NIET nepeanindustryedgetraining

HLTHPS006 Assist Clients with Medication

NATIONALLY RECOGNISED TRAINING

NIET is a Registered Training Organisation delivering Nationally Recognised Training. We have a commitment to helping people achieve their learning goals, in a fun and supportive environment.

How can training benefit you?

- A Nationally Recognised Certificate upon successful completion of the course
- Fun and flexible delivery of training and assessment by experienced industry trainers and assessors
- Enhance on your current skills and knowledge
- Meet new people and gain confidence in your employment skills!

Qualification overview

This unit describes the skills and knowledge required to prepare for and provide medications assistance and complete medication documentation. It also involves supporting a client to self-administer medication. The unit applies to community services and health workers with authority in their state or territory to assist with the administration of medication. This nationally recognised unit of competency is sought after by individuals who are required to assist with medications in their chosen industry.

Content Includes:

- Policies and Procedures for Medication
- Acts/Regulations
- Duty of Care requirements
- Types of medication
- Handling and storage
- Documentation and reporting

This unit of competency is current as published on www.training.vic.gov.au

Course Information

Course Duration

- 1 day class (9am to 4pm)
- Additional Workplace Assessment required by NIET Trainer (1-2 hours)

Work Placement Assessment and Skills

To achieve this qualification, candidates must complete a series of workplace tasks after the training, supervised by an appropriate staff member in a service. A third party report will be required as part of your overall assessment. A workplace assessment by a NIET trainer/assessor will also be required.

As part of the assessment requirements for HLTHPS006 Assist Clients with Medication, students will be responsible for organising the following:

- **Host Employer – to undertake workplace tasks under the supervision of a staff member. It is recommended that this is organised prior to enrolment.**
- **Getting in contact with NIET once you have completed all workplace tasks and written projects to organise an onsite 1 hour assessment. You will be advised at class who to contact at NIET. The Host Employer will need to be available on this day and advise on when the visit will take place.**
- **Any no shows for workplace assessment may incur a $150 re-booking administration fee**

All students have one month after the delivery date to organise assessment, otherwise will not be deemed competent and a re-enrolment fee will apply.

Self directed learning

Students should be prepared to allocate 21 hours outside of the classroom to undertake reading, assessment tasks, workplace tasks and NIET assessment (after the completion of the 1 day training). The Trainer will be supporting students throughout the course and after classes cease outside of face to face classroom via email, phone and Skype. Students are welcome to use the computer lab located at NIET's office.

Locations

Ground Floor, 405 Nepean Highway
Frankston
Victoria

Mode of Delivery

This course is delivered through a blended delivery method with classroom based and skills development in the workplace during placement. You will be provided with an assessment for the unit of competency. In addition you will be required to work independently out of class time and have access to a computer and internet.

Assessment Methods

NIET uses a range of assessment methods to ensure sufficient evidence can be gathered to demonstrate you can perform the tasks against the specified criteria. Assessment methods include the following:

- Written assessment
- Role Plays
- Workplace tasks
- Workplace Observations by supervisor
- Workplace Observation by NIET trainer/assessor

Education and Support Services

You will be provided with a range of support services depending on your individual needs. One-on-one trainer support: You will be provided with a trainer that has extensive experience and expertise in the course content and the industry sector. Our professional trainers are there to ensure you have a successful learning journey where you can contact them via phone or email. In addition to your trainer, the administration team can provide you with support including your enrolment, changes to contact details or any issues you may encounter throughout your course.

Please refer to our website for our Student Information Book for additional student services.

NIET is a registered training organisation offering vocational training and assessment. NIET is responsible for the quality of the training and assessment provided, ensuring compliance with the National ASQA standards and the issuing of AQF certification documentation.

Student Handbook

NIET provides further detailed information for learner's rights in the Student Information Book in hard copy at reception or located on our website www.niet.com.au.

- Complaints and appeals
- Fees that must be paid to the RTO, payments, refunds
- Consumer rights and responsibilities
- Students safety, support services
- Attendance and behaviour
- RPL and Credit Transfer
- Funding opportunities and Student USI

What to bring?
- Notepaper and pens
- IPad or Laptop (optional) Computer lab is available
- Folder to store hand outs and hard copy assignments
- Lunch – it is recommended that you bring lunch as there will be a short lunch break and tea breaks. Kitchen facilities are available. Alternatively, a number of food outlets are within walking distance. Morning and afternoon tea will be provided.

Industry Requirements

A current Police Check is Mandatory in this field of employment. You may be required to apply for a current police check for the purposes of undertaking your placement and workplace assessment.

RTO Entry Requirements

Reasonable adjustments

There may be times and situations in which a student may require 'reasonable adjustment' of the training and assessment methods implemented by NIET Training to meet their specific individual needs. These individual student needs may include (but not limited to):

- Disability
- Temporary or permanent injury (i.e. back injury, broken leg/arm)
- Sight or hearing impairments

Reasonable adjustments to the way in which evidence of performance is gathered (e.g. in terms of the information to be provided to the candidate and the type of evidence to be collected from the candidate) can only occur where the adjustments do not alter the expected performance standards for learning and assessment.

The reasonable adjustments to the training and assessment process may include a variety of modifications to the methods of delivery and assessments to assist the student undertake the course. The adjustments may include actions such as:

- assistance in the form of the training location to allow easier access
- proposed learning strategies and materials that are appropriate for the individual
- adjustments to the assessment methods and or practical placement (if required) to cater for any special needs (without effecting the integrity of the outcome)

I.T Requirements

To complete the course you will need access to a computer and the Internet. Please provide a current email address on the enrolment form in the relevant space provided. Your Trainer and our Administration Team will be required to communicate with you via email.

In addition you will need to have a range of computer skills to conduct research on your current topics to complete some or all of your assessments. In particular, you will need skills in word processing.

Minimum Age Requirements

The minimum age to apply for this course is 15 years old. If under the age of 18, a parent/guardian signature will be required upon enrolment.

Literacy, Language, Numeracy (LLN) and Foundation Skills (ASCF) Requirements

Students must have an adequate level of Language, Literacy and Numeracy skills (LLN). Entry into the course requires English proficiency to Year 10 level or equivalent. Students are able to test their LLN skills by completing an appropriate level LLN test. For additional information and support contact the Reading Writing Hotline at www.readingwritinghotline.edu.au

The Australian Core Skills Framework (ACSF) describes the core skills of learning, reading, writing, oral communication and numeracy across five levels of performance. The framework is primarily used by language, literacy and numeracy (LLN) practitioners for reporting on core skill levels of a learner. However, the ACSF can also be used in other contexts, such as in the workplace and in training specifications to accurately and consistently describe core skill requirements.

This qualification ACSF level is 2-3. The key features of the ACSF are:

Five core skills

- o Learning
- o Reading
- o Writing
- o Oral communication
- o Numeracy

RTO completion Requirements

To complete this certificate, you are required to attend the class; complete all assessments books with a satisfactory result; complete the required placement (unless further hours are specified) and other assessment requirements on placement with a Satisfactory result. On the successful completion of these requirements you will be deemed Competent for the unit of competency and issued the certificate.

What are the fees?

The cost of this short course program is $350, and is payable prior to the day of training. This training is **not** government funded.

The Refund Policy and Procedure can be gained from the Student Handbook on our website www.niet.com.au

What is the enrolment process?

It is easy!

Contact the RTO to discuss your interest in the course, and one of our friendly staff members will help determine if the course is appropriate for you.

Prior course enrolment NIET requires you to:

1. Read and understand the information contained in the Course outline and Student Information Handbook
2. Complete and sign an Enrolment Application form to declare that you understand all of the information provided.
3. Create a Unique Student ID number on http://www.usi.gov.au/Pages/default.aspx# (NIET can assist you if required) and add to the enrolment form in the relevant space provided
4. Undertake a Language, Literacy and Numeracy test at the Pre-course review

Would you like more information?
Contact our NIET team on:

Telephone: 03 9770 1633
Fax: 03 97831001
Email: info@niet.com.au
Website: www.niet.com.au