

**22579VIC**

**Course in Verifying the Correct Use of  
Adrenaline Injector Devices**

**Version 2 - 5 June 2023**

This course has been accredited under Part 4.4 of the  
*Education and Training Reform Act 2006*

**Accredited for the period: 1 July 2021 to 30 June  
2026**



## 22579VIC Course in Verifying the Correct Use of Adrenaline Injector Devices

Version History	Comments	Date
Version 2.0	<ul style="list-style-type: none"><li>• Amendment to <i>ASCIA Anaphylaxis e-training for Victorian Schools</i> requirements in Section B 5.2 Entry Requirements.</li><li>• Copyright owner details and contact information in Section A, updated.</li></ul>	5 June 2023
Version 1.0	Initial release approved to commence from 1 July 2021.	17 March 2021

© State of Victoria (Department of Jobs, Skills, Industries and Regions) 2021.

Copyright of this material is reserved to the Crown in the right of the State of Victoria. This work is licenced under a Creative Commons Attribution-No Derivatives 4.0 International licence (more information is available on the [Creative Commons website](#)). You are free to use, copy and distribute to anyone in its original form as long as you attribute Department of Jobs, Skills, Industries and Regions (DJSIR) as the author, and you licence any derivative work you make available under the same licence.

### **Disclaimer**

In compiling the information contained in and accessed through this resource, DJSIR has used its best endeavours to ensure that the information is correct and current at the time of publication but takes no responsibility for any error, omission or defect therein.

To the extent permitted by law, DJSIR, its employees, agents and consultants exclude all liability for any loss or damage (including indirect, special or consequential loss or damage) arising from the use of, or reliance on the information contained herein, whether caused or not by any negligent act or omission. If any law prohibits the exclusion of such liability, DJSIR limits its liability to the extent permitted by law, for the resupply of the information.

### **Third party sites**

This resource may contain links to third party websites and resources. DJSIR is not responsible for the condition or content of these sites or resources as they are not under its control.

Third party material linked from this resource is subject to the copyright conditions of the third party. Users will need to consult the copyright notice of the third party sites for conditions of usage.



# Table of Contents

Section A: Copyright and course classification information .....	1
1. Copyright owner of the course .....	1
2. Address .....	1
3. Type of submission .....	1
4. Copyright acknowledgement .....	1
5. Licensing and franchise .....	1
6. Course accrediting body .....	2
7. AVETMISS information .....	2
8. Period of accreditation .....	2
Section B: Course information .....	3
1. Nomenclature .....	3
1.1 Name of the qualification .....	3
1.2 Nominal duration of the course .....	3
2. Vocational or educational outcomes .....	3
2.1 Purpose of the course .....	3
3. Development of the course .....	3
3.1 Industry / enterprise/ community needs .....	3
3.2 Review for re-accreditation .....	6
4. Course outcomes .....	7
4.1 Qualification level .....	7
4.2 Employability skills .....	7
4.3 Recognition given to the course .....	7
4.4 Licensing/ regulatory requirements .....	7
5. Course rules .....	7
5.1 Course structure .....	7
5.2 Entry requirements .....	8
6. Assessment .....	9
6.1 Assessment strategy .....	9
6.2 Assessor competencies .....	10
7. Delivery .....	10
7.1 Delivery modes .....	10
7.2 Resources .....	11
8. Pathways and articulation .....	12
9. Ongoing monitoring and evaluation .....	12
Section C—Units of competency .....	13

## Section A: Copyright and course classification information

<p><b>1. Copyright owner of the course</b></p>	<p>Copyright of this material is reserved to the Crown in the right of the State of Victoria on behalf of the Department of Jobs, Skills, Industries and Regions (DJSIR) Victoria.</p> <p>© State of Victoria (DJSIR) 2021.</p>
<p><b>2. Address</b></p>	<p>Deputy CEO Victorian Skills Authority Department of Jobs, Skills, Industry and Regions (DJSIR) GPO Box 4509 MELBOURNE VIC 3001</p> <p><b>Organisational contact</b> Manager, Training and Learning Products Unit Engagement Branch Victorian Skills Authority Department of Jobs, Skills, Industry and Regions (DJSIR) Telephone: 131 823 Email: <a href="mailto:course.enquiry@djsir.vic.gov.au">course.enquiry@djsir.vic.gov.au</a></p> <p><b>Day-to-day contact</b> Human Services Curriculum Maintenance Manager Swinburne University of Technology PO Box 218 Hawthorn VIC 3122 Telephone: (03) 9214 5034 / 9214 8501 Email: <a href="mailto:cmmhs@swin.edu.au">cmmhs@swin.edu.au</a></p>
<p><b>3. Type of submission</b></p>	<p>Re-accreditation</p>
<p><b>4. Copyright acknowledgement</b></p>	<p>Copyright of this material is reserved to the Crown in the right of the State of Victoria.</p> <p>© State of Victoria (DJSIR) 2021</p>
<p><b>5. Licensing and franchise</b></p>	<p>Copyright of this material is reserved to the Crown in the right of the State of Victoria.</p> <p>© State of Victoria (DJSIR) 2021.</p> <p>This work is licensed under a Creative Commons Attribution-No Derivatives 4.0 International licence (see <a href="#">Creative Commons</a> for more information).</p> <p>You are free to use, copy and distribute to anyone in its original form if you attribute the State of Victoria (DJSIR) as the author and you licence any derivative work you make available under the same licence.</p> <p>Request for other use should be addressed to:</p> <p>Deputy CEO Victorian Skills Authority Department of Jobs, Skills, Industries and Regions (DJSIR) GPO Box 4509</p>



	<p>MELBOURNE VIC 3001</p> <p>Email: <a href="mailto:course.enquiry@djsir.vic.gov.au">course.enquiry@djsir.vic.gov.au</a></p> <p>Copies of this publication can be downloaded free of charge from the <a href="#">Victorian government website</a>.</p>							
<b>6. Course accrediting body</b>	Victorian Registration and Qualifications Authority							
<b>7. AVETMISS information</b>	<table border="1"> <tr> <td><b>ANZSCO Code</b> <i>(Australian and New Zealand Standard Classification of Occupations)</i></td> <td>GEN20 Non-industry specific training</td> </tr> <tr> <td><b>ASCED Code – 4 digit</b> <i>(Field of Education)</i></td> <td>0699 Other Health</td> </tr> <tr> <td><b>National course code</b></td> <td>22579VIC</td> </tr> </table>		<b>ANZSCO Code</b> <i>(Australian and New Zealand Standard Classification of Occupations)</i>	GEN20 Non-industry specific training	<b>ASCED Code – 4 digit</b> <i>(Field of Education)</i>	0699 Other Health	<b>National course code</b>	22579VIC
<b>ANZSCO Code</b> <i>(Australian and New Zealand Standard Classification of Occupations)</i>	GEN20 Non-industry specific training							
<b>ASCED Code – 4 digit</b> <i>(Field of Education)</i>	0699 Other Health							
<b>National course code</b>	22579VIC							
<b>8. Period of accreditation</b>	1 July 2021 – 30 June 2026							



## Section B: Course information

<b>1. Nomenclature</b>		<b>Standard 1 AQTF Standards for Accredited Courses</b>
<b>1.1 Name of the qualification</b>	Course in Verifying the Correct Use of Adrenaline Injector Devices	
<b>1.2 Nominal duration of the course</b>	2 hours	
<b>2. Vocational or educational outcomes</b>		<b>Standard 1 AQTF Standards for Accredited Courses</b>
<b>2.1 Purpose of the course</b>	<p>The purpose of this course is to equip nominated Victorian school staff with the required skills and knowledge to verify that an individual who has undertaken the Australasian Society of Clinical Immunology and Allergy (ASCIA) <i>Anaphylaxis e-training for Victorian Schools</i> can demonstrate correct use of adrenaline injector devices. They will be able to verify correct use of all adrenaline injector devices prescribed in the ASCIA e-training and are currently approved for use and available in Australia.</p> <p>Graduates of this course <u>will not</u> have the skills and knowledge to train others to be a verifier, to manage anaphylaxis, or how to use adrenaline injectors.</p>	
<b>3. Development of the course</b>		<b>Standards 1 and 2 AQTF Standards for Accredited Courses</b>
<b>3.1 Industry / enterprise/ community needs</b>	<p>The Victorian Department of Education and Training (DET), Health and Engagement Unit identified an increasing demand in schools for the management of anaphylaxis and to skill staff appropriately to manage students known to be at risk of anaphylaxis. In response, the training prescribed in the <i>Education and Training Reform Act 2006: <a href="#">Ministerial Order No 706: Anaphylaxis Management in Victorian schools</a></i> was updated.</p> <p>The Australasian Society of Clinical Immunology and Allergy (ASCIA) developed anaphylaxis e-training tailored to the policy environment of Victorian Schools on behalf of the DET. From January 2016, Ministerial Order 706 recognised <i>ASCIA Anaphylaxis e-training for Victorian Schools</i> as approved training for Victorian schools to meet their anaphylaxis management training requirements.</p> <p>The previous version of this course, the <i>22303VIC Course in Verifying the Correct Use of Adrenaline Autoinjector Devices</i> was developed in 2015 (accredited from 01/01/2016) to compliment the <i>ASCIA Anaphylaxis e-training for Victorian Schools</i>. This</p>	



accredited course addresses the required skills and knowledge for a school anaphylaxis supervisor to conduct a verification activity and perform the function of verifier to ensure that Victorian school staff who have undertaken the ASCIA e-training can demonstrate correct use of adrenaline injectors.

**Ongoing need for this accredited course**

The [Victorian school Anaphylaxis Guidelines](#) state “approximately 80% of all Victorian government schools have a child enrolled who is at risk of anaphylaxis.”

DET recommends that all school staff undertake the *ASCIA Anaphylaxis e-training for Victorian Schools* and that schools nominate 2 staff members from each campus to become school anaphylaxis supervisors. Completion of this course, the *Course in Verifying the Correct Use of Adrenaline Injector Devices*, is required for nominated school staff to qualify as a school anaphylaxis supervisor. In addition, refresher training in this course is required every 3 years, in accordance with *Ministerial Order 706* and outlined in the *Victorian school Anaphylaxis Guidelines*.<sup>1</sup> These factors will see the ongoing uptake of this course for the next 5-year accreditation period.

**Enrolment data**

NCVER Total VET Activity enrolment data for the previous course *22303VIC Course in Verifying the Correct Use of Adrenaline Autoinjector Devices* (accredited for the period 01/01/2016-30/06/2021) is outlined in the following table for the years 2016-2019.

NCVER Total VET Activity enrolment data for 22303VIC					
<i>Data extracted 03/09/2020</i>	2016	2017	2018	2019	Total
<b>Victoria</b>	2314	515	418	1547	4801
<b>ACT</b>	0	0	10	0	10
<b>TOTAL</b>	<b>2314</b>	<b>515</b>	<b>434</b>	<b>1547</b>	<b>4815</b>

NCVER Total VET Activity enrolment data for 2020 will not be available until mid-2021. The sole RTO delivering 22303VIC, Asthma Australia, has advised the CMM Service that in 2020 there have been 832 enrolments.

<sup>1</sup> Ministerial Order 706 – section 12.2.1 (see [Ministerial Order](#) for more information); Department of Education and Training, Victorian school Anaphylaxis Guidelines(staff training): (see [DET website](#) for more information)





The significant number of enrolments in 2016 reflects *Ministerial Order 706* coming into effect from 1st January 2016. The enrolment numbers from 2017 and 2018 reflect the ongoing training of nominated school staff members and the increased enrolments in 2019 suggests a return of the 2016-cohort to undertake refresher training.

### **Target group for this course**

The target group of candidates for this course are staff members of Victorian schools who have been nominated to become school anaphylaxis supervisors and will undertake verification activities. Verification may also be performed by additional school staff who undertake this training.

### **Course consultation and validation process**

The development of the *22579VIC Course in Verifying the Correct Use of Adrenaline Injector Devices* was overseen by a project steering committee.

Course consultation and development involved:

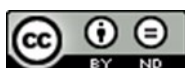
- Project steering committee input via email, telephone consultation, meetings and out-of-session feedback on drafts to review and evaluate course content and structure.
- Review and validation of the skills and knowledge requirements of the existing course.
- A review of the [Victorian school Anaphylaxis Guidelines](#) and the [School Supervisors' Observation Checklist](#) to inform the course contents.

### **Members of Project Steering Committee:**

Kathryn Rigopoulos	The Royal Children's Hospital; School Nurse and School Anaphylaxis Supervisor
Carol Whitehead	The Royal Children's Hospital
Dr Katie Frith	Australasian Society of Clinical Immunology and Allergy (ASCI)
Sally Voukelatos	Allergy and Anaphylaxis Australia
Sandra Vale	National Allergy Strategy
Richard Karthigesu	Asthma Australia
Phillipa Wilson	Premium Health
Debbie Leslie	Department of Education and Training (Victoria)
Andrew Fleming	Community Services & Health Industry Training Board (Victoria)

### **In attendance:**

	<p>Autumn Shea Curriculum Maintenance Manager (CMM) for Human Services</p> <p>Jennifer Fleischer CMM Service Project Officer</p> <p>This course:</p> <ul style="list-style-type: none"> <li>• does not duplicate, by title or coverage, the outcomes of an endorsed training package qualification</li> <li>• is not a subset of a single training package qualification that could be recognised through one or more statements of attainment or a skill set</li> <li>• does not include units of competency additional to those in a training package qualification that could be recognised through statements of attainment in addition to the qualification</li> <li>• does not comprise units that duplicate units of competency of a training package qualification.</li> </ul>
<p><b>3.2 Review for re-accreditation</b></p>	<p>The review for reaccreditation took into consideration feedback from the course monitoring and evaluation processes; current DET School Anaphylaxis Guidelines and School Supervisors' Observation Checklist; ASCIA Action Plans and First Aid Plan; and guidance from the Project Steering Committee.</p> <p>The following change was incorporated during this reaccreditation:</p> <ul style="list-style-type: none"> <li>• Updating terminology and unit contents to align to the current ASCIA Action Plans and First Aid Plan and the current DET School Supervisors' Observation Checklist.</li> <li>• Removing references to specific brands of adrenaline injectors e.g. EpiPen®, from the units to 'future-proof' this course for other models being approved for release on the Australian market.</li> <li>• Changes to the additional competency and currency requirements for trainers and assessors of this course to include 10710NAT as an option and change to the frequency of refresher training required.</li> <li>• Amendment to the wording/expression (but not intent) of the entry requirements including which accredited courses evidence competency in using adrenaline injector device/s.</li> </ul> <p>This course, the <i>22579VIC Course in Verifying the Correct Use of Adrenaline Injector Devices</i> <b>replaces and is equivalent</b>, to the <i>22303VIC Course in Verifying the Correct Use of Adrenaline Autoinjector Devices</i>.</p> <p>The following transition table identifies the relationship between units from this re-accruited course to units from the replaced</p>



	<p>course, <i>22303VIC Course in Verifying the Correct Use of Adrenaline Autoinjector Devices</i>.</p> <p><b>Transition Table</b></p> <table border="1"> <thead> <tr> <th>Unit from: 22579VIC</th> <th>Unit from: 22303VIC</th> <th>Relationship</th> </tr> </thead> <tbody> <tr> <td>VU23086 - Verify the correct use of adrenaline injector devices</td> <td>VU21802 - Verify the correct use of adrenaline autoinjector devices</td> <td>Equivalent</td> </tr> </tbody> </table>				Unit from: 22579VIC	Unit from: 22303VIC	Relationship	VU23086 - Verify the correct use of adrenaline injector devices	VU21802 - Verify the correct use of adrenaline autoinjector devices	Equivalent
Unit from: 22579VIC	Unit from: 22303VIC	Relationship								
VU23086 - Verify the correct use of adrenaline injector devices	VU21802 - Verify the correct use of adrenaline autoinjector devices	Equivalent								
<b>4. Course outcomes</b>	<b>Standards 1, 2, 3 and 4 AQTF Standards for Accredited Courses</b>									
<b>4.1 Qualification level</b>	<p><i>Standards 1, 2 and 3 AQTF Standards for Accredited Courses</i>  <i>22579VIC Course in Verifying the Correct Use of Adrenaline Injector Devices</i> meets an identified industry need, but does not have the breadth, depth or volume of learning of an Australian Qualification Framework (AQF) qualification.</p>									
<b>4.2 Employability skills</b>	<p><i>Standard 4 AQTF Standards for Accredited Courses</i>            Not applicable</p>									
<b>4.3 Recognition given to the course</b>	<p><i>Standard 5 AQTF Standards for Accredited Courses</i>            Not applicable</p>									
<b>4.4 Licensing/ regulatory requirements</b>	<p><i>Standard 5 AQTF Standards for Accredited Courses</i>            There are no licensing or regulatory requirements relating to this course.</p>									
<b>5. Course rules</b>	<b>Standards 2, 6,7 and 9 AQTF Standards for Accredited Courses</b>									
<p><b>5.1 Course structure</b></p> <p>To be eligible for the award of a Statement of Attainment for the <b><i>22579VIC Course in Verifying the Correct Use of Adrenaline Injector Devices</i></b>, participants must successfully complete the unit listed in table below.</p>										
Unit of competency code	Field of Education code	Unit of competency title	Pre-requisite	Nominal hours						
VU23086	069907	Verify the correct use of adrenaline injector devices	None	2						



	Total nominal hours
<p><b>5.2 Entry requirements</b></p>	<p style="text-align: right;">2</p> <p><i>Standard 9 AQTF Standards for Accredited Courses</i></p> <p>Entrants to the <i>22579VIC Course in Verifying the Correct Use of Adrenaline Injector Devices</i> must:</p> <ul style="list-style-type: none"> <li>• Have undertaken the current version of the <i>ASCIA Anaphylaxis e-training for Victorian Schools</i>: <ul style="list-style-type: none"> <li>○ within last 12 months (i.e., their <i>ASCIA e-training certificate</i> was issued no more than 12 months ago),</li> <li>and</li> <li>○ can evidence successful completion of this e-training with an <i>ASCIA e-training certificate</i> which has been signed in accordance with current Victorian School Anaphylaxis Guidelines. <ul style="list-style-type: none"> <li>▪ <b>Exception to this requirement applies to:</b> Course entrants who have undertaken the current version of the <i>ASCIA Anaphylaxis e-training for Victorian Schools</i> <b><u>less than</u></b> 30 days prior to enrolment in <i>22579VIC</i>. These individuals may enrol in <i>22579VIC</i> holding an <i>ASCIA e-training certificate</i> which has <b><u>not yet been signed</u></b> in accordance with current Victorian School Anaphylaxis Guidelines, providing the <i>ASCIA e-training certificate</i> was issued less than 30 days prior</li> </ul> </li> </ul> </li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• Hold a Statement of Attainment for either of the following courses which have been completed within the timeframe specified in current Victorian School Anaphylaxis Guidelines: <ul style="list-style-type: none"> <li>○ 22300VIC/22578VIC Course in First Aid Management of Anaphylaxis (<i>or equivalent re-accredited version of this course</i>)</li> </ul> </li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>○ 10710NAT Course in Allergy and Anaphylaxis Awareness (<i>or equivalent previous version of this course</i>)</li> </ul> <p>Learners enrolling in this course are best equipped to successfully undertake the course if they have as a minimum, language, literacy and communication skills that align to Level 3 of the Australian</p>



	<p>Core Skills Framework (ACSF), see the <a href="#">ACSF website</a> for more information.</p> <p>Learners with language, literacy and communication skills at a lower level than suggested may require additional support to successfully undertake the course.</p>
<b>6. Assessment</b>	<b>Standards 10 and 12 AQTF Standards for Accredited Courses</b>
<b>6.1 Assessment strategy</b>	<p><i>Standard 10 AQTF Standard for Accredited Courses</i></p> <p>All assessment, including Recognition of Prior Learning (RPL), must be compliant with the requirements of:</p> <ul style="list-style-type: none"> <li>• Standard 1 of the AQTF: Essential Conditions and Standards for Initial/Continuing Registration and Guidelines 4.1 and 4.2 of the VRQA Guidelines for VET Providers,</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• the Standards for Registered Training Organisations 2015 (SRTOs),</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• the relevant standards and Guidelines for RTOs at the time of assessment.</li> </ul> <p>Assessment strategies should be designed to:</p> <ul style="list-style-type: none"> <li>• Cover the range of skills and knowledge required to demonstrate achievement of competence</li> <li>• Collect evidence on a number of occasions to suit a variety of contexts and situations</li> <li>• Be appropriate to the knowledge, skills, methods of delivery and needs and characteristics of learners</li> <li>• Recognise prior learning</li> <li>• Assist assessors to interpret evidence consistently</li> <li>• Be equitable to all groups of learners</li> </ul> <p>Assessment strategies for this course should be developed to simulate the workplace environment as closely as possible and reflect current industry practice. RTOs must:</p> <ul style="list-style-type: none"> <li>• Develop strategies based on consultation with industry stakeholders</li> <li>• Monitor and improve the effectiveness of assessment strategies based on data gathered from industry stakeholders and learners.</li> </ul> <p>Assessment methods must include the practical application of knowledge and demonstration of skills, and may also include:</p> <ul style="list-style-type: none"> <li>• Oral and written questioning related to underpinning knowledge</li> <li>• Problem solving activities</li> </ul>



	<ul style="list-style-type: none"> <li>• Role play/ simulated activities</li> <li>• Direct observation</li> </ul>
<p><b>6.2 Assessor competencies</b></p>	<p><i>Standard 12 AQTF Standards for Accredited Courses</i></p> <p>Assessment must be undertaken by a person or persons in accordance with:</p> <ul style="list-style-type: none"> <li>• Standard 1.4 of the AQTF: Essential Conditions and Standards for Initial/Continuing Registration and Guidelines 3 of the VRQA Guidelines for VET Providers,</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• the Standards for Registered Training Organisations 2015 (SRTOs),</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• the relevant standards and Guidelines for RTOs at the time of assessment.</li> </ul> <p><b>Additional Requirements</b></p> <p>In addition, it has been determined that assessors are required to:</p> <ul style="list-style-type: none"> <li>• Hold a Statement of Attainment for 22300VIC/22578VIC First Aid Management of Anaphylaxis (<i>or equivalent re-accredited version of this course</i>) OR 10710NAT Course in Allergy and Anaphylaxis Awareness (<i>or equivalent previous or re-accredited version of this course</i>)</li> <li>• Have successfully completed <i>ASCIA Anaphylaxis e-training for Victorian Schools</i>.</li> <li>• Maintain currency by undertaking refresher training at least every two (2) years in the following and whenever a new adrenaline injector device enters the market, or: <ul style="list-style-type: none"> <li>○ <i>ASCIA Anaphylaxis e-training for Victorian Schools, AND</i></li> <li>○ The 'Provide first aid management of anaphylaxis' unit from the <i>Course in First Aid Management of Anaphylaxis</i>, OR</li> <li>○ 10710NAT Course in Allergy and Anaphylaxis Awareness (<i>or equivalent previous or re-accredited version of this course</i>).</li> </ul> </li> </ul>
<p><b>7. Delivery Standards 11 and 12 AQTF Standards for Accredited Courses</b></p>	
<p><b>7.1 Delivery modes</b></p>	<p><i>Standard 11 AQTF Standards for Accredited Courses</i></p> <p>This course may be delivered in a variety of modes, including via:</p> <ul style="list-style-type: none"> <li>• Classroom delivery</li> <li>• Workplace or simulated workplace</li> <li>• Blended learning</li> </ul>



	<p>Where possible, participants should be exposed to real work environments and examples/case studies.</p> <p>Strategies should be selected to reflect the nature of the elements and performance criteria and the needs of the participants. An appropriate mix of knowledge and skills development is important.</p>
<p><b>7.2 Resources</b></p>	<p><i>Standard 12 AQTF Standards for Accredited Courses</i></p> <p>Resources required to deliver this course include:</p> <ul style="list-style-type: none"> <li>• Training facilities and equipment</li> <li>• Related range of texts, references and audio/visual material</li> <li>• Simulated verification environment</li> <li>• Current ASCIA Action Plan for Anaphylaxis, ASCIA Action Plan for Allergic Reactions and ASCIA First Aid Plan</li> <li>• Current <i>School Supervisors' Observation Checklist</i> (developed by the Department of Education and Training Victoria)</li> <li>• Trainer devices for all adrenaline injectors currently approved for use and available in Australia, as identified in the <i>ASCIA Anaphylaxis e-training for Victorian Schools</i>.</li> <li>• Relevant workplace documentation, including organisational policies and procedures</li> <li>• An individual to role-play a verification-candidate (i.e. role-play a staff member seeking verification of their use of adrenaline injectors following e-training)</li> <li>• Role-playing casualty or appropriate simulated casualty</li> <li>• Required resources for conducting a verification activity as specified in the <i>School Supervisors' Observation Checklist</i></li> </ul> <p>RTOs must ensure that reference material is consistent with current ASCIA Guidelines and Victorian School Anaphylaxis Guidelines.</p> <p><b>Trainers:</b></p> <p>Training must be undertaken by a person or persons in accordance with:</p> <ul style="list-style-type: none"> <li>• Standard 1.4 of the AQTF: Essential Conditions and Standards for Initial/Continuing Registration and Guideline 3 of the VRQA Guidelines for VET Providers,</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• the Standards for Registered Training Organisations 2015 (SRTOs),</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• the relevant standards and Guidelines for RTOs at the time of assessment.</li> </ul>



	<p><b>Additional Requirements</b></p> <p>In addition, it has been determined that trainers are required to:</p> <ul style="list-style-type: none"> <li>• Hold a Statement of Attainment for 22300VIC/22578VIC First Aid Management of Anaphylaxis (<i>or equivalent re-accredited version of this course</i>) OR 10710NAT Course in Allergy and Anaphylaxis Awareness (<i>or equivalent previous or re-accredited version of this course</i>)</li> <li>• Have successfully completed <i>ASCIA Anaphylaxis e-training for Victorian Schools</i>.</li> <li>• Maintain currency by undertaking refresher training at least every two (2) years and whenever a new adrenaline injector device enters the market, or in the following: <ul style="list-style-type: none"> <li>○ ASCIA Anaphylaxis e-training for Victorian Schools, AND</li> <li>○ The ‘Provide first aid management of anaphylaxis’ unit from the <i>Course in First Aid Management of Anaphylaxis</i>, OR</li> <li>○ 10710NAT Course in Allergy and Anaphylaxis Awareness (<i>or equivalent previous or re-accredited version of this course</i>).</li> </ul> </li> </ul>
<p><b>8. Pathways and articulation</b></p>	<p><b>Standard 8 AQTF Standards for Accredited Courses</b></p>
	<p>There are no formal articulation arrangements in place.</p>
<p><b>9. Ongoing monitoring and evaluation</b></p>	<p><b>Standard 13 AQTF Standards for Accredited Courses</b></p>
	<p><i>Standard 13 AQTF Standards for Accredited Courses</i></p> <p>The Curriculum Maintenance Manager for Human Services is responsible for the ongoing monitoring and evaluation of this course</p> <p>A review of the course will take place at the mid-point of the accreditation period. Feedback will be sought via surveys or one-on-one consultations from the project steering committee involved in the reaccreditation of this course, RTOs who deliver the course and other key stakeholders.</p> <p>The Victorian Registration and Qualifications Authority (VRQA) will be notified of significant changes to the course/s resulting from course monitoring and evaluation processes.</p>





## Section C—Units of competency

The following unit of competency has been developed for this course and is attached in this section:

- VU23086 - Verify the correct use of adrenaline injector devices



<b>Unit code</b>	<b>VU23086</b>
<b>Unit title</b>	<b>Verify the correct use of adrenaline injector devices</b>
<b>Unit Descriptor</b>	<p>This unit describes the performance outcomes, skills and knowledge required to be able to verify that individuals who have undertaken the <i>ASCIA Anaphylaxis e-training for Victorian Schools</i> can demonstrate correct use of required adrenaline injector devices. This includes preparing for the verification activity, conducting the verification activity with reference to the required checklist, and completing workplace documentation.</p> <p>This unit of competency contributes towards meeting the requirements of <i>Ministerial Order No 706: Anaphylaxis Management in Victorian Schools</i>.</p>
<b>Employability Skills</b>	This unit contains Employability Skills.
<b>Application of the Unit</b>	<p>The role of the verifier is part of the role of school anaphylaxis supervisor; but is a function that may also be performed by other school staff who have met the training requirements.</p> <p>The skills and knowledge described in this unit is only relevant to the Victorian school environment. It applies to Victorian school staff who have responsibility for conducting verification activities and performing the function of a trained verifier. Trained verifiers observe Victorian school staff who have undertaken the <i>ASCIA Anaphylaxis e-training for Victorian Schools</i> and verify that they can demonstrate correct use of all adrenaline injector devices currently approved for use and available in Australia, as identified in the ASCIA anaphylaxis e-training.</p>

## ELEMENT

*Elements describe the essential outcomes of a unit of competency.*

## PERFORMANCE CRITERIA

*Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold/italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.*

- |                                      |   |
|--------------------------------------|---|
| 1. Prepare for verification activity | 1.1 Collect relevant <b>verification resources</b><br>1.2 Confirm the candidate has had the opportunity to practise using the trainer device/s prior to verification activity<br>1.3 Confirm successful completion of the ASCIA Anaphylaxis e-training for Victorian Schools<br>1.4 Discuss and confirm with the candidate, in a culturally sensitive |
|--------------------------------------|---|



manner, the **evidence required and verification process**

2. Verify the candidate with reference to the School Supervisors' Observation Checklist
  - 2.1 Obtain confirmation of the candidate's knowledge of the main **components** and functions of available adrenaline injector device/s
  - 2.2 Question the candidate on the **appropriate checks** of the adrenaline injector devices/s prior to use
  - 2.3 Observe demonstration of **correct positioning** for management of anaphylaxis, in accordance with the current ASCIA Action Plans and/or First Aid Plan
  - 2.4 Confirm that the candidate can **correctly place** and activate the trainer device/s, in accordance with current ASCIA advice, on a simulated casualty
  - 2.5 Confirm the candidate's knowledge of the appropriate procedures for **dealing with used adrenaline injector devices/s**
  - 2.6 Provide the candidate with clear and constructive **feedback** and opportunity to amend incorrect use, where necessary
  - 2.7 Advise the candidate of the outcome of the verification activity
3. Complete required documentation
  - 3.1 Accurately record the details of the verification activity and outcome, in accordance with the current School Supervisors' Observation Checklist
  - 3.2 Refer candidates who have not satisfied the verification activity requirements back to ASCIA Anaphylaxis e-training for Victorian Schools for further training

## REQUIRED SKILLS AND KNOWLEDGE

*This describes the essential skills and knowledge and their level, required for this unit.*

### Required Skills:

- Planning and organising skills to:
  - plan verification activity and processes
  - collect and confirm relevant verification resources
  - apply required tools and processes for the verification activity
- Observation skills to verify the candidate's performance
- Communication skills to:
  - provide constructive feedback and advise on outcome of the verification activity
  - communicate in a manner which is appropriate to the culture of the workplace and the individual
  - use appropriate verbal and non-verbal language to promote a supportive verification environment

- Literacy skills to:
  - read and interpret relevant information
  - Prepare required documentation
  - Record verification activity in required format and in accordance with the organisation's requirements

### **Required Knowledge:**

- Need for urgent administration of adrenaline in the onset of anaphylaxis
- Directions for use of adrenaline injector device/s listed within the current ASCIA Action Plans and First Aid Plan
- Cultural sensitivity and equity considerations in verification activities
- Resources required for undertaking a verification activity
- Components and functions of all adrenaline injector devices currently approved for use and available on the Australian market, as identified in the *ASCIA Anaphylaxis e-training for Victorian Schools*
- Checks required on adrenaline injector device/s to confirm their suitability for use
- Correct positioning of casualty for management of anaphylaxis
- Appropriate positioning of the person administering the adrenaline injector device/s, in relation to the casualty
- Correct placement and activation of the adrenaline injector device/s
- Correct procedures for dealing with used adrenaline injector device/s
- Verification activity recording and reporting requirements

### **RANGE STATEMENT**

*The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording in the Performance Criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts*

- Verification resources:**
- Must include:
    - Trainer devices for all adrenaline injectors currently approved for use and available on the Australian market, as identified in the *ASCIA anaphylaxis e-training for Victorian Schools*
    - School Supervisors' Observation Checklist (developed by the Victorian Department of Education and Training)
    - Current ASCIA Action Plans and First Aid Plan
  - May include:
    - Resources for remote verification where face to face



verification is not possible

**Evidence required and verification process** must include:

- Verification is undertaken within 30 days of successful completion of *ASCIA Anaphylaxis e-training for Victorian Schools*
- Candidate confirms they have practised using the trainer device/s prior to verification activity or is provided with an opportunity prior to the assessment of their skills
- Skills demonstration by the candidate needs to be witnessed/observed in real-time by the verifier
- Skills demonstration by the candidate involves the use of trainer device/s for all adrenaline injectors currently approved for use and available on the Australian market, as identified in the *ASCIA Anaphylaxis e-training for Victorian Schools*
- Skills demonstration is performed by the candidate on a role-playing casualty or appropriate simulated casualty

**Components** include:

- For all devices identified in the ASCIA e-training:
  - The needle
  - The safety mechanism
  - The component that triggers the device to administer the medication
  - The label of the device

**Appropriate checks** include:

- Correct drug
- Correct adrenaline injector device for the casualty
- Expiry date

**Correct positioning** refers to:

- Laying casualty flat unless breathing is difficult
- If breathing is difficult, allowing casualty to sit with legs outstretched
- Not holding infant upright
- Not allowing casualty to stand, walk, or sit up suddenly
- Placing casualty in recovery position (left lateral recovery position for pregnant casualties), if unconscious or vomiting

**Correctly place** involves:

- Hold the leg still and administer adrenaline to the outer mid-thigh
- Placement in accordance with current ASCIA advice

**Dealing with used adrenaline injector/s** involves:

- Handling the used adrenaline injector device/s carefully where there is a risk of needle stick injury
- Recording the time of application of the adrenaline injector device/s in the correct manner
- Retaining the used adrenaline injector device/s correctly until handover to the ambulance, doctor or hospital

**Feedback** may include:

- The candidate's:
  - Positioning of the casualty for management of anaphylaxis
  - Positioning of the person administering the adrenaline injector device/s in relation to the casualty
  - Use of the adrenaline injector device/s
- Limit on the number of attempts allowed to demonstrate correct use, as specified in *School Supervisors' Observation Checklist*.
- Failure to comply with criteria specified in the *School Supervisors' Observation Checklist*

## EVIDENCE GUIDE

*The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement.*

**Critical aspects for assessment and evidence required to demonstrate competency in this unit**

To be assessed as competent in this unit, the learner must be able to demonstrate the knowledge and skills required to achieve the elements of competency as defined by the associated performance criteria.

Specifically, they must be able to:

- Organise resources and an environment in which to conduct the verification process.
- Collect required verification evidence and relevant information prior to undertaking the verification activity
- Observe, in real time during a simulated verification activity, the candidate's practical demonstration of:
  - use of adrenaline injector trainer device/s
  - correct positioning of the simulated casualty
  - their own positioning in relation to the casualty
- Identify incorrect use of adrenaline injector device/s and provide candidate with opportunity to amend incorrect use, where necessary

- Record and store the outcomes of the verification process in accordance with the organisation's requirements
- Complete relevant documentation, including the *School Supervisors' Observation Checklist* and the *ASCIA Anaphylaxis e-training for Victorian Schools Certificate*

**Context of and specific resources for assessment**

Assessment should be conducted in a simulated verification environment involving practical application of knowledge and demonstration of skills required to conduct a verification activity.

Resources required for assessment must include:

- Simulated verification environment
- Current ASCIA Action Plans and First Aid Plan
- Current *School Supervisors' Observation Checklist* (developed by the Department of Education and Training Victoria)
- Trainer devices for all adrenaline injectors currently approved for use and available in Australia, as identified in the *ASCIA Anaphylaxis e-training for Victorian Schools*
- Relevant workplace documentation, including organisational policies and procedures
- An individual to role-play a verification-candidate (i.e. role-play a staff member seeking verification of their use of adrenaline injector device/s following e-training)
- Role-playing casualty or appropriate simulated casualty
- Required resources for conducting a verification activity as specified in the *School Supervisors' Observation Checklist*

**Method of assessment**

Assessment methods must include the practical application of knowledge and demonstration of skills, and may also include:

- Oral and written questioning related to underpinning knowledge
- Problem solving activities
- Role play/ simulated activities
- Direct observation