



# short courses

## Health 2011



### An explanation about fees

There are two prices listed for **some** courses in this publication. This is due to changes the Victorian Government has made to the education and training system. These changes are to encourage more people to become qualified at a higher level, especially in areas where employers have difficulties finding enough staff. A subsidised place is available to anyone who is eligible. If you are not eligible for a government-subsidised place, then the fee for service (FFS) price applies to you.

Your eligibility for a Victorian Government subsidised place under the Victorian Training Guarantee (VTG) is guaranteed if you meet the government's citizenship/residence requirements, and at least one of the following criteria.

- You were under 20 years of age on 1 January 2011.
- You are seeking entry to a foundation classified course.
- You have entered into an apprenticeship arrangement.
- You are seeking entry to a qualification that is at a higher level than any qualification you currently hold.

If you have any questions about this or are unsure about which price category you fit into, please contact the department and they will be able to assist you.

### first aid

#### Apply first aid HLTFA301B\*

Learn the knowledge and skills you need to carry out first aid for life-threatening injuries and illnesses in the home and workplace.

**Dates** Fridays, 5 and 12 August 2011 (2 sessions) **or** Saturdays, 6 and 13 August 2011 (2 sessions) **or** Fridays, 18 and 25 November 2011 (2 sessions)

**Time** 8.30am-5pm

**Cost** \$170

#### Course in first aid management of anaphylaxis

2209VIC\*

Learn the essential skills and underpinning knowledge you need to help a person who is having a severe allergic reaction and anaphylaxis, until medical assistance is available.

**Dates** Wednesday 27 July 2011 **or** Wednesday 7 September 2011 **or** Thursday 13 October 2011

**Time** 6pm-9pm

**Cost** \$55



For further information or to enrol, call 02 6055 6506 or email [csh@wodongatafe.edu.au](mailto:csh@wodongatafe.edu.au)

### Occupational first aid (workplace level 3)

#### Apply advanced first aid HLTFA402B\*

#### Manage first aid in the workplace HLTFA403A\*

#### Apply advanced resuscitation techniques HLTFA404A\*

These units provide you, the occupational first aider, with the more advanced knowledge and skills you need to carry out emergency first aid for injuries and illnesses in the workplace. The course also gives information about state and federal legislation as they apply to first aid in the workplace.

#### Entry requirements

You need a current senior first aid/workplace level 2 qualification. Current industry standards require you to update your qualification in this course every three years, with the advanced resuscitation component being updated every 12 months.

**Dates** Tuesday to Friday, 12-15 July 2011 (4 sessions)

**Time** 8.30am-5pm

**Cost** \$450

#### Perform cardiopulmonary resuscitation (CPR) HLTCPR201A\*

Learn the knowledge and skills you need to maintain breathing and circulation in an adult or child following that person's cardiac arrest.

**Date** Friday 2 December 2011

**Time** 9am-1pm

**Cost** \$55

## nursing/health

### Apply principles of diabetic nursing care HLTEN611A\*

With the increase in diabetes among the population there is a growing demand for registered enrolled nurses with sound knowledge and skills in this area. This unit prepares registered enrolled nurses to work in a range of health care environments that require diabetic nursing care, under the direction of the division 1 registered nurse. This accredited unit can be used to gain credit towards nursing studies at diploma or advanced diploma level.

**Dates** Mondays, 18 July-29 August 2011 (7 sessions)

**Time** 4pm-9pm

**Cost** VTG \$465 (Note this unit is from an advanced diploma level qualification. If you have an advanced diploma qualification or above you may pay the FFS price.) | FFS \$845



This course is endorsed by APEC No 110309002 as authorised by Royal College of Nursing, *Australia* (RCNA) according to approved criteria.

Attendance attracts 35 RCNA CNE points as part of RCNA's Life Long Learning Program (3LP).

### Confirm physical health status HLTAP401A\*

Are you interested in human anatomy? This unit is for people wanting to gain a sound understanding of the human anatomy and physiology. It is an accredited unit within the current Health Training Package (HLT07) and therefore will give credit to people aspiring to undertake courses in the health field such as allied health and nursing. This course is aimed at anyone working in the health field including physiotherapists and nurses, or people from the general public.

**Dates** Wednesdays, 3 August-30 November 2011 (18 sessions)

**Time** 5pm-8pm

#### Cost

VTG \$353 (Note this unit is from a certificate IV level qualification. If you have a certificate IV qualification or above you may pay the FFS price.) | FFS \$657

### Medications administration

#### Analyse health information HLTAP501A\* Administer and monitor medications in the work environment HLTEN507A\*

These units are for registered enrolled nurses who want to complete their medications qualifications.

#### Entry requirements

Must be a Registered Enrolled Nurse with the Australian Health Practitioner Regulatory Agency (AHPRA) and have successfully completed HLTAP401A\*, HLTEN502A\*, and HLTEN509A\*.

**Dates** Tuesdays, 16 August-19 December 2011 and Thursdays 18 August-22 September 2011 (21 sessions) with 80 hours clinical placement.

**Time** Tuesdays 9am-4pm and Thursdays 5pm-8pm

**Cost** \$2,500



This course is endorsed by APEC No 110309002 as authorised by Royal College of Nursing, *Australia* (RCNA) according to approved criteria.

Attendance attracts 60 RCNA CNE points as part of RCNA's Life Long Learning Program (3LP).

### Practise in first line emergency nursing HLTEN620A\*

This unit prepares registered enrolled nurses to work in the emergency department alongside and under the supervision of the division 1 registered nurse. This accredited unit can be used to gain credit towards nursing studies at diploma level.

#### Entry requirements

Enrolled nurses must be currently registered with the Australian Health Practitioner Regulatory Agency (AHPRA).

**Dates** Mondays, 10 October-21 November 2011 (7 sessions)

**Time** 6pm-9pm

**Cost** \$445



This course is endorsed by APEC No 110309002 as authorised by Royal College of Nursing, *Australia* (RCNA) according to approved criteria.

Attendance attracts 21 RCNA CNE points as part of RCNA's Life Long Learning Program (3LP).



## Provide nursing care for clients requiring palliative care HLTEN511A\*

This unit prepares registered enrolled nurses to work in a palliative care environment under the direction and as an assistant to the division 1 registered nurse. This accredited unit taken from the Health Training Package (HLT07) can be used to gain credit towards nursing studies at diploma level.

### Entry requirements

Enrolled nurses must be currently registered with the Australian Health Practitioners Regulatory Agency (AHPRA) and preferably be currently medications endorsed.

**Dates** Thursdays, 20 October-17 November 2011 (5 sessions)

**Time** 5pm-9pm

**Cost** \$445



This course is endorsed by APEC No 110309002 as authorised by Royal College of Nursing, Australia (RCNA) according to approved criteria.

Attendance attracts 20 RCNA CNE points as part of RCNA's Life Long Learning Program (3LP).

## Use specific health terminology to communicate effectively HLTCOM408B\*

This unit educates people in the language of medicine (medical terminology). It is ideal for anyone wishing to work in the health field including administration through to medicine. It is recommended for those students wishing to undertake a career in nursing as it will be an advantage when undertaking the selection process.

This unit can be undertaken via distance mode or in the classroom. Workbooks and text books are supplied to students and are included in the cost. This unit can be conducted by distance education at times to be arranged.

**Dates** Tuesdays, 4 October-22 November 2011 (7 sessions)

**Time** 6pm-9pm

**Location** Either by distance or at Wodonga TAFE campus

**Cost** \$260



## occupational health and safety (OHS)

### Health and safety representatives refresher course - Disability Services Sector NA10HSRRCDSS

This course will show participants how to deal with the requirements under the Occupational Health and Safety Act 2004.

**Note** This course is approved by WorkSafe Victoria which is a trading name of the Victorian WorkCover Authority. Under Section 67 of the Act, an employer is obligated to allow health and safety representatives to attend courses that are approved by WorkSafe Victoria.



**Dates** Monday 18 July 2011 **or** Monday 12 September 2011 **or** Monday 31 October 2011

**Time** 9am-5pm

**Cost** \$225 (includes participant's manual and certificate)

### Initial five-day OH&S course for health and safety representatives, supervisors, and managers NA07OHS5D

This five-day practical, skills-oriented course provides health and safety representatives and supervisors with the skills and knowledge they need to complement their roles in the workplace. Learn how to deal with the requirements of the *Occupational Health and Safety Act 2004* and develop the skills you need to carry out your representative role. You also learn how to communicate effectively and resolve conflict in the workplace with regard to health and safety issues.

**Note** This course is approved by WorkSafe Victoria. Under Section 67 of the Act, an employer is obligated to allow health and safety representatives to attend courses that are approved by WorkSafe Victoria.



**Dates** Mondays, 1-29 August 2011

(5 sessions) **or**

Mondays, 7-28 November and 5 December 2011 (5 sessions)

**Time** 9am-5pm

**Cost** \$695 (includes lunches, participant's manual, and certificate)

### Refresher for health and safety representatives - identification and control of hazards NA08REFOHS

Learn how to deal with the requirements of the *Occupational Health and Safety Act 2004* in relation to workplace hazards.

**Note** This course is approved by WorkSafe Victoria. Under Section 67 of the Act, an employer is obligated to allow health and safety representatives to attend courses that are approved by WorkSafe Victoria.



**Dates** Monday 5 September 2011

**Time** 9am-5pm

**Cost** \$225 (includes lunch, participant's manual, and certificate)



### Community Services & Health

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