

*Aboriginal
health education
in Aboriginal hands.*

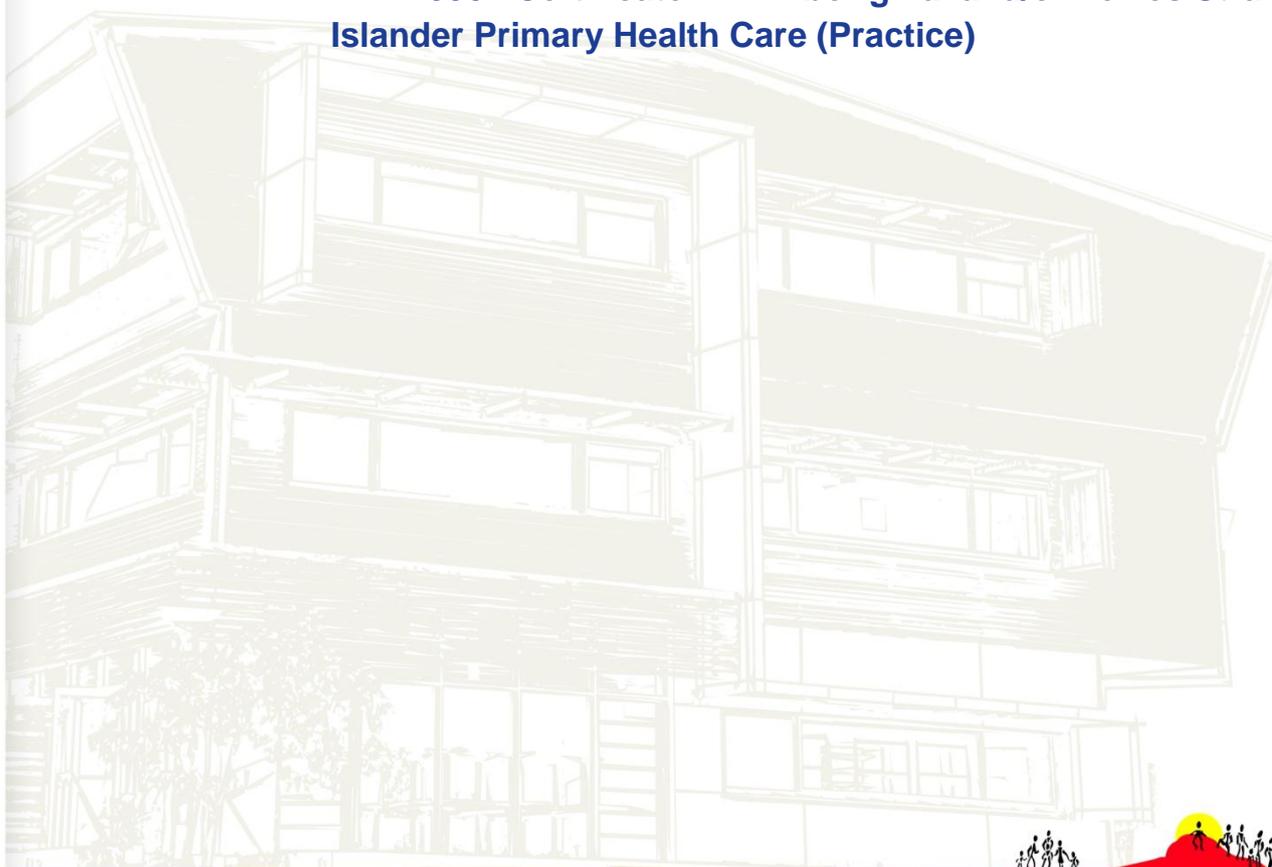


**Aboriginal
Health College**

Course and Assessment Information Guide

2012

**HLT 43907 Certificate IV in Aboriginal and/or Torres Strait
Islander Primary Health Care (Practice)**





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Subject and Assessment Information Guide

Overview and pre-requisites

This qualification is proposed for workers with some breadth and depth of skills and knowledge in assessment and treatment of a wide range of presenting health problems for Aboriginal and/or Torres Strait Islander clients and communities.

Workers seeking enrolment in, or for this qualification, must be able to demonstrate competence in the following competency units from Certificate III:

-  HLTAHW301A Work in Aboriginal and/or Torres Strait Islander Primary Care Context
-  HLTAF301B Apply First Aid
-  HLTOSH300A Contribute to OHS processes
-  HLTIN301A Comply with infection control policies and procedures in health work
-  HLTAHW302A Facilitate communication between clients and service providers

Units HLTAHW401A, HLTAHW402A and HLTAHW403A, compulsory units in this qualification include the clinical components of the following units of competency:

HLTAHW304A Undertake basic health assessment

HLTAHW305A Plan and implement basic health care

Therefore these units are not listed as Pre-requisites.



HLT 43907 Certificate IV in Aboriginal and Torres Strait Islander Primary Health Care(Practice)

Workers seeking enrolment in or credit for this qualification must be able to demonstrate current competence in the compulsory competency units required for Certificate III in Aboriginal and/or Torres Strait Islander Primary Health and in any competency units identified as individual pre-requisites for specific elective units.

Certificate IV may be regarded by jurisdictions as the level at which an Aboriginal and /or Torres Strait Islander Health worker may function independently.

To be assessed as competent in this qualification, individual workers are required to:

-  Undertake supervised work placements in primary health care settings, supplemented by simulated practical application of skills and knowledge. Individuals must demonstrate consistency of performance over time to achieve competency outcomes.

Occupational titles for workers at Certificate IV level may include, for example:

-  Aboriginal health worker- community Health
-  Senior Aboriginal health worker
-  Community health worker (Aboriginal and /or Torres Strait islander)
-  Aboriginal Hospital Liaison officer
-  Aboriginal health education officer

Target group:

Enrolment within this course will focus on recruiting students from the following in order:

1. New and existing Aboriginal Health Workers working in a context which fits with a Diploma level qualification within a community care context. Please refer to the accompanying overview and pre-requisite requirements section for further clarification
2. Students needing to gain a Certificate IV qualification for further study or Recognition
3. Aboriginal Workers seeking a career transition with a readily transferable qualification pathway and relevant work experience at Certificate IV level or higher
4. Other suitably eligible prospective students

13 units of competency are required for this qualification including 10 compulsory units and 3 elective units.



Compulsory units

There are 10 compulsory units that must be completed

Unit of competency	Nominal hours
HLTAHW303B Advocate for the rights and needs of community members	20
BSBCMN205A Use business technology	30
CHCCS400B Work within a legal and ethical framework	50
HLTAHW401A Assess client's physical well being	120
HLTAHW402A Assess and support client's social and emotional well being	120
HLTAHW403A Plan and implement health care in a primary health care context	140
HLTAHW404A Monitor health care	20
HLTAHW405A Deliver primary health care programs for Aboriginal and/or Torres Strait Islander communities	120
HLTAHW406A Work with medicines	60
HLTAHW407A Provide nutrition guidance for specific health care	40

Relevant Elective units

Three elective units must also be completed. These elective can be chosen from the list below. Sufficient electives are offered by the Aboriginal Health College to facilitate qualification completion.

Unit of competency	Nominal hours
HLTOHS401A Maintain workplace OHS processes	40
CHCCOM403A Use targeted communication skills to build relationships	45
CHCCM402D Establish and monitor a case plan	55



Extra Elective units

The three elective units listed below may be offered by the Aboriginal Health College as an extra cluster to facilitate further qualification skills as requested by the student. These electives may only be offered if there is sufficient interest.

Unit of competency	Nominal hours
HLTPAT306B Perform blood collection	50
HLTPAT308B Identify and respond to clinical risks associated with pathology specimen collection	20
HLTPAT304B Collect pathology specimens other than blood	30

Nominal course hours 900hrs



Assessment

Assessment strategy

Assessment of competence may be via a range of pathways to accommodate different learner needs and circumstances. For example, oral presentations, visual displays or role-plays may be used as alternatives to more formalised written assignments. The rigour applied will be the same, regardless of the mode of assessment, so as to ensure competency/learning outcomes have been clearly demonstrated. All assessment will be carried out within the parameters of nationally endorsed assessment guidelines for the Health and or Community Services sector depending on the course you are studying and which Training Package it fits within.

Expectations

You will be required to complete assessment tasks to demonstrate your competency in the learning outcome/s of each course of study.

While assessment tasks are normally set by teachers, sometimes there is room for negotiation. Depending on the issues involved, these negotiations may occur in class or in private. Negotiations may cover such matters as

-  alternative presentation methods (say, a brief video instead of an essay)
-  changes to the assignment task to capitalise on learning opportunities presented by current events or individual circumstances
-  adjustments to be made in view of absences
-  adaptations to the individual needs of learners
-  the method, times and extent of teacher availability out of class time. Think carefully about the support you will request of the teacher
-  whether the teacher is able and willing to review drafts or proofs of your work
-  (in the case of workplace learning) consideration of your workplace options for activities, projects, research, essays and other assessable tasks - should you have substantial existing evidence of your workplace competence in this subject area we encourage you to use our Standard Recognition tool for these units of competence
-  learning plans can also be developed to suit your specific workplace role context and experience



Presentation standards for written work

Your written work must meet a number of standards. Above all, you must meet basic standards of workplace level literacy and legibility – which together make for readability. Thus, your work must

-  Be easily readable and neat in presentation and preferably be produced electronically, (unless completed legibly by hand in the related Activity Booklet. Third Party reports may also be hand written.
-  in black, on white or pale coloured paper
-  with the body text in a typeface suitable for reading (preference is for Arial Narrow or Calibri 11 pt – 12 pt)
-  with some space between paragraphs and
-  side margins of at least 3.1 cm for teacher comments
-  use 1.5 x line-spacing
-  meet an acceptable standard of grammar, spelling and structure -specific to the context of the assignment and sufficient for the assessor to be able understand your assessment
-  have numbered pages
-  include a title page

Failure to meet any of these standards may result in your assignment being returned to you unmarked and with instructions to 'Resubmit'.

Please make sure that you acknowledge all sources of information and that you do not plagiarise!

All assignments should contain a bibliography and be referenced.

You are also advised to consult the Aboriginal Health College Student Information Book which states that you are to “complete all assessment tasks honestly without any form of cheating or plagiarism”. Intentional or unintentional plagiarism is a breach of your responsibility. It is academic dishonesty. For further information about plagiarism, please refer to the Aboriginal Health College resources on Plagiarism.

You also need to know that your teachers may use web- and software-based plagiarism detectors to electronically examine assignments for evidence of plagiarism. The possible consequences of detection include a lower grade in the assignment, failure in the subject and termination of your enrolment at the Aboriginal Health College.



Submitting written assessment items

Written assignments may be submitted in one of two ways:

- 1) Email the document (as an attachment) directly to your teacher. You should set your email client to request an automatic receipt when the item is opened. When you submit by email you should make the declaration in the body of your email: *I declare that the attached assignment is my own work and that any material incorporated from other sources has been acknowledged.*
- 2) Hand the document in. It must have an *Aboriginal Health College Assignment Cover Sheet* attached, with all details entered. If you use this submission method your receipt will be date-stamped by the Administrative Officer or Teacher receiving it. When you submit your assignment, you are required to make a declaration that *the attached assignment is my own work and that any material incorporated from other sources has been acknowledged.* The assignment cover sheet includes this text and space for your signature.

We recommend that you retain all receipts for assignments together with the original data files. The loss or damage of an assignment is rare but we are not infallible. That is mistakes do and can happen.

Marking and return of your work

Normally, your teacher will provide feedback on your work and return it to you. If possible, this will be within two weeks of receiving it from you if you meet the original time deadline for submission of the assignment.

If you submit your assignment by email, your feedback may also be by email.

Re-assessment

If the feedback you receive indicates that you have not achieved competency in any aspect of the assessment, you will be given another opportunity to be re-assessed at a time to be negotiated with your teacher. You will be given feedback as to what extra is required.

Note that the Aboriginal Health College policy is that if you are required to resubmit your work in a graded subject, you will be disqualified from receiving a grade higher than pass level when your work is re-marked.

Extension of time for submission of an assignment

To get a later due date for an assignment you must complete the *Assignment Extension Request* form and ensure that appropriate Aboriginal Health College staff personnel receive it. To be considered, this application must be made before the due date of the assignment.

Your application will be referred to your teacher who will approve or decline your request and return the tear-off ticket or an e-mail response. This response must be attached to your assignment when you present it before the new due date.



Appeals Process

You have the right to appeal against decisions on your assessment. It is best to first discuss any issue with your teacher. Most issues can be successfully resolved at this level. If no resolution is achieved then make an appointment to discuss the issue with the Team leader or Manager Education and Training. Most issues can be resolved by this stage. If you are not satisfied there are further avenues available. Please refer to the Aboriginal Health College appeals policy for further information.

Recognition Processes

Apart from the standard Assessment pathway, the Aboriginal Health College also provides a comprehensive; fair; valid; reliable; and flexible Recognition pathway for you to be awarded either partial or total Recognition against individual Units of Competences, Clusters of Competence or the whole qualification. This is a very individual process and is based on:

-  your life and work experience
-  current knowledge and competence in the workplace
-  currency and relevance of previous qualification and courses (short and long) you may have previously undertaken.

The process requires that you identify which units or qualifications you may be able to gain Recognition for and then prepare evidence of existing competence and prior learning and have your experience validated.

The Recognition process may involve site visits as well as checking of competence and underpinning skills and knowledge through questions and answers.

You may seek Recognition at any point, but it preferable that we begin the process when you enrol in a course of study.

Please feel free to contact our Vocational Educators and Assessors about Recognition options and processes.

More information is available in the *Student Handbook* and in the *Guide to Recognition Handbook* for this Qualification.

You can also access these documents by downloading them from the Aboriginal Health College website at <http://www.ahc.edu.au> or by requesting a copy.



Conversion

For candidates/students who possess a previous related qualification from a relevant superseded Training Package the option to convert to the new qualification exists. The amount of conversion granted depends upon a number of factors including the related Industry Skills Council advice on unit and qualification equivalence; length of time since the qualification was issued; and currency of your vocational competence.

The Aboriginal Health College can assist you with your conversion application and will assess each case on its merits using our Conversion Matrix and related documents.

It is possible that partial conversion will occur where units are equivalent and further Recognition processes or learning and assessment processes may be required.

Your Aboriginal Health College Vocational Educators and Assessor will advise on the conversion process and your status in this regard. Please feel free to contact them as required.

Quality Assurance Commitment

The Aboriginal Health College of the AH&MRC is a Registered Training Organisation (RTO No: 91020) and is a charitable, religious and educational institution incorporated under the Corporations Law as a Company limited by guarantee. [ACN 085 654 397]. The AH&MRC is registered as a Public Benevolent Institution by the Australian Taxation Office.

As such quality assurance and accountability are key tenets of our procedures and approach to education and assessment.

In particular In relation to Assessment and Recognition processes we ensure that the Australian Quality Training framework principles and relevant Training Package Guidelines are met



Delivery structure

HLT 43907 Certificate IV in Aboriginal and Torres Strait Islander Primary Health Care (Practice)

The course is offered via 5 clusters with associated Learning and Assessment Guides.

Workshop clusters	Relevant focus – units of competency	Assessment requirements
Cluster 1 Advocacy and organisational requirements (5 days)	HLTAHW303B Advocate for the rights and needs of community members BSBWOR204A Use business technology CHCCS400B Work within a legal and ethical framework HLTAHW401B Assess client's physical well being (Part A) <ul style="list-style-type: none"> • Cardiovascular system • Circulatory system • Integumentary system (Skin) 	Either complete all assigned Assessment Activities provided to you by your Vocational Educator and Assessor related to this cluster OR Complete pre-agreed workplace projects relevant to these units of competence related units of competence Alternatively You can seek Recognition of Existing Competence and Prior Learning through submitting a Portfolio of Evidence and/or completing a professional conversation on your experience and knowledge
Cluster 2 Assessment of physical well being (5 days)	HLTAHW401B Assess client's physical well being (Part A) <ul style="list-style-type: none"> • Respiratory system • Gastrointestinal system • Urinary system • Nervous system • Immune system • Reproductive system • Skeletal system 	Either complete all assigned Assessment Activities provided to you by your Vocational Educator and Assessor related to this cluster OR Complete pre-agreed workplace projects relevant to these units of competence AND where possible provide Supplementary third party reports from Peers and Manager as evidence of workplace competence for the related units of competence



Workshop clusters	Relevant focus – units of competency	Assessment requirements
		Alternatively, you can seek Recognition of Existing Competence and Prior Learning through submitting a Portfolio of Evidence and/or completing a professional conversation on your experience and knowledge
Cluster 3 Work safely with medicines (5 days)	HLTOHS401A Maintain OHS processes HLTAHW406A Work with medicines	Complete all assigned Assessment Activities provided to you by your Vocational Educator and Assessor related to this cluster
Cluster 4 Health care in communities (5 Days)	HLTAHW403B Plan and implement health care in a primary health care context HLTAHW404B Monitor health care HLTAHW405B Deliver primary health care programs for Aboriginal and/or Torres Strait Islander communities HLTAHW407A Provide nutrition guidance for specific health care	<p>Either complete all assigned Assessment Activities provided to you by your Vocational Educator and Assessor related to this cluster</p> <p>OR</p> <p>Complete pre-agreed workplace projects relevant to these units of competence</p> <p>AND</p> <p>where possible provide Supplementary third party reports from Peers and Manager as evidence of workplace competence for the related units of competence</p> <p>Alternatively, you can seek Recognition of Existing Competence and Prior Learning through submitting a Portfolio of Evidence and/or completing a professional conversation on your experience and knowledge</p>



Workshop clusters	Relevant focus – units of competency	Assessment requirements
<p>Cluster 5</p> <p>Working with Clients</p> <p>(5 days)</p>	<p>CHCCOM403A Use targeted communication skills to build relationships</p> <p>CHCCM402D Establish and monitor a case plan</p> <p>HLTAHW402B Assess and support client's social and emotional well being</p>	<p>Either complete all assigned Assessment Activities provided to you by your Vocational Educator and Assessor related to this cluster</p> <p>AND</p> <p>where possible provide Supplementary third party reports from Peers and Manager as evidence of workplace competence for the related units of competence</p> <p>or</p> <p>Alternatively</p> <p>You can seek Recognition of Existing Competence and Prior Learning through submitting a Portfolio of Evidence and/or completing a professional conversation on your experience and knowledge</p>
<p>Cluster 6</p> <p>Additional Electives</p> <p>Specialist area pathology Stream</p>	<p>HLTPAT308B Identify and respond to clinical risks associated with pathology specimen collection</p> <p>HLTPAT304B Collect pathology specimens other than blood</p> <p>HLTPAT306B Perform blood collection</p>	<p>Either complete all assigned Assessment Activities provided to you by your Vocational Educator and Assessor related to this cluster</p> <p>AND</p> <p>where possible provide Supplementary third party reports from Peers and Manager as evidence of workplace competence for the related units of competence</p> <p>or</p> <p>Alternatively</p> <p>You can seek Recognition of Existing Competence and Prior Learning through submitting a Portfolio of Evidence and/or completing a professional conversation on your experience and knowledge</p>



Expected face to face hours

Recommended for new or recent workers to the Aboriginal Health work fields.

184 hours plus site visits and potential online/teleconference connection

The amount of cluster time required is affected by previous study at Certificate IV level or in related courses.

Delivery mode

Face to face - cluster release (5 x 5 days); site visits; e-learning support; study groups; tutorials; and via email

Work application

Certificate IV may be regarded by jurisdictions as the level at which an Aboriginal and /or Torres Strait Islander Health worker may function independently.

To be assessed as competent in this qualification, individual workers are required to:

-  Undertake supervised work placements in primary health care settings, supplemented by simulated practical application of skills and knowledge. Individuals must demonstrate consistency of performance over time to achieve competency outcomes.

When offered?

Certificate IV qualification will be offered on an ongoing basis by course work from March 2010 please check the Aboriginal health Calendar for details.

Recommended Resources

Resources will be handed out in class or accessed on the Internet. We encourage you to access other resources as required to complete assessments and enhance your learning on these topics

Websites

As per Learner Guide and Activity Booklet



Subject Workload

While learners will vary in the amount of time they need to give to a subject, a useful guide is that you will need to work for as long outside the classroom as in it. Thus, a three hour class session will require an additional three hours work each week.

YARN -UP Discussion forum

Yarn Up a student discussion forum can be accessed through www.ahc.edu.au A How To Yarn Up Guide is available on request

Students experiencing difficulties with their YARNUP accounts should contact the Administration Team on:

Phone **9019 0730**

Email admin@ahc.edu.au

Aboriginal Health College Policies General information

Support

The Aboriginal Health College offers support as required to all students at their request. Requests may also come from employer representatives and tutors with student permission.

Aboriginal Health College staff will make themselves available when requested to do so. While it is not always possible to provide workplace site visits, periodic site visits do occur.

Tuition may be either subject specific or literacy and numeracy based in nature. In addition, staff can assist you in helping to understand assessment tasks and learning guide materials. Aboriginal Health College Administration staffs are also available to assist with enquiries regarding general administrative matters and travel and accommodation concerns.

As an adult learner it is expected that you will take the initiative and voluntarily seek assistance if required. It is the Aboriginal Health College staff's responsibility to assist you but it is not their job to chase or harass you. Your ability to complete the course successfully lies in your hands as much as it does ours, but this does not mean that you have to do it alone or that you should not seek assistance as required.

As Aboriginal Health College staffs are often very busy we will endeavour to assist as soon as is practically possible. Please make sure we have current contact details for you on file and when leaving messages.

Before each residential cluster staff will provide you with an update of contact details form for you to complete to notify us if there have been any changes since you last attended.

For more information on tuition and support please refer to the *Student Handbook* and or *Course Information Guide*. You can also access these documents by downloading them from the Aboriginal Health College website at <http://www.ahc.edu.au> or by requesting a copy. You will also be provided with a copy at the time of enrolment or at course commencement.



Complaints process

The Aboriginal Health College has a detailed complaints process for the handling and lodging of complaints. The complaints process is outlined in the *Student Handbook*. For straightforward matters you are encouraged to firstly approach the person with whom you have the grievance to see if it can be resolved. Where this is not possible; where the issue remains unresolved; or where the complaint concerns a serious breach of protocol, harassment or discriminatory practice allegations then you are advised to lodge your complaint directly with a senior Aboriginal Health College representative. The student Handbook can be accessed by downloading the document from the Aboriginal Health College website at <http://www.ahc.edu.au> or by requesting a copy. You will also be provided with a copy at the time of enrolment or at course commencement.

Policies (including Fees and administration items)

Details of Aboriginal Health College policies can be found in the Aboriginal Health College Student Information Handbook and Policy Information Booklet. You can access these by downloading from them from the Aboriginal Health College website at <http://www.ahc.edu.au> or by requesting a copy. You are encouraged to read these documents. This book provides details of many Aboriginal Health College policies including:

-  the rights and responsibilities of students
-  consent to release information and privacy appeals
-  complaints procedures
-  security on campus
-  how to add or withdraw from subjects
-  class absences
-  student misconduct and unsatisfactory academic performance.

You are expected to familiarise yourself with all relevant policy and guidelines. You will also be provided with a copy at the time of enrolment or at course commencement.

Code of conduct

Both staff and students have rights when representing or attending the Aboriginal Health College. Equally both staff and students have a code of conduct that is expected of them.

There is a specific code of conduct for staff and a specific code of conduct for students. Students are expected to read, acknowledge and sign their individual *Code of Conduct* at enrolment or at the commencement of study. You will be given a copy at this time. The *Code of Conduct* can also be accessed before hand by asking Aboriginal Health College staff for a copy or by visiting <http://www.ahc.edu.au>

Privacy

The Aboriginal Health College is obliged by its RTO status to capture some non-identifying statistical data for its own internal review purposes and also for national and state collection. This data helps to ensure informed decision are made about educational need, pathways, trends and variations. A *Privacy Statement* will be



issued at the time of enrolment or at course commencement. The privacy statement can also be accessed before hand by asking Aboriginal Health College staff for a copy or by visiting <http://www.ahc.edu.au>

Consent to the release of information

The Aboriginal Health College also receives request from student employers for release of information regarding areas such as attendance and progress. For clarity and duty of care we also seek your written permission to release this information as a matter of course and when requested to appropriately authorised personnel. The *Consent to the Release of Information Form* is provided for your consideration and signature at the time of enrolment or at course commencement. The *Consent to the Release of Information* is available before hand by asking Aboriginal Health College staff for a copy or by visiting <http://www.ahc.edu.au>

Taking of photographic images

With the exception of public events, the Aboriginal Health College does not take or record images still or otherwise of students with their prior consent. You will be asked individually and /or collectively before images are to be captured.

In addition, the Aboriginal Health College has an *Image Capture Consent* form for your consideration and signature (agreement is optional) is provided for your consideration and signature at the time of enrolment or at course commencement. The *Image Capture Consent* form is available before hand by asking Aboriginal Health College staff for a copy or by visiting <http://www.ahc.edu.au>

Frequently Asked Questions

Many students often have a range of questions that have been asked by another student previously. Our 2009 Certificate IV in Frontline Management students compiled a series of FAQs and answers and the staff here have added to it from our experience of questions most asked. The *FAQ Booklet* answers many questions. You are encouraged to access it online at <http://www.ahc.edu.au> or ask for a copy and read it

Feedback

To ensure that our subjects meet the needs of our students and industry we value your feedback on all aspects of the subject. This may be in the form of informal discussions or suggestions, specific focus groups, completion of evaluation forms or through your responses to formal surveys. We take your feedback into account when reviewing our subjects and course structure. This feedback can be given directly. Feedback is also taken from our end of cluster/module and end of course surveys. We also take feedback from class discussion and assessment review.

Assessment Mapping Matrix

HLT 43907 Certificate IV in Aboriginal and Torres Strait Islander Primary Health Care (Practice)

-  **Option A** – Competent completion of Assessment Activities; Underpinning Knowledge questions; satisfactory submission of supplementary 3rd Party reports validating competence or work placement/log book with sign off – with option of professional interview
-  **Option B** – Competent completion of relevant and agreed Workplace projects or activities; Competent completion of selected Underpinning Knowledge questions; Supplementary 3rd Party reports validating competence; Satisfactory submission of supplementary 3rd Party reports validating competence or work placement/log book with sign off – with option of professional interview
-  **Option C** - Portfolio of evidence & Professional Conversation/Interview; Competent completion of selected Underpinning Knowledge questions; Supplementary 3rd Party reports validating competence

HLT 43907 Certificate IV in Aboriginal and Torres Strait Islander Primary Health Care (Practice)	Cluster1	Cluster 2	Cluster 3	Cluster 4	Cluster 5
Unit of Competence					
HLTAHW303B Advocate for the rights and needs of community members	✓				
BSBWOR204A Use business technology	✓				
CHCCS301A Work within a legal and ethical framework	✓				
HLTAHW401B Assess client's physical well being (Part A)	✓				
HLTAHW401B Assess client's physical well being (Part B)		✓			
HLTOHS401A Maintain workplace OHS processes			✓		
HLTAHW401B Work with medicines			✓		

HLT 43907 Certificate IV in Aboriginal and Torres Strait Islander Primary Health Care (Practice)	Cluster1	Cluster 2	Cluster 3	Cluster 4	Cluster 5
Unit of Competence					
HLTAHW407B Provide nutrition guidance for specific health care				✓	
HLTAHW403B Plan and implement health care in a primary health care context				✓	
HLTAHW404B Monitor health care				✓	
HLTAHW405B Deliver primary health care programs for Aboriginal and/or Torres Strait Islander communities				✓	
HLTAHW402B Assess and support client's social and emotional well being					✓
CHCCM402D Establish and monitor a case plan					✓
CHCCOM403A Use targeted communication skills to build relationships					✓
Additional Electives for specialisation in pathology					
HLTPAT306B Perform blood collection	Cluster 6				
HLTPAT308B Identify and respond to clinical risks associated with pathology specimen collection					
HLTPAT304B Collect pathology specimens other than blood					