



VICTORIAN PURCHASING GUIDE

HLT HEALTH
TRAINING PACKAGE RELEASE 8.0
(Infection Prevention and Control units only)

FEBRUARY 2023



Jobs, Skills,
Industry
and Regions

© Copyright State of Victoria

Department of Jobs, Skills, Industry and Regions 2023



Victorian Purchasing Guides are provided under a Creative Commons Attribution-No Derivatives 4.0 International licence. You are free to re-use the work under that licence, on the condition that you credit the State of Victoria (Department of Jobs, Skills, Industry and Regions), provide a link to the licence, indicate if changes were made, and comply with all other licence terms. You must not distribute modified material. See: [Creative Commons Attribution NoDerivatives 4.0 International](#)

The licence does not apply to:

- any images, photographs, trademarks or branding, including the Victorian Government logo and the DJSIR logo; and
- content supplied by third parties.

Copyright queries may be directed to copyright@education.vic.gov.au

Disclaimer

In compiling the information contained in and accessed through this resource, the Department of Jobs, Skills, Industry and Regions (DJSIR), has used its best endeavours to ensure that the information is correct and current at the time of publication but takes no responsibility for any error, omission, or defect therein.

To the extent permitted by law, DJSIR, its employees, agents and consultants exclude all liability for any loss or damage (including indirect, special or consequential loss or damage) arising from the use of, or reliance on the information contained herein, whether caused or not by any negligent act or omission. If any law prohibits the exclusion of such liability, DJSIR limits its liability to the extent permitted by law, for the resupply of the information.

Third party sites

This resource may contain links to third party websites and resources. DJSIR is not responsible for the condition or content of these sites or resources as they are not under its control.

Third party material linked from this resource is subject to the copyright conditions of the third party. Users will need to consult the copyright notice of the third-party sites for conditions of usage.

VICTORIAN PURCHASING GUIDE – RELEASE HISTORY

Note: RTOs should refer to the [National Register](#) for the detail of changes in each Release.

Training Package Release	Date VPG Approved	Comments
Release 8.0 INFECTIOUS CONTROL UNITS ONLY	9 Feb 2023	<p>This Victorian Purchasing Guide reflects the changes made to HLT Health Training Package Release 8.0 with respect to the two revised infection prevention and control units ONLY. This extraordinary publication is in response to the replacement of the superseded units across all current CHC Community Services and HLT Health qualifications with no transition period on Tuesday 28 February 2023. See training.gov.au - News for more information</p> <p>The Victorian Purchasing Guide for the remaining changes made in HLT Release 8.0 will be published at a later date.</p>
HLT Health Training Package Release 7.0	8 May 2022	<p>This Victorian Purchasing Guide reflects the changes made to HLT Health Training Package Release 7.0. This release includes qualifications and units in the following industry sectors:</p> <ul style="list-style-type: none"> • Anaesthetic Technology • Orthopaedic Technology
HLT Health Training Package Release 6.0	2 Sep. 2021	<p>This Victorian Purchasing Guide reflects the changes made to HLT Health Training Package Release 6.0 and incorporates zero usage units and qualifications deleted in Release 5.1 in the minor Release 5.1.</p> <p>HLT Release 6.0</p> <p>This release includes qualifications and units in the following industry sectors:</p> <ul style="list-style-type: none"> • Clinical Coding • Dental Assisting • Enrolled Nursing <p>HLT Release 5.1</p> <p>This release includes deletion of 1 'zero use' qualification and 6 'zero use' units of competency.</p>
HLT Health Training Package Release 5.0	16 March 2021	<p>This Victorian Purchasing Guide reflects the changes made to HLT Health Training Package Release 5.0. It includes revisions to:</p> <ul style="list-style-type: none"> • Ambulance sector suite of qualifications and units • Certificate II in Indigenous Environmental Health and associated units
HLT Health Training Package Release 4.3	24 November 2020	<p>This Victorian Purchasing Guide reflects the changes made to HLT Health Training Package Release 4.3. It includes 8 revised First Aid units.</p>
HLT Health Training Package	24 June 2020	<p>This Victorian Purchasing Guide reflects the changes made to HLT Health Training Package Release 4.2. It includes a new infection control unit (HLTINFCOV001).</p>

Training Package Release	Date VPG Approved	Comments
Release 4.2		Please note: HLT Health Training Package Release 4.1 included minor updates with no change requiring a VPG release.
HLT Health Training Package Release 4.0	17 May 2018	This Victorian Purchasing Guide reflects the changes made to HLT Health Training Package Release 4.0. It includes a revised qualification and 2 new units related to Dental Technology.
HLT Health Training Package Release 3.1	24 June 2016	This Victorian Purchasing Guide reflects the changes made to HLT Health Training Package Release 3.1. Correction of typographical errors with no change to hours
HLT Health Training Package Release 3.0	10 March 2016	This Victorian Purchasing guide reflects the changes made to HLT Health Training Package Release 3.0. It includes qualifications and units in the following industry sectors: <ul style="list-style-type: none"> • Enrolled Nursing • Ambulance, including Clinical and Communications • Dental, including Assisting, Prosthetics and Technology • Health Support Services • Public Health, including Population Health and Indigenous Environmental Health.
HLT Health Training Package Release 2.1	28 January 2016	Release of revised minimum and maximum payable hours for HLT release 1.0 qualifications due to changed units.
HLT Health Training Package Release 2.0	11 November 2015	This Victorian Purchasing Guide reflects the changes made to HLT Health Training Package Release 2.0. It includes qualifications and units of competency for: <ul style="list-style-type: none"> • Complementary & Alternative Health • Direct Client Care & Support • Technicians & Health Support Services <p>In addition to:</p> <ul style="list-style-type: none"> • Aboriginal & Torres Strait Islander Health Workers • First Aid, Tele-health and Work Health and Safety <p>Please note: this Victorian Purchasing Guide only contains information on components within the HLT Health Training Package. For information on components from the HLT07 Health Training Package, please refer to the HLT07 Victorian Purchasing Guide.</p>

Training Package Release	Date VPG Approved	Comments
HLT Health Training Package Release 1.3	January 2015	Editorial updates.
HLT Health Training Package Release 1.2	1 Aug 2014	<p>This Victorian Purchasing Guide reflects the Department of Education and Early Childhood Development (DEECD) adjustment to maximum payable hours for qualifications:</p> <ul style="list-style-type: none"> • HLT40113 Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care • HLT40213 Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice • HLT50113 Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care • HLT50213 Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care Practice
HLT Health Training Package Release No. 1, 1.1 and 1.2	7 Feb 2014	<p>This Victorian Purchasing Guide reflects the changes made to HLT Health Training Package Release 1.0, 1.1 and 1.2. It includes:</p> <ul style="list-style-type: none"> • Aboriginal and/or Torres Strait Islander Primary Health Care qualifications • New First Aid, Work Health and Safety, and Tele-health Units of Competency.



TABLE OF CONTENTS

- INTRODUCTION 1
 - What is a Victorian Purchasing Guide? 1
 - Registration 1
 - Transition..... 1
- QUALIFICATIONS 2
- UNITS OF COMPETENCY AND NOMINAL HOURS..... 5
- CONTACTS AND LINKS..... 23
- INDUSTRY AND REGULATORY BODIES..... 24
- GLOSSARY 25

INTRODUCTION

What is a Victorian Purchasing Guide?

The Victorian Purchasing Guide provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically, the Victorian Purchasing Guide provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

- The maximum and minimum payable hours available for each qualification.
- Nominal hours for each unit of competency within the Training Package.

Registration

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and Statements of Attainment under the Australian Qualifications Framework (AQF).

The VRQA is the regulatory authority in Victoria responsible for the registration of Vocational Education and Training (VET) providers who offer courses to domestic students in Victoria only.

ASQA is the regulatory authority responsible for the registration of VET providers who offer training in Victoria, nationally and / or internationally.

Transition

The relationship between new units and any superseded or replaced units from the previous version of HLT Health Release 8.0 INFECTION CONTROL ONLY is provided in the Training Package Companion Volume Implementation Guide. (See VETnet.gov.au for more information).

Information regarding transition arrangements can be obtained from the state or national VET Regulatory Authority (see Contacts and Links section).

RTOs must ensure that all training and assessment leading to issuance of qualifications or Statements of Attainment from the HLT Health Release 8.0 INFECTION CONTROL ONLY is conducted against the Training Package units of competency and complies with the assessment requirements.

QUALIFICATIONS

Code	Title	Minimum Payable Hours	Maximum Payable Hours
HLT20113	Certificate II in Aboriginal and/or Torres Strait Islander Primary Health Care	350	368
HLT21020	Certificate II in Medical Service First Response	294	309
HLT23215	Certificate II in Health Support Services	296	312
HLT26015	Certificate II in Population Health	352	370
HLT26120	Certificate II in Indigenous Environmental Health	394	415
HLT30113	Certificate III in Aboriginal and/or Torres Strait Islander Primary Health Care	856	901
HLT31020	Certificate III in Ambulance Communications (Call-taking)	426	448
HLT31120	Certificate III in Non-Emergency Patient Transport	574	604
HLT31220	Certificate III in Basic Health Care	493	519
HLT33015	Certificate III in Allied Health Assistance	504	530
HLT33115	Certificate III in Health Services Assistance	584	615
HLT33215	Certificate III in Health Support Services	399	420
HLT35021	Certificate III in Dental Assisting	698	735
HLT35115	Certificate III in Dental Laboratory Assisting	321	338
HLT36015	Certificate III in Population Health	599	630
HLT36115	Certificate III in Indigenous Environmental Health	575	605
HLT37015	Certificate III in Sterilisation Services	423	445
HLT37115	Certificate III in Hospital/Health Services Pharmacy Support	456	480
HLT37215	Certificate III in Pathology Collection	618	650
HLT37315	Certificate III in Health Administration	475	500
HLT37415	Certificate III in Pathology Assistance	437	460
HLT40113	Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care	1632	1718
HLT40213	Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice	1646	1733

Code	Title	Minimum Payable Hours	Maximum Payable Hours
HLT41020	Certificate IV in Ambulance Communications (Dispatch)	654	688
HLT41120	Certificate IV in Health Care	850	895
HLT42015	Certificate IV in Massage Therapy	844	888
HLT43015	Certificate IV in Allied Health Assistance	998	1050
HLT45021	Certificate IV in Dental Assisting	751	790
HLT46015	Certificate IV in Population Health	1031	1085
HLT46115	Certificate IV in Indigenous Environmental Health	1097	1155
HLT47015	Certificate IV in Sterilisation Services	660	695
HLT47115	Certificate IV in Hospital/Health Services Pharmacy Support	651	685
HLT47315	Certificate IV in Health Administration	713	750
HLT47415	Certificate IV in Audiometry	530	558
HLT47515	Certificate IV in Operating Theatre Technical Support	974	1025
HLT47715	Certificate IV in Medical Practice Assisting	973	1024
HLT47815	Certificate IV in Optical Dispensing	684	720
HLT50113	Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care	2307	2428
HLT50213	Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care Practice	2349	2473
HLT50321	Diploma of Clinical Coding	632	665
HLT51020	Diploma of Emergency Health Care	1074	1130
HLT52015	Diploma of Remedial Massage	1675	1763
HLT52115	Diploma of Traditional Chinese Medicine (TCM) Remedial Massage	1404	1478
HLT52215	Diploma of Shiatsu and Oriental Therapies	1423	1498
HLT52315	Diploma of Clinical Aromatherapy	1466	1543
HLT52415	Diploma of Kinesiology	1285	1353
HLT52515	Diploma of Reflexology	1276	1343

Code	Title	Minimum Payable Hours	Maximum Payable Hours
HLT52615	Diploma of Ayurvedic Lifestyle Consultation	1290	1358
HLT54121	Diploma of Nursing	1689	1778
HLT55118	Diploma of Dental Technology	1252	1318
HLT57415	Diploma of Audiometry	1062	1118
HLT57715	Diploma of Practice Management	827	870
HLT57821	Diploma of Orthopaedic Technology	945	995
HLT57921	Diploma of Anaesthetic Technology and Practice	1534	1615
HLT60113	Advanced Diploma of Aboriginal and/or Torres Strait Islander Health Care	1078	1135
HLT62615	Advanced Diploma of Ayurveda	2259	2378
HLT64121	Advanced Diploma of Nursing	646	680
HLT65015	Advanced Diploma of Dental Prosthetics	1530	1610
HLT33015	Certificate III in Allied Health Assistance	504	530

UNITS OF COMPETENCY AND NOMINAL HOURS

Unit Code	Unit Title	Nominal Hours
HLTAAP001	Recognise healthy body systems	70
HLTAAP002	Confirm physical health status	90
HLTAAP003	Analyse and respond to client health information	60
HLTADM001	Administer and coordinate Telehealth services	50
HLTADM002	Manage Telehealth technology	60
HLTADM003	Facilitate a coordinated approach to client care	30
HLTADM004	Manage health billing and accounting system	30
HLTAHA001	Assist with an allied health program	65
HLTAHA002	Assist with the application and removal of casts	40
HLTAHA003	Deliver and monitor a client-specific physiotherapy program	85
HLTAHA004	Support client independence and community participation	70
HLTAHA005	Support the delivery and monitoring of physiotherapy programs for mobility	70
HLTAHA006	Assist with basic foot hygiene	60
HLTAHA007	Assist with podiatric procedures	80
HLTAHA008	Assist with podiatry assessment and exercise	60
HLTAHA009	Assist in the rehabilitation of clients	90
HLTAHA010	Assist with the development and maintenance of client functional status	90
HLTAHA011	Conduct group sessions for individual client outcomes	60
HLTAHA012	Support the development of speech and communication skills	45
HLTAHA013	Provide support in dysphagia management	50
HLTAHA014	Assist and support the use of augmentative and alternative communication systems	55

Unit Code	Unit Title	Nominal Hours
HLTAHA015	Deliver and monitor a hydrotherapy program	50
HLTAHA016	Support the fitting of assistive equipment	70
HLTAHA017	Assist with social work	60
HLTAHA018	Assist with planning and evaluating meals and menus to meet recommended dietary guidelines	60
HLTAHA019	Assist with the monitoring and modification of meals and menus according to individualised plans	50
HLTAHA020	Support food services in menu and meal order processing	40
HLTAHA021	Assist with screening and implementation of therapeutic diets	75
HLTAHA022	Prepare infant formulas	45
HLTAHA023	Support the provision of basic nutrition advice and education	55
HLTAHA024	Work within a community rehabilitation environment	55
HLTAHA025	Contribute to client flow and client information management in medical imaging	35
HLTAHA026	Support the medical imaging professional	30
HLTAHW001	Work with Aboriginal and/or Torres Strait Islander clients and communities	30
HLTAHW002	Support clients to obtain access to health services	60
HLTAHW003	Provide basic health information to clients	80
HLTAHW004	Perform work role in Aboriginal and/or Torres Strait Islander primary health care context	25
HLTAHW005	Work in an Aboriginal and/or Torres Strait Islander primary health care context	40
HLTAHW006	Facilitate and advocate for the rights and needs of clients and community members	120
HLTAHW007	Undertake basic health assessments	120
HLTAHW008	Assist in planning and implementation of basic health care	20
HLTAHW009	Provide information about social and emotional support	23
HLTAHW010	Identify community health issues, needs and strategies	50

Unit Code	Unit Title	Nominal Hours
HLTAHW011	Assist with basic health screening, promotion and education services	90
HLTAHW012	Assist with prevention and minimisation of substance misuse	30
HLTAHW013	Respond to emergencies	120
HLTAHW014	Work with Elders in Aboriginal and/or Torres Strait Islander communities	60
HLTAHW015	Work under instructions to support the safe use of medication	120
HLTAHW016	Assess client's physical wellbeing	120
HLTAHW017	Assess and support client's social and emotional wellbeing	140
HLTAHW018	Plan, implement and monitor health care in a primary health care context	200
HLTAHW019	Deliver primary health care programs for Aboriginal and/or Torres Strait Islander communities	60
HLTAHW020	Administer medications	200
HLTAHW021	Provide nutrition guidance for specific health care	120
HLTAHW022	Address social determinants of Aboriginal and/or Torres Strait Islander health	120
HLTAHW023	Plan, develop and evaluate health promotion and community development programs	150
HLTAHW024	Work in alcohol, other drugs & mental health care w/ Aboriginal &/or Torres Strait Islander comm.	150
HLTAHW025	Provide information and strategies in health care	100
HLTAHW026	Provide information and strategies in sexual health for men	40
HLTAHW027	Provide information and strategies in sexual health for women	60
HLTAHW028	Provide information and strategies in chronic condition care	60
HLTAHW029	Provide information and strategies in maternal and infant health	40
HLTAHW030	Provide information and strategies in eye health	100
HLTAHW031	Provide information/strategies to enhance capacities of Aboriginal/Torres Strait Islander families	65
HLTAHW032	Supervise individual workers	40

Unit Code	Unit Title	Nominal Hours
HLTAHW033	Maintain community health profile	40
HLTAHW034	Provide healthy lifestyle programs and advice	40
HLTAHW035	Provide information and support around cancer	80
HLTAHW036	Provide information and support to women with breast cancer	80
HLTAHW037	Support the safe use of medications	180
HLTAHW038	Assess and promote physical and emotional wellbeing of children	120
HLTAHW039	Monitor early childhood growth and development	70
HLTAHW040	Promote burns prevention in homes and the community	25
HLTAHW041	Assess and manage emergency treatment of burns	70
HLTAHW042	Implement a burns rehabilitation care plan	80
HLTAHW043	Facilitate access to tertiary health services	40
HLTAHW044	Advocate on behalf of the community	30
HLTAHW045	Plan, develop and evaluate primary health care programs for Aboriginal/Torres Strait Islander comm.	150
HLTAHW046	Apply advanced skills in primary health care	150
HLTAHW047	Support and promote social and emotional wellbeing of staff and clients	80
HLTAHW048	Apply a strategic approach to Aboriginal and/or Torres Strait Islander health	170
HLTAHW049	Work effectively in social and emotional wellbeing	40
HLTAHW050	Develop a healing framework for social and emotional wellbeing work	45
HLTAHW051	Respond to loss, grief and trauma	40
HLTAHW052	Deliver primary health care to Aboriginal and/or Torres Strait Islander clients in confinement	40
HLTAHW053	Address impact of food security on community health	40
HLTAHW054	Support renal dialysis clients in the community setting	100

Unit Code	Unit Title	Nominal Hours
HLTAHW055	Provide care to clients undertaking renal dialysis in the community setting	150
HLTAHW056	Provide sexual and reproductive health care	120
HLTAHW057	Provide antenatal health care	300
HLTAHW058	Prepare for and support childbirth	570
HLTAHW059	Provide postnatal and infant health care	100
HLTAHW060	Plan for medical emergencies	100
HLTAHW061	Engage in community health research	90
HLTAHW062	Supervise health care team	50
HLTAHW063	Implement office systems	20
HLTAHW064	Manage budgets	40
HLTAHW065	Apply reflective practice in an Aboriginal/Torres Strait Islander primary health care setting	45
HLTAHW066	Manage the delivery of Aboriginal and/or Torres Strait Islander primary health care	120
HLTAHW067	Manage health education and promotion	50
HLTAHW068	Develop work plans	50
HLTAHW069	Develop health care policy	50
HLTAHW070	Manage human resources	60
HLTAHW071	Manage medicines in Aboriginal and/or Torres Strait Islander primary health care	90
HLTAHW072	Provide guidance in social and emotional wellbeing	60
HLTAHW073	Practise social and emotional wellbeing in a clinical setting	60
HLTAHW074	Provide closure on healing processes	40
HLTAHW075	Manage community health projects	40
HLTAHW076	Plan for community emergencies	100

Unit Code	Unit Title	Nominal Hours
HLTAHW077	Provide supervision for social and emotional wellbeing workers	40
HLTAHW078	Work within a narrative approach	40
HLTAID009	Provide cardiopulmonary resuscitation	4
HLTAID010	Provide basic emergency life support	12
HLTAID011	Provide First Aid	18
HLTAID012	Provide First Aid in an education and care setting	22
HLTAID013	Provide First Aid in remote or isolated site	28
HLTAID014	Provide Advanced First Aid	30
HLTAID015	Provide advanced resuscitation and oxygen therapy	16
HLTAID016	Manage first aid services and resources	16
HLTAIN001	Assist with nursing care in an acute care environment	120
HLTAIN002	Provide non-client contact support in an acute care environment	40
HLTANA008	Prepare patients for anaesthesia	150
HLTANA009	Monitor patients during anaesthesia	150
HLTANA010	Assist with airway management	170
HLTANA011	Respond to anaesthesia related emergencies	150
HLTANA012	Maintain quality and supply of anaesthetic equipment and consumables	150
HLTANA013	Assist with clinical procedures used in anaesthesia	150
HLTANA014	Monitor medications in the anaesthetic environment	170
HLTARO001	Develop aromatherapy practice	65
HLTARO002	Source and prepare aromatherapy products	50
HLTARO003	Perform aromatherapy health assessments	150

Unit Code	Unit Title	Nominal Hours
HLTARO004	Provide therapeutic aromatherapy treatments	180
HLTARO005	Provide aromatherapy massage treatments	220
HLTARO006	Adapt aromatherapy treatments to specific needs	120
HLTARO007	Monitor and evaluate aromatherapy treatments	40
HLTARO008	Prepare and dispense aromatic formulations	45
HLTARO009	Select and advise on aromatic therapies	200
HLTAUD001	Assess hearing	120
HLTAUD002	Conduct play audiometry	90
HLTAUD003	Assess and respond to occupational noise risk	90
HLTAUD004	Develop and implement individual hearing rehabilitation programs	80
HLTAUD005	Dispense hearing devices	140
HLTAUD006	Remove cerumen	60
HLTAYV001	Develop Ayurvedic practice	80
HLTAYV002	Make Ayurvedic lifestyle assessments	150
HLTAYV003	Provide Ayurvedic bodywork therapies	140
HLTAYV004	Provide Ayurvedic lifestyle advice	140
HLTAYV005	Provide advice on Ayurvedic nutrition	80
HLTAYV006	Take cases within Ayurvedic framework	100
HLTAYV007	Diagnose conditions within an Ayurvedic framework	100
HLTAYV008	Provide Ayurvedic remedial therapies	70
HLTAYV009	Provide therapeutic Ayurvedic nutritional advice	300
HLTAYV010	Select and advise on Ayurvedic medicines - dravyaguna	300

Unit Code	Unit Title	Nominal Hours
HLTAYV011	Prepare and dispense Ayurvedic medicines - dravyaguna	80
HLTAYV012	Monitor and evaluate Ayurvedic treatments	120
HLTCAR001	Perform electrocardiography (ECG)	90
HLTCAR002	Perform holter monitoring	90
HLTCAR003	Assist with stress testing	90
HLTCCD001	Apply an understanding of the health care system to clinical coding practice	40
HLTCCD002	Interpret and navigate health care records	60
HLTCCD003	Use medical terminology in health care	85
HLTCCD004	Interpret clinical documentation using knowledge of anatomy and physiology	100
HLTCCD005	Abstract information for clinical coding	90
HLTCCD006	Undertake basic clinical coding	120
HLTCCD007	Undertake moderately complex clinical coding	150
HLTCCD008	Undertake highly complex clinical coding	150
HLTCCD009	Undertake a clinical coding audit	80
HLTCCD010	Analyse and report on clinical coding auditing	60
HLTDEN015	Prepare for and assist with dental procedures	350
HLTDEN016	Assist with dental radiography	35
HLTDEN017	Assist with administration in dental practice	40
HLTDEN018	Implement an individualised oral hygiene program	300
HLTDEN019	Assist in dental procedures during general anaesthesia	200
HLTDEN020	Assist in dental procedures during conscious sedation	180
HLTDEN021	Apply the principles of radiation biology and protection in dental practice	120

Unit Code	Unit Title	Nominal Hours
HLTDEN022	Prepare to expose a prescribed dental radiographic image	90
HLTDEN023	Produce a prescribed dental radiographic image	130
HLTDEN024	Implement an oral hygiene program for older people	130
HLTDEN025	Implement an oral health promotion program	130
HLTDEN026	Take an impression for study models	75
HLTDEN027	Take a clinical photograph	50
HLTDEN028	Provide effective oral hygiene instruction to patients with an oral health treatment plan	70
HLTDEN029	Assist in dental procedures during relative analgesia	150
HLTDEN030	Assist the dental practitioner during medical emergencies in a dental setting	80
HLTDEP001	Identify, select and prepare instruments, equipment and materials	75
HLTDEP002	Gather data, conduct dental prosthetic examination and develop treatment plan	180
HLTDEP003	Take impressions	100
HLTDEP004	Establish and record jaw relationships and select artificial teeth	200
HLTDEP005	Evaluate a removable dental prosthesis at try-in stage	180
HLTDEP006	Insert and issue a completed removable dental prosthesis	100
HLTDEP007	Perform maintenance treatment for patient with removable dental prostheses	100
HLTDEP008	Construct and insert an implant retained overdenture	200
HLTDET001	Construct models	40
HLTDET002	Construct custom impression trays	30
HLTDET003	Construct registration rims	30
HLTDET004	Articulate models and transfer records	20
HLTDET005	Construct thermoformed bases and appliances	35

Unit Code	Unit Title	Nominal Hours
HLTDET006	Construct immediate dentures	60
HLTDET007	Construct removable acrylic partial dentures	60
HLTDET008	Construct cast alloy removable partial denture framework	80
HLTDET009	Construct crown and bridge structures	90
HLTDET010	Join alloy structures	30
HLTDET011	Construct ceramic and fixed restorations	120
HLTDET012	Construct orthodontic appliances	60
HLTDET013	Construct oral splints	30
HLTDET014	Repair and modify dentures and appliances	40
HLTDET015	Construct complete removable acrylic dentures and appliances	150
HLTDET016	Design digital dental restorations and appliances using computer-aided design (CAD)	100
HLTDET017	Construct dental restorations and appliances using computer-aided manufacturing (CAM)	80
HLTENN035	Practise nursing within the Australian health care system	75
HLTENN036	Apply communication skills in nursing practice	50
HLTENN037	Perform clinical assessment and contribute to planning nursing care	50
HLTENN038	Implement, monitor and evaluate nursing care	110
HLTENN039	Apply principles of wound management	60
HLTENN040	Administer and monitor medicines and intravenous therapy	275
HLTENN041	Apply legal and ethical parameters to nursing practice	30
HLTENN042	Implement and monitor care for a person with mental health conditions	60
HLTENN043	Implement and monitor care for a person with acute health conditions	150
HLTENN044	Implement and monitor care for a person with chronic health conditions	60

Unit Code	Unit Title	Nominal Hours
HLTENN045	Implement and monitor care of the older person	75
HLTENN046	Contribute to maternal and infant health care	80
HLTENN047	Apply nursing practice in the primary health care setting	80
HLTENN048	Apply nursing practice in the emergency care setting	30
HLTENN049	Apply nursing practice in the orthopaedic care setting	80
HLTENN050	Apply nursing practice in the rehabilitation care setting	50
HLTENN051	Apply nursing practice in sexual and reproductive health care	80
HLTENN052	Provide advanced clinical assessment	30
HLTENN053	Apply nursing practice in the critical care setting	80
HLTENN054	Contribute to the registration eligibility and assessment of donors	50
HLTENN055	Apply nursing practice in the respiratory care setting	80
HLTENN056	Apply nursing practice in the cardiovascular care setting	80
HLTENN057	Contribute to the nursing care of a person with diabetes	80
HLTENN058	Apply nursing practice in the perioperative setting	80
HLTENN059	Apply nursing practice in the hyperbaric environment	80
HLTENN060	Apply nursing practice in the paediatric care setting	80
HLTENN061	Apply nursing practice in the contemporary aged care setting	80
HLTENN062	Implement and monitor care for a person with a stoma	80
HLTENN063	Apply nursing practice in the contemporary mental health care setting	80
HLTENN064	Apply nursing practice in the rural and remote setting	80
HLTENN065	Research and report on nursing trends and practice	60
HLTENN066	Contribute to improvement for advancement of clinical practice	50

Unit Code	Unit Title	Nominal Hours
HLTENN067	Apply, implement and monitor nursing care in a contemporary paediatric setting	80
HLTENN068	Provide end of life care and a palliative approach in nursing practice	70
HLTFSE001	Follow basic food safety practices	30
HLTFSE002	Provide ward or unit based food preparation and distribution services	30
HLTFSE003	Perform kitchenware washing	10
HLTFSE004	Serve cafeteria customers	20
HLTFSE005	Apply and monitor food safety requirements	60
HLTFSE006	Prepare foods suitable for a range of client groups	40
HLTFSE007	Oversee the day-to-day implementation of food safety in the workplace	45
HLTFSE008	Conduct internal food safety audits	60
HLTFSE009	Apply cook-freeze and reheating processes	25
HLTHPS001	Take clinical measurements	50
HLTHPS002	Support health professional in the delivery of care	85
HLTHPS003	Maintain medication stocks	20
HLTHPS004	Measure spirometry	30
HLTHPS005	Handle medical specimens	40
HLTHPS006	Assist clients with medication	80
HLTHPS007	Administer and monitor medications	80
HLTHPS008	Provide clinical mentoring in the work environment	80
HLTHPS009	Perform peripheral intravenous cannulation	60
HLTHPS010	Interpret and use information about nutrition and diet	50
HLTHSS002	Perform general maintenance and provide assistance to tradespersons	25

Unit Code	Unit Title	Nominal Hours
HLTHSS003	Perform general cleaning tasks in a clinical setting	20
HLTHSS004	Handle and move equipment, goods and mail	20
HLTHSS005	Undertake routine stock maintenance	15
HLTHSS006	Collect and manage linen stock at user-location	15
HLTHSS007	Handle medical gases safely	20
HLTHSS008	Perform routine servicing of plant, equipment and machinery	20
HLTINF002	Process reusable medical devices and equipment	30
HLTINF004	Manage the prevention and control of infection	50
HLTINF005	Maintain infection prevention for skin penetration treatments	75
HLTINF006	Apply basic principles and practices of infection prevention and control	35
HLTINF007	Implement and monitor infection prevention and control standards, policies and procedures	70
HLTINFCOV001	Comply with infection prevention and control policies and procedures	25
HLTKIN001	Develop kinesiology practice	60
HLTKIN002	Conduct indicator muscle monitoring	85
HLTKIN003	Perform kinesiology assessments	200
HLTKIN004	Provide kinesiology balances	150
HLTKIN005	Monitor and evaluate client progress	80
HLTMSG001	Develop massage practice	40
HLTMSG002	Assess client massage needs	150
HLTMSG003	Perform remedial massage musculoskeletal assessments	240
HLTMSG004	Provide massage treatments	150
HLTMSG005	Provide remedial massage treatments	240

Unit Code	Unit Title	Nominal Hours
HLTMSG006	Adapt remedial massage treatments to meet specific needs	120
HLTMSG007	Adapt remedial massage practice for athletes	60
HLTMSG008	Monitor and evaluate remedial massage treatments	30
HLTOHC007	Recognise and respond to oral health issues	30
HLTOHC008	Inform and support patients and groups about oral health	40
HLTOHC009	Apply and use basic oral health products	40
HLTOHC010	Use basic oral health screening tools	30
HLTOHC011	Apply fluoride varnish	25
HLTOTH001	Apply casts	70
HLTOTH002	Modify casts	110
HLTOTH003	Remove casts	70
HLTOTH004	Apply orthopaedic devices	120
HLTOTH005	Modify orthopaedic devices	110
HLTOTH006	Remove orthopaedic devices	70
HLTOTH007	Apply and remove traction	50
HLTOPD001	Provide advice on optical appliances	60
HLTOPD002	Dispense optical appliances	60
HLTOPD003	Dispense atypical prescriptions	120
HLTOPD004	Edge and fit ophthalmic appliances	50
HLTOPD005	Process and manage optical appliance orders	150
HLTOUT001	Implement safe access and egress	80
HLTOUT002	Receive and respond to requests for ambulance service	60

Unit Code	Unit Title	Nominal Hours
HLTOUT003	Assign and coordinate ambulance service resources	160
HLTOUT004	Assess and deliver basic clinical care	100
HLTOUT005	Assess and deliver standard clinical care	200
HLTOUT006	Transport emergency patients	55
HLTOUT007	Transport non-emergency patients under operational conditions	45
HLTOUT008	Manage a scene	75
HLTOUT009	Manage the scene of a major incident	115
HLTOUT010	Communicate in complex situations to support health care	70
HLTPAT001	Identify and respond to clinical risks in pathology collection	35
HLTPAT002	Perform venous blood collections	100
HLTPAT003	Perform capillary blood collections	35
HLTPAT004	Collect pathology specimens other than blood	45
HLTPAT005	Collect specimens for drugs of abuse testing	30
HLTPAT006	Receive, prepare and dispatch pathology specimens	15
HLTPHA001	Maintain pharmaceutical imprest stock	15
HLTPHA002	Pack pharmaceutical products	15
HLTPHA003	Assist with dispensing of prescriptions and medication orders	30
HLTPHA004	Order, maintain and distribute pharmaceutical stock	55
HLTPHA005	Conduct small scale compounding and labelling of pharmaceutical products	60
HLTPHA006	Provide assistance in dispensary administration	35
HLTPHA007	Conduct small-scale compounding and labelling of aseptic pharmaceutical products	55
HLTPHA008	Support pharmacist communication with clients and other health professionals	45

Unit Code	Unit Title	Nominal Hours
HLTPHA009	Support pharmacists in the collection and presentation of workplace data and information	55
HLTPOP006	Contribute to working with the community to identify health needs	60
HLTPOP007	Contribute to population health project planning	55
HLTPOP011	Facilitate provision of functional, durable health hardware items in home and community	40
HLTPOP012	Contribute to testing of results of community water supply	50
HLTPOP013	Contribute to the implementation of a disaster plan	60
HLTPOP014	Assess readiness for and effect behaviour change	50
HLTPOP015	Provide information on smoking and smoking cessation	40
HLTPOP016	Provide interventions to clients who are nicotine dependent	40
HLTPOP018	Develop a plan of action to address land care issues in the community	140
HLTPOP019	Apply a population health framework	50
HLTPOP020	Work with the community to identify health needs	50
HLTPOP021	Plan a population health project	50
HLTPOP022	Evaluate a population health project	40
HLTPOP023	Build capacity to promote health	60
HLTPOP024	Develop a disaster plan	100
HLTPOP025	Provide basic repairs and maintenance to health hardware and fixtures	70
HLTPOP026	Monitor and maintain sewage or effluent systems	35
HLTPOP027	Monitor and maintain water supply	50
HLTPOP028	Monitor and maintain rubbish collection and disposal systems	30
HLTPOP029	Work in a population health context	30
HLTPOP030	Determine and implement disease prevention and control measures	60

Unit Code	Unit Title	Nominal Hours
HLTPOP031	Provide information and support on environmental health issues	40
HLTPOP032	Monitor and maintain dog health in the community	50
HLTPOP033	Identify pest control strategies	70
HLTREF001	Develop reflexology practice	20
HLTREF002	Provide reflexology for relaxation	60
HLTREF003	Perform reflexology health assessments	65
HLTREF004	Provide therapeutic reflexology treatments	125
HLTREF005	Adapt reflexology treatments to meet specific needs	100
HLTREF006	Monitor and evaluate reflexology treatments	70
HLTRNL003	Contribute to the nursing care of a person with renal impairment	55
HLTRNL004	Apply renal replacement therapy	110
HLTSHU001	Work within a framework of traditional oriental medicine	90
HLTSHU002	Develop Shiatsu practice	75
HLTSHU003	Maintain personal health and awareness for traditional oriental medicine practice	60
HLTSHU004	Perform Shiatsu therapy health assessments	65
HLTSHU005	Perform oriental therapies health assessments	85
HLTSHU006	Provide Shiatsu therapy treatments	95
HLTSHU007	Provide oriental therapies treatments	100
HLTSHU008	Adapt Shiatsu and oriental therapies practice to meet specific needs	110
HLTSHU009	Monitor and evaluate traditional oriental medicine treatments	45
HLTSTE001	Clean and disinfect reusable medical devices	35
HLTSTE002	Inspect and pack reusable medical devices	35

Unit Code	Unit Title	Nominal Hours
HLTSTE003	Sterilise loads	40
HLTSTE004	Manage sterile stock	40
HLTSTE005	Care for reusable medical devices	35
HLTSTE006	Chemically disinfect reusable medical devices	40
HLTSTE007	Monitor and maintain cleaning and sterilisation equipment	80
HLTSTE008	Monitor quality of cleaning, sterilisation and packaging processes	80
HLTTTCM001	Develop Traditional Chinese Medicine (TCM) remedial massage practice	80
HLTTTCM002	Perform Traditional Chinese Medicine (TCM) remedial massage health assessments	150
HLTTTCM003	Provide Traditional Chinese Medicine (TCM) remedial massage treatments	150
HLTTTCM004	Adapt Traditional Chinese Medicine (TCM) remedial massage practice to meet specific needs	220
HLTTTCM005	Monitor and evaluate Traditional Chinese Medicine (TCM) remedial massage treatments	60
HLTTHE001	Handle and care for operating theatre equipment	120
HLTTHE002	Assist with preparation of clients for operative procedures	150
HLTTHE003	Provide intra-operative equipment and technical support	120
HLTWHS001	Participate in workplace health and safety	20
HLTWHS002	Follow safe work practices for direct client care	25
HLTWHS003	Maintain work health and safety	40
HLTWHS004	Manage work health and safety	40
HLTWHS005	Conduct manual tasks safely	30
HLTWHS006	Manage personal stressors in the work environment	25

CONTACTS AND LINKS

Curriculum Maintenance Manager (CMM) Service

Human Services

The CMM Service is provided on behalf of Higher Education and Skills.

CMM Service Executive Officers can assist with questions on payable and nominal hours.

Autumn Shea

Swinburne University of Technology Institute

PO Box 218,

Hawthorn VIC 3122

(03) 9214 8501/5034

cmmhs@swin.edu.au

Jobs and Skills Council (JSC) – HumanAbility

As part of the National Industry Engagement Reforms, new Jobs and Skills Councils (JSCs) are being established. At the time of publication, the entity and contact details for the JSC has not yet been announced. For more information see [Industry Engagement Reforms - Department of Employment and Workplace Relations, Australian Government \(dewr.gov.au\)](http://IndustryEngagementReforms-DepartmentofEmploymentandWorkplaceRelations,AustralianGovernment(dewr.gov.au))

National Register of VET in Australia - Training.gov.au (TGA)

TGA is the Australian government's official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs. See training.gov.au for more information.

Australian Government - Department of Employment and Workplace Relations (DEWR)

The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training. See [Skills and Training - DEWR](http://SkillsandTraining-DEWR) for more information.

State Government - Department of Jobs, Skills, Industry and Regions (DJSIR)

DJSIR (formerly Department of Education and Training) is the State Training Authority responsible for supporting implementation of Vocational Education and Training (VET) in Victoria. See djsir.vic.gov.au for more information. (03) 9637 2000

National VET Regulatory Authority - Australian Skills Quality Authority (ASQA)

ASQA is the national regulator for Australia's VET sector. Info line: 1300 701 801 See asqa.gov.au for more information.

State VET Regulatory Authority - Victorian Registration and Qualifications Authority (VRQA)

The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the regulation of apprenticeships and traineeships in Victoria. (03) 9637 2806 See vrqa.vic.gov.au

INDUSTRY REGULATORY BODIES

Aboriginal and Torres Strait Islander Health Practice Board of Australia

Accreditation and registration enquiries. See atsihealthpracticeboard.gov.au for further information.

Australian Resuscitation Council (ARC)

Training providers must ensure they implement their first aid training programs in line with relevant Australian Resuscitation Council (ARC) guidelines for education and training.

See resus.org.au for further information.

Dental Board of Australia

Accreditation and registration enquiries. See dentalboard.gov.au for further information.

Nursing & Midwifery Board of Australia (NMBA)

Accreditation and registration enquiries. See nursingmidwiferyboard.gov.au for further information.

Medicines and Poisons Regulation Victoria

The Department of Health sets requirements for the manufacture, safe storage, prescription, supply, sale, purchase, administration and use of medicines and chemicals, under the Victorian Drugs, Poisons and Controlled Substances legislation.

See [Medicines and Poisons Regulation \(health.vic.gov.au\)](https://health.vic.gov.au) for further information.

WorkSafe Victoria

The industry Regulatory body can provide advice on licensing, legislative or regulatory requirements which may impact on the delivery of training or the issuance of qualifications in this Training Package. WorkSafe needs to provide written verification before high risk work units can be added to an RTO's scope of registration. info@worksafe.vic.gov.au See worksafe.vic.gov.au for further information.

222 Exhibition Street,
Melbourne 3000
(03) 9641 1444 or
1800 136 089 (toll free)

GLOSSARY

Code	Nationally endorsed Training Package qualification code.
Title	Nationally endorsed Training Package qualification title.
Unit Code	Nationally endorsed Training Package unit code.
Unit Title	Nationally endorsed Training Package unit title.
Maximum Payable Hours	<p>The maximum number of hours the Victorian Government will subsidise under Skills First funding for the achievement of the minimum realistic vocational outcome of the qualification, as determined by the qualification packaging rules. The Maximum Payable Hours do not cover every possible combination of core and elective units available for a specific qualification.</p> <p>Minimum payable hours reflect a calculated minimum number of hours that could deliver a minimum realistic vocational outcome, based on efficiencies of contextualisation and integration.</p>
Scope of Registration	Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide.
Nominal Hours	Nominal hours reflect the anticipated time taken to deliver and assess the outcomes of a unit of competency excluding unsupervised delivery or the time taken for repeated practical application of skills. Nominal hours are determined by the Victorian State Training Authority (DJSIR) and are primarily developed for funding purposes in Victoria.