Information Booklet

For

HLT37415 Certificate III in Pathology Assistance

Introduction

N K Training Centre (NKTC) is a Registered Training Organisation (Provider number 4 6 3 2 3) registered with the Australian Skills Quality Authority (ASQA). NKTC is proud to offer the *HLT37415 Certificate III in Pathology Assistance* program. The program involves both scheduled classrooms learning activities and workplace-based training and assessment.

This program reflects the role of pathology assistants and specimen reception staff in laboratories. Workers in this role follow known routines and procedures, taking responsibility for their own work under general supervision. This program equips the learners with skills and knowledge required to seek employment in various roles within the pathology services industry such as:

- Pathology Laboratory Assistant
- Specimen Collection Officer
- Specimen Reception Assistance

If you wish to pursue a career within the pathology industry, this is the course for you.

Who is responsible for your training?

NKTC is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered in this course and for the issuance of AQF certificates. NKTC will assist all learners in finding a suitable work placement opportunity within a Pathology Collection Centre.

National recognition

These competencies have been drawn from the nationally endorsed industry training package the Community Services Training Package (CHC), the Health Training Package (HLT), Laboratory Operations Training Package (MSL) and the Business Services Training Package (BSB).

On successfully completing the training and assessment for all listed units of competency, the *HLT37415 Certificate III in Pathology Assistance* qualification will be issued. A transcript listing all units of competency will also be issued. The qualification and its units of competency are nationally recognised and provide individuals with a valuable qualification that can be applied throughout Australia. NKTC will issue a qualification within 30 days of the final assessment being completed.

Learner Information

Detailed learner information is available within our Learner Handbook which is supplied with the enrolment package. This booklet contains important information about a learner's rights and obligations such as their right to privacy, a safe training environment and the right to complain or appeal an assessment decision. It is important that people applying for enrolment have an opportunity to review this information first. Please contact us and we can send this information to you straight away.

Entry requirements

There are no specified entry requirements for this qualification specified within the Training Package. Noting this, NKTC requires persons who undertake this course to:

- be 18 years of age or over
- have a valid Unique Student Identifier (USI) number
- have a valid and current email address and phone number
- Completed Year 12 or Certificate II or higher AQF level or 1 year of work experience in a role that requires the use of written documentation and communication in English.
- have suitable language, literacy, and numeracy skills to read and comprehend learning materials and perform tasks related to the tasks
- have the basic computer skills to engage with all requirements of this qualification which involves accessing computers for research, reading articles, accessing online learning materials, watching learning videos, downloading, and uploading documents.
- Have a commitment to purse the career into the pathology services industry which involves below attributes:
    - working long hours standing and moving
    - maintain high level of personal hygiene
    - monitoring client's health and hygiene
    - the ability to adhere to policy and processes
    - cultural sensitivity and ability to communicate with people from different backgrounds
    - patience, sincerity and trustworthiness

Recognition of Prior Learning

Learners can apply for recognition of their existing skills and knowledge that are relevant to the units of

competency within the program. These skills and knowledge may have been obtained through workplace training or experience and may reduce the number of units required to be completed during the program.

Learners are encouraged to notify NKTC of their interest or intention to apply for RPL prior to their enrolment. We will provide our learners with a pre-training review questionnaire that gathers information about their prior experience. This information is then used to determine the best pathway for them to achieve competency.

Dress and Equipment Requirements

Learners are required to present to class in neat, casual attire suitable for participation in practical activities. Any specific requirements for practical placement will be discussed during Day 1 Induction.

Learner will require basic stationery and a notebook according to their own study preferences during classroom learning sessions and their own self-paced study. Access to a computer which has an internet connection is recommended to assist learners to undertake study and research in response to some assessment tasks.

Learners may bring portable electronic devices to classroom sessions such as small laptops if they wish. Learners are issued with an electronic version of the Learner Guide to assist with their study for each unit of competency.

Program outline and duration

The program is designed to be delivered over a period of ***26 weeks***. For further information, please refer to the course timetable provided by our friendly support staff.

NKTC will support learners that need additional time. Alternatively, participants who have pre-existing skills and knowledge may be able to complete the course in a shorter duration. Training is delivered in a blended mode combining trainer-led classroom-based delivery with self-paced learning and 18 hours of workplace-based training and assessment. Written learning activities will reinforce theoretical knowledge, and skills will be practiced in NKTC's simulated environment and in the workplace where learning will be placed into context.

NKTC trainers visit the learners' workplace during their work placement with a primary purpose to observe the learner's performance, to provide support as required and to undertake assessment.

The units of competency are sequenced in a way that allows a logical progression. Learners will be provided with high quality learning materials to assist them in developing their knowledge of the subject.

Locations

All learning and practical skills training will be delivered in our classrooms and a fully equipped simulated practical training room within the campus at the following location:

Ground Floor, 43 Hunter Street, Parramatta NSW 2150

Course Fees and Charges

This course is available on a fee for service arrangement. The current cost can be found in our Fee Schedule along with details of refund rights and obligations.

Course structure

The *HLT37415 Certificate III in Pathology Assistance* comprises 14 units of competency. These units have been organised in an appropriate sequence relating to skills and knowledge or work tasks which are built on completion of previous units. This results in an efficient delivery of training and assessment and a structure that is very logical for learners.

To be issued the qualification *HLT37415 Certificate III in Pathology Assistance*, a learner must be assessed as competent in all 14 units of competency comprised of 8 core units and 6 elective units. NKTC has selected the elective units based on consultation with the industry experts ensuring learners acquire a broad set of skills with a focus on the specific vocational outcomes listed above. All units of competency are supported by the learning content within the prescribed text.

The *HLT37415 Certificate III in Pathology Assistance* is structured in a logical manner and delivered in the following course structure:

Unit(s) of competency

Core Units

1. CHCCOM005 Communicate and work in health or community services
2. CHCDIV001 Work with diverse people
3. HLTINF006 Apply basic principles and practices of infection prevention and control
4. HLTPAT006 Receive, prepare, and dispatch pathology specimens
5. HLTWHS001 Participate in workplace health and safety
6. BSBCUS201 Deliver a service to customers
7. BSBMED301 Interpret and apply medical terminology appropriately
8. BSBWOR204 Use business technology

Elective Units

9. MSL922001A Record and present data
10. MSL933005 Maintain the laboratory/field workplace fit for purpose
11. MSL933004A Perform calibration checks on equipment and assist with its maintenance
12. HLTAAP001 Recognise health body systems
13. HLTPAT004 Collect pathology specimens other than blood
14. HLTAID011 Provide first aid

Assessment requirements

Assessment is conducted using a combination of realistic practical tasks, projects, knowledge tests, response to case studies and workplace-based observation assessments. The following provides a brief explanation of the assessment methods that are to be applied:

- **Demonstration / Presentation.** The learner is required to demonstrate the application of their knowledge and skills directly related to the relevant workplace tasks and duties. These activities will be clearly explained and allow the assessor to observe the learner's performance.
- **Case Studies.** The learner is required to provide a response to a case study that is provided by the assessor.
- **Project.** The learner is required to undertake a range of projects provided by the assessor. Projects will often have a practical presentation component where the learner will be asked to present the outcomes of their project.
- **Knowledge Test.** The learner is required to undertake written knowledge tests over the course of their study. These tests will be undertaken as per the timetable and the learner will be required to individually complete the test.

Practical (work) placement

Learners in the *HLT37415 Certificate III in Pathology Assistance* are required to participate in ***18 hours*** of workplace-based learning and assessment within an accredited Pathology center. NKTC has given careful consideration to the units which form a part of the work placement with a view that a learner will benefit and strengthen their knowledge and skills in the workplace. It is critical that the learner participates in the work placement to allow for a workplace context in the assessment and workplace observation which is a requirement for various units.

NKTC can assist learners who need support in finding a work placement venue using its own network in the industry. In all cases, NKTC will engage with the nominated workplace to ensure that it will provide a suitable environment to the learners enabling them to gather practical experience across the tasks outlined in the units of competency. NKTC will establish a formal Work Placement Agreement with the nominated workplace to ensure a minimum level of supervision for learners and a safe working environment. NKTC's assessor will undertake visits to the workplace to undertake practical

assessment of the learner performing the required tasks.

Contact us

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