



**Student Information Guide**  
**HLT33015**  
**Cert III in Allied Health Assistance**



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All individuals conducting work or studying at, or on behalf of the Australian Institute of Healthcare Education (AIHE) must comply with all laws and regulations which apply to the company's operation. This includes adhering to all AIHE policies, protocols and procedures. It is the responsibility of all individuals to meet this obligation, know what the law requires and understand the importance of compliance. This policy/document may be altered, withdrawn or substituted at any time. Abidance with the policy/document is mandatory of all students and individuals undertaking work/study, for on behalf of, AIHE.

#### Version Control

Version	Date	By Who	Approval
1.0	June 2017	Cathy Wagner	CEO
1.1	May 2018	Cathy Wagner	
1.2	2019	Cathy Wagner	
1.3	2020	Cathy Wagner	Updated to reflect more current information

# Section 1 - About the course

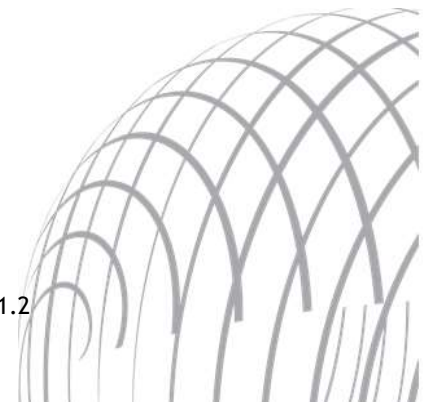
## Introduction

The HLT33015 Certificate III in Allied Health Assistance is a one year, level 3 competency based qualification that will be delivered by the Australian Institute of Healthcare Education (AIHE) under the Vocational Education and Training Sector (VET) of the Australian Qualifications Framework (AQF).

Under the AQF guidelines the course is structured and delivered as units of competency which enables you to undertake training and assessment. Upon graduation you will be able to actively work in the general Allied Health Clinic profession as an Assistant

Throughout this course you will focus on academic learning of the various units of competency as well as the development of the necessary clinical skills to become a competent Practice Manager that is work ready.

Evidence based learning and practice, as well as critical thinking, are vital components of the approach to learning in this course.



## AIHE values

The HLT33015 Certificate III in Allied Health Assistance is an Australian Qualifications Framework (AQF) level 3 course and the Australian Institute of Healthcare Education (AIHE) has a primary focus of producing high quality graduates that are employable in the demanding field of healthcare.

The main goals at AIHE are:

1. To ensure curriculum and training and assessment strategies are informed by research, current, relevant and rigorous, reflect innovation, inclusion, engagement and graduate attributes.
2. To demonstrate best practice in teaching and learning informed by research and demonstrated through strong academic leadership, sustained staff development, action research, recognition and reward.
3. To ensure learning is practice-oriented, industry integrated and contextualised through focus on transferability and employability.
4. To enhance learner engagement through accessible, supportive and effective learning environments.
5. To grow and develop strong learning communities within and across colleges, campuses and divisions.
6. To provide quality teaching learning environments supporting high levels of student satisfaction across the learner life cycle informed by stakeholder feedback.
7. To implement quality management processes and planning, supporting sustainable growth and enhanced academic outcomes based on accountability, transparent processes and continuous review cycles.



# Qualification description

This qualification reflects the role of allied health assistants who provide assistance to allied health professionals under predetermined guidelines. Depending on the setting, work may include following treatment plans for therapeutic interventions and/or conducting programs under the regular direct, indirect or remote supervision of an allied health professional.

**To achieve this qualification, the candidate must have completed at least 80 hours of work as detailed in the Assessment Requirements of the units of competency.**

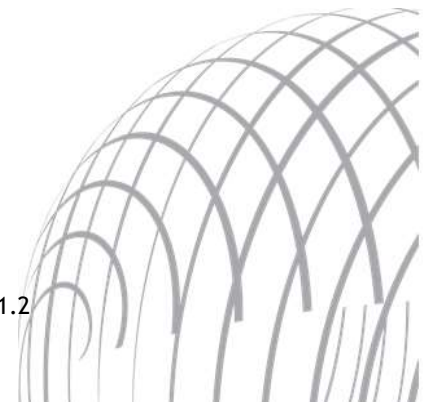
*No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of publication.*

## Units of Study

There are 11 Units of Competency which must be completed.

8 Core Units which have already been pre-established by the National Vocational Centre for Educational Research (NCVER) and 3 Units which have been chosen by AIHE to support your learning. These are as follows:

<b>CORE</b>	<b>8</b>
CHCCCS010	Maintain a high standard of service
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
HLTAAP001	Recognise healthy body systems
HLTAHA001	Assist with an allied health program
HLTINF001	Comply with infection prevention and control policies and procedures
HLTWHS001	Participate in workplace health and safety
BSBMED301	Interpret and apply medical terminology appropriately
<b>ELECTIVES</b>	<b>3</b>
HLTAHA025	Contribute to client flow and client information management in medical imaging
HLTAID003	Provide First Aid
HLTADM004	Manage health billing and accounting system



# Learning model

This is achieved by utilising a continuous curriculum model of teaching which allows you to slowly build your theory and practical skills. You can revisit topics throughout the course at a deeper and more complex level with each successive encounter.

## Timeframe

The course has been designed to be completed in twelve months, with the completion of learning and assessment of 1 unit per month.

## Modules

In this course you will be engaged in theoretical and practical subjects to include Allied Health Practice in terms of assisting within the business as a professional.

These subjects will be integrated in tutorials online as well as using applications in your own workplace where you will practice performing activities as well as ensuring you have access to information.

## Assessments (see separate section for more information)

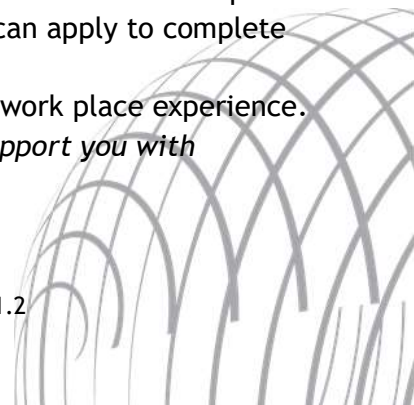
Once you obtain the necessary skills you will then enter the assessment component and complete these.

Assessments should be completed within the month where possible, or at a minimum by the end of the following month. You will receive notification of being in danger of losing your place in the course if you do not complete your assessment in the timeframe suggested.

# Course pre-requisites

The pre-requisites to the HLT33015 Certificate III in Allied Health Assistance are:

1. USI
2. Reasonable level of English to an IELST standard of 5-6
3. Valid police check obtained within the last 3 months: (certified copy) (if you need us to find a workplacement)
4. Minimum of 18 years of age plus ability to complete work place experience working within an Allied Health Clinic.
5. HLTAID003 First Aid course-you will need to complete a First Aid course. This is a part of the course and should be completed during or as part of the course. Our fees are kept low to support your own finding of this course outside of AIHE, or you can apply to complete this unit with AIHE when we are running them.
6. Your own work placement - access to a work place for 80 hours of work place experience.  
*It is up to the student to find this themselves, though AIHE can support you with*





*conversations with the organisation, certificates for the supervisor and online CPD points plus insurance coverage. Speak to the AIHE representative for the course.*

It is essential to have all items completed prior to commencement of the course and keep them current throughout the duration of the course.

Note that if you are using this qualification to then apply for the Graduate Diploma in Sonography, you will need to cover all other pre-requisites for that course in addition to this one.

## Unique Student Identifier (USI)

If you don't have one already, you will need to obtain a Unique Student Identifier (USI) online and bring this to your enrolment. See <https://www.usi.gov.au/students/create-your-usi> for more information. If you do not already have a Unique Student Identifier (USI) and you want AIHE to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, AIHE will provide to the Registrar the following items of personal information about you:

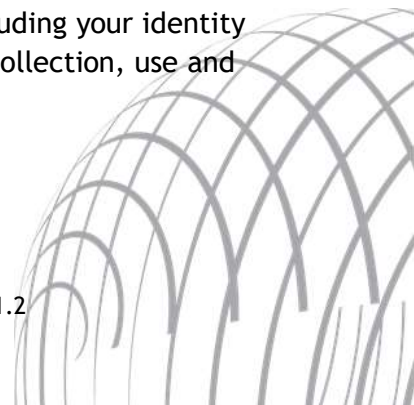
- your name, including first or given name(s), middle name(s) and surname or family name as they appear in an identification document;
- your date of birth, as it appears, if shown, in the chosen document of identity;
- your city or town of birth;
- your country of birth;
- your gender; and
- your contact details.

When we apply for a USI on your behalf the Registrar will verify your identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney-General's Department which is built into the USI online application process if you have documents such as a Medicare card, birth certificate, driver licence, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa.

If you do not have a document suitable for the DVS and we are authorised to do so by the Registrar we may be able to verify your identity by other means. If you do not have any of the identity documents mentioned above, and we are not authorised by the Registrar to verify your identity by other means, we cannot apply for a USI on your behalf and you should contact the Student Identifiers Registrar.

In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

The personal information about you that we provide to the Registrar, including your identity information, is protected by the Privacy Act 1988 Cth (Privacy Act). The collection, use and disclosure of your USI are protected by the SI Act.



If you ask AIHE to make an application for a student identifier on your behalf, AIHE will have to declare that you have complied with certain terms and conditions to be able to attend the course.

## HLTAID003 Provide First Aid

It is the student's responsibility to enroll and complete an Applied First Aid course through a recognised training facility such as AIHE, code HLTAID003 (or equivalent). This is part of this course.

It is the student's responsibility to keep this certification current throughout the entire time of the course. Failure to do so may result in the student not be able to attend clinical site placement.

## Working with children check

Prior to being allowed to enter any work placement the student is required to submit a certified copy of their working with children check relevant to the state that they will be undertaking clinical placement in.

The working with children check must remain current for the entire time of the course.

NSW: <http://www.kids.nsw.gov.au/Working-with-children/New-Working-With-Children-Check/New-Working-with-Children-Check>

## Police check (criminal history) records check

Prior to being allowed to enter work placement the student is required to submit a certified copy of their criminal record check. Please refer to the below websites for information relating to how to obtain this check.

<http://australia.gov.au/faq/police-criminal-history-records-check>

NSW:

[http://www.police.nsw.gov.au/about\\_us/structure/specialist\\_operations/forensic\\_services/criminal\\_records\\_section](http://www.police.nsw.gov.au/about_us/structure/specialist_operations/forensic_services/criminal_records_section)

<https://npcoapr.police.nsw.gov.au/asp/entry/Introduction.aspx>

## Immunisation status

It is a requirement of AIHE that your immunisation status is current and remains such throughout the duration of the course if you are attending a work placement or clinical placement. AIHE guidelines are in keeping with NSW Health Department requirements for students working in the health sector: AIHE students are Category A as per NSW Health guidelines.

More detail can be obtained from:

<http://www.health.nsw.gov.au/immunisation/Pages/oasv.aspx> and





## Workplace experience

*It is the student's own responsibility to find their own work placement for this course.*

The amount of work experience will be dependent upon your own needs, however there is a requirement for a minimum of 80 hours within a clinical work environment.

**Where students are seeking work placement, they need to discuss with AIHE what requirements there are. AIHE can support students to find a work place by phoning the organisation and providing insurance cover for your work placement whilst you are there. We can support supervisors with CPD and other certificates to also encourage them to take you on as a student, however, it is still your responsibility to find work placement for the 80 hours.**

Several of the assessments require you to be already working in a Allied Health Clinic Environment where you can access documentation.

Work experience will increase as you progress through the course to ensure you obtain enough real clinical experience on the full range of assessments undertaken in most general practices. It would also be useful to visit other Clinical Practices where possible, however this will be under your own organisation.

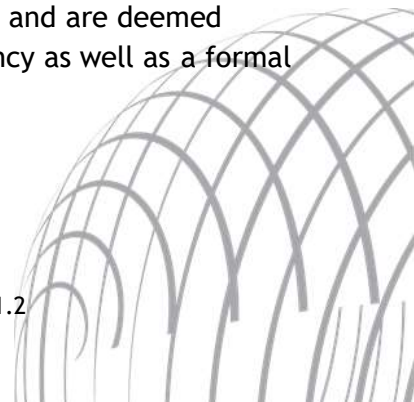
The vocational sector of education focuses on workplace specific skills and knowledge, with students / graduates having the underpinning knowledge to be competent at performing these skills at the industry expected standards. These specific skills and knowledge areas are designed around units of competency. A unit of competency ensures every aspect of a Practice Manager's theoretical knowledge and practical ability will be taught and assessed repeatedly to ensure a satisfactory level of competence has been achieved.

## Time Table

The Units have been timetabled so that 1 unit per month is completed over 11 months, with a break in between as well as a Christmas break. You can choose to complete the assessments during your break if you haven't caught up beforehand.

## Certificates

At the conclusion of the course, once you have completed all assessments and are deemed competent, you will receive a transcript with all of the Units of Competency as well as a formal Certificate III in Allied Health Assistance.



Please note: if you only complete certain units of competency, you will receive a Statement of Attainment for the units successfully completed.

## Apply to enrol in the course

You can enrol by making an inquiry to the AIHE Administration. Please send your resume with the application.

## Pathways to course entry

There are various pathways to entry to the HLT33015 Certificate III in Allied Health Assistance including a Certificate II in a health related qualification.

## Literacy, language and numeracy

The aim is to support students with any special needs. If the student has deficient areas of learning deemed essential to complete the course AIHE reserves the right to advise the student that they need to undertake some additional activities prior to enrolment acceptance and course commencement.

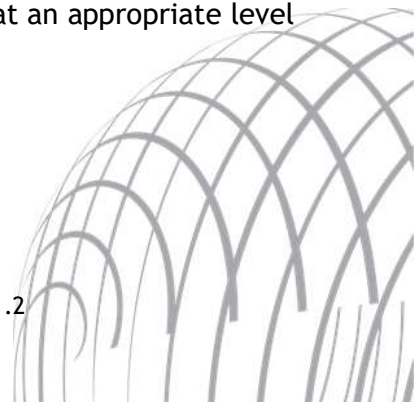
Information gathered from this process will also be used to tailor classroom activities and delivery to enhance the student learning experience.

## Exiting prior to completion of the course & articulation

The course is delivered over twelve months. If you exit before this point you will be issued with a “Statement of Attainment” that will encompass your acquired skill set.

PLEASE NOTE: If you decide to exit at any stage throughout the course, it is anticipated that you will be articulating into another Training Program, offered either through another RTO then you will need to discuss transfer of learning with AIHE.

Please communicate effectively with staff in an appropriate manner and at an appropriate level



# Core texts and activity guides / workbooks

AIHE will provide the core learner materials and activity guides/workbooks as part of the materials fee. These may be downloaded online.

The appropriate guides are updated regularly in keeping with modern practice and will be updated online at the commencement of the new year where necessary. Other texts may be provided on loan to the student for the duration of the course and will be required to be returned in good condition with no writing/marking on them to AIHE on completion of the course. Failure to do so or books returned in an unsatisfactory condition may result in an additional charge being incurred by the student. (Books are subject to change at the discretion of the Academic Manager and teaching team at AIHE)

## Assessment requirements

Students will be required to complete a number of assessment tasks in order that they will gain their qualification. Assessments will be online and some in the workplace. All assessments must be completed.

### Assessment types

All assessments are located online. You will need to complete all assessments in order to graduate.

Assessment types may include any of the following:

- Log book of work place evidence
- Written questions
- Case studies
- Workplace assignments.
- Online quizzes

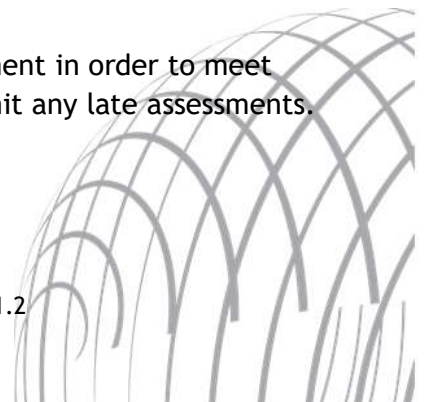
### Marking Timetable

Assessments must be handed by the allocated time and marked within one month.

In the event an assessment is submitted late, the student will receive a notification. If they are not submitted one month after the twelve months, they are in danger of receiving a NOT YET SATISFACTORY grade.

### Grading

A grade of SATISFACTORY (Competent) must be achieved in every assessment in order to meet the requirements of the course. The student will still be required to submit any late assessments.



All marking will be graded and then a SATISFACTORY (S) or NOT YET SATISFACTORY (NYS) mark given for 50% pass. Where a NYS mark is given, students may be offered, after discussion with their teacher, the opportunity to resubmit their work once, or be required to sit a supplementary assessment.

## Referencing for assessments

The Harvard system of referencing is to be used throughout the course. There are many references on the internet to inform you how to use the Harvard system. A particularly good site is the University of Southern Queensland site which can be found at:

<http://www.usq.edu.au/library/help/referencing/harvard.htm>

## Requirements for Assignment submission

Where assessments are not completed online, they will need to adhere to the following:

1. Assignments are to be typed in 11 or 12 fonts with 1.15 - 1.5 spacing.
2. All references must be noted.
3. When electronically submitting your assignment please submit your document in PDF format.

Please note that AIHE's method of assignment submission is electronic via our online LMS. (CANVAS)

All images are to have all patient personal details removed from them (i.e. DE identified). You may submit the images electronically via our online learning platform. Printed images are not recommended due to the loss of image detail, however if this is unavoidable please discuss with your teacher.

## Plagiarism & collusion

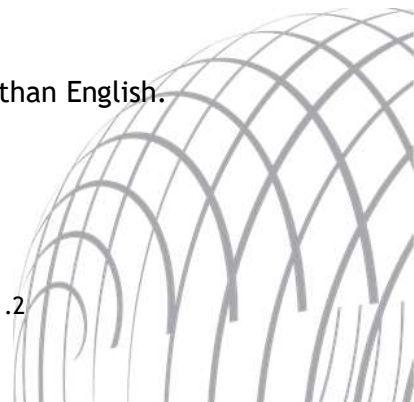
Plagiarism is the act of representing as one's own original work the creative works of another, without appropriate acknowledgement of the author or source. To avoid plagiarism it is required that you write your answers in your own words, but also reference any sources of information using the Harvard Referencing system.

Collusion or the presentation by a student of an assignment as his or her own which is in fact the result in whole or in part of unauthorised collaboration with another person or persons. Collusion involves the cooperation of two or more students in plagiarism or other forms of academic misconduct and as such both parties are subject to disciplinary action. Collusion or copying from other students is not permitted and will result in a NYS grade.

Plagiarism and collusion constitute cheating. Disciplinary action will be taken against students who engage in either.

## Checks

Copying will not be tolerated, nor will assessments in any other language than English.



Regular adhoc checks will be completed to ensure that students are not plagiarising work through questioning by the tutor. Where there is sufficient cause to determine that the student has plagiarised or not completed their own work, they will be deemed not yet satisfactory.

## Recognition of Prior Learning (RPL)

If you have already completed a similar qualification with sufficient experience in the workplace, you may be eligible for Recognition of Prior Learning.

Please forward your current resume along with your application so that we can review this and discuss with you what is required.

You would need to bring evidence of this i.e.; certificates and Supervisor References etc.

There is a separate form to complete and all information will be given to you upon request in regards to RPL.

## Policies and refunds

Please see all policies and forms in relation to all aspects of AIHE on our website. If you go to [www.aihe.edu.au](http://www.aihe.edu.au) and scroll to the bottom of the page, you will see links to our policies including: <http://www.aihe.edu.au/policies-procedures--forms.html>

[Application for special consideration](#)

[Bullying, & Harassment Policy](#)

[Ethics Policy](#)

[Clinical Placement Policy- Students](#) must read this in conjunction with [Information for Clinical Placement](#)

[Immunisation Policy](#)

[Literacy, Language, Numeracy Policy](#)

[Privacy Policy](#)

[Refund Policy](#)

[Recognition of prior learning Policy \(RPL\)](#)

[Student absentee policy](#)

[Student absentee form](#)

[Student Code of Conduct](#)

[Student complaints & appeals policy](#)

[Student complaints & appeals form](#)

[Refund policy and form](#)

- Short Courses [Terms, conditions & refund form](#)
- Models [Registration form to become a scanning model at AIHE](#)



# Section 2- Where to find help

Textbooks and journal articles online and on our LMS

## Academic staff

Please contact Lucy Taylor to assist

Where the RTO or a third party closes or ceases to deliver the agreed training and/or assessment

## Student support at AIHE

Whilst a student at AIHE if you at any time have an concerns and need to find support for any range of matters to include, but not be exclusive to, study skills, time management, financial concerns, clinical placement concerns and personal concerns that may, or may not, be affecting your performance at AIHE you are encouraged to seek initial support, in a confidential environment, from the CEO or Academic Managers who will then seek the appropriate channels for you to resolve the matter at hand.

The aim of the process is twofold. Firstly, to ensure we promptly address the student's immediate concerns and secondly, to offer the student appropriate support mechanisms to ensure the matter of concern is sensitively dealt with in the short and long term. The appropriate senior staff member will be assigned by the CEO / Academic Manager to assist the student and appropriate external support will also be sourced and made available to the student.

Any discussions with respect to student support will be treated with the upmost confidentiality at all times.

## Useful links

Please find a list of links that may be of use whilst at AIHE.

[www.aihe.edu.au](http://www.aihe.edu.au)

### General information about the course

<http://www.aihe.edu.au/cert-iii-allied-health-assistance.html>

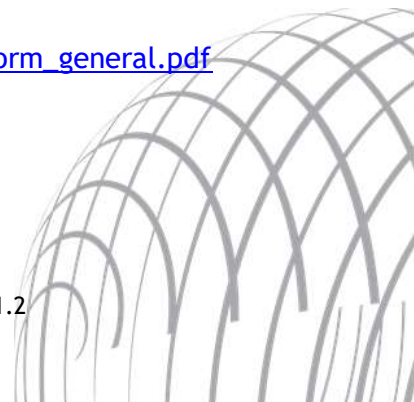
### Application form

[http://www.aihe.edu.au/uploads/4/5/6/5/45658683/aihe\\_application\\_form\\_general.pdf](http://www.aihe.edu.au/uploads/4/5/6/5/45658683/aihe_application_form_general.pdf)

### Fees and credit card payment

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[http://www.aihe.edu.au/store/p8/Certificate\\_III\\_Allied\\_Health\\_Assistance.html](http://www.aihe.edu.au/store/p8/Certificate_III_Allied_Health_Assistance.html)

Policies, procedures and forms

<http://www.aihe.edu.au/policies-procedures--forms.html>

**Australian Skills Quality Authority**

[www.asqa.gov.au](http://www.asqa.gov.au)

**Training.gov.au**

<http://training.gov.au>

Australian government department of education: <http://education.gov.au>

Department of employment: <http://employment.gov.au>

Australian Society of Medical imaging and Radiation Therapy <http://www.asmirt.org/>

