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Draft 2 – *Diploma of Anaesthetic Technology and Practice*

Validation Guide

April 2021

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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.

Project Background

The update of the existing nationally recognised Anaesthetic Technology Qualification and the existing seven Units of Competency packaged within the HLT Health Training Package has been commissioned by the Australian Industry and Skills Committee (AISC) under the direction of the Technicians Support Services IRC.

The 2019 Technicians Support Services Industry Skills Forecast (ISF) identified that the *HLT57915 Diploma of Anaesthetic Technology*, now to be known as the *Diploma of Technology and Practice* Qualification and seven associated Units of Competency needed to be updated due to the changing requirements of anaesthetic technology job roles.

The following key areas have been considered during the Training Package development process:

- Changes in job roles' scope of practice in terms of standards and protocols, new ideas and techniques, digital technologies and terminology used within the discipline of anaesthetics.
- Current industry practice and knowledge to equip existing and new workers to perform their job roles in an efficient and effective manner providing for safe patient management in the anaesthetics sub-sector.
- Procedures and techniques to ensure both safety and quality of patient care which is continuously evolving in the anaesthesia environment.
- The revised primary reference document that underpins the Australian and New Zealand College of Anaesthetists' (ANZCA's) best practices, namely the *PS08 Statement on the Assistant for the Anaesthetist.*

Technical Advisory Committee

To inform the update of the *Diploma of Anaesthetic Technology* Qualification and seven existing Units of Competency, an Anaesthetic Technology Technical Advisory Committee (TAC) was formed. The Anaesthetic Technology TAC worked on updating the existing Qualification and seven Units of Competency that were released for Draft 1 public consultation in September 2020.

This paper summarises the feedback received during Draft 1 public consultation and highlights key changes to the Qualification and Units which have been reflected in Draft 2.

Draft 1

National consultation on Draft 1 was open from 16 September 2020 to 16 October 2020. It was promoted via SkillsIQ's networks and stakeholders as well as via the Technicians Support Services IRC members' and Anaesthetic Technology TAC members' networks.

Draft 1 of the Qualification and seven Units of Competency was published and made available via SkillsIQ's Online Feedback Forum. A Consultation Guide was also included on the Feedback Forum for individuals to download and review. Overall, the Feedback Forum received 170 unique views during this first consultation period.

In addition to collecting feedback via the Feedback Forum, consultation activities included three webinars held during September and October 2020.

On completion, TAC members met to analyse and discuss feedback received on Draft 1 and determined actions for the development of Draft 2.

Draft 2 Validation and Timelines

Feedback reviewed during the Draft 1 consultation period has informed the development of Draft 2. Validation of Draft 2 allows stakeholders to review changes made to the Draft 1 components and confirm that the resultant Training Package Products meet their needs. It provides an opportunity for final input prior to submission for endorsement.

National validation of Draft 2 will be open from **Wednesday, 21 April 2021 and close at 5.00pm on Wednesday, 12 May 2021**. During this period input will be sought on the following:

- One Qualification
- Seven Units of Competency.

Following the close of validation, feedback will be collated and evaluated by the TAC and IRC. This feedback will inform the development of the Final Draft for submission.

Webinars

SkillsIQ will host a series of webinars to seek stakeholder input. To register your interest in attending a webinar, please click on one of the links below.

Webinar 1: Tuesday, 27 April – 10.00am–11.00am

Anaesthetic Technology Draft 2 Validation - Webinar 1

Webinar 2: Thursday, 29 April - 11.30am–12.30pm

Anaesthetic Technology Draft 2 Validation - Webinar 2

Webinar 3: Monday, 03 May - 3.00pm–4.00pm

Anaesthetic Technology Draft 2 Validation - Webinar 3

Webinar 4: Wednesday, 05 May - 2.00pm–3.00pm

Anaesthetic Technology Draft 2 Validation - Webinar 4.

Online Feedback Forum

Feedback can be provided online via the SkillsIQ Online Feedback Forum. The Feedback Forum is a tool designed to capture stakeholder feedback on draft Training Package Products. It also provides an opportunity for stakeholders to view feedback left by others.

To access the Feedback Forum, please click here.

For information on how to use the Feedback Forum, please click here.

About this Validation Guide

This Guide, which should be read in conjunction with the Draft 2 Training Package Products, provides:

- a summary of the proposed changes from Draft 1 to Draft 2
- the draft Qualification
- a list of Draft 2 Units of Competency and associated Prerequisites
- Mapping of Draft 2 Units to existing HLT versions
- an explanation of the contents of the Units of Competency and Assessment Requirements found in **Appendix A**.

This Guide does not include Draft 2 Training Package components. These can be accessed via the Feedback Forum link above.

Contact Details

For more information, please contact:

Devika Mudaliar, Skills Engagement Executive

E: devika.mudaliar@skillsiq.com.au

P: (02) 9392 8100 or 0438 043 186

Summary of Changes - Draft 1 to Draft 2

General Issues

A number of general issues were raised in stakeholders' comments, and a diverse range of viewpoints was expressed.

The following table outlines the main points raised in Draft 1 consultation and the ways in which they have been addressed.

Component/s	Changes to Draft 2
Qualification	
HLT57921 Diploma of Anaesthetic Technology and Practice	
Qualification Description	The Qualification Description has been updated to clarify the job role as **Anaesthesia Technician Allied Health Practitioner.**
Entry Requirements	Entry Requirements have been updated as follows: *Entry to this Qualification is open to individuals who have:* ◦ *completed Australian Year 12 English (or equivalent); and* ◦ *hold a current first aid and CPR certificate.*
Packaging Rules	In Draft 1, work placement for the purpose of assessment stipulated 600 hours. This has now been reduced to 360 hours. The total number of hours may be applied collectively across all Units of Competency that include the requirement for workplace hours. The *HLTAAP002 Confirm physical health status* Unit of Competency has been added to the list of elective Units. There has been no change to the Packaging Rules for Draft 2.
Units of Competency	
General	
Terminology	Current industry terminology has been revised throughout all the Units of Competency, for consistency.
Additional Changes to Specific Units	All Unit Codes have been updated.

Units of Competency

More detail can be found in the Mapping section below.

Titles	No change to the Titles
Application Statements	No change to the Application Statements
Prerequisites	No Prerequisites have been included
Elements and Performance Criteria (PCs)	Elements and Performance Criteria for all the Units have been refined to incorporate better technical language.

	The following Units have been updated with either additional or fewer Elements and Performance Criteria:
	• ***HLTANA010 Assist with airway management***
	  ○ Element 7 has been updated to include '*during maintenance phase'* when providing assistance to the patient.
	• ***HLTANA012 Maintain quality and supply of anaesthetic equipment and consumables***
	  ○ PC 2.6 has been added
	  ○ Element 6 has been deleted.

Foundation Skills	The following statement has been inserted into all the Units to acknowledge evidence of Foundation Skills: • '*Foundation Skills essential to performance are explicit in the Performance Criteria of this Unit of Competency'*.

Performance Evidence	Performance Evidence tasks for all the Units have been reworded to provide clarity on the requirements.
	Additional Performance Evidence tasks have been added to the following Units to ensure Assessment provides more reliable outcomes.
	• ***HLTANA009 Monitor patients during anaesthesia***
	  ○ '*Bi-spectral index'* measurement has been added to replace '*entropy*'.
	• ***HLTANA010 Assist with airway management***
	  ○ Performance Evidence task related to '*tracheostomy tube'* has been updated to clarify that practical assessment could only be achieved if a '*tracheostomy tube'* is available in the workplace.
	• ***HLTANA012 Maintain quality and supply of anaesthetic equipment and consumables***
	  ○ *'Planned maintenance and servicing'* in relation to anaesthetic equipment has been removed.
	• ***HLTANA013 Assist with clinical procedures used in anaesthesia***
	  ○ Performance Evidence relating to '*providing assistance for the following procedures'* has been removed:
	  ○ Pulmonary artery catheter
	  ○ Intercostal drainage
	  ○ Intracranial pressure monitoring.
	• All the Anaesthetic Technology Units ***except for the following two Units*** have been updated to **now include 360 hours of work placement** to meet the Assessment Requirements of the Unit:
	  ○ *HLTANA011 Respond to anaesthesia-related emergencies*
	  ○ *HLTANA012 Maintain quality and supply of anaesthetic equipment and consumables.*

Knowledge Evidence	The content of the Knowledge Evidence has been refined to incorporate better technical language.

	Additional knowledge has been added to the following Units to ensure assessment provides more efficient outcomes.
	• ***HLTANA009 Monitor patients during anaesthesia***
	  ○ Content on '*biomedical science'* has been replaced with '*electricity or similar'*.
	• ***HLTANA010 Assist with airway management***
	  ○ Content on '*high-flow oxygen including transnasal humidified rapid-insufflation ventilatory exchange (THRIVE)*' has been added.
	  ○ Content on '*laser safety'* and '*radiation safety'* has been added.
	• ***HLTANA012 Maintain quality and supply of anaesthetic equipment and consumables***
	  ○ Content on '*laser safety'* and '*radiation safety'* has been added.

Assessment Conditions	The wording of the Assessment Conditions has been reviewed to ensure consistency and ease of comprehension. Additional Assessment Conditions have been added to the following Units to ensure Assessment provides more efficient outcomes. • ***HLTANA010 Assist with airway management*** ○ Access to *'high-flow oxygen including transnasal humidified rapid-insufflation ventilatory exchange (THRIVE)*' has been added. The following statement has been added to all the Units of Competency that require assessment at the workplace: '*Skills must be demonstrated in the workplace with the addition of simulations and scenarios where the full range of contexts and situations have not been provided in the workplace*.'

Questions for Consideration

The following series of questions has been developed to guide feedback for Draft 2 of the Anaesthetic Technology Training Package Products.

Qualification - *Diploma of Anaesthetic Technology and Practice*

The TAC has suggested the following Entry Requirements:

- Entry to this Qualification is open to individuals:
  - who have completed Australian Year 12 English (or equivalent); and
  - who hold a current first aid and CPR certificate.

- Are these Entry Requirements too restrictive? Too lenient? If either too restrictive or too lenient, what should the Entry Requirements be?

Suite of Units of Competency

- Are the Packaging Rules for the core composition of Units attainable at a Diploma level?
- Are all draft Units required? Should any be deleted?

- Are there any essential Prerequisites that should be nominated?
- Are there any additional Units of Competency required?

Titles and Application Statements - Units of Competency

- Does the Title reflect the skill being described? Could any Title be changed to better indicate what the Unit covers?
- Does the Application Statement provide a clear and accurate description of the skill being described?

Elements and Performance Criteria

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

Performance Evidence

- Would the Performance 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?

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 assessment?

Draft 2 Qualification and Units of Competency

Qualification

Previous Qualification Code and Title	New Qualification Code and Title	Comment in Relation to Qualification E = Equivalent N = Not Equivalent
HLT57915 Diploma of Anaesthetic Technology	*HLT57921 Diploma of Anaesthetic Technology and Practice*	N Packaging of core Units changed Electives removed Updated Unit codes

Units of Competency

Previous Unit Code and Title	New Unit Code and Title	Comment in Relation to Unit E = Equivalent N = Not Equivalent
HLTANA001 Prepare clients for anaesthesia	*HLTANA008 Prepare patients for anaesthesia*	N Changes to Unit Code, Unit title, Elements, Performance Criteria, Performance Evidence and Knowledge Evidence.
HLTANA002 Monitor clients during anaesthesia	*HLTANA009 Monitor patients during anaesthesia*	N Changes to Unit Code, Unit title, Elements, Performance Criteria, Performance Evidence and Knowledge Evidence.
HLTANA003 Assist with airway management	*HLTANA010 Assist with airway management*	N Changes to Unit Code, Elements, Performance Criteria, Performance Evidence, Knowledge Evidence and Assessment Conditions.

Previous Unit Code and Title	New Unit Code and Title	Comment in Relation to Unit E = Equivalent N = Not Equivalent
HLTANA004 Respond to anaesthesia-related emergencies	*HLTANA011 Respond to anaesthesia-related emergencies*	N Changes to Unit Code, Performance Criteria, Performance Evidence, Knowledge Evidence and Assessment Conditions.
HLTANA005 Maintain quality and supply of anaesthetic equipment and consumables	*HLTANA012 Maintain quality and supply of anaesthetic equipment and consumables*	N Changes to Unit Code, Performance Criteria, Performance Evidence and Knowledge Evidence.
HLTANA006 Assist with clinical procedures used in anaesthesia	*HLTANA013 Assist with clinical procedures used in anaesthesia*	N Changes to Unit Code, Performance Criteria, Performance Evidence and Knowledge Evidence.
HLTANA007 Monitor medications in the anaesthetic environment	*HLTANA014 Monitor medications in the anaesthetic environment*	N Changes to Unit Code, Performance Criteria, Performance Evidence, Knowledge Evidence and Assessment Conditions.

Mapping of Draft 2 Units to Existing HLT Versions

Determination of Equivalence

A Unit is mapped as Equivalent (E) when it provides the same skill and knowledge outcomes, as follows:

- Elements and Performance Criteria are the same, but are re-ordered and or expressed differently for clarity
- Knowledge Requirements are the same but are expressed differently for clarity.

A Unit is mapped as Not Equivalent (N) when it provides different skill and knowledge outcomes, as follows:

- Elements and/or Performance Criteria have been added or removed
- Knowledge Requirements have been added or removed.

Substantial changes have been made to the seven Units which have been mapped as **Not Equivalent**. This is a consequence of changes made in response to significant concerns relating to the content of existing Units.

HLT Unit Code	***HLT Unit Title***	***HLT Draft 2 Unit Code***	***HLT Draft 2 Unit Title***	***Draft 2 Comments***	E/N

HLTANA001	*Prepare clients for anaesthesia*	*HLTANA008*	*Prepare patients for anaesthesia*	• Unit Code updated
				• Unit Title updated
				• Terminology updated
				• Changes to **Performance Criteria**
				  ○ PC 1.1 updated for clarity
				  ○ PC 1.3 updated to include content on ensuring verbal confirmation matches with the consent form
				  ○ PC 1.9 added to include content on participating in pre-list discussion with other members of the operating team
				  ○ PC 1.10 added to include content on ensuring the requirements of the *WHO Surgical Safety Checklist* have been met
				  ○ PCs 2.1, 2.5, 3.6, 4.3 and 4.5 updated for clarity.
					N

HLT Unit Code	***HLT Unit Title***	***HLT Draft 2 Unit Code***	***HLT Draft 2 Unit Title***	***Draft 2 Comments***	E/N
				○ PC 3.7 added to ensure adherence to organisational policies and procedures in terms of labelling, dating and documenting intravenous cannulation sites. • **Performance Evidence** ○ 360 hours of clinical workplace requirement related to anaesthetic technology have been added ○ Task related to placing a patient in various listed positions has been clarified to include 10 patients ○ List of positions updated to include '*beach chair'* ○ List of pieces of equipment updated to include '*cots and positioning equipment'* ○ Task on using pieces of equipment updated. • **Knowledge Evidence** ○ Content on organisational policies and procedures for patient intake has been added ○ Content on the requirements of the *WHO Surgical Safety Checklist* has been added ○ Content on '*allergy identification and clarification'* has been added to tasks involved in patient preparation for surgery	

HLT Unit Code	***HLT Unit Title***	***HLT Draft 2 Unit Code***	***HLT Draft 2 Unit Title***	***Draft 2 Comments***	E/N
				○ '*Entropy*' has been added to content related to the attachment of routine monitoring and equipment.	
HLTANA002	*Monitor clients during anaesthesia*	*HLTANA009*	*Monitor patients during anaesthesia*	• Unit Code updated • Unit Title updated • Terminology updated • Changes to **Elements** ○ Element 4 has been added to include content on decontaminating and storing equipment • Changes to **Performance Criteria** ○ PC 2.2 updated for clarity. ○ PCs 4.1 and 4.2 have been added to the new Element 4. • **Performance Evidence** ○ 360 hours of clinical workplace requirement related to anaesthetic technology have been added ○ Task related to providing monitoring assistance to an anaesthetist has been updated to include 10 procedures ○ '*Bi-spectral index'* measurement has been added to replace '*entropy*' in the task related to undertaking clinical measurements and tests. • **Knowledge Evidence** ○ Content on '*electrocardiography (ECG) including 3, 5 electrodes'* has been added to the list of clinical measurements.	N

HLT Unit Code	***HLT Unit Title***	***HLT Draft 2 Unit Code***	***HLT Draft 2 Unit Title***	***Draft 2 Comments***	E/N
				○ Content on '*biomedical science'* has been replaced with '*electricity or similar'*.	
HLTANA003	*Assist with airway management*	*HLTANA010*	*Assist with airway management*	• Unit Code updated • Terminology updated • Changes to **Elements** ○ Element 4 has been updated for clarity ○ Element 7 has been updated to include '*during maintenance phase'* when providing assistance to the patient • Changes to **Performance Criteria** ○ PCs 3.1, 4.1, 4.4 and 4.5 have been updated for clarity ○ PC 4.6 has been added to include content on measuring cuff pressure • **Performance Evidence** ○ 360 hours of clinical workplace requirement related to anaesthetic technology have been added ○ Task related to '*tracheostomy tube'* has been updated to clarify that practical assessment could only be achieved if a '*tracheostomy tube'* is available in the workplace. • **Knowledge Evidence** ○ Content on '*high-flow oxygen including transnasal humidified rapid-insufflation ventilatory exchange (THRIVE)*' has been added ○ *Content on 'laser safety'* and '*radiation safety'* has been added	N

HLT Unit Code	***HLT Unit Title***	***HLT Draft 2 Unit Code***	***HLT Draft 2 Unit Title***	***Draft 2 Comments***	E/N
				○ Content on '*unanticipated difficult airway'* has been added. • **Assessment Conditions** ○ Access to '*high flow oxygen including transnasal humidified rapid-insufflation ventilatory exchange (THRIVE)*' has been added ○ '*Entropy*' has been added to the list of monitoring equipment.	
HLTANA004	*Respond to anaesthesia-related emergencies*	*HLTANA011*	*Respond to anaesthesia-related emergencies*	• Unit Code updated • Terminology updated • Changes to **Performance Criteria** ○ PC 3.1 has been updated to include '*therapeutic substances'* being readily available ○ PC 3.2 has been updated to include '*substance*'. • **Performance Evidence** ○ Task related to responding to respiratory or airway emergency situations has been updated to remove the following situations: ▪ Suxamethonium apnoea ▪ Hypoxia/hypoxaemia ▪ Hypercarbia. ○ List of cardiac emergencies has been updated to remove '*Cardiac arrhythmias which pose threat to life for individual clients'*. ○ Task related to emergency situations has been updated to remove the following situations:	N

HLT Unit Code	***HLT Unit Title***	***HLT Draft 2 Unit Code***	***HLT Draft 2 Unit Title***	***Draft 2 Comments***	E/N
				▪ Pulmonary oedema & negative pressure pulmonary oedema ▪ Metabolic and endocrine abnormalities ▪ Septic shower ○ '*Fluids and therapeutic substances'* and '*invasive access and invasive monitoring'* have been added to the list of emergency equipment and consumables. • **Knowledge Evidence** ○ Content on '*airway fires'* has been added to the list of respiratory or airway emergencies ○ Content on '*diabetes*' and 'thyroid storm' has been added to the list of anaesthetic emergencies ○ Content on '*Vortex Approach (for airway management)*' and '*Difficult Airway Society (DAS) guidelines or ANZCA guidelines for the management of Evolving Airway Obstruction: Transition to the CICO airway emergency'* has been added to the list of methods for dealing with emergencies ○ Content on emergency drugs has been updated to include '*fluids and therapeutic substances'* • **Assessment Conditions** updated for clarity.	
HLTANA005	*Maintain quality and supply of*	*HLTANA012*	*Maintain quality and supply of*	• Unit Code updated. • Terminology updated	N

HLT Unit Code	***HLT Unit Title***	***HLT Draft 2 Unit Code***	***HLT Draft 2 Unit Title***	***Draft 2 Comments***	E/N

	anaesthetic equipment and consumables		*anaesthetic equipment and consumables*	• Changes to **Elements**
				  ○ Element 6 has been deleted
				• Changes to **Performance Criteria**
				  ○ PCs 1.6 and 2.4 have been updated for clarity
				  ○ PC2.6 has been added
				• **Performance Evidence**
				  ○ '*Planned maintenance and servicing'* in relation to anaesthetic equipment has been removed
				  ○ Task related to '*equipment decontamination'* has been added.
				• **Knowledge Evidence**
				  ○ Content on '*laser safety'* and *'radiation safety'* has been added
				  ○ '*Scavenge systems'* and '*operating room air change and pollution standards'* have been added to the list of anaesthetic equipment and consumables
				  ○ Content on bulk and local gas supply equipment has been updated to include pipeline and cylinders
				  ○ Content on associated anaesthetic equipment updated to include '*anti-thromboembolitic device'* and '*ultrasound*'
				• **Assessment Conditions** updated for clarity.	

HLTANA006	*Assist with clinical procedures used in anaesthesia*	*HLTANA013*	*Assist with clinical procedures used in anaesthesia*	• Unit Code updated • Terminology updated • Changes to **Performance Criteria**	N

HLT Unit Code	*HLT Unit Title*	*HLT Draft 2 Unit Code*	*HLT Draft 2 Unit Title*	*Draft 2 Comments*	E/N
				○ PCs 1.4 and 3.1 have been updated for clarity ○ PC 1.9 has been added to include content on using appropriate aseptic and sterile techniques. • **Performance Evidence** ○ 360 hours of clinical workplace requirement related to anaesthetic technology have been added ○ Task related to anaesthetic procedures has been updated to clarify assessment requirements ○ Task related to remote site anaesthesia has been updated to include medical imaging, angiography and cath lab ○ Task related to '*providing assistance with procedures using aseptic technique'* has been updated to clarify Assessment Requirements. • **Knowledge Evidence** ○ Content on pain management procedures has been updated to include '*chemical sympathectomy'* ○ Content on '*unanticipated difficult airway'* has been added ○ List of surgical procedures updated to include minor and major maxillofacial surgery, neurosurgery and dental surgery ○ Task related to events during surgery that could affect anaesthesia has been	

HLT Unit Code	***HLT Unit Title***	***HLT Draft 2 Unit Code***	***HLT Draft 2 Unit Title***	***Draft 2 Comments***	E/N
				updated to include '*drug reaction, air embolism, fat embolism'*.	

HLTANA007	*Monitor medications in the anaesthetic environment*	*HLTANA014*	*Monitor medications in the anaesthetic environment*	• Unit Code updated
				• Terminology updated
				• Changes to **Performance Criteria**
				  ○ PC 2.1 has been updated for clarity
				  ○ PC 5.6 has been added to include content on performing blood product checking procedure.
				• **Performance Evidence**
				  ○ 360 hours of clinical workplace requirement related to anaesthetic technology have been added.
				• **Knowledge Evidence**
				  ○ Content on formulations has been updated to include '*powders'*
				  ○ Content on local anaesthetics has been updated to include '*epidural, spinal, regional wound catheters'*
				  ○ List of drug groups has been updated to include sedatives and pre-medicants and emergency medications
				  ○ Infusion products and equipment list have been updated to include vaporisers
				  ○ Content on '*biological fluid exposure'* has been added.
				• Assessment Conditions have been updated with the following statement:
				  ○ '*Skills must be demonstrated in the workplace with the addition of*
					N

HLT Unit Code	***HLT Unit Title***	***HLT Draft 2 Unit Code***	***HLT Draft 2 Unit Title***	***Draft 2 Comments***	E/N
				simulations and scenarios where the full range of contexts and situations have not been provided in the workplace.'	

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 know and demonstrate 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: • 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 and elaborates 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 for a learner to undertake 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 items required, and local industry and regional contexts. They may specify any of the following: • The 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, e.g. whether the assessor must hold a higher Qualification in that field, etc.