

Certificate III in Health Services Assistance (Traineeship)

COURSE CODE	HLT33115
LOCATIONS	Workplace training
STUDY MODE	Full-time, Traineeship
Length	12 months
Commencement	Start any time
Timetable	On-the-job training and skills practice plus monthly workplace visits from the trainer for training and assessment

Course Overview

This section gives you an introduction to what you will be learning in this course, plus course outcomes, career opportunities, and student support.

Introduction

This course is ideal for people employed as a trainee in entry-level roles in the health sector and are interested in pursuing a career supporting clients in acute and aged care environments.

You will gain hands-on skills and knowledge on-the-job while completing a formal qualification in health services assistance.

Students will learn a variety of skills including interpreting medical terminology, health and safety, communicating with health or community services, basic food safety practices, general cleaning in a clinical setting, preparing beds and supporting people living with dementia.

What will I Learn?

During this course, you will learn a variety of skills and knowledge including:

- interpreting medical terminology
- health and safety
- communicating with health or community services
- basic food safety practices
- general cleaning in a clinical setting
- preparing beds
- supporting people living with dementia

Course Outcomes and Career Opportunities

- Hospital orderly
- Ward assistant
- Patient support assistant
- Cleaner in a health care setting
- Kitchen support worker in a health care setting
- Laundry worker in a health care setting

Pathways

If you are wanting to further your qualification, successful completion of this course will enable you to pathway into the [Certificate IV in Disability](#), [Certificate IV in Mental Health](#), [Diploma of Nursing](#) or [Diploma of Community Services](#).

Information Session

Why don't you come along to our next course info session to find out everything you need to start your learning journey? You can chat with our teachers, tour our facilities, learn more about the course, find out about the application process and get your questions answered by our course experts.

[Find the next info session near you](#)

Course Requirements

This section gives you an overview of entry requirements, course units and electives, skills recognition, and assessment criteria.

Entrance requirements & pre-requisites

You need to be employed in this field as an apprentice or trainee before commencing this course. If you are currently **not** employed in this field please contact the [Skills and Jobs Centre](#) for further advice.

You must also be at least 18 years of age.

Apprenticeship/Traineeship Entry Requirements

You need to be employed in this field as an apprentice or trainee before commencing this course.

If you are currently **not** employed in this field please contact the [Skills and Jobs Centre](#) for further advice.

Course requirements

To be eligible for this qualification, you must successfully complete 15 units: 7 core and 8 elective.

Units offered

Core Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
BSBMED301	Interpret and apply medical terminology appropriately	60	\$0.00
BSBPEF301	Organise personal work priorities	30	\$0.00
BSBWOR301	Organise personal work priorities and development	30	\$0.00
CHCCCS002	Assist with movement	25	\$0.00
CHCCCS010	Maintain a high standard of service	30	\$0.00
CHCCCS015	Provide individualised support	30	\$0.00
CHCCCS020	Respond effectively to behaviours of concern	20	\$0.00
CHCCCS026	Transport individuals	20	\$0.00
CHCCOM005	Communicate and work in health or community services	30	\$0.00

CHCDIV001	Work with diverse people	40	\$0.00
HLTAAP001	Recognise healthy body systems	70	\$0.00
HLTINF001	Comply with infection prevention and control policies and procedures	25	\$0.00
HLTINF006	Apply basic principles and practices of infection prevention and control	35	\$0.00
HLTWHS001	Participate in Workplace Health and Safety	20	\$0.00

Elective Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
CHCAGE005	Provide support to people living with dementia	65	\$0.00
CHCCCS012	Prepare and maintain beds	20	\$0.00
CPPCLO4100	Organise and monitor cleaning tasks	20	\$0.00
HLTAID011	Provide First Aid	18	\$50.00
HLTFSE001	Follow basic food safety practices	30	\$0.00
HLTFSE002	Provide ward or unit based food preparation and distribution services	30	\$0.00
HLTFSE003	Perform kitchenware washing	10	\$0.00
HLTHSS003	Perform general cleaning tasks in a clinical setting	20	\$0.00

Assessment

This course involves accredited units. You will be required to complete assessment tasks to demonstrate your underpinning knowledge, skills and attributes to meet the course outcomes. A combination of written, oral and practical assessment strategies will be used in either a classroom, online or workplace environment.

Where units require demonstration of skills in a workplace environment, you will have the opportunity to do this either in your own workplace (where appropriate), through a practical placement, or by using one of the Institute's simulated workshops/classrooms. Detailed information about the types, conduct and dates of assessments will be provided in advance. You will also be provided with information about the opportunity for reassessment and appeal.

After applying

Once you have applied for your chosen course, you will receive a thank you email from South West TAFE with a few steps to help process your enrolment.

Complete a Pre-Training Review

You will receive an email to complete a Pre-Training Review online evaluation. This evaluation helps us tailor your training to suit your needs.

Create or provide a Unique Student Identifier (USI)

A USI is a nationally recognised reference number that provides an online record of your training qualifications gained in Australia.

[Create your USI](#)

Already have a USI but can't remember it? [Find your USI](#)

Skills recognition

If you have experience or prior qualifications, you may be eligible to apply for [recognition of prior learning](#) and gain credits. You will be asked to provide any relevant Statement of Attainment to support identified credits.

Fees

This section gives you an overview of course fees, subsidies, and how they can be paid.

Course Fees

Here's an outline of fees and costs associated with your course.

Your fees each year can be made up of 3 different elements. Everyone has different circumstances that can affect what you pay and how much you pay. :

1. Tuition fees - charged as an hourly rate that varies from course to course. A large portion of the tuition is subsidised by the Victorian Government for eligible students.
2. Resource and/or materials costs - covers the cost of materials and other incidentals. This fee will vary according to the course being undertaken.
3. Booklist items - such as textbooks, equipment and stationery recommended for your course

Tuition fees

There are 4 different rates of tuition fees. Only one will apply to you (depending on your eligibility and circumstances).

1. **Government Subsidised Fee** - you could be eligible for a government-subsidised rate under the Skills First funding depending on your age, educational history, and citizenship or residency status. If you are eligible, the government will contribute to the cost of your training.
[Find out more about subsidised training](#)
2. **Government Subsidised Concession Fee** - If you are eligible for a Skills First government-subsidised place and hold a current healthcare or pension card, that you can provide at enrolment, you may be eligible for the concession rate. Note, the concession rate is not applicable to Diploma level courses.
[Find out more about concession rates](#)
3. **If the course is a Free TAFE course or part of the Free TAFE Pathways Program** - Eligible students will not pay course tuition fees for the duration of their enrolment in this course, however, there may be some consumable/material fees for the course (find out more below). Any resource or material costs, or booklist items for this course are listed in the table below.
[Find out more about Free TAFE](#)
[Find out more about Free TAFE Pathways Programs](#)
4. **Full fee** - If you are not eligible for a Skills First government-subsidised place, exemption, concession or are enrolling in a course that isn't government-subsidised, you may be required to pay the full fee rate.

FIND OUT MORE ABOUT FEES AND ELIGIBILITY

The fees listed below are indicative only. The student tuition fees as published are subject to change given individual circumstances at enrolment. Funding made available to eligible individuals by State and Commonwealth Governments. If funding is utilised, this may affect future opportunities to access additional funding in the future.

Course fees by student type	Indicative Course Fee
Government subsidised rate (if eligible)	\$990.00
Concession rate	\$200.00
Full fee rate (if not eligible for govt subsidy)	\$6,065.00

Additional course fees	Indicative Course Fee
Course consumable/materials (approximate)	\$55.00

This is a Free TAFE course

Students who are eligible for Free TAFE place will not pay course tuition fees for the duration of their enrolment in this course, however, there may be some consumable/material fees for the course (find out more below). The consumable fees for this course are listed in the above table.

[Find out more about Free TAFE courses and eligibility](#) or contact our Customer Service team.

Resource and/or materials costs

Some courses require specific resources or materials necessary for your study eg: tools of the trade, excursions, etc. Final costs will be determined upon enrolment.

How do I pay my fees?

Once we have processed your enrolment form, you will receive an email with your invoice.

You have [three options when organising your payment](#):

1. [Upfront payment](#) - can be made over the phone with EFTPOS
2. [Payment plan](#) - can be directly debited from your bank account, debited from your Centrelink payments or via a [VET Student Loan](#) (for diploma or advanced diploma courses only)
3. [Paid by employer, school or job network agency](#) - if your fees are being paid by your employer, school or job network agency, you will need to complete an Authority to Invoice form.

Payments will need to be arranged within five(5) business days of receiving the email containing your invoice.

We also offer a range of [scholarships](#) each year which you may be eligible to apply for to assist with course fees.

Next Steps

Ready to take the next step? Here you can [make an enquiry](#), [attend an information session](#) or [begin the application process](#).

How to apply for an apprenticeship or traineeship

There are five simple steps to apply for an apprenticeship or traineeship with us.

1. **Find a job** - find a job as an apprentice or trainee through an Apprenticeship Centre or Group Training Company.
2. **Register** - register with an Australian Apprenticeship Support Network (AASN) and nominate SWTAFE as your training provider (your employer will usually do this for you).
3. **Complete a pre-training review** - SWTAFE staff will contact you to organise your Pre-Training Review once your AASN contract registration is complete.
4. **Enrol** - complete the enrolment form provided to you and provide your identification.
5. **Sign** - once you've completed your enrolment form and verified your identification you will receive your student declaration form to review and sign. You can sign this digitally via your smartphone, computer or tablet.

If need any assistance with applying, [contact our Customer Service team](#) on 1300 648 911 or [visit your nearest campus](#).

Careers and Course Advice

Not sure which course is right for you? South West TAFE will help you find your way.

Our Careers Coaches at the [Skills and Jobs Centre](#) is here to support you. Whether you're exploring career options, transitioning from school to the workforce or looking to study after school we're here to help you.

Student Support

As a SWTAFE student, you can access a variety of support services that will enhance your study experience and help you complete your studies successfully. For more information about any of these services, [visit our student page](#).