW602B	Manage health education and promotion	50
HLTAHW603B	Develop work plans	50
HLTAHW604B	Develop health care policy	50
HLTAHW605B	Manage human resources	60

Units of Competency in HLT07 V3.0/4.0		Nominal Hours
HLTAHW606B	Manage medicines in Aboriginal and/or Torres Strait Islander health care	50
HLTAHW607B	Provide guidance in social and emotional well-being	60
HLTAHW608B	Practise social and emotional well-being in a clinical setting	60
HLTAHW609B	Provide closure on healing processes	40
HLTAHW610B	Manage community health projects	40
HLTAHW611B	Plan for community emergencies	100
HLTAHW612B	Provide supervision for SEWB workers	40
HLTAHW613B	Work within a narrative approach	40
HLTAIN301B	Assist nursing team in an acute care environment	80
HLTAIN302B	Provide support in an acute care environment	30
HLTAMBAE403C	Follow procedures for routine safe removal of client	40
HLTAMBAE501C	Implement safe access and egress in an emergency	60
HLTAMBAE504C	Follow procedures for safe extrication of clients in life threatening situations	60
HLTAMBAS501B	Conduct clinical assessment	50
HLTAMBAS604B	Conduct advanced clinical assessment	50
HLTAMBC401C	Receive request for service	50
HLTAMBC402C	Assign ambulance service resources	160
HLTAMBC403C	Coordinate resources	160
HLTAMBCR401B	Deliver basic clinical care	60
HLTAMBCR502B	Deliver standard clinical care	150
HLTAMBCR504C	Provide clinical mentoring in the work environment	80
HLTAMBCR603B	Deliver intensive clinical care	250
HLTAMBFC301C	Communicate with clients and colleagues to support health care	20
HLTAMBFC402C	Communicate in complex or difficult situations	50
HLTAMBMA601C	Manage ambulance operations	150
HLTAMBMA602C	Supervise on-road operations	150
HLTAMBPD401C	Manage personal stressors in the work environment	20
HLTAMBSC401B	Manage routine scene and promote public safety	60
HLTAMBSC502C	Manage the scene of a special event	120
HLTAMBSC503B	Contribute to managing the scene of an emergency	60
HLTAMBT301B	Transport non-emergency clients under operational conditions	20
HLTAMBT402C	Transport emergency clients	60
HLTAN401C	Prepare the anaesthetic environment	150
HLTAN402C	Prepare and assist with the preparation of the client for anaesthesia	150
HLTAN403C	Provide assistance during induction and maintenance of anaesthesia	150
HLTAN404C	Provide assistance during emergence phase of anaesthesia	150
HLTAN405C	Provide assistance during an emergency	150
HLTAN408B	Provide basic care and maintenance of anaesthetic and monitoring equipment	150
HLTAN506C	Provide advanced care and maintenance of anaesthetic equipment	150
HLTAN507C	Provide assistance in anaesthetic related procedures	150
HLTAN509B	Monitor medications in the anaesthetic environment	72
HLTAN510B	Use advanced health terminology in a professional context	72
HLTAP301B	Recognise healthy body systems in a health care context	70
HLTAP401B	Confirm physical health status	80
HLTAP501B	Analyse health information	40
HLTARO401B	Work within an aromatherapy framework	20
HLTARO402B	Plan aromatherapy treatment	40
HLTARO403B	Provide aromatherapy treatment	180
HLTARO404B	Develop aromatherapy products	50
HLTARO405B	Apply aromatherapy assessment framework	40
HLTARO406B	Perform aromatherapy health assessment	200
HLTARO408B	Provide aromatherapy massage treatment	200

Units of Competency in HLT07 V3.0/4.0		Nominal Hours
HLTARO507B	Analyse and compare different complementary health modalities	40
HLTARO509B	Plan a specialised aromatherapy treatment	40
HLTARO510B	Monitor and evaluate aromatherapy treatments	40
HLTARO511B	Provide specific aromatherapy assessment and care	200
HLTARO601B	Manage work within an aromatic medicine framework	100
HLTARO602B	Apply aromatic medicine diagnostic framework	40
HLTARO603B	Perform aromatic medicine health assessment	200
HLTARO604B	Plan the aromatic medicine treatment strategy	40
HLTARO605B	Provide specialised aromatic medicine treatment	200
HLTARO606B	Prepare and dispense aromatic medicine	40
HLTARO607B	Operate an aromatic medicine dispensary	40
HLTART401B	Work effectively in the rehabilitation environment	20
HLTART402B	Identify and address specific needs within the rehabilitation environment	40
HLTART404B	Install and maintain augmentative and alternative communication (AAC) devices	80
HLTART405B	Install and maintain environmental control systems	80
HLTART406B	Modify and maintain wheelchairs	60
HLTART407B	Test and evaluate compliance of assistive technology equipment	60
HLTART408B	Adapt, install and construct postural seating	80
HLTART409B	Construct, adapt and install pressure management systems	80
HLTAU402C	Conduct screening hearing tests for industrial hearing loss	90
HLTAU403C	Conduct hearing assessments	120
HLTAU501C	Conduct screening hearing tests for children	90
HLTAU505B	Dispense and maintain hearing devices for adults and provide communication counselling	90
HLTAU506B	Develop and implement an individual hearing program	90
HLTAU507B	Apply hearing device technology	80
HLTAU508B	Identify needs for referral	90
HLTAYV404C	Provide ayurvedic advice on nutrition	150
HLTAYV406C	Provide ayurvedic relaxation massage treatment	140
HLTAYV412C	Provide ayurvedic lifestyle consultation	80
HLTAYV414C	Work within an ayurvedic framework for lifestyle consultants	80
HLTAYV601C	Plan ayurvedic herbal medicine treatment strategy	25
HLTAYV602C	Plan ayurvedic treatment strategy	100
HLTAYV603C	Prepare and dispense ayurvedic herbal medicine - Dravyaguna	55
HLTAYV605C	Provide ayurvedic herbal medicine treatment	55
HLTAYV607C	Plan ayurvedic remedial massage treatment strategy	25
HLTAYV608C	Manage work within the ayurvedic framework	110
HLTAYV609C	Perform ayurvedic health assessment	220
HLTAYV610C	Perform ayurvedic remedial massage health assessment	25
HLTAYV611C	Provide ayurvedic remedial massage treatment	25
HLTAYV613C	Provide ayurvedic treatment	200
HLTAYV615C	Apply ayurvedic diagnostic framework	110
HLTCA401C	Perform electrocardiography (ECG)	90
HLTCA402C	Perform holter monitoring	90
HLTCA403C	Perform stress testing	90
HLTCA404C	Perform basic cardiopulmonary resuscitation in a cardiac testing environment	120
HLTCC301B	Produce coded clinical data	20
HLTCC401B	Undertake complex clinical coding	20
HLTCC402B	Complete highly complex clinical coding	20
HLTCOM301C	Provide specific information to clients	20
HLTCOM404C	Communicate effectively with clients	30
HLTCOM405C	Administer a practice	30
HLTCOM406C	Make referrals to other health care professionals when appropriate	40

Units of Competency in HLT07 V3.0/4.0		Nominal Hours
HLTCOM407B	Provide reception services for a practice	90
HLTCOM408C	Use specific health terminology to communicate effectively	40
HLTCOM502C	Develop professional expertise	40
HLTCOM503C	Manage a practice	50
HLTCOM509B	Provide services for people with a life challenging illness	50
HLTCOM510B	Provide services to clients with chronic diseases or conditions	50
HLTCPR201B	Perform CPR	3
HLTCR401B	Work effectively in community rehabilitation	40
HLTCR402B	Support daily living requirements in a community rehabilitation context	45
HLTCR403B	Support community access and participation	40
HLTCSD201C	Maintain high standard of client service	30
HLTCSD203C	Prepare and maintain beds	15
HLTCSD208C	Transport clients	20
HLTCSD302C	Assist with lifestyle and social support needs	30
HLTCSD304C	Support the care of clients	20
HLTCSD305C	Assist with client movement	20
HLTCSD306C	Respond effectively to difficult or challenging behaviour	20
HLTCSD307C	Care for the home environment of clients	20
HLTCT401C	Apply casts	50
HLTCT402C	Modify casts	90
HLTCT403C	Remove casts	50
HLTCT404C	Apply and remove traction	30
HLTCT405C	Apply orthopaedic devices	120
HLTCT406C	Modify orthopaedic devices	90
HLTCT407C	Remove orthopaedic devices	50
HLTDA303C	Prepare for and assist with oral health care procedures	180
HLTDA304C	Assist with dental radiography	30
HLTDA306C	Assist with administration in dental practice	40
HLTDA407C	Implement an individualised oral hygiene program	330
HLTDA408C	Assist in oral health care procedures during general anaesthesia	200
HLTDA409C	Assist in oral health care procedures during conscious sedation	180
HLTDA410C	Apply the principles of radiation biology and protection in dental practice	150
HLTDA411C	Prepare to expose a prescribed dental radiographic image	100
HLTDA412C	Produce a dental radiographic image	120
HLTDA413B	Implement an oral hygiene program for older people	120
HLTDA414B	Implement an oral health promotion program	120
HLTDA415B	Take an impression for study models	20
HLTDA416B	Allocate treatment appointments according to priority	10
HLTDA417B	Take a clinical photograph	20
HLTDP601C	Identify, select and prepare instruments, equipment, materials	75
HLTDP602C	Gather data and history, conduct dental prosthetic examination and develop a treatment plan	180
HLTDP603C	Take impressions	75
HLTDP604C	Establish and record jaw relationships and select artificial teeth	180
HLTDP605C	Evaluate a removable dental prosthesis at try-in stage	140
HLTDP606C	Insert and issue a completed removable dental prosthesis	75
HLTDP607C	Perform maintenance treatment for clients with removable dental prostheses	75
HLTDP608B	Construct and insert an implant retained overdenture	180
HLTDT301C	Construct models	36
HLTDT302C	Construct custom impression trays	36
HLTDT303C	Construct registration rims	36
HLTDT304C	Articulate models and transfer records	12
HLTDT315C	Construct thermoformed bases and appliances	30

Units of Competency in HLT07 V3.0/4.0		Nominal Hours
HLTDT507C	Construct immediate dentures	60
HLTDT508C	Construct removable acrylic partial dentures	120
HLTDT509C	Construct cast metal alloy removable partial denture framework	120
HLTDT510C	Construct crown and bridge structures	215
HLTDT511C	Join alloy structures	40
HLTDT512C	Take tooth shades	10
HLTDT513C	Construct fixed restorations	230
HLTDT514C	Construct orthodontic appliances	100
HLTDT516C	Construct indirect composite polymer fixed restorations	35
HLTDT517C	Construct oral splints	35
HLTDT518C	Repair and modify dentures and appliances	55
HLTDT519B	Construct simple complete removable acrylic dentures and appliances	270
HLTEN401B	Work in the nursing profession	60
HLTEN402B	Communicate effectively in a nursing role	35
HLTEN403B	Undertake basic client assessment	50
HLTEN405B	Implement basic nursing care	60
HLTEN406B	Undertake basic wound care	30
HLTEN407B	Administer a range of medications	85
HLTEN410B	Deliver nursing care to consumers with mental health conditions	40
HLTEN413B	Promote positive health outcomes	30
HLTEN414B	Deliver basic nursing care to older clients	60
HLTEN415B	Deliver nursing care to acute care clients	75
HLTEN502B	Apply effective communication skills in nursing practice	45
HLTEN503B	Contribute to client assessment and developing nursing care plans	60
HLTEN504B	Implement and evaluate a plan of nursing care	70
HLTEN505B	Contribute to the complex nursing care of clients	80
HLTEN506B	Apply principles of wound management in the clinical environment	40
HLTEN507B	Administer and monitor medications in the work environment	100
HLTEN508B	Apply reflective practice, critical thinking and analysis in health	30
HLTEN509B	Apply legal and ethical parameters to nursing practice	40
HLTEN510B	Implement and monitor nursing care for consumers with mental health conditions	50
HLTEN511B	Provide nursing care for clients requiring palliative care	60
HLTEN512B	Implement and monitor nursing care for clients with acute health problems	100
HLTEN513B	Implement and monitor nursing care for clients with chronic health problems	80
HLTEN514B	Apply research skills within a contemporary health environment	60
HLTEN515B	Implement and monitor nursing care for older clients	75
HLTEN516B	Apply understanding of the Australian health care system	20
HLTEN519B	Administer and monitor intravenous medication in the nursing environment	100
HLTEN520B	Contribute to the care of mothers and babies	60
HLTEN521B	Determine the eligibility of aphoresis donors	40
HLTEN522B	Contribute to the registration and assessment of donors	40
HLTEN601B	Practise in the orthopaedic nursing environment	60
HLTEN602B	Practise in the rehabilitation nursing environment	60
HLTEN603B	Provide sexual and reproductive health care for clients	60
HLTEN604B	Practise in the neurological rehabilitation environment	60
HLTEN605B	Practise in the health clinic environment	60
HLTEN606B	Assess clients and manage client care	60
HLTEN607B	Practise in the critical care environment	60
HLTEN608B	Practise in the domiciliary health care environment	60
HLTEN609B	Practise in the respiratory nursing environment	60
HLTEN610B	Practise in the cardiovascular nursing environment	60

Units of Competency in HLT07 V3.0/4.0		Nominal Hours
HLTEN611B	Apply principles of diabetic nursing care	60
HLTEN612B	Practise in the perioperative nursing environment	100
HLTEN613B	Practise in a hyperbaric environment	40
HLTEN614B	Practise in the paediatric nursing environment	60
HLTEN615B	Practise in the contemporary aged care environment	80
HLTEN616B	Apply principles of stoma care	40
HLTEN617B	Practise in contemporary mental health care	80
HLTEN618B	Practise in contemporary rural/remote health care	60
HLTEN619B	Manage clients and others experiencing loss and grief	60
HLTEN620B	Practise in first line emergency nursing	60
HLTFA201B	Provide basic emergency life support	10
HLTFA301C	Apply first aid	18
HLTFA302B	Provide first aid in remote situation	20
HLTFA402C	Apply advanced first aid	30
HLTFA403B	Manage first aid in the workplace	20
HLTFA404B	Apply advanced resuscitation techniques	15
HLTFS201C	Distribute meals and refreshments to clients	20
HLTFS203C	Apply cook-freeze processes	20
HLTFS204C	Provide ward or unit based food preparation and distribution services	20
HLTFS205C	Perform kitchenware washing	10
HLTFS206C	Carry out cafeteria operations	20
HLTFS207C	Follow basic food safety practices	30
HLTFS208C	Transport food	20
HLTFS302C	Prepare foods suitable for a range of food service settings	20
HLTFS309C	Oversee the day-to-day implementation of food safety in the workplace	30
HLTFS310C	Apply and monitor food safety requirements	40
HLTFS311C	Develop food safety programs	20
HLTFS312C	Conduct food safety audits	50
HLTGM201C	Perform routine servicing of plant, equipment and machinery	20
HLTGM202C	Use hand and power tools	20
HLTGM203C	Perform minor general maintenance	20
HLTGM204C	Assist tradesperson with construction and maintenance	20
HLTGM206C	Operate an incinerator	15
HLTGM207C	Carry out work in a food handling area	20
HLTGM305C	Maintain pool environments	30
HLTHER601C	Apply western herbal medicine diagnostic framework	40
HLTHER602C	Manage work within the western herbal medicine framework	40
HLTHER603C	Operate a western herbal medicine dispensary	80
HLTHER604C	Perform western herbal medicine health assessment	240
HLTHER605C	Plan the western herbal medicine treatment strategy	40
HLTHER606C	Prepare and dispense western herbal medicine	80
HLTHER607C	Provide dietary advice	40
HLTHER608C	Provide specialised western herbal medicine treatment	260
HLTHER609C	Provide western herbal medicine treatment	80
HLTHIR301B	Communicate and work effectively in health	40
HLTHIR402C	Contribute to organisational effectiveness in the health industry	30
HLTHIR403C	Work effectively with culturally diverse clients and co-workers	20
HLTHIR404D	Work effectively with Aboriginal and/or Torres Strait Islander people	40
HLTHIR405B	Show leadership in health technical work	20
HLTHIR501B	Maintain an effective health work environment	20
HLTHIR505C	Provide leadership in promoting effective work practices in health	30
HLTHIR506C	Implement and monitor compliance with legal and ethical requirements	50
HLTHIR601B	Develop and implement strategies to enhance client safety	40

Units of Competency in HLT07 V3.0/4.0		Nominal Hours
HLTHOM601C	Apply homœopathic diagnostic framework	220
HLTHOM602C	Conduct basic homœopathic research	40
HLTHOM603C	Manage work within the homœopathic framework	40
HLTHOM604C	Perform clinical screening examination and assessment	40
HLTHOM605C	Plan homœopathic treatment strategy	80
HLTHOM606C	Prepare and dispense homœopathic medicine	80
HLTHOM608C	Provide homœopathic treatment and manage the case	160
HLTHOM609C	Provide specific homœopathic assessment and care	160
HLTHOM610C	Take homœopathic case	80
HLTHOM612C	Work within a homœopathic framework	60
HLTHSE204C	Follow safe manual handling practices	20
HLTHY401C	Prepare multi-place hyperbaric chamber	80
HLTHY402C	Operate multi-place hyperbaric chamber	150
HLTHY403C	Conduct post compression routines	80
HLTHY404C	Implement emergency procedures for hyperbaric chamber	120
HLTHY505C	Manage the maintenance of hyperbaric systems	120
HLTHY506C	Identify and respond to risks associated with hyperbaric therapy	90
HLTIN301C	Comply with infection control policies and procedures	40
HLTIN302B	Process reusable instruments and equipment in health work	30
HLTIN402C	Maintain infection control standards in office practice settings	75
HLTIN403C	Implement and monitor infection control policy and procedures	50
HLTIN504C	Manage the control of infection	50
HLTKIN401B	Work within a kinesiology framework	20
HLTKIN402B	Plan the kinesiology session	40
HLTKIN403B	Apply kinesiology assessment framework	40
HLTKIN404B	Perform the kinesiology health assessment	100
HLTKIN405B	Provide kinesiology balances	100
HLTKIN506B	Perform an advanced kinesiology health assessment	120
HLTKIN507B	Plan an advanced kinesiology session	60
HLTKIN508B	Apply an advanced kinesiology assessment framework	60
HLTKIN509B	Monitor and evaluate kinesiology balances	40
HLTMAMP401B	Assist with clinical measurements in a medical practice	50
HLTMAMP402B	Assist with clinical procedures in a medical practice	50
HLTMAMP404B	Maintain medication stocks in a medical practice	40
HLTMAMP405B	Coordinate effective functioning of a medical practice	20
HLTMAMP406B	Manage emergency clients in a medical practice	50
HLTMAMP407B	Facilitate a coordinated approach to client care	30
HLTMAMP408B	Administer the information management system of a medical practice	30
HLTMAMP409B	Handle specimens in a medical practice	40
<b>HLTMI301A</b>	<b>Contribute to client flow and client information management in medical imaging</b>	<b>35</b>
<b>HLTMI302A</b>	<b>Support the medical imaging professional</b>	<b>30</b>
HLTMS201C	Collect and manage linen stock at user-location	15
HLTMS203C	Undertake routine stock maintenance	20
HLTMS204C	Handle and move equipment, goods, mail and furniture	15
HLTMS206C	Perform general cleaning tasks in a clinical setting	15
HLTMS207C	Handle medical gases safely	20
HLTMS208C	Handle waste in a health care environment	20
HLTMT303C	Maintain a mortuary service	40
HLTMT304C	Assist with autopsy	40
HLTMT305C	Maintain and record tissue sample collection	30
HLTMT306C	Maintain, clean and store autopsy equipment	40
<b>HLTMT307A</b>	<b>Clean location to achieve low bacteria status</b>	<b>25</b>
HLTMT310C	Collect, preserve and store post mortem samples	40
HLTMT407C	Assist with special autopsy techniques	50



Units of Competency in HLT07 V3.0/4.0		Nominal Hours
HLTMT408C	Assist with forensic autopsy techniques	50
HLTMT409C	Assist in the development of procedures for mortuary services	50
HLTMT411B	Screen tissue donors	100
HLTMT412B	Receive, store and track evidence	30
HLTMT416B	Collect pathology specimens	30
HLTMT514B	Procure and store tissues	30
HLTMT515B	Manage compliance with mortuary standards and regulations	50
HLTNA301C	Provide assistance to nutrition and dietetic services	20
HLTNA302C	Plan and evaluate meals and menus to meet recommended dietary guidelines	20
HLTNA303C	Plan and modify meals and menus according to nutrition care plans	20
HLTNA304C	Plan meals and menus to meet cultural and religious needs	20
HLTNA305C	Support food services in menu and meal order processing	10
HLTNAT601C	Provide naturopathic treatment	120
HLTNAT602C	Provide western herbal medicine treatment	60
HLTNAT603C	Provide naturopathic nutritional treatment	80
HLTNAT604C	Provide acute homœopathic treatment	120
HLTNAT605C	Plan naturopathic treatment strategy	40
HLTNAT606C	Perform naturopathic health assessment	200
HLTNAT607C	Manage work within a naturopathic framework	40
HLTNAT608C	Apply naturopathic diagnostic framework	40
HLTNAT609C	Work within a naturopathic framework	20
HLTNE401C	Perform electroencephalography (EEG)	200
HLTNE405C	Provide care and maintenance of neurophysiology equipment	200
HLTNE602C	Perform evoked potentials recording	200
HLTNE604C	Assist with nerve conduction studies and electromyography (EMG)	200
HLTNE606C	Perform intra-operative neurophysiology monitoring	100
HLTNE607C	Perform long term electroencephalography (EEG) monitoring	100
HLTNE608C	Perform polysomnographic recording	100
HLTNUT601C	Apply literature research findings to clinical practice	40
HLTNUT602C	Provide specialised nutritional care	60
HLTNUT603B	Apply a nutritional medicine diagnostic framework	40
HLTNUT604B	Manage work within a clinical nutritional framework	20
HLTNUT605B	Perform nutritional medicine health assessment	80
HLTNUT606B	Plan the nutritional treatment strategy	40
HLTNUT607B	Provide nutritional medicine treatment	60
HLTNUT608B	Provide specialised nutritional medicine treatment	80
HLTNUT609B	Prepare and dispense nutritional and dietary supplements	60
HLTNUT610B	Provide basic dietary advice	40
<b>HLTOHC408A</b>	<b>Apply fluoride varnish</b>	<b>25</b>
HLTOHS200B	Participate in OHS processes	20
HLTOHS300B	Contribute to OHS processes	30
HLTOHS401A	Maintain workplace OHS processes	40
HLTOHS456B	Identify, assess and control OHS risk in own work	40
HLTOHS501A	Manage workplace OHS processes	50
HLTOHS601A	Improve workplace OHS processes	50
HLTOPD401B	Work effectively in the ophthalmic industry	30
HLTOPD402B	Perform edging and fitting	60
HLTOPD403B	Dispense optical appliances and services	150
HLTOPD404B	Dispense atypical prescriptions	100
HLTOPD405B	Market and promote optical products and services	60
HLTOPD407B	Perform workshop skills and place orders	150
HLTOPT401B	Perform technical procedures for the production of ophthalmic appliances	360
HLTOPT404B	Implement good manufacturing processes in the ophthalmic industry	40

Units of Competency in HLT07 V3.0/4.0		Nominal Hours
HLTOPT405B	Monitor implementation of good manufacturing practice in the ophthalmic industry	40
HLTOPT406B	Edge and fit ophthalmic appliances	125
HLTOPT407B	Apply surface coatings to ophthalmic lenses	75
HLTPAT301C	Receive and prepare pathology specimens	10
HLTPAT302C	Assist with microbiology testing	20
HLTPAT303C	Transport specimens and blood products	15
HLTPAT304C	Collect pathology specimens other than blood	30
HLTPAT305C	Operate efficiently within a pathology and specimen collection environment	20
HLTPAT306C	Perform blood collection	50
HLTPAT308C	Identify and respond to clinical risks associated with pathology specimen collection	20
HLTPAT315B	Provide donor care	20
HLTPAT316B	Pack and consign blood products	20
HLTPAT317B	Operate effectively within a pathology testing environment	20
HLTPAT407C	Perform electrocardiography (ECG)	30
HLTPAT409C	Perform intravenous cannulation for sample collection	60
HLTPAT410C	Collect pathology specimens other than blood for specialised testing	50
HLTPAT411C	Perform blood collection for specialised testing	50
HLTPAT412C	Collect arterial blood samples	60
HLTPAT413C	Assist with pathology procedures	50
HLTPAT414C	Measure spirometry/flow volume loop	30
HLTPAT419B	Perform pathology tests	100
HLTPAT420B	Perform specialist and technically difficult collections	30
HLTPH301C	Undertake pharmacy technician duties	20
HLTPH304C	Maintain pharmaceutical ward or imprest stock	15
HLTPH306C	Package pharmaceutical products	15
HLTPH312B	Procure, store and maintain pharmaceutical products	20
HLTPH313B	Distribute pharmaceutical products in a health setting	20
HLTPH314B	Assist with basic dispensing of prescriptions	30
HLTPH407C	Conduct small-scale compounding of pharmaceutical products	50
HLTPH410C	Prepare batch and work sheets and labels for compounding	50
HLTPH414B	Assist in dispensary administration	30
HLTPH415B	Conduct small-scale compounding of aseptic pharmaceutical products	130
HLTPH416B	Support pharmacists by collecting and providing specific information to/for clients	40
HLTPH417B	Support pharmacists by collecting and presenting workplace data and information	50
HLTPM501B	Manage in a health care business	60
HLTPM502B	Manage health billing and accounting system	30
HLTPO301C	Work effectively in prosthetics and orthotics	60
HLTPO303C	Fabricate upper and lower extremity prostheses	50
HLTPO304C	Fabricate spinal, upper and lower extremity orthoses	50
HLTPO305C	Modify footwear	50
HLTPO306C	Participate in prosthetic and orthotic service provision	50
HLTPOP213C	Support community processes for the provision of ongoing repairs and maintenance to health hardware	70
HLTPOP214C	Provide basic repairs and maintenance to health hardware and fixtures	40
HLTPOP216C	Monitor and maintain septic or on-site systems	30
HLTPOP217C	Monitor and maintain sewerage or effluent systems	30
HLTPOP218C	Monitor and maintain water supply	50
HLTPOP220C	Monitor and maintain rubbish collection and disposal systems	50

Units of Competency in HLT07 V3.0/4.0		Nominal Hours
HLTPOP301C	Work effectively in the population health sector	30
HLTPOP302C	Contribute to working with the community to identify health needs	60
HLTPOP303C	Contribute to population health project planning	40
HLTPOP304C	Contribute to evaluating a population health project	50
HLTPOP306C	Establish agent of disease transmission and mode of control	60
HLTPOP307C	Provide information and support on environmental health issues	40
HLTPOP310C	Monitor and maintain dog health in the community	50
HLTPOP311C	Identify land care issues as they relate to health	60
HLTPOP315C	Ensure the provision of functional and durable health hardware items in the home and community	40
HLTPOP319C	Conduct testing and interpretation of results of community water supply	50
HLTPOP321C	Assist with monitoring food storage and handling procedures in the community	40
HLTPOP322C	Implement a disaster plan	60
HLTPOP401C	Maintain a population health database	45
HLTPOP402C	Assess readiness for and effect behaviour change	50
HLTPOP403C	Provide information on smoking and smoking cessation	40
HLTPOP404C	Provide interventions to clients who are nicotine dependent	40
HLTPOP405C	Use media to disseminate information	60
HLTPOP406C	Utilise an interpreter	25
HLTPOP407C	Develop population health competencies in other people	90
HLTPOP409C	Identify pest control strategies	70
HLTPOP412C	Develop a plan of action to address land care issues in the community	100
HLTPOP501C	Apply a population health framework	50
HLTPOP502C	Work with the community to identify health needs	50
HLTPOP503C	Plan a population health project	50
HLTPOP504C	Evaluate a population health project	40
HLTPOP505C	Build capacity to promote health	60
HLTPOP508C	Write a grant application	80
HLTPOP523C	Develop a disaster plan	100
HLTRAH301C	Undertake visits to remote communities	30
HLTRAH302B	Undertake home visits	30
HLTREF501B	Work within a reflexology framework	20
HLTREF502B	Prepare for a reflexology treatment	100
HLTREF503B	Provide reflexology treatment	110
HLTREF504B	Monitor and evaluate reflexology treatments	40
HLTREM401C	Work within a massage framework	20
HLTREM406C	Provide massage treatment	250
HLTREM407C	Plan massage treatment	40
HLTREM408C	Apply massage assessment framework	40
HLTREM409C	Perform massage health assessment	100
HLTREM502C	Provide remedial massage treatment	240
HLTREM503C	Plan remedial massage treatment strategy	20
HLTREM504C	Apply remedial massage assessment framework	20
HLTREM505C	Perform remedial massage health assessment	200
HLTREM510B	Provide specialised remedial massage treatments	100
HLTREM511B	Provide remedial massage treatment for women and children	100
HLTREM512B	Provide remedial massage treatments within a corporate setting	80
HLTREM513B	Provide remedial massage treatment to athletes	100
HLTRNL601B	Support the client with chronic kidney disease	55
HLTRNL602B	Provide support and management of the client undergoing peritoneal dialysis therapy	80
HLTRNL603B	Provide care and support to the client undertaking renal replacement therapy in the community setting	45

Units of Competency in HLT07 V3.0/4.0		Nominal Hours
HLTRNL604B	Provide support and management of the client undergoing haemodialysis therapy	80
HLTSHU501C	Apply oriental therapies assessment framework	85
HLTSHU504C	Plan the shiatsu therapy treatment	85
HLTSHU505C	Provide oriental therapies treatment	90
HLTSHU506C	Provide specific shiatsu therapy assessment and care	90
HLTSHU507C	Provide shiatsu therapy treatment	85
HLTSHU508C	Work within a shiatsu framework	85
HLTSHU509C	Maintain personal health and awareness as a professional responsibility	85
HLTSHU510C	Perform shiatsu therapy health assessment	90
HLTSHU511C	Apply shiatsu therapy assessment framework	85
HLTSL401C	Prepare environment for sleep studies	75
HLTSL402C	Prepare client for sleep study procedure	75
HLTSL403C	Perform diagnostic sleep study	120
HLTSL404C	Perform treatment sleep study	120
HLTSL408C	Perform home based assessments for sleep studies	75
HLTSL505C	Analyse and interpret recording of sleep study	90
HLTSL506C	Perform specialised procedures	90
HLTSL507C	Provide care and maintenance of sleep study and monitoring equipment	20
HLTSTE301C	Clean reusable medical equipment	30
HLTSTE302C	Inspect and pack items	30
HLTSTE303C	Sterilise loads	30
HLTSTE306C	Manage sterile stock	30
HLTSTE307B	Disinfect re-usable medical devices	30
HLTSTE308B	Care for surgical instruments	30
HLTSTE407B	Manage availability and effectiveness of reusable medical devices	45
HLTSTE408B	Manage effectiveness of reprocessing of reusable medical devices	45
HLTSTE409B	Facilitate effective steam steriliser function	45
HLTSTE410B	Facilitate effective cleaning functions	45
HLTSUP401B	Supervise in a health setting	60
HLTTCM501C	Apply TCM remedial massage (An Mo Tui Na) assessment framework	60
HLTTCM502D	Perform TCM remedial massage (An Mo Tui Na) health assessment	100
HLTTCM503D	Provide TCM remedial massage (An Mo Tui Na) treatment	60
HLTTCM504C	Provide traumatology treatment within a TCM remedial massage (An Mo Tui Na) framework	200
HLTTCM505C	Provide TCM Remedial Massage (An Mo Tui Na) treatment for women and children	200
HLTTCM506D	Work within TCM remedial massage (An Mo Tui Na) framework	100
HLTTCM507C	Plan TCM remedial massage (An Mo Tui Na) treatment strategy	40
HLTTEC301C	Operate X-Ray machine	20
HLTTEC302C	Use X-Ray support equipment	20
HLTTEC303C	Operate X-Ray film processor	30
HLTTEC304C	Perform X-Ray examination	30
HLTTEC305C	Maintain records for X-Ray operation	20
HLTTH301C	Provide theatre support services	40
HLTTH302C	Provide equipment support in an acute care environment	40
HLTTH303C	Identify and move to maintain a sterile field	40
HLTTH404C	Provide routine care and handling of equipment within the operating suite	120
HLTTH405C	Assist with preparation of clients for operative procedures	150
HLTTH406C	Provide intra-operative equipment and technical support	120

## INFORMATION REGARDING APPRENTICESHIPS/TRAINEESHIPS

Under the *Vocational Education, Training and Employment Act 2000* the Training and Employment Recognition Council has the power to declare apprenticeships and traineeships. The Training and Employment Recognition Council (TERC), in consultation with recognised relevant industry advisory bodies, determines which of the qualifications in the HLT07 V3.0/4.0 Health Training Package may be proposed as an apprenticeship or traineeship.

When a new training qualification becomes available, Registered Training Organisations must advise all students of the benefits and/or disadvantages of continuing in their current course or transitioning to the new Training Package qualification.

All new students in publicly funded training are to be enrolled in new Training Package qualifications once they are implemented in Queensland. Ideally, existing apprentices and trainees should transition to new Training Package qualifications within 12 months from the release date, or complete their current studies within the same period. If an employer does not consent to transition the apprentice or trainee to the new qualification, the apprentice or trainee will continue in the current qualification through to completion. However an apprentice or trainee shall not remain in a superseded apprenticeship or traineeship beyond teach-out expiry (teach-out expires 3 years from the date of release of a new training package or qualification).

Parties to a registered training contract who agree to transition must inform the Training and Employment Recognition Council by forwarding a completed and signed "Agreement to Transition" form to their local regional office of the Department of Education and Training. The Supervising Registered Training Organisation (SRTO) must also sign this form to confirm that the training plan has been reviewed.

It is a Registered Training Organisation's responsibility to keep abreast of changes or additions to declared apprenticeship and traineeship qualifications. The Queensland Training Information Service (QTIS) provides details on Training Package qualifications and non-Training Package accredited courses recognised by the Training and Employment Recognition Council for delivery as apprenticeships or traineeships by accessing:

<http://tsx.dtir.qld.gov.au/cgi-bin/dycqi03.exe/inetsite/app/qtis/qtis.stm>

or

<http://www.training.qld.gov.au/apprentices/index.html>

Enquiries about current apprenticeships and traineeships relevant to the HLT07 V3.0/4.0 Health Training Package should be directed to the Apprenticeship Information Centre on 1800 210 210. The following electronic (internet) links will also provide assistance:

- Department of Education and Training, Queensland Government  
<http://www.training.qld.gov.au/employers/apprenticeships/index.html>
- Australian Apprenticeships Training Information Service  
<http://www.natinfo.com.au/>

## RESOURCES

A range of existing resources is available to support the implementation of the HLT07 V3.0/4.0 Health Training Package. Many of the resources used to deliver previous HLT07 V2.0/2.1 Health Training Package qualifications may continue to be relevant. Assessment tools designed for HLT07 V2.0/2.1 may also be appropriate when assessing against units of competency but should be reviewed carefully to ensure compliance with the assessment requirements for the updated units of competency. Organisations distributing training resources useful for the HLT07 V3.0/4.0 Health Training Package include:

Contact	Resource
Centre for Training Materials Department of Education and Training GPO Box 1326 BRISBANE QLD 4001 Tel: 07 3248 4675 Fax: 07 3869 8251 Website: <a href="http://www.training.qld.gov.au/training-organisations/ctm/index.html">http://www.training.qld.gov.au/training-organisations/ctm/index.html</a>	Manages the licensing and distribution of resources that assist the implementation of Training Packages.
Community Services and Health Industry Skills Council Website: <a href="http://www.cshisc.com.au">http://www.cshisc.com.au</a>	National contact for information on HLT07 V3.0/4.0 Health Training Package and supporting resources