



VICTORIAN PURCHASING GUIDE

HLT HEALTH
TRAINING PACKAGE RELEASE 9.0
JULY 2023



Jobs, Skills,
Industry
and Regions

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VICTORIAN PURCHASING GUIDE – RELEASE HISTORY

Note: RTOs should refer to the [National Register](#) for the detail of changes in each Release.

Training Package Release	Date VPG Approved	Comments
Release 9.0	10 July 2023	<p>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:</p> <ul style="list-style-type: none"> • Aboriginal and Torres Strait Islander Health • Massage Therapy
Release 8.0	12 May 2023	<p>This Victorian Purchasing Guide (VPG) reflects the remaining changes made to HLT Health Training Package Release 8.0, after the February 2023 VPG release which reflected two revised infection prevention and control units only.</p> <p>This release includes qualifications and units in the following industry sectors:</p> <ul style="list-style-type: none"> • Allied Health • Health Administration • Health Support Services • Hospital or Health Services Pharmacy Support <p>In addition, Maximum Payable Hours have been revised for 21 of the qualifications that underwent a minor change process to update the infection prevention and control units listed within those qualifications.</p>
Release 8.0 INFECTIOUS CONTROL UNITS ONLY	9 Feb 2023	<p>This Victorian Purchasing Guide reflects the changes made to HLT Health Training Package Release 8.0 with respect to the two revised infection prevention and control units ONLY. This extraordinary publication is in response to the replacement of the superseded units across all current CHC Community Services and HLT Health qualifications with no transition period on Tuesday 28 February 2023. See training.gov.au - News for more information</p> <p>The Victorian Purchasing Guide for the remaining changes made in HLT Release 8.0 will be published at a later date.</p>
HLT Health Training Package Release 7.0	8 May 2022	<p>This Victorian Purchasing Guide reflects the changes made to HLT Health Training Package Release 7.0. This release includes qualifications and units in the following industry sectors:</p> <ul style="list-style-type: none"> • Anaesthetic Technology • Orthopaedic Technology
HLT Health Training Package Release 6.0	2 Sep. 2021	<p>This Victorian Purchasing Guide reflects the changes made to HLT Health Training Package Release 6.0 and incorporates zero usage units and qualifications deleted in Release 5.1 in the minor Release 5.1.</p> <p>HLT Release 6.0</p> <p>This release includes qualifications and units in the following industry sectors:</p> <ul style="list-style-type: none"> • Clinical Coding

Training Package Release	Date VPG Approved	Comments
		<ul style="list-style-type: none"> • Dental Assisting • Enrolled Nursing <p>HLT Release 5.1</p> <p>This release includes deletion of 1 'zero use' qualification and 6 'zero use' units of competency.</p>
HLT Health Training Package Release 5.0	16 March 2021	<p>This Victorian Purchasing Guide reflects the changes made to HLT Health Training Package Release 5.0. It includes revisions to:</p> <ul style="list-style-type: none"> • Ambulance sector suite of qualifications and units • Certificate II in Indigenous Environmental Health and associated units
HLT Health Training Package Release 4.3	24 November 2020	<p>This Victorian Purchasing Guide reflects the changes made to HLT Health Training Package Release 4.3. It includes 8 revised First Aid units.</p>
HLT Health Training Package Release 4.2	24 June 2020	<p>This Victorian Purchasing Guide reflects the changes made to HLT Health Training Package Release 4.2. It includes a new infection control unit (HLTINFCOV001).</p> <p>Please note: HLT Health Training Package Release 4.1 included minor updates with no change requiring a VPG release.</p>
HLT Health Training Package Release 4.0	17 May 2018	<p>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.</p>
HLT Health Training Package Release 3.1	24 June 2016	<p>This Victorian Purchasing Guide reflects the changes made to HLT Health Training Package Release 3.1.</p> <p>Correction of typographical errors with no change to hours</p>
HLT Health Training Package Release 3.0	10 March 2016	<p>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:</p> <ul style="list-style-type: none"> • Enrolled Nursing • Ambulance, including Clinical and Communications • Dental, including Assisting, Prosthetics and Technology • Health Support Services • Public Health, including Population Health and Indigenous Environmental Health.
HLT Health Training Package Release 2.1	28 January 2016	<p>Release of revised minimum and maximum payable hours for HLT release 1.0 qualifications due to changed units.</p>

Training Package Release	Date VPG Approved	Comments
HLT Health Training Package Release 2.0	11 November 2015	<p>This Victorian Purchasing Guide reflects the changes made to HLT Health Training Package Release 2.0.</p> <p>It includes qualifications and units of competency for:</p> <ul style="list-style-type: none"> • Complementary & Alternative Health • Direct Client Care & Support • Technicians & Health Support Services <p>In addition to:</p> <ul style="list-style-type: none"> • Aboriginal & Torres Strait Islander Health Workers • First Aid, Tele-health and Work Health and Safety <p>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.</p>
HLT Health Training Package Release 1.3	January 2015	Editorial updates.
HLT Health Training Package Release 1.2	1 Aug 2014	<p>This Victorian Purchasing Guide reflects the Department of Education and Early Childhood Development (DEECD) adjustment to maximum payable hours for qualifications:</p> <ul style="list-style-type: none"> • HLT40113 Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care • HLT40213 Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice • HLT50113 Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care • HLT50213 Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care Practice
HLT Health Training Package Release No. 1, 1.1 and 1.2	7 Feb 2014	<p>This Victorian Purchasing Guide reflects the changes made to HLT Health Training Package Release 1.0, 1.1 and 1.2. It includes:</p> <ul style="list-style-type: none"> • Aboriginal and/or Torres Strait Islander Primary Health Care qualifications • New First Aid, Work Health and Safety, and Tele-health Units of Competency.



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INTRODUCTION

What is a Victorian Purchasing Guide?

The Victorian Purchasing Guide provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically, the Victorian Purchasing Guide provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

- The maximum and minimum payable hours available for each qualification.
- Nominal hours for each unit of competency within the Training Package.

Registration

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and Statements of Attainment under the Australian Qualifications Framework (AQF).

The VRQA is the regulatory authority in Victoria responsible for the registration of Vocational Education and Training (VET) providers who offer courses to domestic students in Victoria only.

ASQA is the regulatory authority responsible for the registration of VET providers who offer training in Victoria, nationally and / or internationally.

Transition

The relationship between new units and any superseded or replaced units from the previous version of HLT Health Release 9.0 is provided in the Training Package Companion Volume Implementation Guide. (See VETnet.gov.au for more information).

Information regarding transition arrangements can be obtained from the state or national VET Regulatory Authority (see Contacts and Links section).

RTOs must ensure that all training and assessment leading to issuance of qualifications or Statements of Attainment from the HLT Health Release 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

Code	Title	Minimum Payable Hours	Maximum Payable Hours
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

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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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



Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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



Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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 assessments	85
HLTSHU006	Provide Shiatsu therapy treatments	95
HLTSHU007	Provide oriental therapies treatments	100
HLTSHU008	Adapt Shiatsu and oriental therapies practice to meet specific needs	110
HLTSHU009	Monitor and evaluate traditional oriental medicine treatments	45
HLTSTE001	Clean and disinfect reusable medical devices	35
HLTSTE002	Inspect and pack reusable medical devices	35
HLTSTE003	Sterilise loads	40
HLTSTE004	Manage sterile stock	40
HLTSTE005	Care for reusable medical devices	35
HLTSTE006	Chemically disinfect reusable medical devices	40
HLTSTE007	Monitor and maintain cleaning and sterilisation equipment	80
HLTSTE008	Monitor quality of cleaning, sterilisation and packaging processes	80
HLTTTCM001	Develop Traditional Chinese Medicine (TCM) remedial massage practice	80
HLTTTCM002	Perform Traditional Chinese Medicine (TCM) remedial massage health assessments	150
HLTTTCM003	Provide Traditional Chinese Medicine (TCM) remedial massage treatments	150
HLTTTCM004	Adapt Traditional Chinese Medicine (TCM) remedial massage practice to meet specific needs	220

Unit Code	Unit Title	Nominal Hours
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 \(dewr.gov.au\)](#)

National Register of VET in Australia - Training.gov.au (TGA)

TGA is the Australian government's official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs. See training.gov.au for more information.

Australian Government - Department of Employment and Workplace Relations (DEWR)

The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training. See [Skills and Training - DEWR](#) for more information.

State Government - Department of Jobs, Skills, Industry and Regions (DJSIR)

DJSIR (formerly Department of Education and Training) is the State Training Authority responsible for supporting implementation of Vocational Education and Training (VET) in Victoria. See djsir.vic.gov.au for more information. (03) 9637 2000

National VET Regulatory Authority - Australian Skills Quality Authority (ASQA)

ASQA is the national regulator for Australia's VET sector. Info line: 1300 701 801 See asqa.gov.au for more information.

State VET Regulatory Authority - Victorian Registration and Qualifications Authority (VRQA)

The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the regulation of apprenticeships and traineeships in Victoria. (03) 9637 2806 See vrqa.vic.gov.au

INDUSTRY REGULATORY BODIES

Aboriginal and Torres Strait Islander Health Practice Board of Australia

Accreditation and registration enquiries. See atsihealthpracticeboard.gov.au for further information.

Australian Resuscitation Council (ARC)

Training providers must ensure they implement their first aid training programs in line with relevant Australian Resuscitation Council (ARC) guidelines for education and training.

See resus.org.au for further information.

Dental Board of Australia

Accreditation and registration enquiries. See dentalboard.gov.au for further information.

Nursing & Midwifery Board of Australia (NMBA)

Accreditation and registration enquiries. See nursingmidwiferyboard.gov.au for further information.

Medicines and Poisons Regulation Victoria

The Department of Health sets requirements for the manufacture, safe storage, prescription, supply, sale, purchase, administration and use of medicines and chemicals, under the Victorian Drugs, Poisons and Controlled Substances legislation.

See [Medicines and Poisons Regulation \(health.vic.gov.au\)](https://health.vic.gov.au) for further information.

WorkSafe Victoria

The industry Regulatory body can provide advice on licensing, legislative or regulatory requirements which may impact on the delivery of training or the issuance of qualifications in this Training Package. WorkSafe needs to provide written verification before high risk work units can be added to an RTO's scope of registration. info@worksafe.vic.gov.au See worksafe.vic.gov.au for further information.

222 Exhibition Street,
Melbourne 3000
(03) 9641 1444 or
1800 136 089 (toll free)

GLOSSARY

Code	Nationally endorsed Training Package qualification code.
Title	Nationally endorsed Training Package qualification title.
Unit Code	Nationally endorsed Training Package unit code.
Unit Title	Nationally endorsed Training Package unit title.
Maximum Payable Hours	<p>The maximum number of hours the Victorian Government will subsidise under Skills First funding for the achievement of the minimum realistic vocational outcome of the qualification, as determined by the qualification packaging rules. The Maximum Payable Hours do not cover every possible combination of core and elective units available for a specific qualification.</p> <p>Minimum payable hours reflect a calculated minimum number of hours that could deliver a minimum realistic vocational outcome, based on efficiencies of contextualisation and integration.</p>
Scope of Registration	Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide.
Nominal Hours	Nominal hours reflect the anticipated time taken to deliver and assess the outcomes of a unit of competency excluding unsupervised delivery or the time taken for repeated practical application of skills. Nominal hours are determined by the Victorian State Training Authority (DJSIR) and are primarily developed for funding purposes in Victoria.