



COURSE BROCHURE



HLT54115 Diploma of Nursing *



About TrEd College

TrEd College is a Registered Training Organisation (RTO number 40797) registered with the Australian Skills and Qualifications Authority. Experts in the field of Health and Care industry, we are a training organisation that offers a range of Nationally Accredited training options designed to meet the needs of students/trainees, businesses and industry.

Since 2009 we have been realising this goal by developing and delivering programs and courses that arm our students with the skills, knowledge and experience to achieve their dreams and build successful, fulfilling and stable careers.

With exceptional courses and workshops in Nursing, Dental Assisting, Medical Administration, Aged Care, Early Child Care & Education and more, TRED offers you the flexibility to chart your part in your chosen field and get your career off to a powerful start.

The Australian Healthcare Industry leads the world in its standards of excellence and is one of the primary engines of economic and jobs growth in this country. Australian qualified healthcare workers are sought after worldwide, opening professional horizons both at home and abroad. With all this opportunity awaiting, you need a training provider that you can rely on to ensure that you are ready to either embark on or expand your career in what is a dynamic, challenging and exciting field.

Our network of some of Australia's largest and most trusted healthcare service providers gives our students access to some of the most advanced and recognised resources in the country. As a student at TRED, you will have access to these organisations for academic support, in-course vocational placement and practical experience. The skills and networks that you develop will create a career pathway that will put you on the road to success and fulfilment in your professional life.

When you enrol in training through TRED College, you are making a choice that will set you up for the next chapter in your journey with an organisation that will give you the respect, care, professionalism, inspiration and motivation that you need to excel.

Introduction to Diploma of Nursing HLT54115*

If you want to become an integral part of some of society's most precious and experienced individuals, then the Diploma of Nursing offers you the valuable knowledge and skills required to perform the role of caring as an Enrolled Nurse. This qualification gives learners the skills and knowledge to work as Enrolled Nurse in Aged care residential settings, Hospitals, and/or provide person centred care.

The Diploma of Nursing will teach you many facets of clinical care. Including areas like:

- Anatomy and physiology.
- Communication skills.
- Medical terminology.
- Infection.
- Legal and ethical issues associated with nursing.
- Nursing patients with complex needs.
- Administering medications.
- Nursing patients with mental health needs.

This qualification reflects the role of an Enrolled Nurse working under supervision of a registered nurse. This qualification covers the application of skills and knowledge required to provide nursing care for people across the health sector. A lifespan approach should underpin this qualification with relevant competencies that relate to the different stages of life identified within the units.

Occupational title: Enrolled Nurse

****Please note:***

This course is pending accreditation by the Australian Nursing and Midwifery Accreditation Council (ANMAC)

Detailed Course Outline & Structure

25 units are required for award of this qualification including:

- 20 core units
- 5 elective units

All electives chosen, contribute to a valid, industry-supported vocational outcome.

For a complete list of available elective units, refer to the HLT Health Training Package (Release 2.0) at <http://training.gov.au>

As a result of discussions with representatives within the health sector, a selection of elective units have been made.

	Code	Title
Core Units	CHCDIV001	Work with diverse people
	CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
	CHCPRP003	Reflect on and improve own professional practice
	HLTAAP002	Confirm physical health status
	HLTAAP003	Analyse and respond to client health information
	HLTENN001	Practise nursing within the Australian health care system
	HLTENN002	Apply communication skills in nursing practice
	HLTENN003	Perform clinical assessment and contribute to planning nursing care
	HLTENN004	Implement, monitor and evaluate nursing care plans
	HLTENN005	Contribute to nursing care of a person with complex needs
	HLTENN006	Apply principles of wound management in the clinical environment
	HLTENN007	Administer and monitor medicines and intravenous therapy
	HLTENN008	Apply legal and ethical parameters to nursing practice
	HLTENN009	Implement and monitor care for a person with mental health conditions
	HLTENN011	Implement and monitor care for a person with acute health problems
	HLTENN012	Implement and monitor care for a person with chronic health problems
	HLTENN013	Implement and monitor care of the older person
	HLTENN015	Apply nursing practice in the primary health care setting
HLTINF001	Comply with infection prevention and control policies and procedures	
HLTWHS002	Follow safe work practices for direct client care	

Electives	CHCPOL003	Research and apply evidence to practice
	HLTAID003	Provide first aid
	HLTENN010	Apply a palliative approach in nursing practice
	HLTENN025	Implement and monitor care for a person with diabetes
	BSBWOR404	Develop work priorities

Student Interview

All prospective students are required to attend a Student Interview. The face-to-face student interview is a great opportunity for you to ask our team any specific questions you may have about studying with us.

It also gives us an opportunity to get to know you, discuss your motivations for studying the Diploma of Nursing and any challenges you think you may have with study. This is the time we can help you develop a Support Plan to overcome any identified challenges, including Language, Literacy and Numeracy.

The Nursing and Midwifery Board of Australia (NMBA) has a number of provisions in place and it is a requirement of registration that you are able to demonstrate and legally declare yourself to be of good character to practice in the field of nursing. The interview is an opportunity for us and you to discuss the requirements of nursing as a profession, including the NMBA registration

Entry Requirements

The entry requirements for HLT54115 Diploma of Nursing course at TrEd College are as follows:

- Applicants must have sufficient language, literacy and numeracy skills to successfully undertake the course. This will include:
 - Applicants must undertake a language, literacy and numeracy (LLN) test result from an Australian Government approved provider (for example, Australian Council for Education Research or Basic key skills builder) at exit level 3 in the Australian Core Skills Framework in both reading and numeracy.
 - Australian students who have successfully completed an Australian Grade 12 certificate with an English subject need only undertake the numeracy component of the LLN test.
 - Students who have undertaken a formal English language skills test (for example, the International Language Testing System) that meets program entry requirements need only undertake the numeracy component of the LLN test.
- Prior to enrolment, all applicants will be required to participate in a interview to assist with determining eligibility and to identify learning support needs.

- Students are required to be at least 18 years of age and have an up-to-date immunisation/vaccination record prior to their first placement.
- For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check and Working with Children Check. Failure to provide the required documents in the timeframe specified by the Course Coordinator, means you will be unable to undertake practical placement in a workplace and therefore not eligible to progress in this course.
- International students must additionally meet the following Student Visa 500 subclass requirements [Click Here](#)
 - Be a genuine temporary entrant – [Click Here](#)
 - Demonstrate financial capacity – [Click Here](#)
 - Hold Overseas Student Health Cover (OSHC) – [Click Here](#)
 - Meet the health requirements – [Click Here](#)
 - Be of good character – [Click Here](#)

(Also please refer to the English requirements for Enrolled Nurses)

<https://www.ahpra.gov.au/registration/registration-standards/english-language-skills.aspx>

English Requirements:

The Diploma of Nursing has program entry criteria set by the Australian Nursing and Midwifery Accreditation Council.

All students entering this program must demonstrate they have achieved the Nursing and Midwifery Board of Australia (NMBA) specified level of English language skills, prior to commencing the program.

You must demonstrate your English language competency in one of the following ways:

1. English is your **primary language** and
 - a. You have attended and satisfactorily completed at least six years of primary and secondary education taught and assessed in English in one of the recognised countries, including at least two years between years 7 and 12.

2. Extended education pathway

- a. You must provide evidence of the completion of five (5) years full-time equivalent of education taught and assessed in English in any of the recognised countries. The five years education may comprise of;
 - i. Vocational and secondary education taught and assessed in English
 - ii. Tertiary and vocational education taught and assessed in English
 - iii. Combined tertiary, secondary and vocational education taught and assessed in English
or
 - iv. Tertiary education taught and assessed in English

3. Test pathway

- a. You achieved the required minimum scores in one of the following English language tests
- b. Test results will be accepted if they were obtained within two years before the date of application
- c. You must provide a copy of your test results

- a. the IELTS (academic module) with a minimum overall score of 7 and a minimum score of 7 in each of the four components (listening, reading, writing and speaking).

NOTE:

We will only accept test results:

- i. from one test sitting, or
- ii. a maximum of two test sittings in a six month period only if:
 - you achieve a minimum overall score of 7 in each sitting, and
 - you achieve a minimum score of 7 in each component across the two sittings, and
 - no score in any component of the test is below 6.5

- b. the OET with a minimum score of B in each of the four components (listening, reading, writing and speaking).

NOTE:

We will only accept test results:

- i. from one test sitting, or
- ii. maximum of two test sittings in a six month period only if:
 - you are tested in all four components in each sitting, and
 - you achieve a minimum score of B in each component across the two sittings, and
 - no score in any component of the test is below C.

- c. the **PTE Academic** with a minimum overall score of 65 and a minimum score of 65 in each of the four communicative skills (listening, reading, writing and speaking).

NOTE:

We will only accept test results:

- i. from one test sitting, or
 - ii. a maximum of two test sittings in a six month period only if:
 - a minimum overall score of 65 is achieved in each sitting, and
 - you achieve a minimum score of 65 in each of the communicative skills across the two sittings, and
 - no score in any of the communicative skills is below 58
- d. the **TOEFL iBT** with a minimum total score of 94 and the following minimum score in each section of the test:
- 24 for listening,
 - 24 for reading,
 - 27 for writing, and
 - 23 for speaking.

NOTE:

We will only accept test results:

- i. from one test sitting, or
- ii. a maximum of two test sittings in a six month period only if:
 - a minimum total score of 94 is achieved in each sitting, and you achieve a minimum score of 24 for listening, 24 for reading, 27 for writing and 23 for speaking across the two sittings, and
 - no score in any of the sections is below:
 - 20 for listening
 - 19 for reading
 - 24 for writing, and
 - 20 for speaking

Definitions

Five years (full-time equivalent) continuous education means education over a period of five consecutive calendar years without a break from study apart from the education institution (e.g. school, university or vocation education provider) scheduled holidays

IELTS means the International English Language Testing System

OET means Occupational English Test

Primary language means the language primarily used for reading, writing, listening, and speaking and the language known best and most comfortable with.

PTE Academic means the Pearson Test of English Academic

Recognised country means one of the following countries:

- Australia
- Canada
- New Zealand
- Republic of Ireland
- South Africa
- United Kingdom
- United States of America.

Secondary education means Australian school years 7 through to 12, even where year 7 is classified as part of primary school in a particular state or territory.

Six years primary and secondary education means six years of Australian school years 1 through to 12 or the equivalent in a recognised country with two of the years being between 7 and 12.

TOEFL iBT means the Test of English as a Foreign Language internet-based test

Two test sittings in a six month period means that the dates of the sittings must not be more than six months apart. For example, if your first test sitting was on 1 March, the second sitting must be no later than 30 August. If you are providing test results from two sittings, you may provide results of any two tests taken within a six month period as defined.

Vocational education for the purpose of this standard is education that is taught and assessed solely in English in a recognised country where:

- The level of vocational education was at the Australian Qualifications Framework Level 3 or Certificate III or higher, and
- The vocational education was delivered primarily face to face and required students to use English speaking, writing, reading and listening skills.

HLT54115 Diploma of Nursing

Division 2 Nurse in Hospitals, Mental Health, Aged Care,
Community Care and Rehabilitation

Bachelor Degree, Graduate Diploma, Masters

Division 1 Nurse in Hospitals, Midwifery, Mental Health,
Aged Care, Community Care and Rehabilitation

Medical Scientist

Management

TrEd College ensures that the training delivered is to the standards required for further education and has implemented a variety of formative and summative assessment tools that will be implemented in the course of the qualification.

These assessment tools assess various different elements of a real/actual workplace in a simulated training environment. TrEd College meets the needs for workplace simulation by:

- Dedicated Nursing Centre
- Dedicated computer lab
- Students prepare documentation requirements
- Working as a team (group work/assignments) fulfilling responsibilities and expectations of the job and workplace
- Assignments which include use of academic skills.

Suitable activities are provided to prepare all students for further education. Staff organising learning activities have responsibilities that include:

- Ensuring that any special needs of students, particularly those students with a disability, are appropriately supported in consultation with support staff
- Ensuring that any additional personal information necessary for student wellbeing and support needs are provided (with student consultation and consent) in keeping with the Privacy and Personal Information Protection Act 1998
- TrEd College will ensure that students with special needs are provided with opportunities on the same basis as other students

National recognition

These competencies have been drawn from the nationally endorsed industry training package the Health Training Package (HLT15). On successfully completing the training and assessment, the qualification HLT54115 Diploma of Nursing will be issued. A transcript list all of the units of competence will also be issued. The qualification and units of competence are nationally recognised and provides individuals with a valuable qualification that can be applied throughout Australia and the wider nursing and community services. Successful graduates of this course will have the knowledge, skills and attitudes to competently undertake work as an enrolled nurse within their scope of practice in a variety of health and aged care settings.

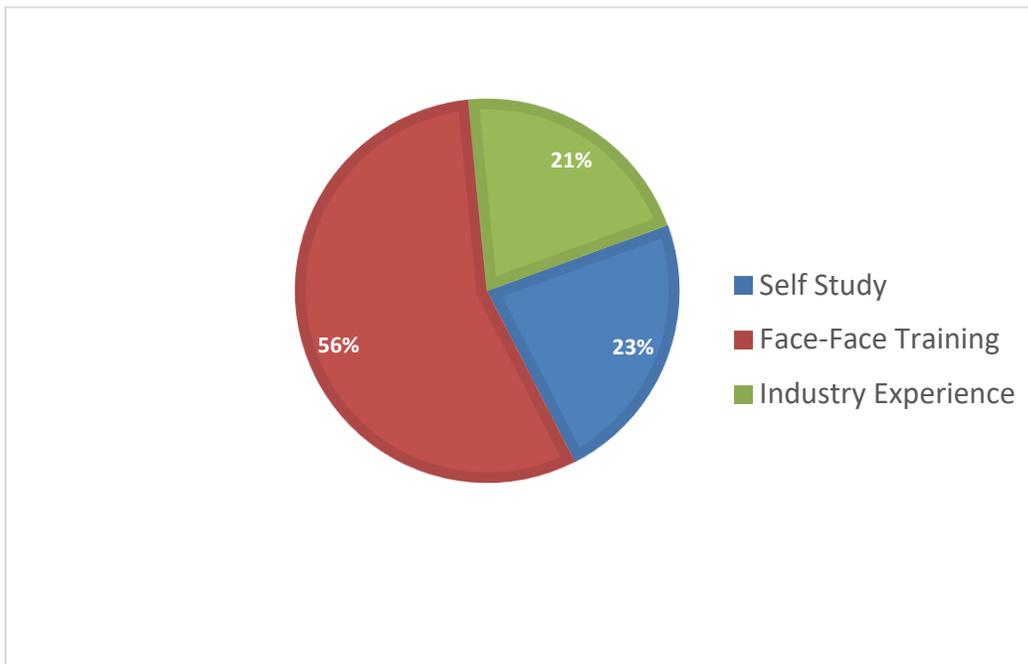
The course has been mapped against the competencies set out in the Health Training Package and the Nursing and Midwifery Board of Australia Standards for Practice: Enrolled Nurses.

Program outline

Theory training occurs face-to-face with a variety of resources including workshops and through YouTube, websites and intranet resources. The trainer will implement different pedagogy/andragogy techniques within the training environment. For example, group activities, discussion groups, role-plays, case studies, practical demonstrations and guest speakers. Theory workshops have the following resources:

- Digital data projectors
- Training videos, handouts, electronic notes and reading material
- Reference books
- Broadband internet access for online resources and research.

The student's approximate workload is spread across four main activities:



Expected duration

The total duration of the HLT54115 Diploma of Nursing is 94 weeks (including semester breaks). Students are required to attend 21 hours per week for a total of 76 weeks not including semester breaks. Students will be recommended to allow for an additional minimum of 287 hours for completing research and assessments. In addition, students will be required to attend clinical placement for a total of 12 weeks, (480 hours). Total minimum hours for the course is 1799 hours. This is within the guidelines of the AQF volume of learning, 1200-2400 hours. TrEd College will organise work placement for students.

The course is a classroom based delivery.

The program will be delivered over 24 months (1779 hours).

- Face-to-face = 1012 hrs

- Self paced and home study = 287 hours

- Clinical placement = 480 hours

Total = 1779 hours

Assessment requirements

Assessments are conducted face-to-face by TrEd College. TrEd College ensures that the Assessment Requirements for each Unit of Competency are adhered to and demonstrated in the student's evidence portfolio. Completed and submitted work will be assessed within ten (10) working days and feedback provided to the student as soon as possible thereafter. Where a student's work is assessed to be not yet competent, s/he will be provided with additional support, coaching or tutoring and the opportunity to re-submit the work.

Course Organisation

The program will be delivered face-to-face at the College classroom and nursing laboratory. Students are required to attend clinical placements in a range of organisations.

A range of teaching and learning strategies will be used to deliver the competencies. These include:

On-line learning

Workshops

Practical tasks

Group work

Nursing practical skills

Visits to Aged Care Facility

TrEd College will ensure learners have every reasonable opportunity to complete their training program. TrEd College student support services ensure that students are provided with support to successfully achieve their study goals. TrEd College trainers and assessors participate in continuous professional development and are supported by the Director of Studies. This will include contemporary online learning including

- Community Door entraining <http://etraining.communitydoor.org.au/>
- Australian Resuscitation Council Online Course <http://resus.org.au/>
- Palliative Care Online Training <http://www.palliativecareonline.com.au/>
- WoundsWest <http://www.health.wa.gov.au/woundswest/education/>
- Primary Health Care Research & Information Service http://www.phcris.org.au/guides/about_phc.php
- NPS Medicine Wise Learning <http://learn.nps.org.au/>
- Healnet- including the Joanna Briggs Institute <http://healnet.edu.au/healnet>

This course will be delivered holistically through integration with other units of competency, rather than as a stand-alone learning program and includes assessment of employability skills that are embedded in the training package.

Will I need to undertake Clinical Placement?

Yes, it is a mandatory requirement for the course. Clinical placement consolidates the students' knowledge within the real nursing environment, applying theory to practice. All applicants must be willing to undertake clinical placement in a health care facility during the program. Students are required to organise their own travel to and from these facilities and may be required to undertake placement in regional areas.

Before commencing clinical placement, students must meet the following mandatory requirements:

- Have a current Australian First Aid Certificate (included in semester 1 classes)
- Have current competency in Cardio-Pulmonary Resuscitation (CPR) - this must be updated annually and is included in the program
- Show records of Hepatitis B vaccination or blood test results showing immunity (NB a complete vaccination course takes a minimum of three months to complete)
- Provide evidence of Tuberculosis screening
- Provide an Australian Federal Police Certificate indicating that the student has passed the Australian Federal Police (National) Check.
- A Working with Children Check
- Read and sign a Student Undertaking, agreeing to notify the Department of Health in your state/territory if you are charged or convicted of any criminal offence after the date of issue of your National Police Certificate.
- Sign a Volunteer/Student Declaration relating to working with vulnerable people. Undertake Occupational Assessment, Screening and Vaccination against Infectious Diseases.
- Read the Code of Conduct for the Department of Health in your state/territory and sign a form stating that you have read and understood it.
- Please check the requirements of the Department of Health in your state/territory prior to enrolling. More information regarding these requirements will be available upon enrolment.
- Please note that students are responsible for arranging and paying for the Criminal Record Check, National Police Certificate, health screening and any necessary immunisations. Some of these requirements may take several months to complete.

Students are required to:

- Successfully complete 480 hours of clinical placement over twelve weeks throughout the duration of their course. During this time, students will be required to attend 5 days per week, participating in a variety of shifts (morning shifts may start as early as 6.00am and evening shifts may finish as late as 11.00pm).
- Attend clinical placement each session to demonstrate the application of skills and knowledge within a workplace setting.

- Organise their own transport to and from the placement facilities.
- Organise leave with their employer (if applicable) to attend clinical placement.
- Plan financially for their unpaid clinical placement period.

Cancellation of Clinical Placements by Students

Organising clinical placements is a complex and time-consuming exercise. We schedule windows of time in course timetables during which actual placement dates are determined after the course has commenced.

You are expected to make yourself available for the complete window of time scheduled for each placement. A cancellation fee may apply if you are unavailable for any placement window and you do not give us written notice of your unavailability more than 10 working days before the start of any placement window as indicated on your course timetable or as otherwise notified. This fee will be waived only under specific circumstances limited to:

- Medical condition preventing attendance at placement (doctor certificate required)
- Death of an immediate family member
- Unforeseen carer obligations for immediate family members.

In the event you are unable to complete any scheduled placement you will not be permitted to continue in the course with your current group. We will work with you to determine the best course deferral option for you.

You should note that any course deferral (without a sickness certificate or equivalent) may incur a fee and could extend your completion date by as much as 12 months. We are also unable to guarantee that any cancelled placement will be available at the same host facility

IMPORTANT: These criteria for placement are not negotiable and if you fail to provide the necessary evidence to us in the timeframes we specify, your course progress and possibly completion will be at significant risk. You are strongly encouraged to pay particular attention to these requirements and to act on them as quickly as possible.

You will also need to ensure you are up to date in regards to:

- Academic results (competency achieved in all academic assessments relevant to the area of clinical placement)
- Course fees
- Course attendance.

Immunisation Requirements

Health care workers may be exposed to and transmit vaccine-preventable diseases, therefore maintaining immunity in the health care worker population helps prevent transmission of vaccine preventable diseases to and from health care workers and patients. As stated previously, prior to undertaking clinical placements you will be required to be screened and vaccinated as per immunisation guidelines for health care workers to ensure your own personal safety and that of patients, staff and visitors from the potential threat of exposure to vaccine-preventable diseases all students.

To enable TrEd College to assess your vaccination status, to increase immunisation awareness and to update records, you will be required to provide documented evidence of your immunisation status.

The following is a list of recommended vaccines for health care students along with minimum acceptable evidence of immunity. This information is subject to change and we suggest you check these requirements at the time of your enrolment.

Disease	Minimum acceptable evidence of immunity
Influenza (Flu)	Documented evidence of influenza vaccination during the current influenza season. Confirmation of immunity post-vaccination is not required.
Measles, Mumps, Rubella (MMR)	Documented evidence of measles, mumps and rubella antibody (IgG) on serology <u>or</u> documented evidence of 2 measles vaccinations at least one month apart <u>or</u> born before 1966. Confirmation of immunity post-vaccination is not required.
Varicella Zoster (Chicken Pox)	Documented evidence of varicella antibody (IgG) on serology <u>or</u> documented evidence of varicella vaccination <u>or</u> a history of prior chickenpox or shingles (no documentation required for history of infection). Confirmation of immunity post-vaccination is not required.
Diphtheria, Tetanus and Pertussis	Documented evidence of a booster dose of diphtheria, tetanus and pertussis vaccine in the last 10 years. Confirmation of immunity post-vaccination is not required.
Poliomyelitis	History of vaccination with a primary course of 3 vaccinations (documentation is not required). Confirmation of immunity post-vaccination is not required.
Hepatitis B¹	Documented evidence of Hepatitis B core antibody <u>or</u> documented level of Hepatitis B surface antibody (>10mIU/ml) following completion of a course of Hepatitis B vaccine. Confirmation of immunity post-vaccination <u>is required</u> after completion of the vaccination course for all Health Care Workers.
<i>1 It is a requirement that all students involved in patient care must have evidence of Hepatitis B immunisation. A full course of injections must be completed and serology report evidencing conversion obtained prior to your first clinical placement.</i>	

Hepatitis A²	Documented evidence of hepatitis A antibody on serology (IgG) <u>or</u> documented evidence of completed course of Hepatitis A vaccine. Confirmation of immunity post-vaccination is not required.
<i>2 Applicable if you have worked in remote indigenous communities or with indigenous children in NT, QLD, SA and WA</i>	

Please Note: As a student health care worker, you also need to know your HIV and Hepatitis C status; however you do not need to inform TrEd College of the result. If you have one or both of these infections you must seek confidential medical and career advice from an infectious diseases specialist. All information provided by you will be treated confidentially and stored securely in accordance with the Commonwealth Privacy Act (1988).

If for cultural, religious or medical reasons you are unable or unwilling to be immunised in accordance with the guidelines set out by the Department of Health, your enrolment and consequent completion of the course may be suspended pending negotiations with host facilities to facilitate you on clinical placement.

We hold no jurisdiction over this matter and the negotiated result will be final. If hosts are not able to facilitate your placement you will not be able to meet the assessment requirements of the units of competence and as such your enrolment will be cancelled.

IMPORTANT: Your immunisation status is a critical criterion for access to clinical placements. It can take several months to complete courses of immunisation and you are strongly encouraged to commence this process with your health professional as soon as you decide to accept the offer of a place in this course. We cannot adjust course timetables for you if you fail to act on these requirements early enough and accept no liability for any negative impact on you that may arise

Use of Social Media

All Diploma of Nursing students are required to be familiar with and follow social media policy set by AHPRA. Please follow the links below and read before commencing the course.

<https://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Policies/Social-media-policy.aspx>

<file:///C:/Users/Amit/Downloads/Nusing-and-Midwifery-Board---Code---Advance-copy---Code-of-conduct-for-nurses---Effective-1-March-2018.PDF>

Course Attendance

As part of your Visa require course Attendance is Mandatory also, attendance is important to your success and to ensure you don't fall behind academically. Students who regularly attend classes have better outcomes, including employment outcomes. Attendance provides you with the opportunity to develop your skills, knowledge and values required to demonstrate competence. You are required to notify your Educator prior to any training and / or assessment that you are unable to attend. You may be asked to provide a medical certificate. Our requirements for attendance are as follows:

- You are expected to attend sessions as indicated by the timetable.
- Attendance at scheduled in class sessions is compulsory and 100% attendance is required.
- Ensure you arrive 5-10 minutes before the scheduled start time. If you are unable to remain for the duration of the session, you should advise the Educator prior to the commencement of the session and sign out when leaving.

- Sessions often include exercises and activities that form part of the overall assessment for the unit. Sessions often involve individual student participation and therefore any time you miss a sessions may jeopardise your success and you may need to rebook the whole session to complete the requirements (additional cost may apply).
- If you are unable to attend pre-booked sessions for any reason, please notify your Educator by email (admin@tredcollege.edu.au) or phoning Reception by 09:00 on that day and leave a message.
- If you have missed too many contact sessions, you are likely to be not adequately prepared for assessment and/or clinical placement, which may create delays in your training pathway.
- If any assessment or skills laboratory session is missed due to absence, you will be issued a Not Yet Satisfactory (NYS) result (unless you present a medical certificate or a prior arrangement has been negotiated with the Educator).

Only in exceptional circumstances will you be permitted to sit missed assessments. Deferral from a Course or Unit of Competency If you wish to defer from a course, you must do so in writing. Note that deferral is not automatically granted and may have a financial impact. An administration fee to process your deferral will apply. A maximum of 1 deferral only will be permitted.

Missed In-person Assessments

If you are unable to attend any in-person assessment activity failure to advise your Educator of your inability to attend will automatically attract a result of Not Yet Satisfactory (NYS). Reassessment will be scheduled as soon as practicable and this will be graded as a supplementary assessment (2nd attempt). This may result in delays to your course progress, should this be a pre-requisite to placement or a pre-requisite unit as outlined below.

Please Note: A medical certificate may be requested as proof of inability to attend or provision of evidence of extenuating circumstances.

Clinical Placements and Pre-requisite Units

It is a pre-requisite of your clinical placement that all coursework including assessments is up to date; therefore Clinical Placements will not be confirmed if you have any outstanding coursework or assessments. Where coursework or assessment evidence remains outstanding for such units you will not be permitted to continue in the course until those outstanding items have been satisfactorily

Failure to Submit by the Due Date and Extension Requests

Dates have been allocated to each assessment task, If you are unable to meet the date set for submission of assessment tasks you must contact your Educator and discuss the need for extension. A request for extension must be made in writing or via email and be approved by your Educator a minimum of 48 hours before the assessment is due. A maximum of 1 week extension will be granted for written assessments. You will be required to show evidence (e.g. sick certificate) for longer extension requests. In the absence of an approved extension, assessments submitted after the due date will receive the result of Not Yet Satisfactory (NYS). This will automatically be recorded as a 1st attempt and your submission will be graded as your 2nd attempt. If you can't satisfy the assessment requirement then you run the risk of not progressing through the course.

Course Progression and Unit Results

Course progress is monitored closely throughout the duration of each course. If you are considered to be at risk of not meeting course requirements you will be provided additional support and where appropriate a Support Plan will be implemented to assist you. You must achieve a result of Satisfactory (S) in all assessment tasks to receive a Competency Achieved (CA) outcome for the Unit overall. The result of Competency Achieved (CA) in each Unit must be attained in order to progress through the course and receive the full qualification on completion.

If you have received Not Yet Satisfactory (NYS) after your supplementary assessment (2nd attempt) for any assessments in a Unit you will receive a Unit result of Not Yet Competent (NYC). Please Note: If you have received Not Yet Competent (NYC) for more than 2 units, you will be required to defer to a later group, incurring a \$100 deferral fee. You may also be liable to repay for some units depending on your circumstances. A maximum of 1 deferral is allowed before you will be withdrawn from the course.

Student Registration with NMBA

When you are enrolled with TrEd College to study Diploma of Nursing or clinical training in nursing or midwifery, you do not need to apply for registration as a student.

TrEd College will pass on your details directly to the National Board for registration. No fee is required.

The National Board will register you for the duration of your program of study or clinical training, or until you are no longer enrolled in your approved program of study or clinical training program.

TrEd College uses the following template to register you as a student of Diploma of Nursing

[Student Registration Template](#)

For further information about your student registration with the National Board please read the following documents.

<http://www.nursingmidwiferyboard.gov.au/Registration-and-Endorsement/Student-Registration/Fact-sheet-FAQ-student-registration.aspx>

NMBA English Requirements Prior to Registration

After completing the Diploma of Nursing with TrEd, students have to register with APHRA. These are the registration requirements.

1. If the student has undertaken and satisfactorily completed primary and secondary schooling in Australia, there is no need of any additional English testing.
2. If English is students' primary language and they have undertaken and satisfactorily completed primary and secondary schooling taught and assessed solely in English in an APHRA English recognised country (Australia, United States, United Kingdom, Canada, New Zealand, the Republic of Ireland and South Africa), then there is no need of any additional English testing.
3. If English is not the student's primary language and they have not undertaken primary and secondary schooling taught and assessed solely in English in an APHRA English recognised country then they need to undertake one of the following English tests for example IELTS and get a 7 in all the bands or equivalent in the other tests(OET, PTE Academic, TOEFL iBT). Check [here](#) for more information.
4. If a student has undertaken an AQF qualification in Australia from Level 4 upwards and has studied as a full time equivalent student for 5 or more years, then there is no need of any additional English testing.

<https://www.ahpra.gov.au/registration/registration-standards/english-language-skills.aspx>

NMBA Other Registration Standards For Enrolled Nurses (Except for English Language Requirements)

Registration standards define the requirements that applicants, registrants or students need to meet to be registered. The Nursing and Midwifery Board of Australia has developed the following registration standards:

Core registration standards

With the exception of registered students and non-practising registrants, these standards apply to applicants for registration and currently registered nurses and midwives.

- [Criminal history registration standard](#) or Click [here](#)
- [Registration standard: Continuing professional development](#) or Click [here](#)
- [Registration standard: Recency of practice](#) or Click [here](#)
- [Registration standard: Professional indemnity insurance arrangements](#) or Click [here](#)

Note: If you are unable to download these Core Registration standards, please ask for printed copies from the reception desk or email info@tredcollege.edu.au. It is a requirement for entry to the course that you understand these Core Registration Standards for Enrolled Nurses

PHYSICAL REQUIREMENTS

While TrEd College will work with you to make “reasonable adjustments” in the campus lab and classroom, there are work place practice conditions that occur in the workplace environment that are beyond TrEd College’s control. The physical requirements below are necessary to function in the healthcare facility and/or community setting. Students must be able to perform and complete course objectives and requirements with or without reasonable adjustments. Our courses cater to a range of candidates. The candidates are required to be physically fit to manage tasks.

Skills and abilities that are needed to perform client care to pass the course objectives and requirements are:

- Strength: Sufficient to assist with lifting and transferring a client, and perform CPR
- Mobility: Sufficient mobility to bend, stoop, and bend down to the floor; ability to move around rapidly; and to move in small, confined areas.
- Hearing: Sufficient to hear through the stethoscope to discriminate sounds; to hear cries for help; to hear alarms on equipment and emergency signals; and various overhead pages.
- Vision: Sufficient to make physical assessments of client and equipment.
- Communication: Able to communicate in both verbal and written formats; and interact with clients, staff, and faculty supervisors.

Disability and Medical Conditions:

If you have a disability or disorder or on any longer medications that will require reasonable adjustments to fulfil these requirements, then please declare in your course application.

It is your responsibility to inform TrEd College if you have a disability or medical condition that may impact on your placement. Talk to your assessor about any requirements or adjustments that might need to be made.

Information about your disability will only be shared with your workplace supervisor with your approval.

Student Information

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

Cost

HLT54115 Diploma of Nursing	AU\$30,000.00
Application Fee (not refundable) AUD 50	
Tuition Fee AUD 29,950	
Total AUD 30,000	

Note:

- All training tuition fees are exempt from the payment of GST. No GST included.
- RPL fees are the same as the fee listed above for completing the listed course.
- Please refer to the student handbook for the complete fee and refund policy

SCHOLARSHIPS AVAILABLE FOR ABORIGINAL AND/OR TORRES STRAIGHT ISLANDER CANDIDATES. PLEASE ENQUIRE WITHIN AT info@tredcollege.edu.au

Student Fee Inclusions

Tuition fees for the course are inclusive of the following items:

- Tuition and classes
- Induction and orientation
- Uniform items (1 set of hospital scrubs)
- Student identification badge
- Manual handling certificate

- First Aid Certificate (HLTAID003)
- Student counselling and support
- Administration, insurances, placements and facilitation

Incidental Costs

Our Diploma of Nursing course involves some additional compulsory items which you will be responsible for procuring yourself, including:

- Textbooks and reference books (approximately \$700)
- A Laptop computer for research and training purposes
- A Nurse's Kit (approximately \$100)
- Immunisations / vaccination status report
- Tuberculosis screening
- Australian Federal Police Certificate
- A Working with Children Check
- Additional recommended books and resources

IT Requirements

You will be required to utilise computers for this course so a basic understanding and knowledge of how to use the following is essential:

- Microsoft Windows XP or above
- File management (saving and opening files, uploading to and downloading from the internet)
- Microsoft Office 97 or above (MS Word)
- Internet browsing / searches
- Send / receive emails.

A BYOD (bring your own device) policy applies to our campuses. Wifi is available to all students, and you are responsible for providing your own suitable device and for all antivirus and other digital security protection for your device.

Contact us and take a positive step towards a rewarding career!

Phone: +61 2 9870 7688

Email: info@tredcollege.edu.au

Course Delivery Location: TrEd College, Ground Floor, Suite 2, 17 Khartoum Road,
Macquarie Park NSW 2113 Australia

10 minute walk from Macquarie Park train station or
Macquarie Uni train station, 5 minute walk from Macquarie Shopping Centre,
Bus stop at door, and street parking.