



BOOROONGEN DJUGUN COLLEGE
RTO Code: 6673

**Course Information
and Assessment Plan**

TRAINING PACKAGE HLT

HLT54115 Diploma of Nursing

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Welcome to **HLT Health Training Package – Nursing**. We hope you will enjoy working your way through the course information and find your study rewarding.

This qualification forms part of the Health Training Package. It has been developed by the Community Services and Health Industry Skills Council in conjunction with industry, unions, community, and consumers.

The Community Services and Health Industry Skills Council in Australia, like most others, responds to consumer needs and industry changes. Providing services within this changing environment calls for a fluid, multi-skilled workforce with:

- flexible, broadly applicable skills
- skills for working effectively in multi-disciplinary and/or multi-cultural teams
- training that can be customised and that supports new technologies and work practices.

Training Packages

Training Packages are a key feature of vocational education and training in Australia. They are part of the National Training Framework (NTF) that ensures that qualifications across Australia are standardised. The NTF aims to make training and regulatory arrangements simple, flexible, and relevant to the needs of industry. This benefits learners who may wish to locate to another geographical area in Australia and have their qualifications recognised by Registered Training Organisations (Colleges) and industry (employers).

Recognition of Prior Learning (RPL)

Training Packages encourages many pathways to competency.

You may have undertaken other courses at some time or learned how to do a job by watching another person and asking questions. You may now know how to do something very well because you have had practice or experience in doing it. Today, it is possible to have your skills and knowledge recognised.

Before you decide if you should apply to the College for RPL, you need to think about your previous life experiences or the jobs that you may have had. Ask yourself if any of the skills and knowledge that you have gained is similar to the things you will be learning about in this course.

Some experienced workers might be able to demonstrate competency against the standards and gain a qualification without completing a formal training course. Workers must be able to demonstrate competency against the standards to gain a full or part qualification.

Students with prior learning such as AQF qualifications in VET, tertiary qualifications in Vocational Adult Education and work experience can apply for RPL.

Students are interviewed prior to acceptance into the RPL. There is a RPL Kit and Application process for the Health Support Services qualifications.

The RPL Kit contains information about the RPL process and the forms that you will need to complete and the evidence that you will need to submit, for your application to be assessed.

Career pathways

Flexible qualification pathways are available through the Health Training Package. There are a range of options available. Additional pathways between qualifications may be structured through Recognition assessment in line with Packaging Rules for qualifications.

Qualifications

The qualifications covered within a Training Package may range from Certificate I to Advanced Diploma, and will include a national title for each qualification.

Contact Booroongen Djugun College to ask about the range of courses available or log onto our website: www.booroongendjugun.com.au

There are a number of pathways through the health qualifications based on need of the target group/student. It is recognised that a full qualification may not be required by a particular health care occupational industries whose workers may only require specific units to fulfil their work duties/commitments.

Students will gain a *Statement of Attainment* for units of competency completed to industry standard if the full qualification has not been achieved.

Students will be issued with a *full qualification (certificate)* once they complete all compulsory units plus the number of electives stated in accordance to the rules for the qualification.

College Handbook

You will receive Booroongen Djugun College's Student Handbook that tells you about the role of the College and your responsibilities as a student. The Handbook also has some information that will help you develop your study skills. There is also a copy of the Student Handbook on the Booroongen Djugun College's website: www.booroongendjugun.com.au

What's in the Course?

Attached to this Course Information Handbook is an Assessment Plan. The Assessment Plan shows the units of competency you must complete to gain the full qualification and the assessments you will have and when you will have them.

You will also be supplied with Learner's Guides for each unit which provides you with the information that will assist you to develop the knowledge and skills and the positive attitude needed to work with individuals and local communities in the provision of services.

HLT54115 Diploma of Nursing

This qualification reflects the role of an enrolled nurse working under supervision of a registered nurse. This qualification covers the application of skills and knowledge required to provide nursing care for people across the health sector. A lifespan approach should underpin this qualification with relevant competencies that relate to the different stages of life identified within the units.

A graduate from a Diploma of Nursing program approved by the Nursing and Midwifery Board of Australia (NMBA) is able to apply for registration with the NMBA as an enrolled nurse. Further information on registration is available at www.nursingmidwiferyboard.gov.au

Note that the scope of practice for enrolled nurses is determined by state and territory legislative requirements and the policies and procedures of the employing organisation. Users of this qualification must refer to those instruments in the development of training and assessment strategies.

25 units of competency are required for this qualification, including: 20 core and 5 electives.

Electives must be selected according to the Packaging Rules and all electives chosen must contribute to a valid, industry-supported vocational outcome.



ACTIVITY / ASSESSMENT

The word 'activity' means that we would like you to do something. This might be making some notes on something you have been reading about, writing down your thoughts, making a list or asking someone else some questions. You will find each Activity clearly marked in your Learner's Guide. Complete each activity and give the activity (attached to a completed Assessment Cover Sheet) to your Trainer by the due date. It is important that you do the activities as they form part of the Assessment Plan for the qualification.



THINK ABOUT

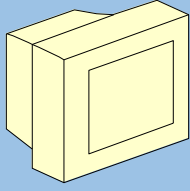
'Think about' means that we would like you to think about what you have been reading. You might find it helpful to jot down some notes or draw some pictures about your thoughts so you can come back and look at them later.



READ

During the course we will ask you to read something. In addition to your Learner's Guide, it might be part of a book, an article from a newspaper or magazine or information sheet that is included as part of the course.

Make sure you read and understand the information before continuing on with your course. Writing things down can help you remember, so you might find it helpful to make some notes as you go. If you have trouble reading or understanding any information you could ask someone to read it to you, and to explain what it's all about.



WATCH

As part of the course we may ask you to watch something. It may be a DVD or You Tube. You may be able to borrow the DVD from a library, or you may have to borrow it from the College. You Tube videos can be viewed online.



RESEARCH

During the course we may like you to go and research something. It may be to ask an older person or an industry expert some questions, get some information, find out about something in the work place or visit an agency to see how their operations work. When you go to research something you should always go prepared with a notebook and pencil and a list of what you want to find out, so you won't forget anything and have to go back. Research activities need planning. Depending on what you are going to do, you may need to seek permission to speak to a client of a service, arrange to visit a library, or access a computer that has internet access, or make a time when someone in the work place can talk to you.



ASSESSMENT ACTIVITY

Throughout this course you will be required to complete assessment activities that will help your Trainer and Assessor at the College see how you are going and to check that you understand the information you are learning. These assessments will be marked and returned to you with comments so that you can see how you are progressing. Make sure you have read the College's Information Handbook carefully so that you understand the rules regarding assessments.



QUIZ

During your course we will ask you to do short quizzes to test what you have learnt. You will need to give your answers to the quizzes to your Trainer / Assessor.

You will need to read each question and either tick (✓) the relevant box or you may be asked to provide a short written answer. If you are not sure of the answer, you will need to go back and read the course information again. Once you have done that and gained a better understanding, try the quiz again. When you are able to answer all the quiz questions, you can send the activity to the College for marking. If for some reason you are having difficulty with the quiz, you should talk to your Trainer or a staff member at the College.



WORK EXPERIENCE

During this course you may be required to participate in a work placement. Spending time in the workplace will give you the opportunity to practice some of the knowledge and skills you have learnt.

While you are on work experience you will be required to complete practical assessments. During these assessments you will be supported and supervised by an approved assessor. This person will check your ability to perform specific tasks and provide you with feedback on your abilities. When you have successfully completed each task your assessor will sign your Clinical Log Book. At the end of your work experience, you will be required to give your completed Clinical Log Book to the College. A record of your achievements will be kept in your student file.

STUDY SKILLS

Learning occurs throughout our lives. We learn through participating in formal study programs, like this course, and also from personal experience, by reading, watching television and videos and listening and watching others.

Learning is all about knowledge and skills, but the way each of us remembers, and therefore learns, is different. Research has shown that people remember things by using their senses, as well as by practice and experience.

Research has shown that people remember...

- 20% of what they read
- 30% of what they hear
- 40% of what they see
- 50% of what they say
- 60% of what they do
- **90% of what they read, hear, see, say, and do**

It is important to understand that individuals learn things in different ways and therefore what is a successful method for one person may not be as useful for another. Some people prefer to listen, others to “do” or practice, while others learn best by reading information and learning for themselves.

How We Learn

Most of us would have worked out that the way we learn things as children is much the same way we learn things as adults. However, adults do have different learning needs to children.

The way information is presented and how they think about it and relate it to their own experiences is usually different to children. Most of the learning that children experience occurs in a structured environment like a school and is guided by teachers and parents.

Adults on the other hand learn in all sorts of situations and in all sorts of ways for different reasons.

For example, most adults are motivated to learn for one reason or another, be it the need to get a job, maintain their work skills, apply for a promotion, or so that they can try to do something new like cooking, sewing or even speaking another language.

We all have individual goals and reasons we want to achieve or learn new things. We all tend to use personal experiences as a basis for learning and prefer to learn by using real work or life experiences as examples. Most people like to be actively involved in the learning experience, participating in activities or doing projects rather than just listening to a teacher or reading books or articles.

In this course there are activities, things to read and watch and things you may have to practice and do. We have made suggestions as to how much time you should spend on each topic, when to take notes, discuss an issue with someone or practice a clinical skill.

However, you must decide what strategies for learning suit you best. You might find it easier to read aloud, or make frequent notes, keep a diary of your thoughts or meet with a course mate or workmate to discuss the information you are reading and your ideas.

TIME FOR STUDY

Organizing time and a place to learn will help you to successfully complete this course. Arranging time to study in peace, if possible in a place where you won't be interrupted, will make your learning easier.



THINK ABOUT

Think about your personal life. What family, sport, social or other commitments will you need to fit around your study. You may like to make a list of these and the days or times each week when you have these commitments. You might also like to think about when or where you could study without other people interrupting you.

Developing a weekly timetable is a great idea – especially if you are not used to studying – or are a very busy person!

Use the timetable at the back of this Handbook, but remember to be sensible when filling it in, making sure you leave time for recreation and other commitments that you have thought about.

Once you have developed your timetable it is important to try to stick to it. However, as we all know, things happen, like illness, which can disrupt our plans.

Keeping to your timetable will help you stay on track, as trying to catch up can sometimes be difficult.

RESOURCES

DVDs, You Tube, and other resources to help you better understand the course material. You will find information about how to access texts, DVDs, You Tube and other resources, in your Student Books or by phoning the College staff.

There are lots of other places where you may be able to find resources and information to help you with your learning. Remember libraries, community health centres and hospitals can provide you with lots of information. These places also often provide access to computers so that people can find and collect information from the World Wide Web.

Ask your supervisor if you can borrow resources when you are in the work place. It is also important to remember that the other students you may meet and work with during this course can also be a good source of information.

LEARNING NEW WORDS

During the course you are going to come across a lot of words, some of which you may not have seen or heard before. Most of the time we will explain the meaning of each of these new words.

However, sometimes you may still have difficulty understanding all of the words, and when this happens using a medical dictionary may be useful.

To help you remember and learn the meaning of these new words, we have drawn up a chart called 'My Words'. As you come across new words you can use this chart to list the new words and write their meanings as well as write other words that might mean the same thing in the community.

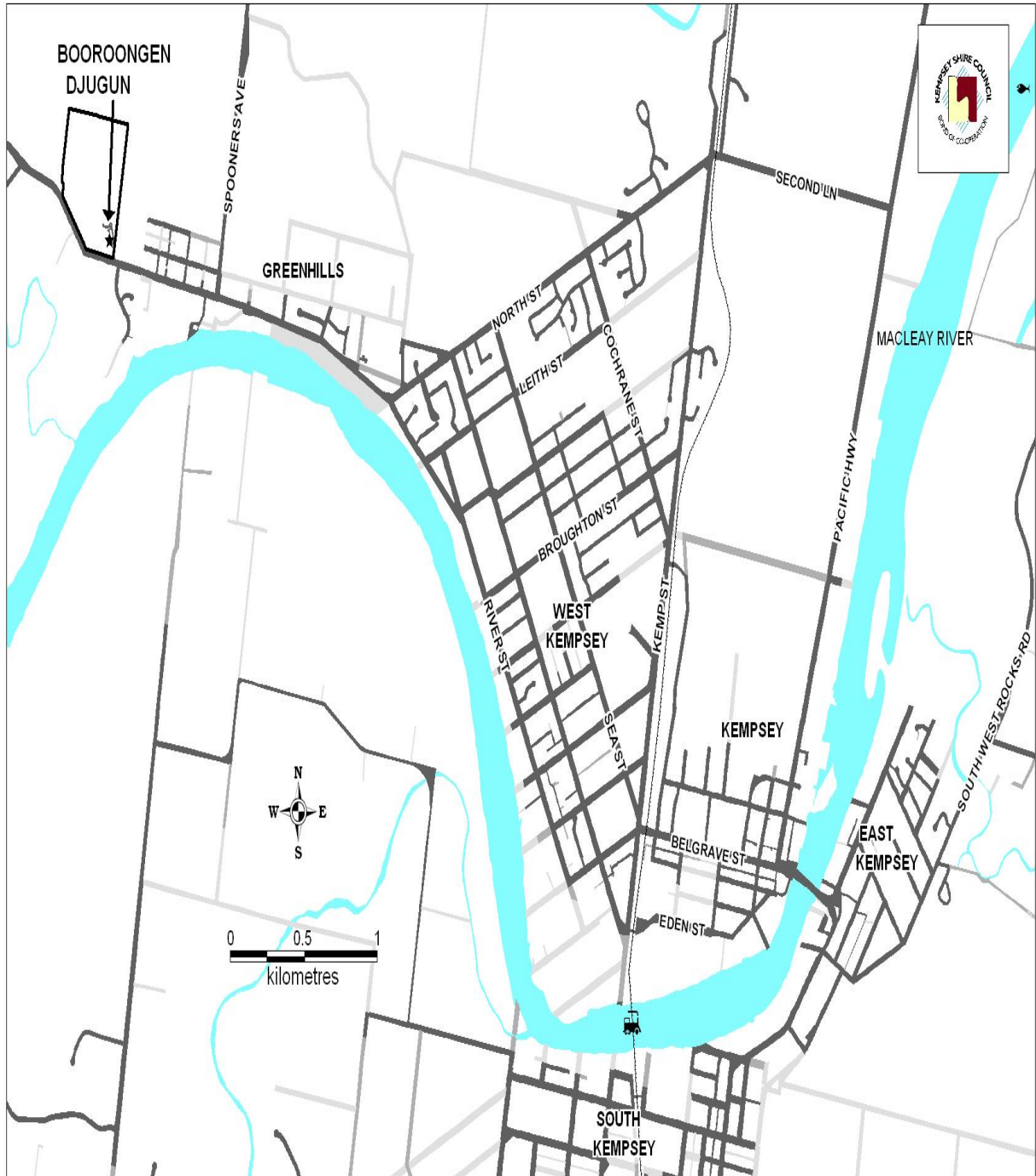
You will find your 'My Words' chart at the end of this Handbook. Being able to keep all these new words and their meanings in one place can be helpful while you are doing the course. You might also find it useful to take your 'My Words' chart with you to the work place.

WEEKLY STUDY TIMETABLE

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							

MAP TO BOOROONGEN DJUGUN COLLEGE

From Kempsey bridge, go down Belgrave Street through West Kempsey to River Street. Keep on River Street passing through Greenhills and you will soon see the College on the right-hand side.



ASSESSMENT ADVICE FOR LEARNERS

The assessment methods for determining your competence in an industry skill for this unit, may include any of the following...

Key	D	Demonstration	OBS	Observation
	QA	Questions and answers	WD	Workplace document
	TP	Third Party	RP	Role Play
	WA	Written assessment	I	Interview
	SPS	Scenario / problem solving	CS	Case study

Your trainer will advise you on the assessment procedure (below) to determine you are competent in an industry skill...

Strategies for Supportive Assessments	
Confirm what will happen during assessment	<ul style="list-style-type: none"> ○ Steps in the assessment ○ What you will be doing during the assessment ○ When you will ask questions ○ How long the assessment will take ○ When you can take the assessment (under what circumstances)
Asking participants if there are any concerns	<ul style="list-style-type: none"> ○ Ready to undertake the assessment? ○ Satisfied with the assessment arrangements? ○ Can they ask questions? ○ Can they stop the assessment? ○ What to do if they make a mistake.

Evidence for assessment will need to be...

Rule	Evidence must....
Valid	<ul style="list-style-type: none"> ○ Address the elements and performance criteria ○ Reflect the skills, knowledge and context described in the competency standard <p>Demonstrate the skills and knowledge are applied in real or simulated workplace situations</p>
Current	<ul style="list-style-type: none"> ○ Demonstrate the candidate's current skills and knowledge ○ Comply with current standards
Sufficient	<ul style="list-style-type: none"> ○ Demonstrate competence over a period of time ○ Demonstrate competence that is able to be repeated ○ Comply with language, literacy and numeracy levels which match those required by the work task (not beyond)
Authentic	<ul style="list-style-type: none"> ○ Be the work of the candidate ○ Be able to be verified as genuine

Your Trainer will provide you with feedback about your progress in the course, after each assessment task has been completed.