STUDENT HANDBOOK

Diploma of Nursing
HLT54115
CONTACT US

Get an answer on courses, costs, campuses, careers as well as facilities, entry requirements, directions, recognition of prior learning, or just about anything else relating to studying nursing at Think Education.

Our Course and Careers Advisors are here to help you.

Course inquiries

Phone: 1300 575 803
Web: www.think.edu.au

ABOUT US

Think Education is part of Laureate International Universities (LIU), a leading international network of quality, and innovative institutions of higher education. The LIU network of more than 80 accredited campus-based and online universities offers undergraduate and graduate degree programs to more than 1,000,000 students in 28 countries around the world.

As part of Laureate International Universities, Think Education encompasses six different colleges in NSW, QLD SA and VIC, ranging from short courses to Bachelor and Masters Degree level courses across four faculties: Business, Health, Hospitality and Design. Think Education provides qualifications to more than 2,000 students with both on campus face-to-face learning and online courses.

At Think Education, we challenge the myopic and stereotypical thinking of the traditional education system, and rebuild it to suit students and their futures. We believe in delivering an experience that empowers resilience, confidence and curiosity, where heads and hearts are aligned, instinctively bringing our students’ talents and abilities to life. We place equal value on theory and practice. We ensure our students are trained in the real world skills they need for success. And we give everyone a platform to change their world.

Think: Colleges Pty Ltd
ABN: 93 050 049 299
RTO No: 0269
HEP No. 4375
CRICOS provider 00246M

Please note: all information contained in this Course Information publication is subject to change.
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Foreword

This handbook has been developed to assist HLT54115 Diploma of Nursing students with their learning experience. It provides context and explanations, as well as how to engage with and successfully navigate their nursing studies experience.

It also includes a summary of the course structure and the units of competency that make up the nursing qualification requirements.

The information provided reflects current processes and regulations for students studying the Diploma of Nursing with Think Education.

COURSE PROGRAM

The course program is an 80 week stage program with 25 units of competency. The course program includes 400 hours (10 weeks) of full time (Monday-Sunday) clinical placement (WIL) in a range of professional workplace settings. All clinical placement periods are unpaid and fully supervised.

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COURSE OUTCOME

The HLT54115 Diploma of Nursing will assist the student with gaining the essential skills and knowledge to work as an enrolled nurse in a variety of health care settings. The student will learn how to implement basic nursing care, assess client’s health and analyse health-related information.

The student will learn how to administer and monitor medications and provide care to older clients, acute care clients and people with mental health conditions. These clients will encompass a broad range of diversity that accesses the Australian health care system.

The student will develop effective communication skills and learn how to work within legal and ethical parameters in nursing.

The student will undertake a minimum of 400 hours of mandatory clinical placement (WIL).

After successful completion of HLT54115 Diploma of Nursing, the student may be eligible to apply for registration as an enrolled nurse with the NMBA through the Australian Health Practitioner Regulation Agency (AHPRA). Employment opportunities as an enrolled nurse are available in a range of health settings such as:

- acute care,
- chronic care,
- aged care,
- rehabilitation,
Enrolled Nurses in Australia work under the direction of and in collaboration with Registered Nurses to support the health and well-being of people.

PATHWAYS
The completion of this qualification provides an opportunity for pathways into the following qualifications:

- Bachelor of Nursing (course accreditation pending)
- Bachelor of Health Science (Aesthetics)
- Bachelor of Health Science (Naturopathy)
- Bachelor of Health Science (Nutritional Medicine)
- Bachelor of Health Science (Western Herbal Medicine)
- Bachelor of Health Science (Chinese Medicine)
- Bachelor of Health Science (Clinical Myotherapy)

Block credits are offered by Think Education for graduates of HLT54115 wanting to enter into one of our (identified) courses. Students are encouraged to contact a Course and Careers Advisor for up-to-date information about their study options. Further information on the Credit Policy can be obtained through Think Course and Career Advisors and on Think Education’s website (www.think.edu.au).

COURSE STRUCTURE
The 25 units comprise 20 core and 5 elective units of competency from the HLT54115 Diploma of nursing training package. Elective units were chosen in consultation with industry representatives via the Course Advisory Committee and subsequent accreditation by the Australian Nursing and Midwifery Accreditation Council (ANMAC) to ensure students graduate with essential knowledge and skills to work as an Enrolled Nurse across a range of healthcare settings.

COURSE MODES
Modes of course delivery are either college based classroom delivery or blended delivery. Students are able to be enrolled into one course offering. All components of this course must be completed in English. This includes all assessments and all clinical placements.

The course program delivery covers all theoretical and practical aspects of the Diploma of Nursing. Academic learning materials will be accessible to the participants via the college learning portal.

A change of study mode can only occur at the completion of a study period and after consultation with the Program Manager.
Mode 1. Classroom Delivery (College based at training facility)
This program is delivered three days each week at a Training Facility, through a combination of the following:

- Lectures, practical sessions, individual and group activities and Nurse Educator moderated discussion on assigned projects.
- Training and assessment is conducted using simulated and real workplace environments. Written tasks and practical tasks/projects are completed and submitted for assessment.
- The 80 week program includes 400 hours (10 weeks) of full time (Monday-Sunday) clinical placement (WIL) in a range of professional workplace settings. All clinical placement periods are unpaid and fully supervised.
- To assist candidates undertaking this delivery mode, the following support is available:
  o Dedicated communication support from Program Coordinators
  o Option to engage Learning Support at any of our campuses offering HLT54115 Diploma of Nursing

Mode 2. Blended Delivery
Blended delivery method includes a combination of the following:

- Theory delivery on-line through Blackboard, with the student attending classes one day each week on campus
- Practical assessment of competencies in simulated lab setting at specified campuses over one to two week/s at the end of each trimester
- Fully supervised and unpaid clinical placement in a range of professional workplace settings, totalling 400 hours (10 weeks) spaced throughout the program
- To assist candidates undertaking this delivery mode, the following support is available:
  o Dedicated communication support from Program Coordinators
  o Option to attend any relevant and scheduled classroom or simulated lab session at any of our campuses offering HLT54115 Diploma of Nursing
  o Option to engage Learning Support at any of our campuses offering HLT54115 Diploma of Nursing

COURSE AIMS
The adult learning process encourages self-reliance, initiative, and responsibility for the students’ own learning. A key emphasis is the promotion of principles of lifelong learning and health education.

The Diploma of Nursing qualification is preparation for beginning level professional practice as an Enrolled Nurse in the Australian health care environment. The focus of educational preparation and graduate outcomes of the course are aligned with the Nurse and Midwifery Board of Australia (NMBAA) Enrolled Nurse Standards for Practice. The program facilitates the development of skills in providing care and comfort for individuals and groups in activities of
daily living; assisting to meet basic human needs, and observing and reporting changes in individual, or group behaviour.

Currently the Enrolled Nurse works under the direction and supervision of the Registered Nurse. At present, the Enrolled Nurse retains responsibility for his/her actions and remains accountable to the Registered Nurse for all delegated functions. Supervision means the direction and guidance given by a Registered Nurse to an Enrolled Nurse. Supervision may be direct or indirect according to the nature of the work delegated to the Enrolled Nurse.

Successful students will exit this program with a Diploma of Nursing qualification and will be able to demonstrate the following competencies:

- Understanding of a broad knowledge base incorporating theoretical concepts.
- Application of solutions to a defined range of unpredictable problems under the supervision of a Registered Nurse/Midwife.
- Application of skills and knowledge to a wide variety of contexts and health care settings.
- Identification, analysis and evaluation of information from a variety of sources.
- Work effectively in a team and contribute to the development and implementation of the nursing care plan.
- Awareness of and ability to work within the Enrolled Nurse Standards for Practice.

Expected education and graduate outcomes include the student gaining AHPRA registration and employment in an Australian health care setting on successful completion of the program. Enrolled Nurses (EN) presently make up a significant component of the nursing and nursing-related work force and are employed in metropolitan and country public hospitals, private hospitals, community health settings, state and private nursing homes, rehabilitation units, medical practices, private industry and local government.

**COURSE EXPECTATIONS**

It is expected that for every hour of class contact time, students will need to complete a minimum of one (1) hour self-study time in order to meet the course requirements. Taught on a full time basis the minimum class contact hours are 20 hours per week. If a student is absent from two or more consecutive sessions, a medical certificate is required.

**SOCIAL MEDIA**

Students are also advised to read and understand the Social Media Policy as dictated by the Australian Health Practitioner Regulation Agency (AHPRA), and available on their website. In brief, the student should remember that under the National Law and their code of ethics, they must perform their duties according to those regulations and obligations.


Refer to the Student Placement Guide and Logbook for further information on this topic.

**SPECIAL NEEDS**

Think Education provides access to staff and training/assessment resources to meet the requirements of students with special needs and has an assessment process that incorporates reasonable adjustment procedures.
On campus counselling is available as a free service to all Think Education students.

**COURSE COSTS**

Tuition fees cover both the theoretical and practical sections. Additional costs include:

- Textbooks (optional)
- National Police Check
- Nurses Fob Watch
- Vaccinations - costs depends on vaccinations required (Medicare rebate may apply)
- Vaccinations Status Report - costs vary depending on the Doctor (Medicare rebate may apply)
- Nurses Kit – stethoscope and sphygmomanometer (optional)

**FINANCE**

Students are advised to keep their receipts regarding education expenses for taxation purposes.

Students who are experiencing unusual/unexpected financial difficulties should speak directly to the Finance Office.

Students who fail to pay their tuition fees by the due date will have their enrolment cancelled under the Student Fees Policy.

Please remember that during placements, as supernumerary (unpaid) students, NO income will be earned, therefore, careful budgeting will be required. Students are responsible for planning financially for this period.

**Financial Assistance**

If you are 25 years or older you may be eligible for assistance from the Commonwealth Government. Information about AUSTUDY can be found on the Australian Government Department of Human Services website: AUSTUDY

If you are an Aboriginal or Torres Strait Islander Australian you may be eligible for assistance from the Commonwealth Government. Information about ABSTUDY can be found on the Australian Government Department of Human Services website: AUSTUDY.

**ATTENDANCE AND ACADEMIC PROGRESSION**

It is the student’s responsibility to organise work and personal schedules to allow full attendance at all compulsory sessions, particularly clinical placements.

All laboratory sessions are compulsory.

Absences from compulsory sessions (such as Clinical Skills Labs) will be accepted on medical grounds (certificate required) or compelling and compassionate grounds only.

Campus attendance is monitored and recorded at each morning and afternoon session, to allow students every opportunity to progress. It is strongly recommended that students participate in at least 80% of their classes.

Interventions will be put in place where:

- a student fails to attend classes in two of the first three weeks of the study period, or
• a student fails to participate online by logging on and accessing their class materials during the first three weeks of the study period, or
• a student fails to participate in their first assessment item.

These interventions are described in section 6.1 of the Academic Progression Policy and form part of a broader range of measures designed to help students complete their course.

At the end of each study period:
• Students who pass or meet the requirements of at least 50% of their enrolled subjects within a study period will be deemed as achieving satisfactory academic progress.
• Students who do not achieve at least a pass grade or competency outcome in 50% of their enrolled subjects, including those who withdraw with academic penalty or discontinue, or who fail a subject for the second time, will be deemed to be at risk of not progressing satisfactorily.

At risk
At risk students will be provided with intervention strategies specific to their needs. Students will be responsible for acting on intervention strategies to ensure continued success in the course.

At the end of each calendar year:
• Students who have been at risk of not progressing satisfactorily for two or more consecutive study periods will be deemed to have made unsatisfactory progress and may be excluded from the course.

Medical Certificates/Extensions
If a student misses compulsory sessions/assignments/assessments requiring more than two (2) medical certificates within a three (3) month period, they may be required to provide medical clearance to continue studies with Think Education.

Extension of deadlines for assignments will not be granted unless the student has applied for the extension, at least seven (7) days before the deadline and the extension is agreed to by the educator at least three (3) days prior to deadline, exceptional circumstances withstanding. Failure to meet the new submission date will result in an Unsatisfactory result for the assignment.

Unexpected absence on the day of assessment must have a medical certificate. The college must be notified the morning of your absence. A new date will be set for your assessment; however, failure to attend the new assessment date will result in an Unsatisfactory result for the assessment.

CLINICAL PLACEMENT
Students are required to complete a minimum of 400 hours (10 weeks) of compulsory unpaid work experience in a range of healthcare facilities such as, but not limited to aged care, mental health, primary health care facilities, sub-acute and acute, as well as rehabilitation hospitals. This is termed Work Integrated Learning (WIL) – Clinical Placement or Clinical Placement for short.

Whilst your theory is delivered according to the timetable and within the set time frames, the overall course duration and completion is dependent on the availability of clinical placement vacancies.
Clinical Placement involves working with a diverse range of staff and clients. It requires working early and late shifts and can involve assisting clients with activities of daily living, including toileting and showering of both male and female clients.

Think Education arranges all clinical placements. It is not acceptable for a student to arrange their own placement. Similarly, a student is unable to complete a clinical placement at their current place of work. If you miss a placement for any reason, you risk waiting several months for another placement and possibly incurring additional fees. Clinical placements are a critical resource. Where possible, students will be assigned to local/regional placements within the state. There may be a need to undertake placement interstate or rurally, in order to complete the program requirements.

Before students are able to be confirmed with a facility or attend placement, all of the following must be met:

- All due fees MUST be up to date prior to placement being confirmed. For placements occurring after all course theory sessions are complete (end of course), all fees must be paid in full. Clinical placements will be withheld from students whose accounts are in arrears as a portion of your tuition fee is applied to the premiums for placement insurance.
- Academic progress must be up to date at the time of each placement.
- Current immunisation evidence can be by either a declaration signed by General Practitioner (GP) or blood test results. Specific requirements are provided at orientation. This is a student expense and may vary from state to state.
- All students MUST have current workplace approved First Aid and Cardio-pulmonary Resuscitation Certificates (CPR) valid for the duration of the course. The originals must be sighted by the College (photocopies are not accepted). These are included in the course fees, unless rescheduled by the student.
- All students MUST hold a current manual handling certificate and be assessed by educators at Think Education. This is included in the course fees, unless rescheduled by the student.
- Most states require students to have a Working with Children Check (Blue Card) prior to commencement of Clinical Placement.
- Regulations for nursing state that for health, infection control, and hygiene purposes all personnel working in a hospital are to have their arms exposed up to the elbow (*Bare below the elbow*).
- All students MUST have provided a current Police Clearance. All police history is reviewed and in certain cases, may prevent you from completing placement. This would make you ineligible to achieve your qualification. This is a student expense.

Note: Students are fully insured by Think Education. There is no guarantee of employment arising from the worksite placement.

**TEACHING METHODOLOGY**

This course is based on the practical application of skills and knowledge needed by an enrolled nurse. It uses effective training methodology in cases of individual or small group settings. Whichever delivery mode is used, the emphasis is on practical based applications. With the support of learning materials, the course is delivered through a range of modes, including:
• Face to face facilitation
• Blended learning (online or eLearning)
• Independent learning / Self-Directed learning
• Group based workshops and discussions
• Clinical placement

LEARNING RESOURCES

Information Technology

Information technology is integral to healthcare and it is a competency requirement for nursing students.

It is expected that students have access to personal computers and educational software, and are able to use computers in order to access the Think Education Learning Portal and Blackboard Learn. Blackboard Learn is the eLearning platform and blended learning environment used by Think Education nursing students.

Please use the Blackboard Learn portal to access the course information, units of competency and to view details of internet browsers and operating systems required. Your learning resources and tasks such as submission of assessment pieces are via the Learning Portal and Blackboard Learn.

Student Services will provide you with a user login ID to access Blackboard.

The learning portal is accessed directly through: https://cas.laureate.net.au/#/login

Learning Materials

For each unit of competency, students are provided resources that include all learning materials, reference materials, and assessment materials required to achieve a qualification.

EBSCOhost and Joanna Briggs Institute (JBI) are examples of the online resources available for students via the college library:

• EBSCOhost is an online research platform providing access to proprietary databases with full text articles from thousands of academic journals relevant to specific areas of study.
• The Joanna Briggs Institute (JBI) is one of the world's leading evidence-based practice (EBP) organisations. JBI's Evidence Based Practice database is a comprehensive range of resources including over 3,000 records over seven publication types including systematic reviews and best practice information sheets resources produced specifically for practicing health care professionals.

Health Research Databases are accessed through the Laureate Library:
https://library.laureate.net.au/health

You can access JBI directly through your Blackboard dashboard.

TEXTBOOKS

The textbooks or prescribed learning resources for the program are not included in the program fees and may be purchased for each subject (See Appendix D for a list of suppliers). These resources are listed in the subject outlines.

Textbooks and learning resources are available through the college library.
STUDYING ON CAMPUS

All campuses are designed to provide students with modern and appropriate facilities, equipment and resources needed to be successful in their studies. The campuses include simulated laboratory spaces and audio-visual teaching spaces.

Free wireless access available to all students.

Campus facilities include:
• Learning Portal – online student learning system
• Fully equipped simulated ward environment
• Access to campus library
• Printing and copying services
• Student break-out spaces for group work
• Student lounge areas

POLICIES & PROCEDURES

These can be viewed on the Think Education website: http://www.think.edu.au/studying-at-think/policies-and-procedures

ASSESSMENT

Evidence

This is the consideration of the student’s ability to combine:
• Knowledge
• Clinical Skills
• An understanding of the work context
• Decision making skills
• Attitudes, values and ethics.

Methodology

This may include:
• Practical sessions
• Short answer/multiple choice questions
• Assignments
• Examinations/Tests
• Oral presentations / Visual presentation
• Live and Simulated techniques
• Role play

Academic Writing

All assignments must be academically written and referenced. Think Education requires that the student references all work using the American Psychological Association (APA) 6th Edition style.
Resulting

Assessment submitted for marking in the course program will be assessed as per competency-based learning principle. Students are expected to demonstrate that they have learned the knowledge and skills necessary to progress through their course program.

Students who fail to achieve a satisfactory result for each assessment, in the prescribed time will be assessed as Not Yet Competent for the unit.

Progression

Students are supported in their course program with resources that include:

- Learning Support Advisors
- Program Coordinators
- Campus Councillor

For more detailed information please refer to the section Attendance and Academic Progression in this handbook.


RE-SUBMISSION OF ASSESSMENT

VET Assessment Submitted on Time

A VET student who submits an assessment task on time but whose work is deemed Unsatisfactory will be given two further opportunities to demonstrate competency in that task.

- Following notification of the unsatisfactory outcome, a student will have a further seven (7) calendar days from the date they have been notified to resubmit.
- If the outcome is still unsatisfactory, a student will have a further two (2) calendar days from the date they have been notified of the unsatisfactory outcome to submit for the third time.

Re-submissions must be made on time. If after the third submission the student's assessment is still assessed as Unsatisfactory, that outcome will stand.

VET Assessment Submitted up to Seven (7) Calendar days After the Due Date

A VET student who submits an assessment up to seven (7) calendar days after the due date (or agreed extension date) and whose work is deemed Unsatisfactory will be given one further opportunity to demonstrate competency in that task.

- Following notification of the unsatisfactory outcome, a student will have two (2) calendar days from the date they have been notified to resubmit.

Re-submissions must be made on time. If, after the second submission, the student's assessment is still assessed as Unsatisfactory, that outcome will stand.

VET Assessment Submitted more than Seven (7) Calendar days After the Due Date

A VET student who submits an assessment more than seven (7) calendar days after the due date (or agreed extension date) and whose work is deemed Unsatisfactory will not be given a further opportunity to demonstrate competency in that task, unless there are exceptional or extenuating circumstances.

EXAM CONDITIONS

Online examinations via Blackboard, have a due date for completion and the upload is timetabled. Answers are attempted without help from others, and submitted before midnight on the due date. There will be recommended learning materials and resources available for you.
On-campus examinations are written assessments conducted under exam conditions on campus.

General On-Campus Examination Procedures

- Examinations are to be completed under the direct supervision of an invigilator.
- Students are to present for their exam 15 minutes prior to examination commencement and be ready to commence the exam at the prescribed time.
- Students presenting up to 30 minutes after an examination has commenced will be permitted to enter the examination but will not be allowed any additional time.
- Students presenting more than 30 minutes after an examination has commenced will not be permitted to enter the examination and will receive a mark of zero for the examination.
- Students must display their Think student identification card on the desk.
- Students must provide the pens, pencils, erasers and rulers necessary to answer the examination questions in a clear plastic bag.
- Students may bring with them drinking water in a clear container and other material for the course as displayed on the examination.
- Students may bring with them any materials specified under a Disability Policy.
- International students may bring with them a written foreign translation dictionary.
- The examination start time will include a designated reading time of ten minutes unless stipulated otherwise on the examination paper.
- During the reading time, students are not permitted to use a calculator or write on the examination paper, but may complete attendance slips, complete details on the front page of the examination paper and make notes on loose leaf paper.
- No writing may commence until authorized by the invigilator and all writing must cease when instructed.
- All students must remain seated until all examination papers are collected.
- Students are not permitted to speak during the examination.
- Students are not permitted to leave the examination during the first 30 minutes or the last 15 minutes of an examination.
- If there is a need to go to the toilet or leave for medical reasons, approval and supervision must be provided.

REQUESTING A RE-ASSESSMENT

A student who considers that an assessment task has been unfairly or inappropriately marked may request a re-assessment. Re-assessment involves the assessment task being marked again by a second assessor, without any further work by the student.

A re-assessment must be requested in writing within five (5) working days of the original result being released. The request needs to include details of reasons the student has deemed the assessment result as unfair or inappropriate in regards to published assessment criteria.
If the request is approved, a second assessor will review the same assessment with the following conditions:

- The second assessor is not provided with details of the student's original mark.
- The original assessor will be asked to comment on the re-evaluated assessment.
- The full range of outcomes used on the original assessment task must be available for re-assessment.
- The original and the second results will be referred to the Program Director (or delegate) for final determination of the result to stand, which may be higher or lower than the original result.
- No further re-assessment is permitted.

If the request is not approved, the student is provided with a written response outlining why the request was rejected. In this case, the original result will stand. Students not satisfied with the result may request a review of their final result.

**Requesting a Review of the Final Mark**

A student who considers that their final subject result is inappropriate or unfair may request a review of this result from the Program Director (or delegate) in accordance with the provisions of the Student Complaints Policy. The review may result in adjustment of the student's results, or no change to the original results. The student may choose to appeal the decision under the Student Complaints Policy.

**Clinical Skills Laboratories (Practical Sessions)**

Skills Laboratories are held during the program. On these days students practise necessary clinical competencies required by Enrolled Nurses, such as observations of changes to physical health status, vital sign measurements, wound care and documentation. Students are assessed during these laboratory sessions in readiness for clinical placement competency assessments.

College uniform must be worn in Clinical Skills Laboratory sessions. This includes the Think Education polo shirt, black trousers or skirt and leather shoes with non-slip rubber soles.

100% attendance is mandatory for all Clinical Skills Laboratory sessions.

- If unable to attend the mandatory laboratory session, telephone the college and ask Student Services to forward an email to your educator. Please include your name, the name of your educator and your reason for being absent.
- On your timetabled laboratory day roll call will be conducted by your educator at the beginning of each session (morning and afternoon). Those students who are not present for both roll calls (or who have not informed the educator they are leaving college), will be notified that they are now required to provide a medical certificate for their absence and will be given one opportunity to attend a make-up session at the educator's availability and NOT during a tutorial session.
- Upon return to college, present your medical certificate to your educator. Your educator will then provide you a date and time to attend your one and only make-up session.
- This make-up teaching session may be on a day when you are not timetabled to be at college.
• Failure to attend the make-up session without contacting your educator with a valid reason, and/or a medical certificate, will result in an appointment with the Program Manager.

ENROLLED NURSE REGISTRATION

Entry requirements

In accordance with the Australian Nursing and Midwifery Accreditation Council accreditation, the minimum standards for entry into the HLT54115 Diploma of Nursing are:

Applicants are required to:

• have completed Year 12 or equivalent; OR
• have an Australian Certificate III in Individual Support or disability work; OR
• be of mature age which can be demonstrated by a candidate who is at least of 21 years; AND
• Provide evidence of meeting at least one of the Nursing and Midwifery Board of Australia (NMBA) English language standards listed below prior to enrolment: http://www.nursingmidwiferyboard.gov.au/Registration-Standards/English-language-skills.aspx

1. At least six years of primary and secondary education taught and assessed in English in either Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States of America, including at least two years between years 7 and 12.

NOTE:
The student must include evidence, at the time of applying for NMBA registration as a program graduate, of a minimum of one year fulltime equivalent pre-registration program of study approved by the recognised nursing and/or midwifery regulatory body in either Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States of America.

2. At the time of applying for NMBA registration as a program graduate, the applicant will be able to demonstrate having completed five (5) years (full time equivalent) of studies taught and assessed in English in either Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States of America. The five (5) years of studies must include the following:
   • vocational and secondary education taught and assessed in English; or
   • tertiary and vocational education taught and assessed in English; or
   • combined tertiary, secondary and vocational education taught and assessed in English; or
   • tertiary education taught and assessed in English

   AND

The five (5) years above must include evidence of a minimum of one year fulltime equivalent pre-registration program of study approved by the recognised nursing and/or midwifery regulatory body in either Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States of America.

3. 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). Accepted test results are:
   – from one test sitting, or
   – 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

4. **OET** with a minimum score of B in each of the four components (listening, reading, writing and speaking). Accepted test results are:
   - from one test sitting, or
   - a 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.

5. **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). Accepted test results are:
   - from one test sitting, or
   - 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

6. **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.

   Accepted test results are:
   - from one test sitting, or
   - 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

**Registration requirements**

Students can apply for registration as an Enrolled Nurse following completion of your Diploma of Nursing course. Students will need to satisfy criteria such as the NMBA English Language Standard and Criminal History. See the following AHPRA link for more information on the registration requirements: [https://www.ahpra.gov.au/Registration/Registration-Process/Registration-Requirements.aspx](https://www.ahpra.gov.au/Registration/Registration-Process/Registration-Requirements.aspx)

Please see the following AHPRA link for more information on the registration process: [https://www.nursingmidwiferyboard.gov.au/Registration-and-Endorsement.aspx](https://www.nursingmidwiferyboard.gov.au/Registration-and-Endorsement.aspx)
APPENDICES

A: Table 1 - Course Structure – Stage Model
B: Table 2 - Units of Competency
C: Useful websites
D: Nursing Textbooks
### Appendix A: Table 1 HLT54115 Course Structure – Stages

<table>
<thead>
<tr>
<th>#</th>
<th>Stage 1 (weeks 1-30 = 30 weeks duration)</th>
<th>Hours</th>
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<tbody>
<tr>
<td>1</td>
<td>HLTAID003 – Provide first aid</td>
<td>18</td>
</tr>
<tr>
<td>2</td>
<td>HLTWH5002 – Follow safe work practices for direct client care</td>
<td>25</td>
</tr>
<tr>
<td>3</td>
<td>HLTFN001 – Comply with infection prevention and control policies and procedures</td>
<td>25</td>
</tr>
<tr>
<td>4</td>
<td>HLTENN002 – Apply communication skills in nursing practice</td>
<td>50</td>
</tr>
<tr>
<td>5</td>
<td>CHCDIV001 – Work with diverse people</td>
<td>40</td>
</tr>
<tr>
<td>6</td>
<td>CHCDIV002 – Promote Aboriginal and Torres Strait Islander cultural safety</td>
<td>25</td>
</tr>
<tr>
<td>7</td>
<td>HLTENN008 – Apply legal and ethical parameters to nursing practice</td>
<td>30</td>
</tr>
<tr>
<td>8</td>
<td>CHCPRP003 – Reflect on and improve own professional practice</td>
<td>120</td>
</tr>
<tr>
<td>9</td>
<td>HLTAAP002 – Confirm physical health status</td>
<td>90</td>
</tr>
<tr>
<td>10</td>
<td>HLTENN006 – Apply principles of wound management in the clinical environment</td>
<td>45</td>
</tr>
<tr>
<td>11</td>
<td>HLTENN013 – Implement and monitor care of the older person</td>
<td>75</td>
</tr>
<tr>
<td>12</td>
<td>HLTENN010 – Apply a palliative approach in nursing practice</td>
<td>50</td>
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**Clinical Placement 1 Non-acute / Aged Care (3 weeks) 120hrs**

<table>
<thead>
<tr>
<th>#</th>
<th>Stage 2 (weeks 31-57 = 27 weeks duration)</th>
<th>Hours</th>
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<tbody>
<tr>
<td>13</td>
<td>HLTENN001 – Practice nursing within the Australian health care system</td>
<td>100</td>
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<tr>
<td>14</td>
<td>HLTAAP003 – Analyse and respond to client health information</td>
<td>60</td>
</tr>
<tr>
<td>15</td>
<td>HLTENN003 – Perform clinical assessment and contribute to planning nursing care</td>
<td>50</td>
</tr>
<tr>
<td>16</td>
<td>HLTENN004 – Implement, monitor and evaluate nursing care plans</td>
<td>110</td>
</tr>
<tr>
<td>17</td>
<td>HLTENN012 – Implement and monitor care for a person with chronic health problems</td>
<td>50</td>
</tr>
<tr>
<td>18</td>
<td>HLTENN015 - Apply nursing practice in the primary health care setting</td>
<td>80</td>
</tr>
<tr>
<td>19</td>
<td>CHCPOL003 – Research and apply evidence to practice</td>
<td>65</td>
</tr>
<tr>
<td>20</td>
<td>HLTENN009 - Implement and monitor care for a person with mental health conditions</td>
<td>60</td>
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**Clinical Placement 2 - Mental Health (2 weeks) & Clinical Placement 3 Primary health (1 week) 120hrs**

<table>
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<tr>
<th>#</th>
<th>Stage 3 (weeks 58-80 = 23 weeks duration)</th>
<th>Hours</th>
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<tbody>
<tr>
<td>21</td>
<td>HLTENN007 - Administer and monitor medicines and intravenous therapy</td>
<td>250</td>
</tr>
<tr>
<td>22</td>
<td>HLTENN011 - Implement and monitor care for a person with acute health problems</td>
<td>70</td>
</tr>
<tr>
<td>23</td>
<td>HLTENN005 - Contribute to nursing care of a person with complex needs</td>
<td>90</td>
</tr>
<tr>
<td>24</td>
<td>HLTENN025 – Implement and monitor care for a person with diabetes</td>
<td>80</td>
</tr>
<tr>
<td>25</td>
<td>HLTWH5006 – Manage personal stressors in the work environment</td>
<td>27</td>
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**Clinical Placement 3 - Acute (4 weeks) 160hrs**
### Appendix B: Table 2 Units of Competency - HLT54115

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Unit Type</th>
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<tr>
<td>CHCDIV001</td>
<td>Work with diverse people</td>
<td>Core</td>
</tr>
<tr>
<td>CHCDIV002</td>
<td>Promote Aboriginal and/or Torres Strait Islander cultural safety</td>
<td>Core</td>
</tr>
<tr>
<td>CHCPRP003</td>
<td>Reflect on and improve own professional practice</td>
<td>Core</td>
</tr>
<tr>
<td>HLTAAP002</td>
<td>Confirm physical health status</td>
<td>Core</td>
</tr>
<tr>
<td>HLTAAP003</td>
<td>Analyse and respond to client health information</td>
<td>Core</td>
</tr>
<tr>
<td>HLTENN001</td>
<td>Practise nursing within the Australian health care system</td>
<td>Core</td>
</tr>
<tr>
<td>HLTENN002</td>
<td>Apply communication skills in nursing practice</td>
<td>Core</td>
</tr>
<tr>
<td>HLTENN003</td>
<td>Perform clinical assessment and contribute to planning nursing care</td>
<td>Core</td>
</tr>
<tr>
<td>HLTENN004</td>
<td>Implement, monitor and evaluate nursing care plans</td>
<td>Core</td>
</tr>
<tr>
<td>HLTENN005</td>
<td>Contribute to nursing care of a person with complex needs</td>
<td>Core</td>
</tr>
<tr>
<td>HLTENN006</td>
<td>Apply principles of wound management in the clinical environment</td>
<td>Core</td>
</tr>
<tr>
<td>HLTENN007</td>
<td>Administer and monitor medicines and intravenous therapy</td>
<td>Core</td>
</tr>
<tr>
<td>HLTENN008</td>
<td>Apply legal and ethical parameters to nursing practice</td>
<td>Core</td>
</tr>
<tr>
<td>HLTENN009</td>
<td>Implement and monitor care for a person with mental health conditions</td>
<td>Core</td>
</tr>
<tr>
<td>HLTENN011</td>
<td>Implement and monitor care for a person with acute health problems</td>
<td>Core</td>
</tr>
<tr>
<td>HLTENN012</td>
<td>Implement and monitor care for a person with chronic health problems</td>
<td>Core</td>
</tr>
<tr>
<td>HLTENN013</td>
<td>Implement and monitor care of the older person</td>
<td>Core</td>
</tr>
<tr>
<td>HLTENN015</td>
<td>Apply nursing practice in the primary health care setting</td>
<td>Core</td>
</tr>
<tr>
<td>HLTINFO001</td>
<td>Comply with infection prevention and control policies and procedures</td>
<td>Core</td>
</tr>
<tr>
<td>HLTWHS002</td>
<td>Follow safe work practices for direct client care</td>
<td>Core</td>
</tr>
<tr>
<td>HLTAID006</td>
<td>Apply advanced first aid</td>
<td>Elective</td>
</tr>
<tr>
<td>HLTAID003</td>
<td>Provide first aid</td>
<td>Elective</td>
</tr>
<tr>
<td>HLTENN025</td>
<td>Implement and monitor care for a person with diabetes</td>
<td>Elective</td>
</tr>
<tr>
<td>HLTENN010</td>
<td>Apply a palliative approach in nursing practice</td>
<td>Elective</td>
</tr>
<tr>
<td>HLTWHS006</td>
<td>Manage personal stressors in the work environment</td>
<td>Elective</td>
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</table>
USEFUL WEBSITES

AHPRA (Australian Health Practitioners Registration Authority)
http://www.ahpra.gov.au

ANMAC (Australian Nursing and Midwifery Accreditation Council)
http://www.anmac.org.au

Nursing and Midwifery Board of Australia
http://www.nursingmidwiferyboard.gov.au

The Australian Department of Health & Aged Care
www.health.gov.au

The Australian Nursing and Midwifery Federation (ANMF)

The Australian College of Nursing (ACN)
http://www.acn.edu.au
## Appendix D: Nursing Textbook Suppliers

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<th>NEW SOUTH WALES</th>
<th>SOUTH AUSTRALIA</th>
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<td><strong>The Co-op Bookshop</strong>&lt;br&gt;UTS Broadway&lt;br&gt;3 Broadway Cnr Harris St. Ultimo Sydney, NSW, 2007 Tel: 02 9212 3078&lt;br&gt;Email: <a href="mailto:uts@coop-bookshop.com.au">uts@coop-bookshop.com.au</a></td>
<td><strong>UniSA Bookshop</strong>&lt;br&gt;University of South Australia, City East Campus,&lt;br&gt;North Terrace &amp; Frome Rd, Adelaide SA 5000&lt;br&gt;Buy online (Co-op bookshop) or on campus.</td>
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<table>
<thead>
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<th>QUEENSLAND</th>
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<tbody>
<tr>
<td><strong>UniSA Bookshop</strong></td>
<td><strong>QTW (QLD Textbook Warehouse)</strong>&lt;br&gt;PO Box 3220 Bracken Ridge Brisbane Qld 4017&lt;br&gt;Tel: 07 3261 1300&lt;br&gt;Website for online orders: <a href="http://www.qtw.com.au">www.qtw.com.au</a></td>
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<tbody>
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<td><strong>QTW (QLD Textbook Warehouse)</strong>&lt;br&gt;PO Box 3220 Bracken Ridge Brisbane Qld 4017&lt;br&gt;Tel: 07 3261 1300&lt;br&gt;Website for online orders: <a href="http://www.qtw.com.au">www.qtw.com.au</a></td>
<td><strong>The Co-op University of Melbourne University of Melbourne Baillieu Library Building</strong>&lt;br&gt;Tel: 03 8344 4088 Fax: 03 8344 4089&lt;br&gt;Website: <a href="mailto:melbourne@coop.com.au">melbourne@coop.com.au</a></td>
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<th>VICTORIA</th>
<th>All States (NSW, QLD, VIC, SA)</th>
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<tr>
<td><strong>The Co-op University of Melbourne University of Melbourne Baillieu Library Building</strong>&lt;br&gt;Tel: 03 8344 4088 Fax: 03 8344 4089&lt;br&gt;Website: <a href="mailto:melbourne@coop.com.au">melbourne@coop.com.au</a></td>
<td><strong>Cengage</strong>&lt;br&gt;Level 7, 80 Dorcas St Melbourne Vic 3205&lt;br&gt;Tel 03 9685 4111&lt;br&gt;Website: <a href="http://www.cengage.com.au">www.cengage.com.au</a></td>
</tr>
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</table>

<table>
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<th>All States (NSW, QLD, VIC, SA)</th>
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<tbody>
<tr>
<td><strong>Cengage</strong>&lt;br&gt;Level 7, 80 Dorcas St Melbourne Vic 3205&lt;br&gt;Tel 03 9685 4111&lt;br&gt;Website: <a href="http://www.cengage.com.au">www.cengage.com.au</a></td>
<td><strong>Elsevier Australia</strong>&lt;br&gt;Level 12, Tower 1,&lt;br&gt;475 Victoria Ave Chatswood Sydney NSW 2067&lt;br&gt;Tel: 02 9422 8500&lt;br&gt;Email: <a href="mailto:customerserviceau@elsevier.com">customerserviceau@elsevier.com</a> Website: <a href="http://www.elsevier.com.au">www.elsevier.com.au</a></td>
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