



Student Handbook

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Health Skills Australia
is a Navitas Professional College

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IN THIS HANDBOOK!

In this handbook is information that is required for your training. If you have any queries, please contact our helpful staff.

WELCOME

Welcome

Welcome to your study with Health Skills Australia (HSA). This handbook provides you with essential information to help you study successfully in your HSA courses. You will find accessible and simple information on everything you need to know about studying with HSA forms procedures and policies, student support, learning resources, IT@HSA and much more in this handbook and on the [Health Skills Australia](http://www.healthskills.com.au) website.

We hope that you enjoy your study with us.

Course Accreditation

All HSA qualifications are nationally recognised Vocational Education and Training qualifications. The Diploma of Nursing is accredited through the Australian Nursing and Midwifery Accreditation Council (ANMAC).

Code of Conduct and Code of Ethics

All nurses in Australia are required to practice in accordance to the *Code of Professional Conduct for Nurses in Australia* supported by the *Code of Ethics for Nurses in Australia*. The *Code of Professional Conduct for Nurses* sets the minimum standards for practice a professional person is expected to uphold both within and outside of professional domains in order to ensure the 'good standing' of the nursing profession. To ascertain the respective code please click on the following hyperlink:

<http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Codes-Guidelines.aspx#codeofethics>

Entry Requirements

For detailed information about the entry requirements to all courses, click on the course flyers found on the HSA website at www.healthskills.com.au.

1. Provision for Language, Literacy and Numeracy (LLN) Assessment

As part of the selection process to any course of study the prospective student's language, literacy and numeracy skills will be assessed.

Assessment may include:

- recognition of any other Maths and English language formal educational programs, including Year 11 and Year 12
- VTAC PI (personal information)
- completion of pre-training review questionnaires
- pre-training review interview and one on one discussions
- participation in class discussions, activities, team work and group work exercises
- any written assessment tasks
- VETASSESS
- IELTS Score (NB: to register as an Enrolled Nurse, graduates will be required to demonstrate IELTSs of 7 in each band).
- LLN tests online or on campus

2. Access to a Computer or Internet

It is a condition of enrolment that students have access to a computer and the Internet. Some mandatory functions can only be done online. e.g. online tests.

3. Proof of Identity

a. Evidence of Legal Birth Name and Date of Birth

Applicants must supply a **certified copy** of one of the following documents:

- full Birth Certificate including parents' names; or
- current Passport (if no name change since birth); or
- Australian Citizenship Certificate (if there is no name change since birth and subject to date of birth appearing on certificate)

b. Evidence of Legal Change of Name (if applicable)

In addition to providing evidence of birth name and birth date, the applicant is required to provide the link between the birth name and the current name as follows:

- an amended Birth Certificate, change of name certificate or deed poll issued by the Registrar of Births, Deaths and Marriages
- or the equivalent authority in another jurisdiction; or
- a marriage certificate issued by the Registrar of Births, Deaths and Marriages or the equivalent authority in another jurisdiction; or
- a divorce certificate issued by the appropriate authority

In the case of more than one name change since birth and the current name, documentation must show evidence of the changes from birth name to all other names, with each name linking from one name to the next.

4. Translations

Documents in languages other than English must be accompanied by an English translation completed by a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI), or by a translation service that has been approved by the relevant government authority in your country. In Australia please refer to the Yellow Pages or go to the NAATI website www.naati.com.au for a list of available translation services.

Note: Photocopies of both the un-translated and translated document must be certified as “true copies” by an authorised person.

Additional Entry Requirements for Nursing

Educational qualifications required by the Nursing and Midwifery Board of Australia to register as a Nurse in Australia:

- All applicants for registration are directed to the standards for registration as a nurse at <http://www.ahpra.gov.au/Registration/Registration-Process/Registration-Requirements.aspx>. Of particular note are the English language requirements for those who were educated overseas.

Note: It is the responsibility of the student to ensure that their standard of English meets this requirement.

Enrolment, Deferral, Withdrawal and Variations to Enrolment

Changes in circumstances may mean that students who have enrolled need to make decisions that impact on their enrolment. Please refer to the following documents and forms to make changes to your enrolment and your study. Students must use one of these forms to action the change.

- [Academic Calendar](#)
- [HSA Deferral of Study](#)
- [HSA Variation to enrolment](#) (Pre-Census)
- [HSA Withdrawal from Study](#)
- [HSA Application for Special Circumstances](#)

Refunds

The HSA Refund Policy applies to all new students, Re-enrolling Students and participants of Skill Sets, and Short Courses. Click [here](#) for the policy.

Recognition of Prior Learning (RPL) or Credit Transfer (CT)

You may be eligible to have your past studies and/or work experience count as RPL or Credit Transfer towards the achievement of units of competency in HSA courses. This means that you could be exempt from some of the units of competency listed in your course sequence guide and be able to complete your qualification in a shorter period of time. Please note that you must be an enrolled student with HSA before you can apply for RPL or Credit.

RPL is a process through which experience in the workplace, in voluntary work, in social or domestic activities, through informal or formal training or other life experiences can be assessed through a recognised process. This information is used to prove the applicant's competence in selected units. This evidence must be current for the student's application to be approved. Applications will be processed prior to commencement in the course. Applications for RPL must be received 4 weeks prior to the start of any term of study.

CT is learning achieved through formal education and training. In this process the initial unit of competence is an equivalent unit of competence. The student must produce a 'Statement of Attainment' as evidence that in the past they have completed and passed the assessment requirements of the identical unit of competence.

Why apply for RPL or Credit Transfer?

The advantages of applying for RPL or Credit Transfer include:

- a student establishing whether their experience is similar to that required by the course
- a reduced course load if the student has already achieved some of the learning outcomes
- recognition in areas of current competence

How does it work?

Recognition of Prior Learning (RPL)	Credit Transfer
<p>How do I apply?</p> <p>Step 1: Contact the relevant Course Coordinator</p> <p>To discuss the process of your potential RPL and to obtain guidance about progressing an RPL application.</p> <p>You can find contact details here for the Diploma of Nursing and for all other qualifications here.</p> <p>Step 2: Complete the RPL application form</p> <p>Step 3: Complete the Self-Assessment form</p> <p>Start collecting examples of evidence to support your application and self-assessment form.</p> <p>Good evidence is current, relevant, authentic and transferable!</p> <p>Step 4: Enrol into the unit of competency.</p> <p>Enrol into the units of competency in which you are seeking RPL as if it were a normal enrolment.</p> <p>Step 5: Submit application for RPL to the Course Coordinator 3 weeks prior to the start of term.</p> <p>Attention: Diploma of Nursing Coordinator Level 3, 206 Bourke Street Melbourne VIC 3000</p> <p>Or</p> <p>Attention: Community Services Coordinator Ground Floor, East Tower, 410 Ann Street Brisbane QLD 4000</p>	<p>How do I apply?</p> <p>Step 1: Collect evidence</p> <p>Please check if you have completed any of the same, or equivalent module(s)/unit(s) of competency from prior formal learning. Please ensure you have evidence of completion of these module(s) and/or unit(s) of competency (e.g. a statement of attainment).</p> <p>Please note: Any copies of original qualifications, certificates or documents must be certified by a Justice of Peace or similar!</p> <p>Step 2: Submit application for Credit Transfer</p> <p>Please fill in the Application for Credit (VET), together with your evidence of formal learning (e.g. Certificate, statement of attainment, transcript) to the Course Coordinator.</p> <p>Attention: Diploma of Nursing Coordinator Level 3, 206 Bourke Street Melbourne VIC 3000</p> <p>Or</p> <p>Attention: Community Services Coordinator Ground Floor, East Tower, 410 Ann Street Brisbane QLD 4000</p>
<p>What happens next?</p> <p>Your RPL application will be assigned to an Assessor. You will be contacted if any more information or evidence is required. After your RPL is assessed you will receive a result of Competent or Not Yet Competent.</p> <p>If you are found to be <i>Not Yet Competent</i> you will be required to continue on with the unit of competency as per enrolment and pay the full unit of competency fee.</p> <p>Is there a fee?</p> <p>If you are <i>Competent</i> you will incur an RPL fee (you can check RPL fees for all courses here.)</p> <p>If you are receiving Fee-Help, this will be covered by this student loan scheme. Please refer to the VET FEE-HELP</p>	<p>What happens next?</p> <p>Your application for credit will be assigned to an assessor. You will be contacted about the outcome prior to the start of the term.</p> <p>If credit transfer is granted then you do not need to study the unit of competency and your academic record with Health Skills Australia will be updated after census date to record the successful result.</p> <p>If credit transfer is not granted your enrolment in the unit of competency will remain confirmed, and you will be required to study the unit of competency and pay the full fee for the unit of competency.</p>

Guidelines for further information.	
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What if I am unhappy with the outcome?

You may appeal the decision in accordance with the [Academic Grievances and Appeals Policy and Procedure](#).

ASSESSMENT

Vocational Education and Training (VET) assessment is based on national benchmarks, called competency standards, for the occupation or industry in which an individual is training. A successful result in VET assessment is recorded as 'Competent' according to industry standards.

Demonstration of Competency

Competence is the combination of skills, knowledge, attitudes, values and abilities that underpin effective performance in a profession/occupational area. The emphasis in Vocational Education and Training (VET) assessment is on the student's ability to perform practical tasks and describe/explain how and why tasks are completed in particular ways. While the emphasis on academic writing in VET courses is different to Higher Education courses, students are expected to have a good standard of literacy for Diploma level qualifications and need to be able to express themselves clearly in written English.

A variety of methods are utilised to assess students including:

- a variety of classroom based assessments - written examinations, tests, assignments, presentations and case studies have been developed in accordance with the requirements of the Health Training Package and the Australian Nursing and Midwifery Council (ANMAC) which reflect the ANMAC Competency Standards for Enrolled Nurses.
- On-the-job components assessed by a workplace supervisor for those undertaking clinical experience placements. Placements in nursing and aged care require assessment of a student's ability to apply skills and knowledge in a workplace setting. Clinical experience placements can take place in aged, mental health, continuing care, rehabilitation services and acute care settings.

Marking VET Assignments

As a student progresses through a unit of competency and completes the various assignment and assessment tasks, they are assessed on each task as 'satisfactory' or 'not satisfactory'. If a student is assessed as 'not satisfactory' they are given one (1) opportunity to resubmit. **Once all tasks for the unit of competency have been completed satisfactorily, the outcome result of 'competent' or 'not yet competent' is recorded. Some units of competency will include a mark out of 100%.**

Teaching staff make decisions about whether a task has been satisfactorily completed based on the following considerations:

- a) *all parts* of the assignment task/s have been completed to a standard that satisfactorily meets the requirements set out in *all of the marking criteria* (as set out in the unit of competency)
- b) the student's work is of a standard to be acceptable in the workplace for an entry-level employee in the occupation in question, including acceptable formatting, expression, language, spelling and grammar
- c) the assignment and assessment tasks are the student's own work, except as appropriately acknowledged by the use of referencing

Students will be required to achieve a mark of 50% for each assessment task. An exception to this is with medication administration where a mark of 100% is required for the drug and intravenous calculation assessment tasks.

Assessment Validation and Moderation

The College achieves consistency in assessment marking through validation and moderation activities held regularly to improve the way assignment and assessment tasks are described and explained and to assist teaching staff to interpret and apply marking criteria consistently.

Assessment Explained

Assessment is a broad term and it is used to describe all the assignments that are required to be submitted by a due date. Assignments are completed under non supervised conditions. To achieve a result of Competent for a VET unit of competency, a student *must satisfactorily complete all assignments and assessments*. It is the student's responsibility to read and follow all instructions required.

As appropriate for the assignment, a student can choose from a range of formats, including:

- a) continuous written paragraphs of text
- b) headings and sub-headings to organise text
- c) bullet points rather than (or as well as) continuous text
- d) use of examples and illustrations from their own experience – particularly their relevant work experience
- e) use of examples and illustrations from textbooks, journal articles, internet sites and other sources, *provided these are appropriately acknowledged*
- f) role-play or practical activities in class
- g) video-taped recordings of themselves undertaking tasks at work or in a simulated workplace

It is the student's responsibility to be aware of mechanisms within the College for seeking assistance and advice in relation to assessment and assignments and the submission of assignments.

Plagiarism

Plagiarism is defined as taking, using, and passing off as your own, the ideas or words of another person by failing to give appropriate acknowledgement. This includes material from any source, staff, students, the Internet - published and unpublished works.

Examples of Plagiarism are:

- using another author's work which is paraphrased or presented without a reference to that author
- copying other students' work; including items of the assignment which are written in conjunction with other students (without prior permission of your educator)
- submitting work which has already been submitted for assessment previously in another course
- re-presenting the same assignment for more than one module in the course
- presenting as their own work an assignment completed by another person
- presenting as their own work information, text, figures, statistics, artwork, graphics or other material taken from any source
- quoting or paraphrasing material from a source without acknowledgment

- cheating in an exam by using unauthorised notes or copying from other students

The best way to avoid plagiarism is to make notes of where you find information, and then acknowledge the source of the information used in the assignment. Such work may include sections of text, quotations, original ideas, graphics, diagrams, charts, tables and figures. It is the student's responsibility to ensure that full acknowledgement is given to the use of another person's work, thoughts and/or intellectual property. (*Link to Academic Skills Tutorial click [here](#)*)

Referencing

HSA requires all students to use the APA Referencing Style. Students should use this style when referencing. However, students will not be penalised in their overall assessment result for inconsistency in referencing style. Poor referencing alone will not result in a 'not yet competent' result unless referencing has not been attempted, resulting in plagiarism. Students should refer to the [Referencing Guide](#) for details and examples of this referencing style.

Students must acknowledge the work of others whenever they include it in their assignments and assessment tasks, both to acknowledge the work and ideas of the originator and also to enable the reader to follow up the original work if required. It is the student's responsibility to follow The American Psychological Association Publication Manual (6th edition) style for any [referencing](#) that is included in assignments.

Assignment Submission

All assignments need to include a completed cover sheet which includes the declaration that the assignment you are submitting is your own work.

For Diploma of Nursing students all assignments must be submitted by the due date unless an extension has been granted. The due date is midnight Sunday at the end of the week specified by the unit of competency assignment requirements. All written assignments must be uploaded onto the online grade book through the student portal.

- All written assessments must be submitted in Microsoft Word format.
- PDF format or hand written assessments will not be accepted.

For CHS students assessment dates are set by the trainer.

Applications for submission extensions must be applied for before the schedule due date

All assessments are included in unit of competency workbooks.

Written Assignment Format

All assignments submitted for the Diploma of Nursing must have the student's IDs attached prior to uploading them for marking: After selecting 'save as', insert your Student ID number_ Assignment Number and Unit of Competency Code '. An example of how this should look is: **123456_Assignment 1_CHCCOM403A_doc**

Assignment Resubmissions and Resits

Students will have one (1) opportunity to resubmit or resit a unit of competency assignment if the first submission is assessed as not satisfactory. The educator/trainer will provide feedback and the student must resubmit within 2 weeks of receiving the feedback. Assessments not resubmitted or reassessed within this time frame will result in a 'not satisfactory (NS)' outcome for that assessment and a Not Yet Competent (NYC) outcome for the unit.

Non Submission of Assignments

If the assignment is submitted more than 10 working days past the due date the assessment will automatically be graded as not satisfactory (NS) and as a result a Not Yet Competency (NYC) outcome will be recorded for the Unit of Competency (UoC).

The result of a Not Yet Competent (NYC) Outcome for a UoC

For Diploma of Nursing students a student with an NYC outcome for a UoC will be required to re-enrol in that UoC for the following term. This will attract the full fee for the unit of competency. Students can attempt a UoC twice only, no further enrolment will be considered should a re-enrollment in a unit result in an NYC outcome.

Community Health Service students with a NYC outcome for a UoC may repeat the assessment item one more time and if the outcome continues to be “not yet competent” they may negotiate with the course coordinator to re-enrol in the UoC the following term until they achieve competency.

Late Assignments

Assignments and assessments which are received after the due date, without an agreed extension will attract a minimum pass rate of a passing grade.

A late submission without extension is also considered as the second attempt so no opportunity to resubmit or resit the assessment will be available to the student.

Assignment Extensions

All students have the right to apply for an extension for the first submission of an assignment in accordance with the following:

- a) For an extension of up to one (1) week it is the responsibility of the student to make the request directly to the UoC educator. The educator will only grant an extension on medical, compassionate or other serious grounds. Extension requests must be submitted no later than the Thursday prior to the Sunday due date, unless special unforeseen circumstances prevent the student from applying within this period.
- b) Requests for an extension in excess of one (1) week from the original assignment due date must be submitted to the Senior Educator, using an [Assessment Extension Application Form](#). This form must be completed and submitted for approval in person, by email or fax at least three (3) full working days before the revised due date of the assignment unless the special unforeseen circumstances prevent the student from applying within this period.
- c) HSA reserves the right to refuse an application for an extension. Students will be notified of the outcome of their application for an extension within two (2) working days by email. Students who have not received a response within this timeframe should contact the appropriate Course Coordinator.
- d) No extension can exceed three (3) weeks from the original due date. The number of days granted for an extension will be based on the evidence supplied in the student's supporting documentation.
- e) A student has the right to appeal a decision to refuse an extension by following the College's [Academic Grievances and Appeals Policy](#).
- f) Extensions will only be granted in exceptional circumstances which are judged to be unforeseen and beyond the student's control.
- g) Extensions will not be considered or granted for resubmitted assignments.

All students have the right to apply for special consideration due to illness or other misadventure. However, please note that personal, medical and employment difficulties will not be considered as valid grounds for an assessment appeal.

Students experiencing such difficulties should consider deferring their studies until a later date.

Assessment Appeal

All students have the right to appeal against academic decisions. It is the student's responsibility to be aware of the procedures for lodging an appeal. Valid grounds for appeal include:

- a) the grade was not based on the assignment marking criteria as specified in the HSA assignment outline
- b) other grounds accepted for appeal by the staff member coordinating the review

If an assessment appeal is accepted as valid, the assignment will be re-marked by another member of the teaching staff. The old outcome will be deleted and the new result will be recorded as the outcome for the assignment. If a student is dissatisfied with the appeal decision, they may follow the [Academic Grievance and Appeals Policy and Procedure](#).

Academic and Non-academic Complaints or Appeals

Students are encouraged to attempt to resolve any issues with the person involved directly. If a resolution is not achieved please refer to the following policies to guide your next steps:

- [Academic Grievance and Appeals](#)
- [Non-Academic Grievance and Appeals](#)

Student Progress

Student participation in and progress throughout the course is observed to ensure the student is meeting the demands of study.

For Diploma of Nursing some of the key areas that are monitored:

- 80% attendance is required and forms part of the overall assessment and 100% Clinical Experience Placement hours
- late submission of work without request for exemption - this is considered to have failed the first attempt and it will be considered as the second submission of the work
- two failed attempts of any one assessment task
- a number of failed first assessments

Students who are identified as being at risk of not completing the Diploma of Nursing course are discussed at the Assessment Committee meeting to consider the issues and find solutions to support a student's success.

For Community Health Services

CSH has a training plan with review dates the Course Coordinator or Senior Educator review the student's progress periodically and if the student is behind then we have a meeting with them and the trainer to ascertain why and if there is the possibility to catch up.

Student Rights and Responsibilities

The student has the right to:

- experience quality training
- be taught by suitably qualified teaching staff
- question and have their questions answered
- a friendly and supportive environment
- enter into discussions enthusiastically
- adequate breaks from training
- the appropriate learning and teaching modalities to support their learning
- receive the outcome of their assignment 10 working days after the assignment due date
- receiving written feedback on all assignments submitted

It is the student's responsibility to:

- behave and act in an honest, respectful and ethical manner at all times
- behave in a manner that does not result in either unfair academic advantage or disadvantage
- act with integrity and not engage in academic misconduct of any kind
- be prompt and regular in attendance (80% course attendance and 100% clinical experience placement attendance) for the Diploma of Nursing and 100% for the CSH courses
- dress in a manner appropriate to the training being undertaken

Requirements for Clinical Experience Placements

Mandatory Workplace Checks

All HSA courses require a National Police Check or Fit2Work and a Working with Children Check (WWCC) or Blue Card (QLD) as well as a completed HSA Immunisation and Vaccination Record in order to attend a clinical experience placement. Failure to obtain these will result in cancellation of the clinical experience placement. Students are strongly advised to submit their applications before the course enrolment date.

These documents must be uploaded to Clinical Placement Central (CPC) no later than 6 weeks prior to the timetabled clinical placement commencement date.

CSH students must have a police check **however the WWCC or Blue Card is not required unless they are enrolled in the Cert III Disability.**

National Police Record Check Policy

The Victorian and Queensland Departments of Health and the Federal Department of Health require all health care staff, students and volunteers to have a valid National Police Record Check while working within the health care industry.

No student is able to attend a clinical experience placement venue if:

- a current National Police Record Check has **not** been provided. (Current is defined as the calendar year you are completing the clinical experience placement)

To undertake the National Police Check click [here](#), and you will be taken to the website for Fit2Work who have been engaged to undertake the National Police Check for HSA students. Please ensure that before you upload the required documents that these are certified by a person authorized to do so. For guidelines about certifying documents click [here](#).

If a student has been a citizen of a country other than Australia after the age of 16 they are also required to provide a Statutory Declaration stating that they do not have a criminal record in that country.

Working with Children Check / Blue Card (QLD)

Volunteers and trainee students need a Working with Children Check or Blue Card if their work includes, or is likely to include providing:

- health services to a child at a children's health facility; or
- health services directed only or mainly towards children at a general health facility; or
- health services at a place other than a health facility where they are providing services which require physical contact or where the service is provided while no one else is present; or
- counselling services to a child while no-one else is present or if the person providing the services is not physically present with the child; or
- support services to a child while no-one else is present or if the person providing the services is not physically present with the child

Nursing and Mental Health Students

NB: For Nursing and Mental Health course students HSA is not able to provide clinical experience placement in any health care facility if the student does not hold a Working with Children Check or Blue Card.

There is no charge for applying for a Working with Children Check or student Blue Card while a student is enrolled at HSA.

Immunisation Policy

Please refer to the Department of Human Services guidelines - 'Immunisation for Health Care Workers (Category A)' on the websites:

VICTORIA: www.health.vic.gov.au/immunisation

QUEENSLAND: http://www.health.qld.gov.au/immunisation/health_professionals/healthcare.asp

A student immunisation record is to be completed prior to the first clinical experience placement. A copy of this record must be uploaded to CPC no later than 6 weeks prior to the timetabled clinical placement commencement date. The original is to be placed in the clinical assessment tool and be taken on each clinical experience placement to show the health care facility if required. The record can be obtained from Student Services or CPC.

Students without a current completed vaccination record will not be able to undertake Clinical Experience Placement within Queensland Health and many private hospitals.

As a full course of vaccinations may take several months to complete, you are advised to consult your local medical practitioner well in advance of the commencement of your clinical experience placement. Please contact your medical practitioner to identify your local TB screening provider and ensure the screening is completed prior to your first clinical experience placement.

There are a number of mandatory immunisations and vaccinations that students must complete in order to attend clinical placement. Refusal for any reason to meet this requirement will result in an inability to attend clinical placement.

Note: It is the responsibility of the student to ensure that they are **placement ready**. This means ensuring that all students have current calendar year police checks, completed immunisation records, a Working With Children Check or Blue Card have no outstanding assessments and fees AND must be in good health: that is, free from bodily and mental disease and sound in body, mind, or spirit.

Failure to comply may jeopardise a student's ability to commence the clinical experience placement. If students **are not placement ready** due to these requirements students will be charged the entire cost of the Clinical Experience Placement for the entire allocation.

Student Nursing Uniform and Dress Code

Students are required to wear the HSA prescribed uniform and HSA identification badge at all times during clinical experience placement: (**Student** appearance at all times must be professional, with clean, tidy and ironed uniforms free from unpleasant odours)

- black/navy slacks, trousers, culottes or three-quarter trousers that cover the knees
- HSA prescribed top – for infection control purposes forearms must be exposed at all times to the elbow
- black lace up closed shoes with non-slip sole & low heel – (no boots or sneakers / sports shoes)
- student ID badge in a holder with clip easily visible
- **Note:** Nursing students are required to have an easily read watch with a second hand– not digital. Watches should not be worn on the wrist when having direct contact with residents/patients.
- Clothing and footwear should be safe, practical and comfortable. Students must tie back or put up long hair (shoulder length or hair that falls over the face).
- Student appearance at all times must be professional, with clean and tidy uniforms.

Jewellery, Make-up and Fingernails

- Only a single plain band can be on one finger and one pair of plain stud earrings or sleepers are permitted. Jewellery is dangerous and harbours micro-organisms that may cause injury or infection.
- Fingernails are to be short with no sharp edges. Long nails are a potential risk to patients' skin integrity. Nail polish is not to be worn. Health services may insist that you remove false nails.
- **Note:** Avoid the use of heavy make-up and perfume as some people are allergic or sensitive to perfumes.

Clinical Experience Placement Requirements

If your course sequence includes a clinical placement all students are required to attend the prescribed number of clinical experience placement hours in accordance with the course requirements. For students enrolled in nursing, the Nursing and Midwifery Board of Australia minimum requirement is 400 hours of clinical experience placement.

Students enrolled in Certificate III Aged Care are required to complete 120 hours of clinical experience placement

Student Responsibilities:

- Students are required to attend 100% of clinical experience placement hours (this is an ANMAC requirement). If a student is unable to attend clinical experience placement they must present a medical certificate to the senior educator and will be required to attend "make up days" organised by HSA at their cost to ensure that the 100% attendance requirement is met.
- Any student who does not attend 100% will be made NYC automatically
- Any student who refuses to attend a clinical experience placement will also automatically be deemed to be NYC for that placement.
- **Student Confidentiality Agreement:** All students are required to sign a Student Confidentiality Agreement prior to the first clinical experience placement. Any breach of this agreement will be considered a serious matter and the student may be removed immediately from any clinical experience placement after discussions between the clinical facilitator, an agency of the health care facility or the Course Coordinator. The student may be referred to the Coordinator and/or the Head of School with exclusion from the course a possible outcome.
- Any student who is unprepared for placement because of failure to complete prerequisite theory and clinical competency learning or who has not met all elements of the clinical experience placement requirements i.e. a Police Check etc. will also be deemed NYC for that placement.
- For the Diploma of Nursing any student that has an NYC for a placement will be required to cover the cost of any make-up placement at the rate of \$762.50 for a full 2 week placement or \$110 per day for single days. The student will be invoiced and required to pay before being allowed to attend the make-up placement.
- Students who gain a NYC in Aged Care and HACC courses will have to wait until the following term to do the placement again.

- Students may be required to travel and accommodate themselves in regional areas for the duration of the placement, at their own expense.
- All students will be required to complete a Practical Placement Agreement prior to each placement.
- Students will be required to have completed First Aid and demonstrate a level of underpinning knowledge in Workplace Health and Safety and Infection Control. In addition they will also have been assessed as being competent in the laboratory to deliver safe basic nursing care prior to commencing clinical experience placements.
- Students may apply to swap placements provided the Clinical Placement Coordinator is notified in writing no less than 30 days prior to the commencement of that placement by both parties. Health Skills Australia does not guarantee that the swap will be accepted. A clinical placement swap request form is available on CPC.
- Ensure that all course tuition fees are paid on time.

Health Skills Australia Responsibility:

- Clinical experience placements will be arranged by the HSA Clinical Placement Officer for students in a range of suitable health care facilities to ensure that all the required clinical competency skills are achieved as outlined in the clinical assessment tool and the Clinical Skills for Enrolled Nurses by Tollefson (2012). They will be arranged in periods of either two or four week blocks to meet the course assessment requirements. CSH students complete a clinical log book to record their clinical hours and competence achievement.
- Consider requests to swap placements if applications meet requirements
- HSA cannot accept specific student requests for clinical experience placements

Note: any student with outstanding fees will not be permitted to go on placement.

Student Services

At HSA we understand the importance of providing you with support throughout your studies. That's why we have designed our services to help you achieve your goals. Our support services include:

Library Services

HSA has a wide range of [library resources](#) which students are able to access. These include books, CDROMs, DVDs and booklets. In addition, all HSA students can access the Joanna Briggs Website and the Cochran online library database using their HSA membership. These sites have a large range of evidence-based articles on many relevant nursing topics.

Student Administration

Our dedicated administration teams at each campus support you throughout your time at HSA.

Counselling Support

Studying can be stressful, and the nature of HSA courses can at times have an emotional impact. We can assist you to access trained counsellors and other supports to help equip students through difficult times. Educators and the Course Coordinator can assist students with issues and if required will refer them on as deemed appropriate.

If students have psychological issues they can be referred to a psychologist by their GP. Refer to http://www.psychology.org.au/medicare/fact_sheet/ for more details.

Accessibility and Equity

HSA encourages people who consider themselves to have a disability or are from any disadvantaged group in society to apply for entry to any course offered. Prospective students who consider themselves to be in this group are advised to

contact the Head of School on 03 9633 0188 or email angela.bradley@navitas.com to discuss their enrolment and any special requirements or issues.

Course Completion, Graduation and Academic Transcripts

Students are able to make application for an official Statement of Results or Statement of Attainment.

- [Application for Official Statement of Results or VET Statement of Attainment](#) - these will be issued once results are formally released. [Click here](#) for the Academic Calendar.
- [Application for Replacement Testamur](#) - students are able to apply for a replacement Testamur. These need to be received by the close of business on a Monday and will be issued within 10 working days.
- [Letter of Completion](#) - students are able to request a letter of completion when they have completed all course requirements.

Students will only be considered for course completion and graduation and issuance of course completion certificates when all course and assessment requirements are met and all fees are paid in full.

HSA has two graduation periods each year- November and June. There is one graduation ceremony per year in each of the states where HSA courses are taught.

- Students who are eligible to graduate in November have the option to attend the November ceremony or to receive their testamurs in absentia after the graduation date.
- Students who are eligible to graduate in June have the option to attend the November ceremony or to receive their testamurs in absentia after the graduation date in June.
- Invitations to the November ceremony will be forwarded to all eligible students (November and June graduands) one month prior to the graduation ceremony.

Please note: HSA will not issue qualifications, statements of attainment or statement of results if students have an outstanding financial debt

Student Feedback

HSA students have numerous opportunities throughout and beyond their study to provide suggestions on and have an input into their course and student experience. One means for students to provide feedback is through the HSA surveys. Each year HSA conducts a number of student surveys at the unit of competency, course and wider HSA level to gain insights into students' learning, teaching and overall HSA experiences. Feedback from surveys is used by HSA to inform strategic planning and quality assurance activities and to improve the learning, teaching and the experience for students. Information for students on key improvement activities in response to their feedback is provided via news items and announcements.

The information below introduces the main surveys used by HSA to obtain feedback from students and new graduates.

End of Term Unit of Competency Surveys

Each term, students are asked to evaluate their learning and teaching experience of the units of competency in which they are enrolled. The survey is completed online.

Student Complaint or Opportunity for Improvement

HSA values student feedback. Students are able to provide this feedback, which may be something you are dissatisfied with or something you think could be improved. Click [here](#) for access to the Complaint or Opportunity for Improvement Form.

Student Satisfaction Survey

This survey, which is conducted annually, is designed to gather feedback from all students about their experiences, their level of satisfaction with HSA services, and their perceptions of HSA overall.

Learner Engagement Survey (Vocational Education and Training)

Each year, HSA collects feedback from students who have recently completed their course on their views about their learning and teaching, and overall course and RTO experience. A summary report of this feedback is also provided to the Australian Skills Quality Authority (ASQA), which is the HSA's RTO Registering Body, as is required of all registered training organisations.

Student Advisory Committees

Operating from each Campus, Student Advisory Committees meet usually once per term and are representative of students who study with HSA. Student Advisory Committees are accountable to the Learning and Teaching Committee. Formal nominations for representatives on the Student Advisory Committees.

National Centre for Vocational Education Research (NCVER)

Students are advised they may be contacted and requested to participate in a NCVER survey or a project or audit or review endorsed by the Department of Education and Early Childhood Development.

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Post course Entry Registration Requirements for Nursing

There are additional requirements to register as a Nurse with the Nursing and Midwifery Board of Australia. You are advised to familiarise yourself with the standards for registration. For further information click [here](#)

Of particular note are the English language requirements for those who were educated overseas.

Note: It is the responsibility of the student to ensure that their standard of English meets this requirement.

Immunisation Policy

Please refer to the Department of Human Services guidelines - 'Immunisation for Health Care Workers (Category A)' on the websites:

VICTORIA: www.health.vic.gov.au/immunisation

QUEENSLAND: http://www.health.qld.gov.au/immunisation/health_professionals/healthcare.asp

Australian Health Practitioner Regulation Agency

Diploma of Nursing students, who successfully complete the Diploma of Nursing will HSA, will notify Australian Health Practitioner Regulation Agency when you complete your qualification.

Other Relevant Policies and Procedures

Access to Records

Students can access their assignment and assessment outcomes via the online class space. Access to your student file is available via written request. Students requiring access to their records are required to email their request to HSAAdministration@navitas.com.

Alcohol Policy

Consumption of alcohol is not permitted at HSA facilities.

Copyright

To access the Copyright policy click [here](#).

Pets

Pets are not permitted in any HSA facility, with the exception of a registered guide dog.

Tuition Fees

To access current tuition fee information click [here](#).

Privacy Policy

To access the Privacy Policy click [here](#).

Student Confidentiality Agreement

All students are required to sign the patient confidentiality acknowledgement below. The acknowledgment states that the student understands the concept of patient confidentiality and that this will be upheld at all times. This is to be signed prior to placement in any facility.

Guidelines

- Students are not to disclose any information pertaining to a patient’s health or personal affairs outside the clinical setting.
- Such information is only disclosed when required for the care of the patient, not for gossip.
- All patients lists, or written information pertaining to patients, in which patients can be identified, must not be taken off the facility premises.
- When discussing patient issues or writing up care plans for the university, there should be no information disclosed which could lead to the identification of the patient under review. For example; avoid using the patient’s name, relative’s names, the patient’s birth date, hospital or ward names, staff names, or patient’s date of admission. Any information which may lead to a patient’s identification must be changed or avoided.
- Patient information gained by a student during their course of studies must be kept confidential during and after the course completion.

I, (print name)

Student No:

Of: (address)

Acknowledge:

- I have read the guidelines above in relation to confidentiality of patient information.
- I understand the obligation of confidentiality of information concerning the personal affairs and health related information of patients.
- During and beyond the Diploma of Nursing course at HSA, I promise to preserve the confidentiality of such information gained during my clinical experience placements.

Students Identification Badge:

I understand that the HSA student identification badge is valid only while I am currently enrolled as a student at Health Skills Australia. This identification remains the property of HSA at all times and I agree to return the badge to HSA forthwith upon ceasing active involvement in the course. A fee will be applied for lost or misplaced identification.

Applicant’s signature:

Date:



keep learning

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