



**Allied Health Assistance
Training Package Products
Consultation Guide
June 2021**

Under the remit of the Direct Client Care and Support IRC

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Introduction

SkillsIQ is a not-for-profit Skills Service Organisation (SSO) supporting industry in developing standards to equip the 'people-facing' workforce with the right skills for jobs now and into the future. SkillsIQ is funded by the Department of Education, Skills and Employment to support the Industry Reference Committees (IRCs) responsible for the development and maintenance of Training Packages in the following sectors:

Community Services
Health
Local Government
Public Sector
Floristry
Hairdressing and Beauty Services
Funeral Services
Retail Services
Sport, Fitness and Recreation
Tourism, Travel and Hospitality.

IRCs drive the process of Training Package development and are made up of people with experience, skills and knowledge of their particular industry sector. IRCs are responsible for the provision of strategic input and advice that represents the needs of their workforce, and for ensuring Training Package Products reflect these needs.

Project Background

In 2018–19 the Direct Client Care and Support IRC identified Allied Health Assistance and Support Qualifications as requiring updates to fill gaps in the knowledge and skills of workers within these Direct Client Care and Support sub-sectors. Using and implementing technology; recognising and responding appropriately to abuse; and providing person-centred customer service were identified as being critical skills that workers within the sector needed would need both immediately and into the future.

Developing stronger cultural awareness and competency to interact with and support the Aboriginal and Torres Strait Islander community, people from Culturally and Linguistically Diverse (CALD) backgrounds and the Lesbian, Gay, Bisexual, Transgender, Intersex and Queer/Questioning (LGBTIQ) communities was also identified as being important for workers within this sector.

This project will therefore update the Allied Health Assistance Training Package Products under the remit of the Direct Client Care and Support IRC in response to the *Key Drivers for Change* findings as set out in the 2019 Industry Skills Forecast.

This review relates to the Qualifications and Units of Competency under the remit of the Direct Client Care and Support IRC contained in the HLT Training Package.

Industry Reference Committee (IRC)

Members of the Direct Client Care and Support IRC have consulted with technical specialists in their respective sub-sectors to inform the development of this update. The Committee is made up of stakeholders and subject matter experts from across Australia who provide:

- guidance at the national level to ensure Training Package Products are flexible and responsive to changing needs and practices
- specialist advice and strategic direction in relation to stakeholder feedback and issues relevant to their sector
- views and feedback on behalf of the sector/organisation they represent
- support and facilitation of communication and consultation with others, including other members of their organisations, association members and other networks.

The members of this Committee are:

- Jodie Davis (Chair) - Australian Nursing and Midwifery Federation
- Mark Kulinski - National Disability Services
- Michael White - South Australian Network of Drug and Alcohol Services
- Jesu Jacob - Australian Community Workers Association
- Suzanne Kennewell - Dieticians Australia
- Sally Dumbrell - Mental Health Coordinating Council
- Dr Richard Bowen - Charles Darwin University
- Beverly Charnley - TAFE Queensland
- Leigh Svendsen - Health Services Union
- Helen Westwood - Australian Services Union.

Update of the Allied Health Assistance Training Package Products under the remit of the Direct Client Care and Support IRC

As noted above, the update of these Training Package Products is taking place in response to industry feedback throughout the development of the [2019 Industry Skills Forecast's Key Drivers for Change](#).

The work environment across all Australian industries is continuously evolving to adapt to external and internal industry trends, and the Allied Health sector is no exception.

Technology, automation, Artificial Intelligence (AI), globalisation, an ageing population and shifts in workforce demographics and industry (i.e. the transition from manufacturing and production to a largely service-based economy) are just some of the ongoing trends driving change. The sectors under the remit of the Direct Client Care and Support IRC, like others, have been impacted by these trends and, as a result, so too have the skills needs of the workforce.

Draft 1 Changes

In the preparation of the Draft 1 materials consideration has been given to career pathways between the Qualifications and the need for identified specialisations. The IRC identified that both the *Certificate II in Allied Health Support* and *Certificate III in Allied Health Assistance* are primarily used as entry-level Qualifications, with a large number of learners being school-based and enrolled in these two Certificates for pre-employment purposes. This has led to

the Qualifications becoming more generalised in terms of their content, with broader outcomes.

Although the *Certificate IV in Allied Health Assistance* is more targeted and less generalised than the Certificates II and III in order to focus on specialisations, the IRC has sought to make those specialisations sufficiently broad in order that there be room for lateral movement within industry job roles.

The current Skill Sets have had the Codes and Titles of their constituent Units have been changed where required in Draft 1, and stakeholder feedback will be solicited to inform any changes to the Skill Sets to be made at the Draft 2 validation stage.

The overall aim of the update of the Allied Health Assistance Training Package Products is therefore intended to achieve the following goals:

Ensure relevance: All Units have been reworked to cater to the diverse range of employers who use them while still aligning to industry's expectations of the requirements of the roles for which they are intended.

Provide clarity: The Assessment Requirements have been revised and are now both specific and clear as to what is expected from the learner.

Deliver certainty: The update now stipulates that all assessors or trainers must have a minimum of three years of professional experience in an Allied Health environment and/or be a recognised Allied Health Professional prior to being able to assess a learner's competence.

Reduce duplication: Where possible any wording within a Unit that is repetitive or unnecessary has been removed to increase clarity. Some Units that had similar content were merged, e.g. *HLTAHA005 Support the delivery and monitoring of physiotherapy programs for mobility* and *HLTAHA003 Deliver and monitor a client-specific physiotherapy program*, and the combined Unit is now titled *HLTAHA028 Deliver and monitor a client-specific physiotherapy program*.

Remove Qualifications and Units: Those Qualifications and Units that have had consistently low or no enrolments and/or completions have been recommended for deletion. These include the following:

Qualifications

HLT33215 Certificate III in Health Support Services

Units of Competency

HLTAHA002 Assist with the application and removal of casts

HLTAHA005 Support the delivery and monitoring of physiotherapy programs for mobility

HLTAHA007 Assist with podiatric procedures

HLTAHA008 Assist with podiatry assessment and exercise

HLTAHA017 Assist with social work

HLTAHA022 Prepare infant formulas

HLTHSS002 Perform general maintenance and provide assistance to tradesperson

HLTHSS006 Collect and manage linen stock at user-location

HLTHSS008 Perform routine servicing of plant, equipment and machinery.

Further information required

We encourage you to provide feedback on the Qualifications and Units contained in this first draft and welcome your input to this important project. All feedback will be considered by the IRC in moving forward with future iterations.

There are a number of areas which have been proposed during the development process where further specific consultation and feedback are required. Please refer to the [Questions for Consideration](#).

Please Note: Qualification Codes have been updated to reflect the expected year of endorsement and Units of Competency Codes have been updated as a matter of policy. These are currently sequential and are subject to change during the timeframe of the project.

Consultation Activities and Timelines

National consultation for Draft 1 is open from **Tuesday, 01 June** and will close at 5.00 pm on **Friday, 02 July 2021**. During this period, input will be sought on the following Allied Health Assistance Training Package Products under the remit of the Direct Client Care and Support IRC:

- Three updated Qualifications
- Seven updated Skill Sets
- Twenty updated HLTAHA Units of Competency and their associated Assessment Requirements
- Three new HLTAHA Units of Competency and their associated Assessment Requirements
- Four updated HLTHSS Units of Competency and their associated Assessment Requirements.

SkillsIQ will be undertaking a number of key activities to engage community stakeholders and VET professionals. Further details are posted on the SkillsIQ website here:

<https://www.skillsiq.com.au/CurrentProjectsandCaseStudies/AlliedHealthAssistanceTPD>.

Feedback can also be provided **online** via the SkillsIQ Feedback Forum, accessed at:

<https://www.skillsiq.com.au/FeedbackForum/TrainingPackages1/HLTHealth/AlliedHealthAssistanceDraft1>.

When accessing the Feedback Forum, please first refer to the 'How To' guide located on the page. It will provide directions for leaving and submitting comments.

Following the close of the consultation period, feedback received will be collated and evaluated. This feedback will inform the development of the Validation Draft.

To remain up to date with project developments, subscribe to SkillsIQ at:

<https://www.skillsiq.com.au/SubscribeToOurNewsletter.aspx>.

About this Consultation Guide

This Guide, which should be read in conjunction with the applicable Draft Training Package Products, provides:

- a list of Draft 1 Training Package Products (three Qualifications, seven Skill Sets and Twenty Seven Units of Competency and their associated Assessment Requirements)
- mapping of the Qualifications, Skills Sets and Units of Competency
- key consultation questions on which SkillsIQ seeks feedback to direct the development of Draft 2.

Contact Details

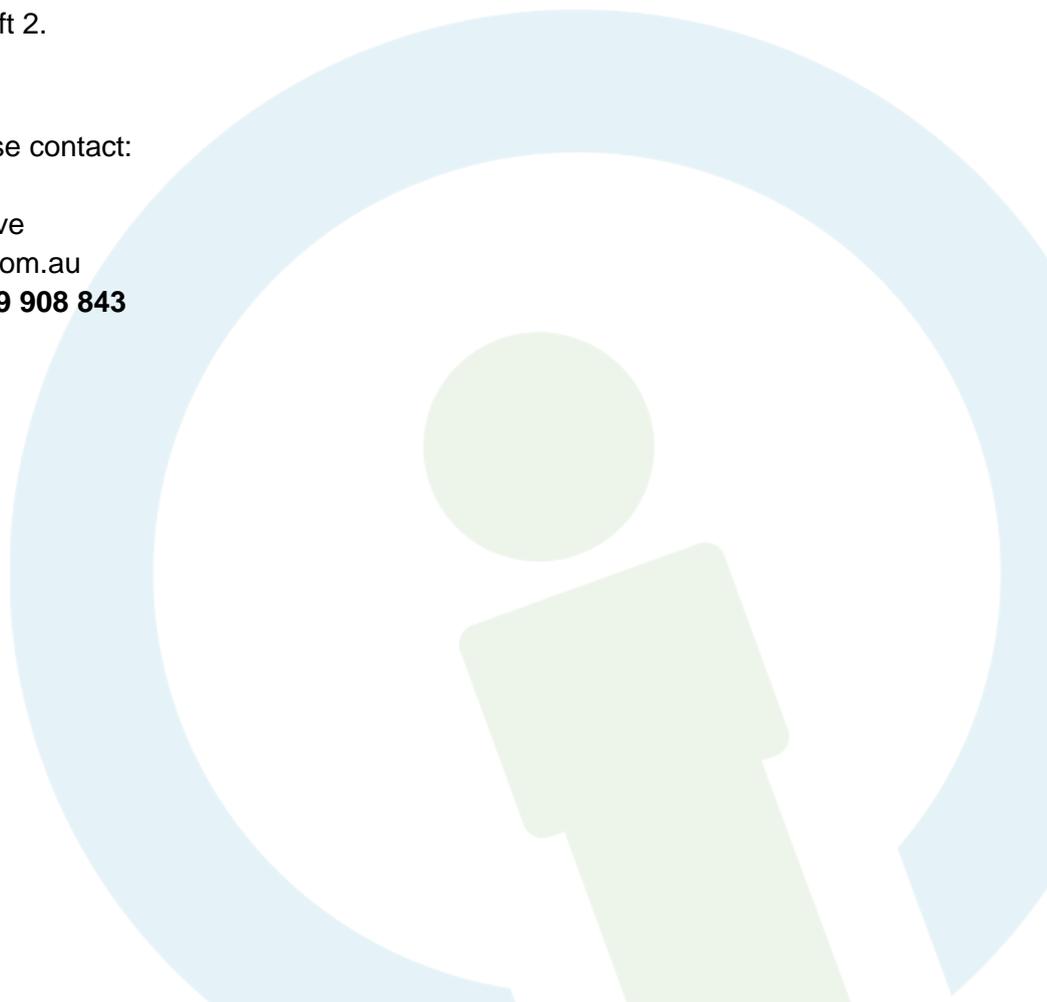
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List of Allied Health Assistance Qualifications

Qualification Code	Qualification Title
HLT23221	<i>Certificate II in Health Support Services</i>
HLT33021	<i>Certificate III in Allied Health Assistance</i>
HLT43021	<i>Certificate IV in Allied Health Assistance</i>

List of Allied Health Assistance Skill Sets

Skill Set Code	Skill Set Title
HLTSS00070	<i>Allied Health Assistance – Community Rehabilitation Skill Set</i>
HLTSS00071	<i>Allied Health Assistance - Nutrition and Dietetics Skill Set</i>
HLTSS00072	<i>Allied Health Assistance - Occupational Therapy Skill Set</i>
HLTSS00073	<i>Allied Health Assistance - Physiotherapy Skill Set</i>
HLTSS00074	<i>Allied Health Assistance - Social Work Skill Set</i>
HLTSS00075	<i>Allied Health Assistance – Speech Pathology Skill Set</i>
HLTSS00076	<i>Food Safety Supervision Skill Set (for Community Services and Health Industries).</i>

List of Allied Health Assistance Units

Unit Code	Unit Title	Prerequisite(s)
HLTAHA027	<i>Assist with an allied health program</i>	Nil
HLTAHA028	<i>Deliver and monitor physiotherapy programs</i>	Nil
HLTAHA029	<i>Support independence and community participation</i>	Nil
HLTAHA030	<i>Assist with basic foot hygiene</i>	Nil
HLTAHA031	<i>Assist in rehabilitation programs</i>	Nil
HLTAHA032	<i>Assist with the development and maintenance of an individual's functional status</i>	Nil
HLTAHA033	<i>Conduct group sessions for individual outcomes</i>	Nil
HLTAHA034	<i>Support the development of speech and communication skills</i>	Nil
HLTAHA035	<i>Provide support in dysphagia management</i>	Nil
HLTAHA036	<i>Assist and support the use of augmentative and alternative communication systems</i>	Nil
HLTAHA037	<i>Deliver and monitor an aquatic physiotherapy program</i>	Nil
HLTAHA038	<i>Support the fitting of assistive equipment</i>	Nil
HLTAHA039	<i>Assist in the development of meals and menus to meet dietary and cultural requirements</i>	Nil

Unit Code	Unit Title	Prerequisite(s)
HLTAHA040	<i>Assist with the monitoring and modification of meals and menus according to individualised plans</i>	Nil
HLTAHA041	<i>Support food services and dietetics in menu and meal order processing</i>	Nil
HLTAHA042	<i>Assist with screening and management of nutritional risk</i>	Nil
HLTAHA043	<i>Support the provision of basic nutritional advice and education</i>	Nil
HLTAHA044	<i>Work within a community rehabilitation environment</i>	Nil
HLTAHA045	<i>Assist people management in medical imaging</i>	Nil
HLTAHA046	<i>Support the medical imaging professional</i>	Nil
HLTAHA047	<i>Engage with clinical supervision and delegation</i>	Nil
HLTAHA048	<i>Provide allied health assistance in remote or isolated settings</i>	Nil
HLTAHA049	<i>Confirm health conditions</i>	Nil

List of Health Support Units

Unit Code	Unit Title	Prerequisite(s)
HLTHSS009	<i>Perform general cleaning tasks in a clinical setting</i>	Nil
HLTHSS010	<i>Handle and move equipment, goods and mail</i>	Nil
HLTHSS011	<i>Undertake routine stock maintenance</i>	Nil
HLTHSS012	<i>Handle medical gases safely</i>	Nil

Qualification Mapping HLT

Draft 1 Qualification Code	Draft 1 Qualification Title	Existing Qualification Code	Existing Qualification Title	Comment in Relation to Previous Version
HLT23221	<i>Certificate II in Health Support Services</i>	HLT23215	<i>Certificate II in Health Support Services</i>	<ul style="list-style-type: none"> • Specialisations have been restructured. • Elective Units streamlined and Units with low or no enrolments removed
HLT33021	<i>Certificate III in Allied Health Assistance</i>	HLT33015	<i>Certificate III in Allied Health Assistance</i>	<ul style="list-style-type: none"> • Units increased from 11 to 12 • Core Units added: <ul style="list-style-type: none"> ○ <i>HLTAHA047 Engage with clinical supervision and delegation</i> ○ <i>HLTAHA049 Confirm health conditions</i> • Packaging Rules altered to accommodate additional Unit • Electives revised
		HLT33215	<i>Certificate III in Health Support Services</i>	Proposed for deletion
HLT43021	<i>Certificate IV in Allied Health Assistance</i>	HLT43015	<i>Certificate IV in Allied Health Assistance</i>	<ul style="list-style-type: none"> • Units increased from 16 to 17 • Core Units increased from 7 to 9 • Packaging Rules changed to reflect increased numbers and revised specialisations • Specialisation renamed • Core Units added: <ul style="list-style-type: none"> ○ <i>HLTAHA027 Assist with an allied health program</i>

Draft 1 Qualification Code	Draft 1 Qualification Title	Existing Qualification Code	Existing Qualification Title	Comment in Relation to Previous Version
				<ul style="list-style-type: none"> ○ <i>HLTAHA047 Engage with clinical supervision and delegation</i> ○ <i>HLTAHA049 Confirm health conditions</i> ○ <i>CHCLEG001 Work legally and ethically</i> ● Core Units removed: <ul style="list-style-type: none"> ○ <i>HLTAAP001 Recognise healthy body systems</i> ○ <i>HLTAAP002 Confirm physical health status</i> ○ <i>CHCLEG003 Manage legal and ethical compliance</i>

Skill Set Mapping

Draft 1 Skill Set Code	Draft 1 Skill Set Title	Existing Skill Set Code	Existing Skill Set Title	Comment in Relation to Previous Version
HLTSS00070	Allied Health Assistance – Community Rehabilitation Skill Set	HLTSS00051	Allied Health Assistance – Community Rehabilitation Skill Set	<ul style="list-style-type: none"> Units updated with new Codes
HLTSS00071	Allied Health Assistance - Nutrition and Dietetics Skill Set	HLTSS00052	Allied Health Assistance - Nutrition and Dietetics Skill Set	<ul style="list-style-type: none"> Units updated with new Codes
HLTSS00072	Allied Health Assistance - Occupational Therapy Skill Set	HLTSS00053	Allied Health Assistance - Occupational Therapy Skill Set	<ul style="list-style-type: none"> Units updated with new Codes
HLTSS00073	Allied Health Assistance - Physiotherapy Skill Set	HLTSS00054	Allied Health Assistance - Physiotherapy Skill Set	<ul style="list-style-type: none"> Units updated with new Codes
		HLTSS00055	Allied Health Assistance - Podiatry Skill Set	<ul style="list-style-type: none"> Proposed for deletion
HLTSS00074	Allied Health Assistance - Social Work Skill Set	HLTSS00056	Allied Health Assistance - Social Work Skill Set	<ul style="list-style-type: none"> Units updated with new Codes
HLTSS00075	Allied Health Assistance – Speech Pathology Skill Set	HLTSS00057	Allied Health Assistance – Speech Pathology Skill Set	<ul style="list-style-type: none"> Units updated with new Codes
HLTSS00076	Food Safety Supervision Skill Set - for Community Services and Health Industries.	HLTSS00061	Food Safety Supervision Skill Set - for Community Services and Health Industries.	<ul style="list-style-type: none"> Minor changes to outcomes

Unit of Competency Mapping

Draft 1 Unit Code	Draft 1 Unit Title	Existing Unit Code	Existing Unit Title	Comment in Relation to Previous Version
HLTAHA027	<i>Assist with an allied health program</i>	HLTAHA001	<i>Assist with an allied health program</i>	<ul style="list-style-type: none"> One new Element added together with its associated Performance Criteria Reworded to provide clarity and reduce repetition
HLTAHA028	<i>Deliver and monitor physiotherapy programs</i>	HLTAHA003	<i>Deliver and monitor a client-specific physiotherapy program</i>	<ul style="list-style-type: none"> Retitled to better reflect job role due to merged additional Element and associated Performance Criteria Reworded to provide clarity and reduce repetition
		HLTAHA005	<i>Support the delivery and monitoring of physiotherapy programs for mobility</i>	
HLTAHA029	<i>Support independence and community participation</i>	HLTAHA004	<i>Support client independence and community participation</i>	<ul style="list-style-type: none"> Element added together with its associated Performance Criteria Reworded to provide clarity and reduce repetition
HLTAHA030	<i>Assist with basic foot hygiene</i>	HLTAHA006	<i>Assist with basic foot hygiene</i>	<ul style="list-style-type: none"> Element added together with its associated Performance Criteria Reworded to provide clarity and reduce repetition
		HLTAHA007	<i>Assist with podiatric procedures</i>	Proposed for deletion
		HLTAHA008	<i>Assist with podiatry assessment and exercise</i>	Proposed for deletion
HLTAHA031	<i>Assist in rehabilitation programs</i>	HLTAHA009	<i>Assist in the rehabilitation of clients</i>	<ul style="list-style-type: none"> Retitled to better reflect job role Element added together with its associated Performance Criteria

Draft 1 Unit Code	Draft 1 Unit Title	Existing Unit Code	Existing Unit Title	Comment in Relation to Previous Version
				<ul style="list-style-type: none"> • Reworded to provide clarity and reduce repetition.
HLTAHA032	<i>Assist with the development and maintenance of an individual's functional status</i>	HLTAHA010	<i>Assist with the development and maintenance of client functional status</i>	<ul style="list-style-type: none"> • Retitled to better reflect job role • Element added together with its associated Performance Criteria • Reworded to provide clarity and reduce repetition.
HLTAHA033	<i>Conduct group sessions for individual outcomes</i>	HLTAHA011	<i>Conduct group sessions for individual client outcomes</i>	<ul style="list-style-type: none"> • Retitled to better reflect job role • Element added together with its associated Performance Criteria • Reworded to provide clarity and reduce repetition.
HLTAHA034	<i>Support the development of speech and communication skills</i>	HLTAHA012	<i>Support the development of speech and communication skills</i>	<ul style="list-style-type: none"> • Reworded to provide clarity and reduce repetition.
HLTAHA035	<i>Provide support in dysphagia management</i>	HLTAHA013	<i>Provide support in dysphagia management</i>	<ul style="list-style-type: none"> • Element added together with its associated Performance Criteria • Reworded to provide clarity and reduce repetition.
HLTAHA036	<i>Assist and support the use of augmentative and alternative communication system</i>	HLTAHA014	<i>Assist and support the use of augmentative and alternative communication systems</i>	<ul style="list-style-type: none"> • Element added together with its associated Performance Criteria • Reworded to provide clarity and reduce repetition.
HLTAHA037	<i>Deliver and monitor an aquatic physiotherapy program</i>	HLTAHA015	<i>Deliver and monitor a hydrotherapy program</i>	<ul style="list-style-type: none"> • Retitled to better reflect job role • Element added together with its associated Performance Criteria • Reworded to provide clarity and reduce repetition.

Draft 1 Unit Code	Draft 1 Unit Title	Existing Unit Code	Existing Unit Title	Comment in Relation to Previous Version
HLTAHA038	<i>Support the fitting of assistive equipment</i>	HLTAHA016	<i>Support the fitting of assistive equipment</i>	<ul style="list-style-type: none"> • Element added together with its associated Performance Criteria • Reworded to provide clarity and reduce repetition.
		HLTAHA017	<i>Assist with social work</i>	<ul style="list-style-type: none"> • Proposed for deletion
HLTAHA039	<i>Assist in the development of meals and menus to meet dietary and cultural requirements</i>	HLTAHA018	<i>Assist with planning and evaluating meals and menus to meet recommended dietary guidelines</i>	<ul style="list-style-type: none"> • Retitled to better reflect job role • Element added together with its associated Performance Criteria • Reworded to provide clarity and reduce repetition.
HLTAHA040	<i>Assist with the monitoring and modification of meals and menus according to individualised plans</i>	HLTAHA019	<i>Assist with the monitoring and modification of meals and menus according to individualised plans</i>	<ul style="list-style-type: none"> • Element added together with its associated Performance Criteria •
HLTAHA041	<i>Support food services and dietetics in menu and meal order processing</i>	HLTAHA020	<i>Support food services in menu and meal order processing</i>	<ul style="list-style-type: none"> • Retitled to better reflect job role • Element added together with its associated Performance Criteria • Reworded to provide clarity and reduce repetition.
HLTAHA042	<i>Assist with screening and management of nutritional risk</i>	HLTAHA021	<i>Assist with screening and implementation of therapeutic diets</i>	<ul style="list-style-type: none"> • Retitled to better reflect job role • Element added together with its associated Performance Criteria • Reworded to provide clarity and reduce repetition.
		HLTAHA022	<i>Prepare infant formulas</i>	<ul style="list-style-type: none"> • Proposed for deletion
HLTAHA043	<i>Support the provision of basic nutritional advice and education</i>	HLTAHA023	<i>Support the provision of basic nutrition advice and education</i>	<ul style="list-style-type: none"> • Element added together with its associated Performance Criteria <ul style="list-style-type: none"> • Reworded to provide clarity and reduce repetition.

Draft 1 Unit Code	Draft 1 Unit Title	Existing Unit Code	Existing Unit Title	Comment in Relation to Previous Version
HLTAHA044	<i>Work within a community rehabilitation environment</i>	HLTAHA024	<i>Work within a community rehabilitation environment</i>	<ul style="list-style-type: none"> • Element added together with its associated Performance Criteria • Reworded to provide clarity and reduce repetition.
HLTAHA045	<i>Assist people management in medical imaging</i>	HLTAHA025	<i>Contribute to client flow and client information management in medical imaging</i>	<ul style="list-style-type: none"> • Retitled to better reflect job role • Reworded to provide clarity and reduce repetition.
HLTAHA046	<i>Support the medical imaging professional</i>	HLTAHA026	<i>Support the medical imaging professional</i>	<ul style="list-style-type: none"> • Element added together with its associated Performance Criteria • Reworded to provide clarity and reduce repetition.
HLTAHA047	<i>Engage with clinical supervision and delegation</i>		<i>New Unit</i>	
HLTAHA048	<i>Provide allied health assistance in remote or isolated settings</i>		<i>New Unit</i>	
HLTAHA049	<i>Confirm health conditions</i>		<i>New Unit</i>	
		HLTHSS001	<i>Operate an incinerator</i>	<ul style="list-style-type: none"> • Proposed for deletion
		HLTHSS002	<i>Perform general maintenance and provide assistance to tradespersons</i>	<ul style="list-style-type: none"> • Proposed for deletion
HLTHSS009	<i>Perform general cleaning tasks in a clinical setting</i>	HLTHSS003	<i>Perform general cleaning tasks in a clinical setting</i>	<ul style="list-style-type: none"> • Reworded to provide clarity and reduce repetition
HLTHSS010	<i>Handle and move equipment, goods and mail</i>	HLTHSS004	<i>Handle and move equipment, goods and mail</i>	<ul style="list-style-type: none"> • Reworded to provide clarity and reduce repetition

Draft 1 Unit Code	Draft 1 Unit Title	Existing Unit Code	Existing Unit Title	Comment in Relation to Previous Version
HLTHSS011	<i>Undertake routine stock maintenance</i>	HLTHSS005	<i>Undertake routine stock maintenance</i>	<ul style="list-style-type: none"> • Reworded to provide clarity and reduce repetition
		HLTHSS006	<i>Collect and manage linen stock at user location</i>	<ul style="list-style-type: none"> • Proposed for deletion
HLTHSS012	<i>Handle medical gases safely</i>	HLTHSS007	<i>Handle medical gases safely</i>	<ul style="list-style-type: none"> • Reworded to provide clarity and reduce repetition
		HLTHSS008	<i>Perform routine servicing of plant, equipment and machinery</i>	<ul style="list-style-type: none"> • Proposed for deletion

Questions for Consideration

The following series of questions has been developed to guide feedback for Draft 1 of the Allied Health Assistance Training Package Products.

Work placement requirements

Work placement hours required in Qualifications are based on the work placement hours identified within the Units of Competency of which that Qualification is comprised.

- Are the 120 hours of work placement now associated with all HLTAHA Units sufficient?
- Is the requirement for 120 hours of work placement to be provided for the purposes of assessment a reasonable expectation on the part of employers?

Qualifications

- As a result of low enrolments *HLT33215 Certificate III in Health Support Services* is proposed for deletion. Are there any compelling reasons for this Qualification to be retained?
- Do the Qualifications provide a clear and accurate description of their skills outcomes?
- Are the Qualifications structured properly so that learners could progress from Certificate III to Certificate IV and so on, if required?
- In terms of the Packaging Rules, both *HLTAAP001 Recognise healthy body systems* and *HLTAAP002 Confirm physical health status* are proposed to be removed and a new Unit, *HLTAHA049 Confirm health conditions* added. They currently sit in the core of both *HLT33021 (Certificate III in Allied Health Assistance)* and *HLT43021 (Certificate IV in Allied Health Assistance)*. Should the required numbers of Units be reduced/increased?
- Are the core Units and the number of electives appropriate in all the revised Qualifications? Are there any Units that should be added or removed?
- Are there any imported Units which should be listed? (**Note:** The content of any imported Units is outside the scope of this review.)
- Should the Qualification names be updated to better reflect job outcomes?
- Are the Titles of the specialisations reflective of the sectors they represent in the allied health assistance industry? Should they be more specific

Skill Sets

- Are the Titles of the Skill Sets reflective of the sectors they represent in the allied health assistance industry? Should they be more aligned to the specialisations?
- Are the Units appropriate to the outcomes required?

Suite of Units of Competency

- The Unit *HLTAHA027 Assist with an allied health program* applies across all health programs covered by an Allied Health Assistant. When being assessed, should it be a requirement that these skills be demonstrated in more than one discipline? If so, what should they be?
- The Unit *HLTAHA028 Deliver and monitor a client-specific physiotherapy program* has come about as a result of merging two Units together: *HLTAHA003 Deliver and monitor a client-specific physiotherapy program* and *HLTAHA005 Support the delivery and*

monitoring of physiotherapy programs for mobility. Does the new Unit capture the skills required to perform all the necessary tasks? If not, what content should be added? Should any content be removed?

- As mentioned previously, both *HLTAAP001 Recognise healthy body systems* and *HLTAAP002 Confirm physical health status* are proposed to be removed and a new Unit, *HLTAHA049 Confirm health conditions* added. Do we need these Units to be available in the general electives?
- The following Units have extremely low enrolments and are proposed for deletion. Should any Units be retained and, if so, why?
 - *HLTAHA007 Assist with podiatric procedures*
 - *HLTAHA008 Assist with podiatry assessment and exercise*
 - *HLTAHA017 Assist with social work*
 - *HLTAHA022 Prepare infant formulas*
 - *HLTHSS002 Perform general maintenance and provide assistance to tradesperson*
 - *HLTHSS006 Collect and manage linen stock at user location*
 - *HLTHSS008 Perform routine servicing of plant, equipment and machinery.*
- Are all the draft Units required? Should any be deleted?
- Are there any additional Units of Competency required?

Titles and Application Statements - Units of Competency

- Do the Titles reflect the skills being described? Could any Titles be changed to better indicate what the Units cover?
- Do the Application Statements provide a clear and accurate description of the skills being described?

Elements and Performance Criteria

- Do the Elements and Performance Criteria accurately describe what people do in these roles? If not, what could be added?
- Do the Performance Criteria adequately describe the level of proficiency?

Performance Evidence

- Should the volume of assessment be increased?
- Would the types of evidence prove that a person is competent in all the Unit outcomes, including Performance Criteria, Foundation Skills and knowledge?
- Is the suggested volume (sufficiency) of evidence appropriate? Too little, too much?
- Are the statements clear? Would assessors understand exactly what they must do?
- Are the work placement hours sufficient/not enough?

Knowledge Evidence

- What is the essential knowledge required of an individual in order to perform the tasks described in the Performance Criteria? Is the Knowledge Evidence requirement specific enough?
- Is there anything which should be added or deleted?
- What is the breadth and depth of knowledge required? Is this described well enough to assist assessors in understanding the scope?

Assessment Conditions

- Are the nominated environments appropriate?

- Are the statements clear? Would assessors understand what they must provide for the purposes of assessment?

Terminology

- Are there any words or terms used in any of the Units that aren't reflective of current industry terminology?



Appendix A: Training Package Unit of Competency Terminology Guide

Units of Competency specify the skills and knowledge a learner needs in order to complete a work task. Each Unit of Competency has associated Assessment Requirements, which detail what a learner must demonstrate and know in order to be deemed competent, along with any special conditions which apply to the assessment of competency.

UNIT CODE	Unique Code which identifies the Unit of Competency
UNIT TITLE	The Unit Title is a brief statement of the outcome of the Unit of Competency, i.e. what the task is that learners will be able to complete once they are deemed competent.
APPLICATION	The Application summarises: <ul style="list-style-type: none"> • the content of the Unit of Competency and the skill area it addresses • any relationship with other Units of Competency • any licensing requirements or relevant legislation • any elaboration of the Unit of Competency's scope, purpose and operation in different contexts; for example, by showing how it applies in the workplace.
PREREQUISITE UNIT	Prerequisites are other Units of Competency or, in some cases, licences, etc. that a learner must complete before undertaking this Unit of Competency. This may be in order to provide underpinning skills or knowledge that is essential prior to a learner undertaking this Unit.
ELEMENTS	The Elements are the basic themes of the Unit of Competency. They describe the significant functions that form part of the work task that the Unit of Competency covers.
PERFORMANCE CRITERIA	The Performance Criteria specify the required steps that enable the learner to undertake the work task.
Assessment Requirements	
PERFORMANCE EVIDENCE	Identifies what a learner must demonstrate in order to be deemed competent at the work task.
KNOWLEDGE EVIDENCE	Identifies what a learner needs to know to perform the work task effectively.

**ASSESSMENT
CONDITIONS**

Assessment Conditions provide the context for the Unit of Competency, describing essential operating conditions that must be present for assessment, depending on the work situation, needs of the candidate, accessibility of the item/s, and local industry and regional contexts.

They may specify any of the following:

- conditions under which competency must be assessed, including variables such as the assessment environment or necessary equipment or tools
- whether or not the Unit must be assessed in the workplace or may also be assessed via simulation
- resource implications; for example, access to particular equipment, infrastructure or situations
- any required characteristics of the assessor; for example, whether or not the assessor must hold a higher Qualification in that field, etc.