

Instructions

- Identify (by ticking) the unit of competency you wish to apply for course credit.
- Submit your application form with original/certified supporting documents to Business Development/Training Coordinator (where relevant).
- This completed form is forwarded to the Academic Officer who will contact you to discuss your application, the process for gathering evidence and complete an Assessment Plan with you.
- Assessment fee applies once RPL/RCC is granted. The failure in payment will be deemed as unsuccessful in RPL/RCC.

Glossary

- RPL (Recognition of Prior Learning)** - The acknowledgement of a person's skills and knowledge acquired through previous training, work or life experience, which may be used to grant status or credit in a subject or module. It can lead to a full qualification in the VET sector.
- RCC (Recognition of Current Competencies)** - The assessment of a person's current capacity to perform; it applies if an individual has previously successfully completed the requirements for a unit of competency or a module and is now required to be reassessed to ensure that the competence is being maintained.
- CT (Credit Transfer)** - The granting of status or credit by an institution or training organisation to students for modules (subjects) or units of competency completed at the same or another institution or training organisation.

Section 1 – Student to Complete

First Name		Last Name	
Contact Number		Email	

*For current students only

*Student Number		*College	
*Course enrolled			

Note: Please identify (by ticking) the unit of competency you wish to apply for course credit

HLT33115 Certificate III in Health Services Assistance

Subject	Unit Code	Unit Title	Tick	Office Use Only
The Human Body	HLTAAP001	Recognise healthy body systems		
	BSBMED301	Interpret and apply medical terminology appropriately		
Safety in Health Care	HLTAID003	Provide first aid		
	HLTINF001	Comply with infection control policies and procedures		
	HLTWHS001	Participate in work health and safety		
Basic Care	CHCCCS012	Prepare and maintain beds		
	CHCCCS002	Assist with client movement		
	CHCCCS026	Transport clients		
	CHCCOM005	Communicate and work effectively in health		
Working with Others				

	BSBWOR301	Organise personal work priorities and development		
	CHCDIV001	Work with diverse people		
	CHCCCS020	Respond effectively to behaviours of concern		
	CHCCCS010	Maintain high standard of service		
Acute Care	HLTAIN001	Assist with nursing care in an acute care environment		
	HLTAIN002	Provide non-client contact support in an acute care environment		
HLT54115 Diploma of Nursing				
Nursing Safety	HLTWHS002	Follow safe work practices for direct client care		
	HLTINF001	Comply with infection control policies and procedures		
	CHCDIV001	Work with diverse people		
	CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety		
	HLTAID003	Provide first aid		
Anatomy and Physiology	HLTAAP002	Confirm physical health status		
Nursing in Australia	HLTENN001	Practice nursing within the Australian health care system		
	CHCPRP003	Reflect on and improve own professional practice		
Nursing care 1	HLTENN015	Apply nursing practice in the primary health care setting		
	HLTENN004	Implement, monitor and evaluate nursing care plans		
Nursing Care 2	HLTENN003	Perform clinical assessment and contribute to planning nursing care		
	HLTENN013	Implement and monitor care of the older person		
Legal and Communication	HLTENN002	Apply communication skills in nurse practice		
	HLTENN008	Apply legal and ethical parameters to nursing practice		
Chronic Health Management	HLTENN006	Apply principles of wound management in the clinical environment		
	HLTENN012	Implement and monitor care for a person with chronic health problems		
Health and Wellbeing	HLTWHS006	Manage personal stressors in the work environment		
Medications	HLTENN007	Administer and monitor medicines and intravenous therapy		
Health Analysis	HLTAAP003	Analyse and respond to client health information		
	CHCPOL003	Research and apply evidence to practice		
Teamwork	BSBLDR403	Lead team effectiveness		
Mental Health	HLTENN009	Implement and monitor care for a person with mental health conditions		
Complex Nursing Care	HLTENN005	Contribute to nursing care of a person with complex needs		
Acute Nursing Care	HLTENN011	Implement and monitor care of a person with complex needs		

Diabetes	HLTENN025	Implement and monitor care for a person with diabetes		
HLT64115 Advanced Diploma of Nursing				
Advanced Client Assessment	HLTENN020	Conduct clinical assessments		
Clinical Research and Practice	HLTENN033	Research and report on nursing trends and practice		
	HLTENN034	Contribute to the improvement of clinical practice		
Palliative Care	HLTENN010	Apply a palliative approach in nursing practice		
Advanced Chronic Health Management	HLTENN018	Apply nursing practice in the rehabilitation care setting		
	HLTENN025	Implement and monitor care for a person with diabetes		
Advanced Acute Care management	HLTENN017	Apply nursing practice in the orthopaedic care setting		
	HLTENN023	Apply nursing practice in the respiratory care setting		
	HLTENN024	Apply nursing in the cardiovascular care setting		

Support evidence: ☐ Certificate ☐ Transcript ☐ Others: _____

Student Declaration:

I wish to apply for Course Credit in the above mentioned course or units and certify that the information supplied by me including any original/certified supporting documents is to the best of my knowledge and true and accurate. I understand that once course credit has been granted, the duration of my course may be shortened, hence a new eCOE will be issued and I will be responsible to advise the Immigration Department for any new changes to my course duration.

Signature of Student

Date

Office Use Only

Section 2 – Business Development /Training Coordinator

To be completed **BEFORE** Academic Officer assessed application:

Received and Checked by:

Signature:

Date:

Section 3 – Academic Officer to complete

Type of Course Credit: ☐ RPL ☐ RCC ☐ CT

GRANTED

Number of subjects granted _____

Based on evidence provided by: _____

Duration of Course affected: _____

Proposed new end date: _____

Direct entry granted: _____

Assessment fees (for RPL/RCC): _____

Notes:

REFUSED

Number of units refused:

Reason for refusal:

Assessed and Approved by Lead Educator - Nursing

Name:

Signature:

Date:

Section 4 – Business Development /Training Coordinator

4.1 Student has been contacted, informed and acknowledged the following information:

- The outcome of course credit application (Granted/Refused).
- If granted:
 - The duration of his/her course may be shortened, hence a new eCOE will be issued and he/she will be responsible to advise the Immigration Department for any new changes to his/her course duration.
 - Assessment fee applies once RPL/RCC is granted and the failure in payment will be deemed as unsuccessful in RPL/RCC.
- If refused:
 - According to National Code Standard 10, he/she reserves the right to access Skills Training Australia grievance and appeals processes within 20 days of receiving this decision to have his/her grievances heard and addressed.

Contacted by:

Signature:

Date:

4.2 To be completed **(only if Course Credit is granted)**

Fees paid? (for RPL/RCC only) ☐ Yes ☐ No ☐ N/A

(Note: For RPL/RCC, fees must be paid prior to any changes made to student's eCOE and SMS)

New eCOE created:

☐ Yes Created by: Signature: Date:

☐ N/A

Updated student enrolment in SMS by: Signature: Date: