VICTORIAN PURCHASING GUIDE

HLT HEALTH
TRAINING PACKAGE RELEASE 9.0
JULY 2023

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VICTORIAN PURCHASING GUIDE – RELEASE HISTORY

Note: RTOs should refer to the [National Register](https://training.gov.au/Home/Tga) for the detail of changes in each Release.

| Training Package Release | Date VPG Approved | Comments |
| --- | --- | --- |
| Release 9.0 | 10 July 2023 | This Victorian Purchasing Guide (VPG) reflects the changes made to HLT Health Training Package Release 9.0. This release includes qualifications and units in the following industry sectors:* Aboriginal and Torres Strait Islander Health
* Massage Therapy
 |
| Release 8.0 | 12 May 2023 | 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. This release includes qualifications and units in the following industry sectors:* Allied Health
* Health Administration
* Health Support Services
* Hospital or Health Services Pharmacy Support

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. |
| Release 8.0 INFECTION CONTROL UNITS ONLY | 9 Feb 2023 | 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 This extraordinary publication is in response to the replacement of the superseded units across all current CHC Community Services and HLT Health qualifications with no transition period on Tuesday 28 February 2023.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](https://training.gov.au/Home/NewsItem/6bbe2352-df44-474f-84eb-23a94c9f945f) for more informationThe Victorian Purchasing Guide for the remaining changes made in HLT Release 8.0 will be published at a later date. |
| HLT Health Training PackageRelease 7.0 | 8 May 2022 | 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:* Anaesthetic Technology
* Orthopaedic Technology
 |
| HLT Health Training PackageRelease 6.0 | 2 Sep. 2021 | 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. **HLT Release 6.0**This release includes qualifications and units in the following industry sectors:* Clinical Coding
* Dental Assisting
* Enrolled Nursing

**HLT Release 5.1**This release includes deletion of 1 'zero use' qualification and 6 'zero use' units of competency. |
| HLT Health Training PackageRelease 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:* Ambulance sector suite of qualifications and units
* Certificate II in Indigenous Environmental Health and associated units
 |
| HLT HealthTraining PackageRelease 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 HealthTraining PackageRelease 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 HealthTraining PackageRelease 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 HealthTraining PackageRelease 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 HealthTraining PackageRelease 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: * 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 HealthTraining PackageRelease 2.1 | 28 January 2016 | Release of revised minimum and maximum payable hours for HLT release 1.0 qualifications due to changed units. |
| HLT HealthTraining PackageRelease 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:* Complementary & Alternative Health
* 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 HealthTraining PackageRelease 1.3 | January 2015 | Editorial updates.  |
| HLT HealthTraining PackageRelease 1.2 | 1 Aug 2014 | This Victorian Purchasing Guide reflects the Department of Education and Early Childhood Development (DEECD) adjustment to maximum payable hours for qualifications:* 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 HealthTraining PackageRelease No. 1, 1.1 and 1.2  | 7 Feb 2014 | This Victorian Purchasing Guide reflects the changes made to HLT Health Training Package Release 1.0, 1.1 and 1.2. It includes:* 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 9.0 is provided in the Training Package Companion Volume Implementation Guide. (See [VETnet.gov.au](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875) 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 9.0 is conducted against the Training Package units of competency and complies with the assessment requirements.

# QUALIFICATIONS

| Code | Title | Minimum Payable Hours | Maximum Payable Hours |
| --- | --- | --- | --- |
| HLT20121 | Certificate II in Aboriginal and/or Torres Strait Islander Primary Health Care | 380 | 400 |
| 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 |
| HLT30121 | Certificate III in Aboriginal and/or Torres Strait Islander Primary Health Care | 722 | 760 |
| 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 |
| HLT40121 | Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care | 1756 | 1848 |
| HLT40221 | Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice | 2020 | 2126 |
| HLT41020 | Certificate IV in Ambulance Communications (Dispatch) | 654 | 688 |
| HLT41120 | Certificate IV in Health Care | 860 | 905 |
| HLT42021 | Certificate IV in Massage Therapy | 888 | 935 |
| 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 |
| HLT50121 | Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care Practice | 1017 | 1070 |
| HLT50221 | Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care Management | 1072 | 1128 |
| HLT50321 | Diploma of Clinical Coding | 632 | 665 |
| HLT51020 | Diploma of Emergency Health Care | 1083 | 1140 |
| HLT52021 | Diploma of Remedial Massage | 1767 | 1860 |
| 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 |
| 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 |
| HLT60121 | Advanced Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care Management | 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 |
| --- | --- | --- |
| HLTAADV001 | Support clients to access health services | 60 |
| HLTAADV002 | Support the rights and needs of clients | 120 |
| HLTAADV003 | Support the rights and needs of clients in the justice system | 40 |
| HLTAADV004 | Advocate on behalf of groups or the community | 30 |
| 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 |
| HLTAEDR001 | Respond to community disasters | 120 |
| HLTAEDR002 | Assess and respond to medical emergencies | 120 |
| HLTAEDR003 | Develop medical emergency plan | 100 |
| 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 |
| 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 |
| HLTAHCS001 | Provide basic health service information to clients | 80 |
| HLTAHCS002 | Assist with health assessments | 90 |
| HLTAHCS003 | Complete routine physical health assessments | 160 |
| HLTAHCS004 | Complete comprehensive physical health assessments | 300 |
| HLTAHCS005 | Implement basic health care plans | 200 |
| HLTAHCS006 | Implement complex health care plans | 200 |
| HLTAHCS007 | Provide support to men with cancer | 80 |
| HLTAHCS008 | Provide support to women with cancer | 80 |
| HLTAHCS009 | Provide support to clients with diabetes | 75 |
| HLTAHCS010 | Provide support to clients with chronic disease | 75 |
| HLTAHCS011 | Provide support to clients experiencing alcohol and other drugs problems | 50 |
| HLTAHCS012 | Provide support to older clients | 60 |
| HLTAHCS013 | Provide eye health care | 100 |
| HLTAHCS014 | Provide ear health care | 100 |
| HLTAHCS015 | Facilitate access to tertiary health services | 40 |
| HLTAHCS016 | Develop primary health care programs | 150 |
| HLTAHPR001 | Develop health promotion programs | 150 |
| HLTAHPR002 | Promote awareness and early detection of cancer to men | 80 |
| HLTAHPR003 | Promote awareness and early detection of cancer to women | 80 |
| HLTAHPR004 | Promote awareness and early detection of diabetes | 80 |
| HLTAHPR005 | Promote awareness and prevention of chronic disease | 60 |
| HLTAHPR006 | Provide healthy lifestyle information | 120 |
| HLTAHPR007 | Promote lifestyle change | 80 |
| 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 |
| HLTAMAT001 | Provide antenatal health care | 300 |
| HLTAMAT002 | Assist with childbirth | 370 |
| HLTAMAT003 | Provide postnatal health care for mothers and babies | 100 |
| HLTAMAT004 | Assess children's health | 170 |
| HLTAMAT005 | Provide health care for children | 120 |
| HLTAMED001 | Work under instructions to support the safe use of medications | 120 |
| HLTAMED002 | Support the safe use of medications | 200 |
| HLTAMED003 | Administer medications | 280 |
| HLTAMED004 | Manage medications in Aboriginal and/or Torres Strait Islander primary health care | 90 |
| 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 |
| HLTARES001 | Gather information and report on community health | 50 |
| HLTARES002 | Prepare and maintain community health profile | 40 |
| HLTARES003 | Research community health | 90 |
| HLTARO001 | Develop aromatherapy practice | 65 |
| HLTARO002 | Source and prepare aromatherapy products | 50 |
| 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 |
| HLTASEW001 | Work according to the principles of social and emotional wellbeing care | 60 |
| HLTASEW002 | Assess and support the social and emotional wellbeing of clients | 243 |
| HLTASEW003 | Provide support to clients affected by loss, grief or trauma | 40 |
| HLTASEW004 | Contribute to the care of clients living with mental illness | 60 |
| HLTASEW005 | Provide supervision for Aboriginal and/or Torres Strait Islander health workers | 40 |
| HLTASXH001 | Promote men's sexual health | 60 |
| HLTASXH002 | Promote women's sexual health | 60 |
| HLTASXH003 | Provide sexual health care | 120 |
| 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 |
| HLTAWOR001 | Work in an Aboriginal and/or Torres Strait Islander health support role | 55 |
| HLTAWOR002 | Work in Aboriginal and/or Torres Strait Islander primary health care | 40 |
| HLTAWOR003 | Use and promote reflective practice in Aboriginal and/or Torres Strait Islander primary health care | 45 |
| HLTAWOR004 | Provide support to address social and cultural determinants of client and community health | 120 |
| HLTAWOR005 | Contribute to Aboriginal and/or Torres Strait Islander health strategies | 170 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| HLTMSG009 | Develop massage practice | 45 |
| HLTMSG010 | Assess client massage needs | 100 |
| HLTMSG011 | Provide massage treatments | 100 |
| HLTMSG012 | Apply relaxation massage clinical practice | 160 |
| HLTMSG013 | Perform remedial massage musculoskeletal assessments | 210 |
| HLTMSG014 | Provide remedial massage treatments | 220 |
| HLTMSG015 | Adapt massage treatments to meet specific needs | 80 |
| HLTMSG016 | Apply principles of pain neuroscience | 90 |
| HLTMSG017 | Apply remedial massage clinical practice | 260 |
| HLTMSG018 | Adapt massage practice for athletes | 70 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 assessements | 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 |
| HLTTCM001 | Develop Traditional Chinese Medicine (TCM) remedial massage practice | 80 |
| HLTTCM002 | Perform Traditional Chinese Medicine (TCM) remedial massage health assessments | 150 |
| HLTTCM003 | Provide Traditional Chinese Medicine (TCM) remedial massage treatments | 150 |
| HLTTCM004 | Adapt Traditional Chinese Medicine (TCM) remedial massage practice to meet specific needs | 220 |
| HLTTCM005 | 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.

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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)](https://www.dewr.gov.au/skills-reform/skills-reform-overview/industry-engagement-reforms)

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](http://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](https://www.dese.gov.au/skills-and-training) 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](https://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](http://www.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](http://www.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](https://www.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](https://resus.org.au/) for further information.

Dental Board of Australia

Accreditation and registration enquiries. See [dentalboard.gov.au](https://www.dentalboard.gov.au/) for further information.

Nursing & Midwifery Board of Australia (NMBA)

Accreditation and registration enquiries. See [nursingmidwiferyboard.gov.au](https://www.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://www.health.vic.gov.au/public-health/medicines-and-poisons-regulation) 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](http://www.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** 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.

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.

**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.