

VICTORIAN PURCHASING GUIDE

HLT HEALTH
TRAINING PACKAGE RELEASE 8.0
MAY 2023

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Department of Jobs, Skills, Industry and Regions 2023



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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 | 12 May 2023 | <p>This Victorian Purchasing Guide (VPG) reflects the remaining changes made to HLT Health Training Package Release 8.0, after the February 2023 VPG release which reflected two revised infection prevention and control units only.</p> <p>This release includes qualifications and units in the following industry sectors:</p> <ul style="list-style-type: none">• Allied Health• Health Administration• Health Support Services• Hospital or Health Services Pharmacy Support <p>In addition, Maximum Payable Hours have been revised for 21 of the qualifications that underwent a minor change process to update the infection prevention and control units listed within those qualifications.</p> |
| Release 8.0 INFECTION 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 This extraordinary publication is in response to the replacement of the superseded units across all current CHC Community Services and HLT Health qualifications with no transition period on Tuesday 28 February 2023.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> |

| Training Package Release | Date VPG Approved | Comments |
|---|-------------------|---|
| HLT Health Training Package Release 5.0 | 16 March 2021 | This Victorian Purchasing Guide reflects the changes made to HLT Health Training Package Release 5.0. It includes revisions to: <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 | This Victorian Purchasing Guide reflects the changes made to HLT Health Training Package Release 4.3. It includes 8 revised First Aid units. |
| HLT Health Training Package Release 4.2 | 24 June 2020 | This Victorian Purchasing Guide reflects the changes made to HLT Health Training Package Release 4.2. It includes a new infection control unit (HLTINFCOV001). 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 |

| Training Package Release | Date VPG Approved | Comments |
|--------------------------|-------------------|----------|
|--------------------------|-------------------|----------|

- Direct Client Care & Support
- Technicians & Health Support Services

In addition to:

- Aboriginal & Torres Strait Islander Health Workers
- First Aid, Tele-health and Work Health and Safety

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.

| | | |
|---|--------------|--|
| 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. |



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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 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 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 | 303 | 319 |
| HLT23221 | Certificate II in Health Support Services | 309 | 325 |
| 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 | 583 | 614 |
| HLT31220 | Certificate III in Basic Health Care | 503 | 529 |
| HLT33021 | Certificate III in Allied Health Assistance | 546 | 575 |
| HLT33115 | Certificate III in Health Services Assistance | 594 | 625 |
| HLT35021 | Certificate III in Dental Assisting | 708 | 745 |
| HLT35115 | Certificate III in Dental Laboratory Assisting | 331 | 348 |
| HLT36015 | Certificate III in Population Health | 599 | 630 |
| HLT36115 | Certificate III in Indigenous Environmental Health | 575 | 605 |
| HLT37015 | Certificate III in Sterilisation Services | 432 | 455 |
| HLT37121 | Certificate III in Hospital or Health Services Pharmacy Support | 515 | 515 |
| HLT37215 | Certificate III in Pathology Collection | 627 | 660 |
| HLT37315 | Certificate III in Health Administration | 485 | 510 |
| HLT37415 | Certificate III in Pathology Assistance | 447 | 470 |
| 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 |
| HLT41020 | Certificate IV in Ambulance Communications (Dispatch) | 654 | 688 |

| Code | Title | Minimum Payable Hours | Maximum Payable Hours |
|----------|--|-----------------------|-----------------------|
| HLT41120 | Certificate IV in Health Care | 860 | 905 |
| HLT42015 | Certificate IV in Massage Therapy | 844 | 888 |
| HLT43021 | Certificate IV in Allied Health Assistance | 1188 | 1250 |
| 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 | 670 | 705 |
| HLT47121 | Certificate IV in Hospital or Health Services Pharmacy Support | 1069 | 1125 |
| HLT47321 | Certificate IV in Health Administration | 713 | 750 |
| HLT47415 | Certificate IV in Audiometry | 540 | 568 |
| HLT47515 | Certificate IV in Operating Theatre Technical Support | 983 | 1035 |
| HLT47715 | Certificate IV in Medical Practice Assisting | 982 | 1034 |
| 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 | 1083 | 1140 |
| 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 |
| HLT52615 | Diploma of Ayurvedic Lifestyle Consultation | 1290 | 1358 |

| Code | Title | Minimum Payable Hours | Maximum Payable Hours |
|----------|--|-----------------------|-----------------------|
| HLT54121 | Diploma of Nursing | 1699 | 1788 |
| HLT55118 | Diploma of Dental Technology | 1262 | 1328 |
| HLT57415 | Diploma of Audiometry | 1072 | 1128 |
| HLT57715 | Diploma of Practice Management | 836 | 880 |
| HLT57821 | Diploma of Orthopaedic Technology | 945 | 995 |
| HLT57921 | Diploma of Anaesthetic Technology and Practice | 1544 | 1625 |
| 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 |

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 |
| HLTADM008 | Administer and coordinate Telehealth services | 50 |
| HLTADM009 | Manage Telehealth technology | 60 |
| HLTADM010 | Facilitate a coordinated approach to client care | 30 |
| HLTADM011 | Manage health billing and accounting system | 30 |
| HLTAHA027 | Assist with an allied health program | 80 |
| HLTAHA028 | Deliver and monitor physical or manual therapy programs | 120 |
| HLTAHA029 | Support independence and community participation | 75 |
| HLTAHA030 | Assist with basic foot care | 60 |
| HLTAHA031 | Assist in rehabilitation programs | 95 |
| HLTAHA032 | Support maintenance of functional status | 95 |
| HLTAHA033 | Conduct group sessions for individual outcomes | 65 |
| HLTAHA034 | Support the development of speech and communication skills | 45 |
| HLTAHA035 | Provide support in dysphagia management | 50 |
| HLTAHA036 | Assist and support the use of augmentative and alternative communication system | 55 |
| HLTAHA037 | Deliver and monitor a hydrotherapy program | 50 |
| HLTAHA038 | Support the use of orthoses or prostheses | 70 |
| HLTAHA039 | Assist in the development of meals and menus to meet dietary and cultural requirements | 60 |
| HLTAHA040 | Assist with the monitoring and modification of meals and menus according to individualised plans | 50 |

| Unit Code | Unit Title | Nominal Hours |
|-----------|---|---------------|
| HLTAHA041 | Support food services and dietetics in menu and meal order processing | 45 |
| HLTAHA042 | Assist with screening and management of nutritional risk | 75 |
| HLTAHA043 | Support the provision of basic nutritional advice and education | 55 |
| HLTAHA044 | Work within a community rehabilitation environment | 60 |
| HLTAHA045 | Assist people management in medical imaging | 35 |
| HLTAHA046 | Support the medical imaging professional | 30 |
| HLTAHA047 | Engage with clinical supervision and delegation | 70 |
| HLTAHA048 | Provide allied health assistance in remote or isolated settings | 60 |
| HLTAHA049 | Recognise impact of health conditions | 100 |
| HLTAHA050 | Assist with podiatry exercise | 60 |
| HLTAHA051 | Assist with podiatric procedures | 80 |
| HLTAHA052 | Assist with social work | 60 |
| HLTAHA053 | Support and deliver individual hearing rehabilitation program | 60 |
| 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 |

| Unit Code | Unit Title | Nominal Hours |
|-----------|--|---------------|
| HLTAHW010 | Identify community health issues, needs and strategies | 50 |
| 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 |

| Unit Code | Unit Title | Nominal Hours |
|-----------|---|---------------|
| HLTAHW032 | Supervise individual workers | 40 |
| 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 |

| Unit Code | Unit Title | Nominal Hours |
|-----------|---|---------------|
| HLTAHW054 | Support renal dialysis clients in the community setting | 100 |
| 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 |

| Unit Code | Unit Title | Nominal Hours |
|-----------|--|---------------|
| HLTAHW076 | Plan for community emergencies | 100 |
| 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 |

| Unit Code | Unit Title | Nominal Hours |
|-----------|--|---------------|
| HLTARO003 | Perform aromatherapy health assessments | 150 |
| 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 |

| Unit Code | Unit Title | Nominal Hours |
|-----------|--|---------------|
| HLTAYV010 | Select and advise on Ayurvedic medicines - dravyaguna | 300 |
| 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 |
| 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 |
| HLTHSS009 | Perform general cleaning tasks in a clinical setting | 20 |

| Unit Code | Unit Title | Nominal Hours |
|--------------|---|---------------|
| HLTHSS010 | Handle and move equipment, goods and mail | 20 |
| HLTHSS011 | Maintain stock inventory | 15 |
| HLTHSS012 | Handle medical gases safely | 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 |
| 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 |

| Unit Code | Unit Title | Nominal Hours |
|-----------|--|---------------|
| 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 |
| 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 |
| 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 |
| HLTOUT001 | Implement safe access and egress | 80 |
| HLTOUT002 | Receive and respond to requests for ambulance service | 60 |
| HLTOUT003 | Assign and coordinate ambulance service resources | 160 |
| HLTOUT004 | Assess and deliver basic clinical care | 100 |
| HLTOUT005 | Assess and deliver standard clinical care | 200 |

| Unit Code | Unit Title | Nominal Hours |
|-----------|--|---------------|
| 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 |
| HLTPHA010 | Maintain pharmaceutical imprest stock | 35 |
| HLTPHA011 | Pack pharmaceutical products | 25 |
| HLTPHA012 | Dispense prescriptions and medication orders | 40 |
| HLTPHA013 | Order, maintain and distribute pharmaceutical stock | 55 |
| HLTPHA014 | Conduct small-scale compounding and labelling of pharmaceutical products | 60 |
| HLTPHA015 | Provide assistance in dispensary administration | 35 |
| HLTPHA016 | Conduct small-scale compounding and labelling of aseptic pharmaceutical products | 55 |
| HLTPHA017 | Support pharmacist's communication with patients and other health professionals | 45 |
| HLTPHA018 | Support pharmacists in the collection and presentation of workplace data and information | 55 |
| HLTPHA019 | Coordinate communication processes in a hospital or health services pharmacy setting | 70 |
| HLTPHA020 | Apply knowledge of biological principles within the pharmacy environment | 60 |

| Unit Code | Unit Title | Nominal Hours |
|-----------|--|---------------|
| HLTPHA021 | Apply knowledge of medications used to assist patients in using medications effectively | 55 |
| HLTPHA022 | Apply knowledge of gastrointestinal and nutritional disorders to dispense medication | 55 |
| HLTPHA023 | Apply knowledge of cardio-respiratory disorders to dispense medication | 70 |
| HLTPHA024 | Apply knowledge of central nervous system disorders to dispense medication | 55 |
| HLTPHA025 | Apply knowledge of medications used for infections, immunological products and vaccines | 55 |
| HLTPHA026 | Apply knowledge of endocrine and genitourinary disorders to dispense medication | 60 |
| HLTPHA027 | Apply knowledge of malignant diseases and immunosuppressive disorders to dispense medication | 60 |
| HLTPHA028 | Apply knowledge of eye, ear and nose disorders to dispense medication | 55 |
| HLTPHA029 | Apply knowledge of chemical principles as they apply to pharmacy activity | 55 |
| HLTPHA030 | Apply knowledge of medications used to provide analgesia | 55 |
| HLTPHA031 | Apply knowledge of musculoskeletal disorders to dispense medication | 55 |
| HLTPHA032 | Apply knowledge of dermatological disorders to dispense medication | 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 |

| Unit Code | Unit Title | Nominal Hours |
|-----------|---|---------------|
| 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 |
| 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 |

| Unit Code | Unit Title | Nominal Hours |
|------------|---|---------------|
| 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 |
| 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 |

| Unit Code | Unit Title | Nominal Hours |
|-----------|---|---------------|
| 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.

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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. HumanAbility is the JSC responsible for developing the HLT Health Training Package. For more information see [Industry Engagement Reforms - Department of Employment and Workplace Relations, Australian Government \(dewr.gov.au\)](#)

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](#) 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. |