

Certificate III in Non-Emergency Client Transport

Course Code: HLT30207

This qualification covers workers who provide non-emergency transport and care of clients. Transport services of this kind are usually pre-arranged/booked and time of response is not given a high priority in comparison to emergency transport. Clients are those requiring transport and/or client care for non-acute or chronic illness or disability.

Occupational titles for this role may include:

- Ambulance Transport Officer
- Patient Transport Officer
- Patient Transport Attendant



Entry Requirements:

To qualify for admission to the course, applicants are required to demonstrate to the satisfaction of the Training Manager that they:

- Are capable of successfully completing the course,
- Hold a current full, unrestricted Australian State or Territory Drivers Licence ,
- Have a Police check undertaken, and
- Have no known physical restrictions.

Applicants may be required to undertake a medical and/or physical capacity test prior to some subjects and/or practical components.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, formal and informal learning, or from work and/or life experiences.

The student is responsible for all costs incurred in providing the required information for entry into the course, the medical and/or physical capacity, if required.

V1. 2012



Selection Procedures/Selection Criteria:

Applicants are to provide the following when seeking consideration for a position in a Course:

1. Completed Enrolment Form
2. A letter of no more than 250 words outlining your reasons for wishing to undertake this course
3. Copies of a current full, unrestricted Australian State or Territory Drivers Licence
4. Police check (note this can take up to 4 weeks to complete)
5. Certified copies of relevant qualifications (if applying for Subject Exemption through National Recognition)

Applications must be received no less than 14 days prior to the commencement of the course, unless otherwise discussed with the Course Coordinator.

Course Delivery:

This course will be delivered and assessed via a number of methods which may include:

- Online
- DVD/CD ROM
- Simulation – Computer and live
- Lectures
- Practicum's
- Workbooks
- Assignments
- Presentations

It is highly recommended that the student have a reliable computer, printer, internet access (preferably broadband), MS Office and a PDF reader. Subject's fees do not include computers, printers, software and internet access.

Students will be advised prior to the commencement of a subject of the dates and location of compulsory lectures for each subject.

Required Textbooks and Equipment:

The following textbooks are supplied within the course cost:

- *EMT Prehospital Care* by M. Henry and E. Stapleton
- *Medical Terminology for Health Care* by Andrew R. Hutton
- *Emergency First Aid* by J. Haines

All other resources and equipment are supplied within the course structure.



Course Structure and Cost:

This qualification consists of the following subjects:

| Subject Code | Subject | Cost \$ per person |
|--------------|--|--------------------|
| | Core (10) | |
| HLTHIR301B | Communicate and work effectively in health | 175 |
| HLTAMBFC301C | Communicate with clients and colleagues to support health care | 175 |
| BSBFLM303C | Contribute to effective workplace relationships | 200 |
| HLTOHS200B | Participate in OHS processes | 175 |
| HLTIN301C | Comply with infection control policies and procedures in health work | 200 |
| HLTAP301B | Recognise healthy body systems in a health care context | 550 |
| HLTFA301C | Apply first aid | 150 |
| HLTFA402C | Apply advanced first aid | 200 |
| BSBMED301B | Interpret and apply medical terminology appropriately | 500 |
| HLTAMBT301B | Transport non-emergency clients under operational conditions | 800 |
| | Electives (5) | |
| HLTHIR402C | Contribute to organisational effectiveness in the health industry | 295 |
| CHCCS400B | Work within a relevant legal and ethical framework | 450 |
| HLTAMBPD401B | Manage personal stressors in the work environment | 200 |
| CHCDIS301B | Work effectively with people with a disability | 350 |
| HLTHIR403C | Work effectively with culturally diverse clients and co-workers | 175 |
| | | |
| | Total Course Fee | \$4595 |

Note: All costs indicated are valid for 2012.

Skills Recognition:

Including National Recognition (NR), Recognition of Prior Learning (RPL), Recognition of Current Competency (RCC) and Credit Transfer (CT).

At First Intervention we have developed a *Skills Recognition Pathway* aimed at making this a quick, simple and cost effective process. At the same time, we aim to provide a process that is valid, reliable and authentic. First Intervention invites all students to explore their Skills Recognition options when enrolling in any of our programs.

For students seeking Skills Recognition for any single unit of competency delivered in this course, or for this qualification as a whole, you must request a *Skills Recognition Information Kit* which will include important information about the process and an application form.



Fees for submitting an RPL/ RCC application are 75% of the unit price listed in this course brochure for **each** individual unit of competency you are claiming skills recognition for.

A detailed invoice will be issued once your application form has been received. All fees are required to be paid up-front before formal assessment of your application takes place. Depending on the outcome of your application, further fees and charges may apply to achieve a full subject/course exemption.

Applications for NR or CT will incur a charge of \$25 per unit. Assessment of national recognition or credit transfer will not commence until this fee has been paid.

Subject Information:

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| HLTHIR301B Communicate and work effectively in health | This unit of competency describes the skills and knowledge required to work effectively in a health setting with clients, staff, visitors, suppliers and others to meet established work requirements. |
| HLTOHS200B Participate in OHS processes | This unit specifies the workplace performance required for an entry level employee to participate in OHS processes in the workplace, in order to ensure their own health and safety at work, as well as that of others in the workplace who may be affected by their actions. |
| HLTIN301C Comply with infection control policies and procedures in health work | This unit of competency describes the skills and knowledge required for workers to comply with infection control policies and procedures. All procedures must be carried out in accordance with current infection control guidelines, Australian and New Zealand Standards for maintaining infection control and the policies and procedures of the organisation. This unit acknowledges the importance of complying with an effective infection control strategy that ensures the safety of the client (or end-user of health-related product/ services), maintains person protection and prevents the transmission of infections from person to person. |
| HLTAMBFC301C Communicate with clients and colleagues to support health care | This unit covers the skills required to exercise effective communication skills with clients and colleagues to support the delivery of client care services within the health industry. |
| HLTAMBT301B Transport non-emergency clients under operational conditions | This unit describes the skills and knowledge required to prepare and drive vehicles safely to transport non-emergency clients, including checking the ambulance vehicle and equipment, remedying faults, communicating using associated equipment and techniques and loading and unloading clients safely. |
| HLTAP301B Recognise health body systems in a health care context | This unit of competency describes the basic knowledge of anatomy and physiology required to recognise body systems and their components and to identify and refer alterations associated with the functioning of the human body in the context of health care work. |
| HLTFA301C Apply first aid | This unit of competency describes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance. |



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| HLTFA402C Apply advanced first aid | This unit deals with the provision of advanced first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance, and provision of support to other providers. |
| BSBMED301B Interpret and apply medical terminology appropriately | This unit covers understanding and responding to instructions, carrying out routine tasks and communicating with a range of internal/external clients in a Medical Office, using appropriate basic medical terminology |
| BSBFLM303C Contribute to effective workplace relationships | This unit describes the performance outcomes, skills and knowledge required to gather information and maintain effective working relationships and networks, with particular regard to communication and representation. |
| CHCCS400B Work within a relevant legal and ethical framework | This unit describes the knowledge and skills required by the workers to work within a legal and ethical framework that supports duty of care requirements. |
| CHCDIS301B Work effectively with people with a disability | This unit describes the knowledge and skills required as introduction to working and communicating with people with a disability. |
| HLTHIR403C Work effectively with culturally diverse clients and co-workers | This unit deals with the cultural awareness required of effective communication and cooperation with persons of diverse cultures. |
| HLTHIR402C Contribute to organisational effectiveness in the health industry | This unit of competency describes the skills and knowledge required to effective organisation outcomes in the health industry by practising and promoting legal and ethical work practices to protect client safety and enhance outcomes for the organisation and its clients in the broader health industry context |
| HLTAMBPD401C Manage personal stressors in the work environment | This unit describes the skills and knowledge required to recognise stress in the work environment and develop a personal stress management plan |

Enrolment

Following your application and subsequent receipt of all required documentation, you will be notified by email that we have received your application. As your application proceeds and if successfully admitted to the course you will receive a further email or correspondence with information relevant on course commencement and course fee deposit required and terms of payment.

Application must be received no less than 14 days prior to the commencement of the course.*
 (*pending availability of positions within the course)

Course Fees

Initial Deposit to confirm enrolment:

Upon acceptance into the course you will be required to pay an initial course deposit fee of **\$595.00** which is part of the total course fees outlined above.



This fee is payable within 7 days of receipt of invoice and is non-refundable if cancellation is received less than 14 days prior to the course commencement date or after course commencement.

Balance of Course Fees

Upon commencement of the Course, the balance of fees must be paid over two (2) equal instalments for which invoices will be issued for payment within the specified terms.

Assessment

All assessments conducted by First Intervention will be consistent with the requirements of Standard 1 (Elements 1.1 to 1.5 inclusive) of the Australian Quality Training Framework (AQTF 2007) Standards for Registered Training Organisations. All assessment tools and methods will be valid, reliable, fair and flexible.

Participants will be informed of the context and purpose of the assessment and the assessment process. Feedback will be provided to participants about the outcomes of the assessment process and guidance given on future options.

Assessment strategies are designed to:

- cover a range of skills and knowledge required to demonstrate achievement of the course aim,
- collect evidence on a number of occasions and in a variety of contexts and situations,
- be appropriate to the knowledge, skills, methods of delivery and needs/characteristics of the learners,
- assist assessors to interpret evidence consistently,
- recognise prior learning,
- be equitable to all groups of learners , and
- Where possible, an integrated approach to assessment is utilised.

Course Timetable

Please enquire for upcoming training dates in your area.

For further information

Course Administrator
First Intervention P/L

Ph: 03 9376 7900
Email: info@firstintervention.com.au