

CHCSS00070 ASSIST CLIENTS WITH MEDICATION SKILL SET



SKILL SET OVERVIEW

1. QUALIFICATION SUMMARY

- National code/title:
 - CHCSS00070 – Assist clients with medication skill set
- Industry relevance:
 - This skill set reflects the skill requirements to provide support a person to self-administer medication
- Entry requirements:
 - This skill set has been endorsed by industry as suitable for individuals who hold a qualification at Certificate III level or higher in an area involving provision of direct client care or support
- Recommended skills:
 - It is recommended that applicants be able to read, write and communicate in English to at least Year 10 standard. Learners will be expected to read and understand simple legal and medical documents, interact effectively with colleagues and build relationships with elderly people and family members. Some life experience around the elderly would be an advantage.
- Required materials and Equipment
 - Access to computer, laptop or device. Access to the internet.
 - For best performance, you should access Canvas (our eLearning platform) with a computer that supports the most recent browser versions. It is recommended to use a computer five years old or newer with at least 1GB of RAM. For more information on recommended settings, supported browsers and mobile specifications, please visit: <https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66>

2. SKILL SET COMPONENTS

To successfully complete the skill set, two units of competency must be completed.

- Core units (2):
 - The core units of this skill set are compulsory for all learners:

1. HLTAAP001	Recognise healthy body systems
2. HLTHPS006	Assist clients with medication

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ASSESSMENT

3. ASSESSMENT REQUIREMENTS

Assessment tasks:

- Assessment is generally progressive with multiple assessment tasks to be completed for each unit of competency. Assessment tasks and methods will vary from unit to unit and may include a combination of project work, case studies, portfolio evaluation, written assignments/examinations, role plays, oral questioning, practical demonstrations and observation of performance in the workplace or simulated work environment.

Task submission:

- Assessment tasks must be submitted by the due date unless an extension has been granted. Students are entitled to two re-submissions per item following an initially inadequate assessment.

4. RECOGNITION AND CREDIT

RPL application:

- If you believe you are able meet course requirements through workplace and other evidence in your possession, then contact your local college for further information about the RPL process. Note that RPL applications must be made at the time of enrolment after which you will be contacted by one of our assessors to discuss your application.

Credit transfers:

- You may already have acquired some of the units of competency in this qualification from an earlier course or from another Registered Training Organisation, authorised issuing body or authenticated VET transcripts from the Registrar. If so, you can claim credit for these by providing original qualification transcripts or statements of attainment. These will be verified and copied as evidence of current competency. Note that you cannot receive credit for your whole programme of study.

INDUCTION AND SUPPORT

5. INDUCTION AND SUPPORT

Pre-enrolment:

- By completing pre-enrolment assessment prior to enrolling in this qualification, you will be assisting us to evaluate your suitability for the course and to tailor support services to meet your individual needs. A Student Support Officer will review your pre-enrolment information and, if appropriate, contact you to discuss options to assist you to participate productively in the course.

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- Course induction:
- An induction session to be held at the outset of the course comprises an overview of the industry, including relevant legislation, and covers course content, delivery and assessment arrangements and course completion requirements. A general orientation to college facilities, rules and safety procedures is also provided.
 - Orientation to our online learning management system will also be provided by the trainer.
- Individual support:
- Your trainer can provide email and telephone support throughout the course. All enrolled students also have access to a Student Support Officer who can provide advice and assistance or facilitate external support.

CERTIFICATION ARRANGEMENTS

6. AWARDS ISSUANCE

- Course completion:
- A skill set testamur and transcript will be issued by ACE Community Colleges upon successful completion of course requirements, provided that all administrative requirements have been met and course fees are paid in full. In these circumstances, certificates will be issued within 30 days.
- Partial completion:
- Where a student does not complete all components, a statement of attainment listing units successfully achieved will be issued by ACE Community Colleges within 30 days of course completion as long as all outstanding fees have been paid.

ENROLMENT INFORMATION

7. ENROLMENT APPLICATION

- Application:
- Enrolment is contingent upon your application being accepted. Factors considered in the evaluation of enrolment applications include eligibility, pre-requisite fulfilment, the outcome of screening processes, past payment of fees and acceptance of the terms of enrolment.
- Unique student identifier (USI):
- It is a condition of enrolment in any nationally recognised training (accredited) programme that you supply us with your unique student identifier (USI). If you don't already have one you can apply for one online at www.usi.gov.au. Further information on the national USI system is available from college administration.

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- Confirmation:
- Enrolment is confirmed upon payment of a deposit against the course fee. ACE will collect no more than \$1500 of the total fee on initial enrolment.

8. FEES AND SUBSIDIES

- Full fee:
- \$800
- Subsidies available:
- Yes – see box below for details

Programme:



Proud to be a Queensland Government subsidised training provider

- We are a Skills Assure Supplier.
- Higher Level Skills (QLD). Applicants eligible for enrolment under *Higher Level Skills* to note that this training is funded by the Queensland Government.

Eligibility criteria:

- You must be at least 15 years old and no longer at school (excepting VET in Schools students)
- Resident in Queensland
- Australian or New Zealand citizen or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency
- **Must hold a qualification at Certificate III level** in an area involving provision of direct client care or support
- Must **not** have or be enrolled in a **Certificate IV or higher** level qualification (excluding qualifications completed at school and foundations skills training)
- Must be an existing worker in the Community Services industry

Fees payable:

- \$300 student co-contribution fee (\$150 per unit)
- \$280 student co-contribution fee (\$140 per unit)
- No fee applies to credit transfer applications for approved units of competency

Refunds:

- Where subsidised training is not completed, a proportion of the co-contribution fee – corresponding to the number of unfinished units – will be refunded upon written request. No refund is payable on units of competency successfully completed. Refund requests will generally be processed within 28 days.

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About fees:

- The course fees specified above are fully inclusive of all textbooks, learning materials, tuition costs and support services for the advertised duration of the course.

CANCELLATIONS AND REFUNDS

9. CANCELLATIONS AND REFUNDS

Course cancellation:

- Students are entitled to a full refund, without deduction, if a course is cancelled by us for any reason prior to its commencement.
- If ACE Community Colleges, closes or ceases to deliver any part of the course in which you are enrolled we will work with you to refund the part of the course yet to be delivered, transfer you to another similar course acceptable to you at no cost, find options for your transfer to another provider.

Student withdrawal:

- Fees paid will be refunded where written notice of withdrawal is provided at least five working days prior to course commencement. Note that \$50 will be deducted from the refund amount to cover administration costs.
- Students wishing to cancel fewer than five working days prior to their course commencing, or at any time after commencement, are not entitled to a refund although a partial refund may be paid at the discretion of the local college manager where exceptional circumstances can be demonstrated. All such requests must be in writing.

Changes:

- If there are any changes to your enrolment or to the information under which you were enrolled that affect you, we will advise you as soon as possible. This includes changes to the ownership of the College, or to any training delivery arrangement such as a third-party or other services.

FURTHER INFORMATION

10. ACE STUDENT HANDBOOK

Student handbook:

- Our *Student Handbook* is available to all prospective students and may be obtained at or prior to enrolment from any of our colleges or downloaded from our website. The *Student Handbook* reflects our policies and contains information on the enrolment process, skills recognition, participation in training and assessment, support services, fees and refunds, rules and regulations and a range of general information.
- While our Student Handbook also contains the specific details of the our complaints and appeals process, it can also be accessed on our website at <https://www.acecolleges.edu.au/students/>

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DELIVERY

11. DELIVERY ARRANGEMENTS

Course Duration

Maximum duration: 1 month
Online learning delivery package:

Mode of delivery

Stage 1: Course work (delivery online)

Direct your own learning with all your study materials online, allowing you to manage your own workload and fit your studies around your lifestyle. Access your learning space 24 hours a day, seven days a week and be supported by high-quality educators who are devoted to your outcomes. In addition to this, trainers will facilitate workshops where possible. Simulation requirements will be met in the online learning environment by using live video.

Stage 2: Practical

It is a requirement of this skill set that learners undertake at least 15 hours of practical work experience in an aged care facility. If you are not currently employed in the industry, ACE will facilitate your placement with a suitable local employer.