

CONTACT US

SCHOOL OF BIOMEDICAL AND HEALTH SCIENCES

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OR

VISIT

WWW.VU.EDU.AU

CRICOS Provider No. 00124K

AMBULANCE



While every reasonable effort has been made to ensure that the information in this brochure is correct, details may be subject to change. 10986.04.08



This brochure provides details for the following courses:
Certificate III in Non-emergency Client Transport HLT30207; and
Diploma of Paramedical Science (Ambulance) HLT50407

DATES FOR 2009 INTAKE

CERTIFICATE III IN NON-EMERGENCY CLIENT TRANSPORT HLT30207; AND
DIPLOMA OF PARAMEDICAL SCIENCE (AMBULANCE) HLT50407

INFORMATION SESSION

Wednesday 26 November 2008 at 7pm
Venue: Building 3, Room 3S.02, St Albans Campus
McKechnie Street, St Albans

BOOKINGS ESSENTIAL

Please contact the telephone number provided on the back of the brochure.

DIRECT APPLICATION CLOSING DATE

Friday 19 December 2008

CERTIFICATE III IN NON-EMERGENCY CLIENT TRANSPORT HLT30207

This course is offered by the Vocational Education Faculty of Workforce Development within the Higher Education Faculty of Health, Engineering and Science; School of Biomedical and Health Sciences.

WHAT'S IN IT FOR ME?

This qualification is required for those who want to work in the non-emergency ambulance transport sector to provide transport for clients. Transport services of this kind are usually pre-arranged and time of response is not given a high priority in comparison to emergency transport. Clients are those requiring transport and/or care for non-acute or chronic illness or disability.

When you graduate you will be qualified to be a Patient Transport Officer, Ambulance Transport Officer or Patient Transport Attendant.

HOW DO I GET IN?

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

All applicants must:

- Complete a TAFE Direct Admission/Supplementary Information Form and submit it by the closing date. (Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, informal or formal learning, or from work and/or life experience);
- Demonstrate sufficient language skills to be able to complete the course (as well as meeting selection criteria pertaining to appropriate interpersonal skills and professional responsibilities which are suitable for this industry); and
- Ensure that they are able to fulfil the clinical placement requirement of the course:

Clinical Placement Requirements:

Students are currently required to complete a number of mandatory industry requirements before commencing placement, including:

- Undergoing an annual Victoria Police Check. Students who do not provide a satisfactory Victorian Police Check will be denied access to all clinical placement units necessary for graduation. Failure to gain a Police clearance may also impact on the likelihood of gaining employment in industry; and
- Providing a copy of your Victorian Drivers Licence (probationary licence accepted), to fulfil the driving component of the course (must be valid at time of enrolment).

For further information regarding clinical placement requirements refer/request the Paramedic Clinical Placement brochure available at www.vu.edu.au/paramedics

PLEASE NOTE:

Learning and assessment in this course requires practical skills, clear written English skills and complex thinking skills in keeping with the roles and responsibilities required for this qualification in the community. As a result, interviews may be applicable to some applicants and preference may be given to applicants who are sponsored by private or Non-emergency Patient Transport (NEPT) providers.

WHERE IS IT?

St Albans Campus.

HOW LONG IS IT?

Approximately five months (part-time only).

For further information regarding the timetable please contact the telephone number provided on the back of the brochure or email nept@vu.edu.au

FEES AND CHARGES

This is a Full Fee Award Course; this requires that full payment is made before the start date of the course. Typically fees are paid in full on enrolment day. If an invoice is generated at the time of enrolment, or is sent to your sponsor organisation, it must be paid by the due date. If it is not paid by the due date, applicants will be excluded from the course.

Please note, no concessions are available (this includes health care cards or concession cards). There is an additional Materials Fee associated with the course, to find out more you will need to ask for the Ambulance Information Course Guide.

To obtain a Ambulance Information Guide 2009 and a current cost of the course contact the telephone number provided on the back of this brochure or email nept@vu.edu.au

HOW DO I APPLY?

Apply direct to Victoria University by completing a TAFE Direct Application Form available from the School or VU website: www.vu.edu.au/Admissions

INDUSTRY REQUIREMENT

Graduates must have a full unrestricted Victorian driver's license to gain employment in the NEPT sector in accordance with the Non-emergency Patient Transport Regulations 2005 (Non-emergency Patient Transport Act 2003).

WHAT DOES IT COVER?

This qualification requires the completion of 15 competency units, including 10 compulsory units and five elective units.

COMPULSORY UNITS OF STUDY

The following 10 compulsory units will be delivered in accordance with the Health Training Package 2007.

HLTHIR301A	Communicate and work effectively in health
HLTOHS200A	Participate in OHS processes
HLTIN301A	Comply with infection control policies and procedures in health work
HLTAMBFC301B	Communicate with clients and colleagues to support health care
HLTAMBT301A	Transport non-emergency clients under operational conditions
HLTAP301A	Recognise healthy body systems in a health care context
HLTFA301B	Apply first aid
HLTFA402B	Apply advanced first aid
BSBMED201A	Use basic medical terminology
BSBFLM303B	Contribute to effective workplace relationships

ELECTIVE UNITS OF STUDY

You must complete five elective units of study. These may include units available at Certificate III level or higher in the Health and/or Community Services Training Packages.

A maximum of two units may be selected from other relevant Training Package units available at Certificate III (or higher).

Electives that will be offered within this course are:

HLTAMBAS501A	Conduct clinical assessment
HLTAMBT402B	Transport emergency clients
CHCAC3C	Orientation to aged care work
CHCCS301A	Work within a legal and ethical framework
CHCDIS1C	Orientation to disability work

CLINICAL PLACEMENTS

Up to 150 hours of this course will consist of practical work in the form of scenarios and industry placements. Students will be required to attend shifts with Non-emergency Patient Transport (NEPT) companies as part of the course. Alternative placements will also be arranged to increase the experience and exposure to different clients likely to be encountered in the NEPT sector.

NOTE: Victoria University will offer this course in accordance with the Australian Quality Training Framework's Health Training Package (HLT07) and industry needs.

DIPLOMA OF PARAMEDICAL SCIENCE (AMBULANCE)

HLT50407

This course is offered by the Vocational Education Faculty of Workforce Development within the Higher Education Faculty of Health, Engineering and Science; School of Biomedical and Health Sciences.

WHAT'S IN IT FOR ME?

This qualification is required for those who want to work in the non-emergency ambulance transport sector to provide emergency and non-emergency client care and transport services.

The course aims to provide the knowledge and skills required of workers employed by private non-emergency patient transport companies in Victoria to deliver non-emergency patient care and transport services.

Requirements vary from state to state. This qualification does not enable graduates to apply for positions in Ambulance Service Victoria (Metropolitan Ambulance Services-MAS or Rural Ambulance Victoria-RAV).

When you graduate you will be qualified to be an Ambulance Transport Attendant; Ambulance Attendant or Ambulance Officer.

HOW DO I GET IN?

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course:

All applicants must:

- Complete a TAFE Direct Admission/Supplementary Information Form and submit it by the closing date. (Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, informal or formal learning, or from work and/or life experience);
- Demonstrate sufficient language skills to be able to complete the course (as well as meeting selection criteria pertaining to appropriate interpersonal skills and professional responsibilities which are suitable for this industry); and
- Ensure that they are able to fulfil the clinical placement requirement of the course.

Clinical Placement Requirements:

Students are currently required to complete a number of mandatory industry requirements before commencing placement, including:

- Undergoing an annual Victoria Police Check. Students who do not provide a satisfactory Victorian Police Check will be denied access to all clinical placement units necessary for graduation. Failure to gain a Police clearance may also impact on the likelihood of gaining employment in industry;
- Providing a copy of your Victorian Drivers Licence (probationary licence accepted), to fulfil the driving component of the course (must be valid at time of enrolment) and
- Completing a Medical Check and a Physical Capacity Test. This is an industry requirement for students attending clinical placements with Metropolitan Ambulance Service (MAS) and Rural Ambulance Victoria (RAV). Students must meet medical standards including the medical guidelines for the 'Assessing Fitness to Drive for Commercial and Private Vehicle Drivers 2003'. For further information visit www.austroads.com.au

For further information regarding clinical placement requirements refer/request the Paramedic Clinical Placement brochure available at www.vu.edu.au/paramedics

Students should be aware that their checks and tests are to remain current until all their clinical placement units have been satisfactorily completed. Prospective students who believe that they may have difficulties meeting or maintaining the requirements are advised to contact the Course Coordinator prior to admission. Diploma of Paramedical Science (Ambulance) students who do not successfully completed the medical check and physical capacity test will not be permitted to attend emergency clinical placements with MAS and RAV. These students must see their Course Coordinator.

PLEASE NOTE: Learning and assessment in this course requires practical skills, clear written English skills and complex thinking skills in keeping with the roles and responsibilities required for this qualification in the community. As a result, interviews may be applicable to some applicants and preference may be given to applicants who are sponsored by private or NEPT providers.

WHERE IS IT?

St Albans Campus.

HOW LONG IS IT?

Approximately 11 months (part-time only).

For further information regarding the timetable please contact the telephone number on the back of the brochure or email nept@vu.edu.au

FEES AND CHARGES

This is a Full Fee Award Course; this requires that full payment is made before the start date of the course. Typically fees are paid in full on enrolment day. If an invoice is generated at the time of enrolment, or is sent to your sponsor organisation, it must be paid by the due date. If it is not paid by the due date, applicants will be excluded from the course.

Please note, no concessions are available (this includes health care cards or concession cards). There is an additional Materials Fee associated with the course, to find out more you will need to ask for the Ambulance Information Course Guide.

To obtain a Ambulance Information Guide 2009 and a current cost of the course contact the telephone number provided on the back of this brochure or email nept@vu.edu.au

HOW DO I APPLY?

Apply direct to Victoria University by completing a TAFE Direct Application Form available from the School or VU website: www.vu.edu.au/Admissions

INDUSTRY REQUIREMENT

Graduates must have a full unrestricted Victorian driver's licence to gain employment in the NEPT sector in accordance with the Non-emergency Patient Transport Regulations 2005 (Non-emergency Patient Transport Act 2003).

WHAT DOES IT COVER?

This qualification requires the completion of 14 competency units, including seven compulsory units and seven elective units. There are also nine pre-requisite units for entry to this qualification. These units will be offered to those needing to undertake them.

PRE-REQUISITE UNITS OF STUDY

The following nine pre-requisite units will be delivered to those required to undertake them in accordance with the Health Training Package 2007.

BSBFLM303B	Contribute to effective workplace relationships
HLTOHS300A	Contribute to OHS processes
HLIN301A	Comply with infection control policies and procedures in health work
HLTA401A	Confirm physical health status
HLTAMBAE403B	Follow procedures for routine safe removal of client
HLTAMBSC401A	Manage routine scene and promote public safety
HLTAMBFC301B	Communicate with clients and colleagues to support health care
HLTAMBCR401A	Deliver basic clinical care
HLTAMBT301A	Transport non-emergency clients under operational conditions

COMPULSORY UNITS OF STUDY

The following seven compulsory units will be delivered in accordance with the Health Training Package 2007.

HLTAMBASS01A	Conduct clinical assessment
HLTAMBCR502A	Deliver standard clinical care
HLTAMBFC402B	Communicate in complex or difficult situations
HLTAMBPD401B	Manage personal stressors in the work environment
HLTAMBAE501B	Implement safe access and egress in an emergency
HLTHIR402B	Contribute to organisational effectiveness in the health industry
HLTOHS456A	Identify, assess and control OHS risk in own work

ELECTIVE UNITS OF STUDY

You must complete seven elective units of study. These may include units available at Diploma level or higher in the Health and/or Community Services Training Packages. A maximum of two units may be selected from other relevant Training Package units available at Diploma (or higher).

Electives that will be offered within this course are:

PUAEME001A	Provide emergency care
HLTAMBSC503A	Contribute to managing the scene of an emergency
HLTAMBSC502B	Manage the scene of a special event
HLTAMBT402B	Transport emergency clients
CHCAC3C	Orientation to aged care work
CHCCS301A	Work within a legal and ethical framework
CHCDIS1C	Orientation to disability work

CLINICAL PLACEMENT

Up to 300 hours of this course will consist of practical work in the form of scenarios and industry placements. Students will be required to attend shifts with NEPT companies and emergency ambulance as part of the course. Alternative placements will also be arranged to increase the experience and exposure to different clients likely to be encountered in the NEPT sector.

NOTE: Victoria University will offer this course in accordance with the Australian Quality Training Framework's Health Training Package (HLT07) and industry needs.

HOW DO I FIND OUT ABOUT...?

HOW TO APPLY

VTAC (VICTORIAN TERTIARY ADMISSIONS CENTRE)

You should complete an online application.

For further details, refer to:

Web www.vtac.edu.au

VTAC Guide

Phone 1300 364 133

DIRECT

Complete a Direct Application Form. For information and forms please contact the School offering the course or refer to:

Web www.vu.edu.au/gotovu

Phone 03 9919 6100

visit the Student Service Centre at your nearest campus.

Direct applications for some courses can also be submitted online at <http://myvuportal.vu.edu.au>

CLOSING DATES

Closing dates for applications for Vocational Education/ Further Education courses vary. Dates for individual courses are available from:

Web www.vu.edu.au/futurestudents

FAQs www.vu.edu.au/gotovu

Phone 03 9919 6100

visit the Student Service Centre at your nearest campus.

TAFE FEES AND CHARGES

In 2008, the TAFE Tuition Fee will be \$1.37 per enrolled subject hour, to a maximum of \$877 (excluding material and ancillary fees). All fees must be paid at the time of enrolment or amendment to an enrolment.

Fee concessions are available for Commonwealth Health Care, Pensioner Concession and Veteran's Gold card holders and indigenous students. Valid concession cards must be presented at the time of enrolment.

FULL FEE COURSES

Some courses charge a full fee. Fee concessions do not apply to full fee courses. Further information can be obtained from the respective School.

MATERIALS AND ANCILLARY FEES

Some Vocational Education/ Further Education Schools may charge a Materials Fee for providing goods and materials and services that are retained or used by you. Information about these fees can be obtained from respective Schools.

Before applying, refer to the Enrolment Essentials brochure available from:

Web www.vu.edu.au/currentstudents

Phone 03 9919 6100

visit the Student Service Centre at your nearest campus.

REFUNDS

TAFE TUITION FEE REFUNDS

TAFE fees will be fully refunded to students who formally withdraw from the course within four weeks of the course commencement date in order to take up a place at another tertiary institution (evidence must be provided).

Students who withdraw from a course within four weeks of course commencement for other reasons will be entitled to a refund minus the minimum Tuition Fee.

No refunds will be given for withdrawal after four weeks of course/semester commencement.

Failure to formally withdraw from a course within the specified four weeks from the course commencement date will mean that unpaid fees will remain outstanding and be carried over to future enrolments.

For additional information regarding fees, please see:

Web www.vu.edu.au/gotovu

Phone 03 9919 6100

visit the Student Service Centre at your nearest campus.

FULL-FEE COURSE REFUNDS

If you wish to withdraw from a full-fee course, you must do so in writing at least five working days prior to the commencement of the course/semester to receive a refund minus an Administrative Fee of \$100.

MATERIALS AND ANCILLARY FEE REFUNDS

If you officially withdraw from a course within four weeks of course/semester commencement, the Materials and Ancillary Fees may be refunded provided all materials, goods and services can be redistributed and are returned to the School. You will be charged a small Administrative Fee.

Any unpaid Materials and Ancillary Fees will remain outstanding and be carried over to future enrolments.

For additional information regarding refunds, please see:

Web www.vu.edu.au/gotovu

Phone 03 9919 6100

visit the Student Service Centre at your nearest campus.

AUSTRALIAN APPRENTICESHIPS

Australian Apprenticeships are a great way to get a head start in your chosen career or to retrain for the career you have always wanted.

Apprenticeships enable you to learn skills in a particular industry by working and training on-the-job and, in many cases, by off-the-job training with a Registered Training Organisation (such as a TAFE institute or a private training provider). As a result, you can gain nationally recognised skills and qualifications for the industry in which you have been working.

An Australian Apprenticeship can be full-time or part-time. The length of an Australian Apprenticeship depends on the industry, the specific occupation or trade, any previous training undertaken and how quickly you become competent in the skills. Generally, Australian Apprenticeships can be started at any age and do not require any entry qualifications.

A range of financial assistance packages are now available to support Australian Apprentices.

You can also speak with a consultant by visiting one of the Jobs Plus offices located at either Footscray Nicholson or City Flinders Campus.

APPRENTICESHIPS AND TRAINEESHIPS

Victoria University is a major provider of apprenticeship and traineeship training which generally:

- can be full-time or part-time
- provides on-and off-the-job training
- varies in length depending on the industry; the specific occupation or trade; any previous training undertaken; and the achievement of competencies by you, the apprentice / trainee
- can be started at any age
- does not require any entry qualifications.

For more information contact Jobs Plus Apprenticeships Services:

Web www.jobspusbiz.com.au

Phone 03 9919 8533

Offices located at Footscray Nicholson or City Flinders Campuses.

VICTORIA UNIVERSITY COLLEGE PROVIDES LEARNING SUPPORT FOR STUDENTS

Services and courses are available through Victoria University College to help students with their learning and work goals. Assistance is available for students in areas such as English expression, planning and writing assignments, oral presentations, maths and computers.

For more information, visit:

Web tfs.vu.edu.au

Email vucollege@vu.edu.au

VET IN SCHOOLS (VETIS) PROGRAMS

Victoria University offers a range of Vocational Education and Training in Schools (VETiS) programs for years 10, 11 and 12 students, including VCE VET, VET and Australian School-Based Apprenticeships.

Students undertake VETiS programs while completing their VCE or VCAL. The programs are offered through Victoria University's College and are undertaken either at your school or VU.

VU's VETiS also offers Short Courses and Tasters, allowing you the opportunity to try different courses for one or two terms.

For further information contact:

Web www.vu.edu.au/vetis

Phone 03 9919 7760

Email vetis@vu.edu.au

PATHWAYS

Victoria University can help you determine the most suitable sector - Vocational Education, Further Education or Higher Education - course and/or campus.

For more information about study pathways and alternative entry programs, please see:

Web www.vu.edu.au/Pathways

SCHOLARSHIPS

Victoria University Access Scholarships worth \$1000 each are available to eligible Vocational Education / Further Education students. There are five categories of scholarships each with specific eligibility criteria.

For information about the scholarships and how to apply online please visit:

Web www.vu.edu.au/scholarships

Phone 03 9919 5568

PORTFOLIO PARTNERSHIP PROGRAM

Victoria University's Portfolio Partnership Program (PPP) is an alternative entry scheme available to year 12 and VETiS students attending a participating secondary school in Melbourne's Western metropolitan region, City of Hume, Macedon Ranges and Moorabool shires, and schools with confirmed PPP agreements with the University.

Limited to 20 per cent of year 12 students in each partnership school, you must submit a portfolio of evidence about yourself and a recommendation from your school.

For more information, visit:

Web www.vu.edu.au/ppp

FAQs www.vu.edu.au/gotovu

Phone 03 9919 6100

ENROLMENT PROCESS

If you have been offered a place in a course, you will need to enrol by attending a scheduled enrolment session (or via mail if applicable).

Further information can be obtained from the School offering the course or

Web www.vu.edu.au/futurestudents

Phone 03 9919 6100

visit the Student Service Centre on your nearest campus.

RECOGNITION OF QUALIFICATIONS ISSUED BY OTHER REGISTERED TRAINING ORGANISATIONS

Registered Training Organisations (RTOs) must recognise the AQF qualifications and Statements of Attainment issued by any other RTO.

RECOGNITION OF PRIOR LEARNING / RECOGNITION OF CURRENT COMPETENCY

Victoria University formally recognises skills and experience, capabilities and knowledge obtained through previous study, work experience and/or life experiences. This can lead to a significant reduction in the amount of time you take to achieve your qualification. You can even be recognised through an entire qualification!

All you have to do is show us what you know. A qualified VU assessor will work with you to assess all evidence you produce and a successful outcome will mean that you are competent in all parts of the course for which you have shown acceptable evidence.

For further information:

Email recognition@vu.edu.au

INDUCTION / ORIENTATION PROCEDURES

Induction/orientation includes information about assessment processes, timetable, curriculum content, attendance requirements, books and materials required, relevant Victoria University policies, procedures and services.

ACCESS AND EQUITY

Victoria University believes that all students and staff have the right to study and work in a positive environment which values diversity and protects all members of the community from any form of discrimination or harassment. The University is committed to, and all staff are responsible for, achieving access, equity and excellence in tertiary education.

Special consideration is available under a range of categories. For VTAC courses you should consider SEAS, the VTAC Special Entry and Access Scheme. The same special entry categories apply for courses with direct applications.

If you have a disability, contact Disability Services to find out what assistance may be available:

Web www.vu.edu.au/Current_Students/Support_Services

Email disability@vu.edu.au

Moondani Balluk offers a range of support for indigenous Australian students:

Email moondani.balluk@vu.edu.au

Phone 03 9919 2193

DELIVERY MODE

Vocational Education/ Further Education at Victoria University offers you a range of study options including full-time and part-time; on campus or off campus; workshops; workplace delivery; traineeships; apprenticeships; distance education; and flexible education.

ASSESSMENT

Assessment is competency based. Reassessment is available on appeal.

For further information visit:

Web www.vu.edu.au/Current_Students/Support_Services

FLEXIBLE LEARNING AND ASSESSMENT SERVICES

Schools may be able to offer flexible learning and assessment services that take account of your specific educational background, experience and needs.

Further information is available from the respective School.

LANGUAGE, LITERACY AND NUMERACY SUPPORT

Learning Support Services helps students with their studies. Assistance is frequently provided for students in areas such as English expression, planning and writing assignments, oral presentations, maths and computers.

To find out how to get this help, contact Learning Support Services:

Web <http://ils.vu.edu.au/vucollege/lss/learninghub/tafestudysupport/tafestudy.html>

Email phillip.moore@vu.edu.au

Phone 03 9919 7049

DISCIPLINE

Victoria University operates within Regulation 2.7. Discipline to protect good order and the rights of individuals within its confines. A formal process is followed to deal with any alleged breach of discipline or misconduct.

For further information, contact the Student Advisory Services:

Web www.vu.edu.au/Current_Students/Support_Services

Email studentadvisors@vu.edu.au

Phone 03 9919 4360

APPEALS AND COMPLAINTS PROCEDURES

Appeals and complaints procedures are based on principles of justice and should progress with confidentiality and discretion. In the first instance, inform the relevant Program Manager/Course Coordinator or Head of School about the situation. It is their responsibility to notify you about your rights as a student and to take action.

In line with VU's Student Feedback and Complaints Policy, you can complete an Online Complaint Form available at www.vu.edu.au/feedback.

For assistance with this process:

Web www.vu.edu.au/Current_Students/Support_Services

Email studentadvisors@vu.edu.au

Phone 03 9919 4360

RELEVANT LEGISLATION

Legislation that governs your activities as a student at Victoria University includes, but is not limited to, the Equal Opportunity Act 1995; Information Privacy Act 2000; Freedom of Information Act 1982; Occupational Health and Safety Act 1985; and the Victoria University of Technology Act 1990 which includes admissions, enrolments and academic procedures and regulations.

OTHER UNIVERSITY SERVICES

Victoria University offers a variety of support services and activities to you as a student including academic support and study skills; libraries and facilities; career development services; advice and support on personal, money, accommodation, disability, health and welfare matters; sport and fitness activities and facilities; campus and cross campus social events and activities; as well as information and referral regarding assessment, discipline, harassment and discrimination issues.

For further information, please see:

Web www.vu.edu.au/futurestudents

FAQs www.vu.edu.au/gotovu

Phone 03 9919 6100 or

visit the Student Service Centre at your nearest campus.

INTERNATIONAL STUDENTS

If you are an international student, contact Victoria University International (VUI) for specific information about entry requirements, application procedures and an updated list of courses available at:

Web www.vu.edu.au/international

Phone +61 3 9919 1164

Email international@vu.edu.au