Course enrolment planner

Certificate III in Health Services Assistance

HLT33115

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UNIVERSITY OF
TECHNOLOGY

The **Certificate III in Health Services Assistance** is an accredited course that will train you to work in support roles across the health industry. You'll develop the foundational skills required to work directly with patients under the supervision of professional health staff. This is essential work in a highly functioning health system. Your understanding of how to assist and support these staff is critical to the care of patients and clients.

Course Information
Intake: VET Oct Intake 2021 Continuing
Start date: 4th October 2021
Location: Wantirna Campus
Duration: 6 months full-time

Course Structure
To achieve the Certificate III in Health Services Assistance, students are required to complete seven (7) core units and eight (8) elective unit.

To ensure a **successful** enrolment experience follow the steps below.
If you cannot see units on the **My Enrolment Tab** ensure you have accepted your offer on the **Offer Tab** and the **Terms and Conditions** on the **My Enrolment Tab.**

Step 1 Pre-Enrolment: To view timetable options for your course select the **'Group Registration'** button on the right hand side of the screen.

🖰 Course Code - Course Title
Admitted   2022, VET Mar Intake, Hawthorn, Classroom based

Group Registration

Step 2: Select **'View Timetable'** to select your timetable option

Step 3: To select your timetable option and register into classes select **'Choose'** on the right hand side of the screen

You can register in one of the following:
CourseCode_0001 - Cert XX Course Code Name-Grp1
View Timetable |; *Please note that timetables are subject to change   **Choose**

CourseCode_0002 - Cert XX Course Code Name-Grp2
View Timetable |; *Please note that timetables are subject to change   **Choose**

Step 4: Select **'Register in selected Group'**

Register in selected Group(s)

Step 5 Complete enrolment into units:
Select the year, All Study Periods and All Locations. See below for an example. You must **enrol in all units** as set out on Course Planner below.

Enrol in units for | 2022 | All Study Periods | All Locations | **Search**

Core units – all seven (7) core units must be selected

Unit Code	Unit Title	Start Date	Teaching Period
BSBMED301	Interpret and apply medical terminology appropriately		
HLTAAP001	Recognise healthy body systems		
CHCCOM005	Communicate and work in health or community services		
CHCDIV001	Work with diverse people	Units were delivered in 2021	
HLTINF001	Comply with infection prevention and control policies and procedures		
HLTWHS001	Participate in workplace health and safety		
BSBWOR301	Organise personal work priorities and development		

Elective units – all eight (8) core units must be selected

Unit Code	Unit Title	Start Date	Teaching Period
CHCCCS026	Transport individuals	17/01/2022	VE Term 1
CHCCCS012	Prepare and maintain beds	31/01/2022	VE Term 1
HLTHSS003	Perform general cleaning tasks in a clinical setting	14/02/2022	VE Term 1
HLTFSE001	Follow basic food safety practices	21/02/2022	VE Term 1
CHCCCS015	Provide individualised support	7/03/2022	VE Term 1
CHCCCS002	Assist with movement	28/03/2022	VE Term 1
CHCCCS020	Respond effectively to behaviours of concern	Units were delivered in 2021	
HLTAID003	Provide first aid		

How to use your course planner

Refer to the below guide to help you work out the correct units to enrol into for each teaching period. The units in your planner are colour-coded to assist with mapping out your studies over the duration of your course

Course Information

Core units
A set of 7 compulsory units you **MUST** complete as part of your Course.

Elective units
A structured set of 8 units specific to your Course.

Practical Placement?
Practical Placement can be completed however is not a compulsory requirement.

How do I enrol into units online?
For help on how to enrol in units on your Study Plan, please refer to our **online help guide.**

When do my classes start?
Classes for units will commence in the week of **17th January 2022.**

How do I get recognition for my existing qualifications or experience?
Learn more about **Advanced Standing (Academic Credit).**

Where can I find more information about being a Swinburne student?
Our **Current Students webpage** contains information about managing your course, financials, results, graduations, student support, student services, life on campus and additional learning opportunities

Where can I find more information about course costs/ fees?
Our **Fees website** contains information on course fees, including a handy fees calculator, the types of Government assistance available, details on how to make a payment, payment due dates and more.

Pathways to future study
Pathways allow you to progress from one qualification to another where the first course is recognised as an entry requirement and/or provides advanced standing. You can take advantage of pathway arrangements from one Swinburne course to another or benefit from study completed at another institution. Pathway options may be subject to academic performance. Learn more about **pathways.**

What if I have any other questions?
For further assistance please contact **studentHQ**.

Units are subject to change and may not be timetabled every Teaching Period