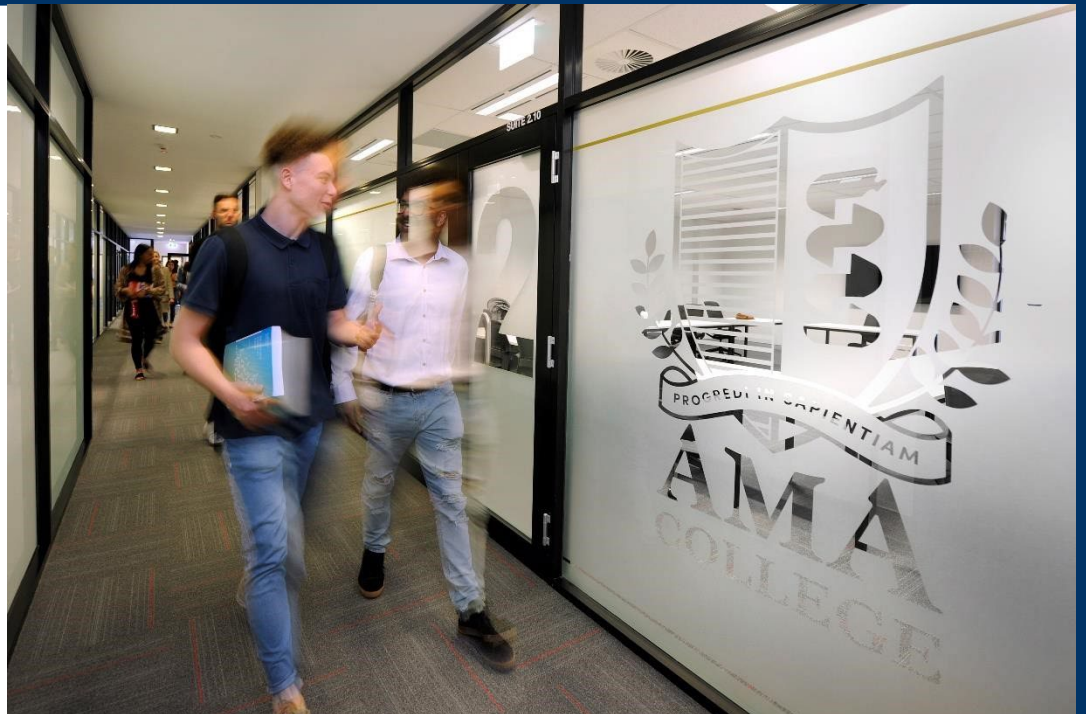




DIPLOMA OF NURSING – COURSE HANDBOOK



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Welcome

Welcome to AMA College's Diploma of Nursing course. We are delighted you are considering studying with us and look forward to being part of this exciting chapter of your life.

This handbook provides important information related to our delivery of the HLT54121 Diploma of Nursing.

Our Registered Training Organization has been accredited to deliver this course by both:

- The Australian Skills Quality Council (ASQA) and
- Australian Nursing and Midwifery Council (ANMAC)

Our friendly Student Support Team is contactable Monday to Friday, from 8:30 to 5pm via (08) 9273 3033 or student.support@amacollege.edu.au.

Nursing Philosophy

The nursing philosophy which underpins our curriculum has, at its center, the belief that each person is unique, and deserves to be treated with compassion, dignity, and respect in recognition of their individual worth and right to autonomy.

This philosophy seeks to instill in all students that nursing care should consider a person's individual circumstances, preferences, and multi-dimensional needs. The holistic care of a person will incorporate cultural sensitivity to the person, their family and/or community to promote best health outcomes.

Our nursing philosophy rests on our conviction that Enrolled Nurses (ENs) should demonstrate, through their attitude, skills and behavior, the following attributes:

- Adopting a holistic approach to health care, considering individual circumstances, preferences, culture and needs
- Advocating for their patients
- Being accountable for, and working within, their role and scope of practice
- Cultural sensitivity to the person, their family and/or community
- Uphold ethical conduct.
- Always operating within safety requirements
- Patient-centered focus of delivery
- Practicing an evidence-based approach to care
- Showing commitment to ongoing professional learning
- Working collaboratively within a multidisciplinary team as well as with the patient, their family/networks and community.

Pre-enrolment

Prior to enrolling in this course, you will need to provide evidence that you have sufficient language, literacy, and numeracy skills to successfully undertake the program's academic and workplace experience requirements. Entry requirements include:

- Must be **18 years of age at the time of enrolment**.
- Must have completed Australian Year 12 or equivalent level of schooling overseas or AQF 3 or higher qualification.
- Applicants must be able to exhibit competency at an **Exit Level 3** from the **BKSB** Language Literacy and Numeracy (LLN) assessment.
- Applicants are also required to provide evidence of the following prior to being eligible for participating in the Professional Experience Placement.
 - **National Police Clearance** (Within 6 months of currency)
 - **FIT Testing may be required**
 - **Working with Children Check (WWCC)**
 - **Immunisation record** which meets immunisation requirements for nurses, as stipulated by the Western Australian Department of Health at time of enrolment.

Which may include:

- Current COVID-19 Vaccination
 - Annual Influenza Vaccination
 - Hepatitis B x 3 doses followed by serological confirmation of immunity.
 - dTpa (diphtheria-tetanus-acellular pertussis) within last 10 years
 - MMR (Measles, mumps, rubella) x 2 doses
 - Varicella x 2 doses
- Applicants must meet the Nursing and Midwifery Board (NMBA's) English Language Registration Standard requirements, being:
 - Primary Language Pathway – students need to provide:
 - Declare English is their Primary Language in their Diploma of Nursing Application Pack. OR.
 - English Language Test Pathway – Test taken within 2 years of your application.
 - **IELTS Academic Module** – Minimum overall score of 7 in speaking, listening, reading and minimum score of 6.5 in writing must be achieved in each of the categories.
 - **PTE Academic – Four categories** – minimum score of 66 in speaking, listening and reading and minimum score of 56 in writing
 - **OET – Four categories** – a minimum score of B in speaking, listening and reading and minimum score of C+ in writing.
 - **TOELF IBT – Four categories** – minimum total score of 94 with a minimum score of 24 listening, reading and writing and minimum score of 23 for speaking.

More details can be found at: [Nursing and Midwifery Board of Australia - Fact sheet: English language skills registration standard \(nursingmidwiferyboard.gov.au\)](https://www.nursingmidwiferyboard.gov.au/Fact-Sheets/English-Language-Skills-Registration-Standard.aspx)

AMA College is an equal opportunity education provider. We welcome and encourage Aboriginal and Torres Strait Islander people, people with disabilities, people from culturally diverse backgrounds and people with diverse academic, work and life experiences to apply.

AMA College offers dedicated student support services for Aboriginal and Torres Strait Islander students, which can be accessed via the Nursing Student Support Officer.

Fees and charges

For domestic eligible students, AMA College's Diploma of Nursing program is currently 100 per cent subsidized by the WA State Government.

The resource fee of \$2,385.00 still applies for subsidised students. Students have the option to either pay the entire resource fee upfront or by 3 instalments of \$795 each at the beginning of every semester.

From 1 January 2023, the following eligibility criteria apply.

To be eligible for free training, reduced-fee qualifications, or a subsidised training place; you must have left school*, have your primary place of residence in Western Australia, and are either:

- an Australian citizen; or
- a permanent visa holder or holder of visa subclass 309, 444, 449, 785, 786, 790, or 820; or
- a dependent or spouse of the primary holder of a visa subclass 457 or 482**; or
- a bridging visa holder who has made a valid application for a visa subclass 866; or
- a bridging visa E holder (subclasses 050 and 051) who has made a valid application for a visa subclass 785 or 790.

*In 2023, Year 12 school students who are leaving school can access a subsidised training place from 23 October 2023.

**From 1 January 2023, the spouses and dependents of primary 457 or 482 visa holders will be also able to access subsidised training in WA. These skilled migrant families will be further supported by waiving public school fees for their children during 2023.

First Nations people, young people, people out of work or receiving income support, unpaid carers, people with disability, and women facing economic insecurity are particularly encouraged to take advantage of this opportunity for fee free training.

Please note that existing worker trainees are not eligible for the fee-free arrangements.

For International students, A non-refundable application fee \$250 must be paid at time of application. Upon confirmation of acceptance, \$1,000 of deposit is to be paid prior to issuance of Confirmation of Enrolment (CoE).

Students have the option to pay the tuition of \$30,000 across 3 or 6 instalments.

Registration to work in Australia as an Enrolled Nurse

After successfully completing this course, you will be eligible to apply to the Australian Health Professionals Regulation Agency (AHPRA) to be registered to work as an Enrolled Nurse (EN) within Australia.

The Standards you will need to meet for registration include:

- Criminal history check
- English language skills
- Continuing professional development
- Professional indemnity insurance agreements
- Recency of practice

The full requirements for the Registration Standards can be viewed [here](#).

As a graduate EN you may also consider a pathway to further study in the health sector and could continue to specialise in the following areas:

- Nursing
- Paramedics
- Midwifery
- Biomedical Science
- Applied Public Health
- Occupational Therapy
- Physiotherapy

Student registration and mandatory reporting requirement

Under the National Law, AMA College must ensure that all students enrolled in the Diploma of Nursing program are registered with AHPRA for the duration of their study.

You do not need to apply for student registration as this is our responsibility. We are required to update your details with AHPRA in March and August each year.

Under the National Law, AMA College must ensure to notify the Australian Health Practitioner Regulation Agency if a student undertaking clinical training has an impairment that may place the public at substantial risk of harm.

Our staff and facilities

To deliver this qualification we can offer you:

- Qualified and experienced trainers and assessors
 - Well resourced, comfortable classroom facilities
 - Access to technology and supplementary online learning
 - Industry validated learning and assessment materials
 - Use of a simulated workplace environment, set up to replicate a hospital ward – with beds, mannequins, medical equipment, areas to practice showering and washing, medical and storage areas, simulated hospital and patient records.
 - Online resources
-
- Arrangements for work placement PEP (Professional Experience Placement) with several health care facilities and hospitals
 - Ongoing support for your studies
 - Oversight of your course by an advisory body that includes representation by Registered Nurses, others who are currently employed in health care facilities and a course participant.
 - Course induction and orientation
 - Course structure

Student Support Services

AMA College provides an environment that supports the health, safety and welfare of all students. This includes providing appropriate academic and personal support services.

AMA College Students have access to Employee Assistance Program (EAP) who provide 24/7 counselling services for health and wellbeing (5-free sessions).

AMA College provides academic support to help ensure you achieve your learning goals. We have processes in place to identify at-risk students and establish intervention strategies. Intervention strategies may include:

- Providing one on one assistance with academic skills such as essay and report writing, research skills and meeting assessment requirements
- Counselling for assistance with personal issues affecting studies and/or referral to an external professional organisation.
- Opportunity for reassessment
- Mentoring
- Attending additional lab sessions or classes

Literacy and learning support can be offered, as required, including:

- One on one support
- Workshop at course induction with medical terminologies explained.
- Support in using digital learning resources.
- Flexibility to allow additional time, support.

If you need help, or simply need someone to talk to, first speak with your trainer or Student Support Advisor.

If you feel ill during class or during placements, please notify your trainer or your clinical facilitator/supervisor immediately. If illness requires you to take time off your studies, you should see a doctor to obtain a medical certificate for the period of your absence.

Support Hotlines & Referrals

Please see your Student Support Advisor for more details about the referral services we have in place to support you.

- | | |
|---|-------------------|
| • Helping Minds (Multi-lingual Mental Health Service) | 9427 7100 |
| • Beyond Blue | 1300 224 636 |
| • Life Line (for anyone experiencing personal crisis) | 13 11 14 |
| • Kids Helpline (for young adults aged 18 - 25years) | 1800 551 800 |
| • Mental Health Emergency Response Line | 1300 555 788 |
| • Alcohol and Drug Support Line | 9442 5000 |
| • Aboriginal and Torres Strait Islander Student Support | Referral via NSSO |
| • Multicultural Services Centre WA | 9328 2699 |
| • Study Perth (For International Students) | 6244 1640 |
| ○ Free counselling (Multi-lingual) | |
| ○ Career Support | |
| ○ Confidential Legal Advice (Multi-lingual) | |
| • Reading Writing Hotline (For additional LLN support) | 1300 655 506 |
| • GP Clinics (who can refer on to specialist if required) | Referral via NSSO |
| • Aboriginal and Torres Strait Islander Health Services | 1300 420 272 |

Course Content

This course consists of twenty-five (25) units of competency, to be delivered over three semesters, as follows:

Stage 1

This is a generalisation and may be subject to change.

- Session 1-12 are theory and simulated classes.
- Session 13-14 are allocated for FOSA.
- Session 15 is allocated for FOSA resits.
- Session 16-20 have been allocated for work placement; however, this is dependent on facility availability and may be adjusted. Students will not be eligible to attend placement until they have completed all Theory Assessment and their FOSA satisfactorily.

It is expected that Stage 1 work placement will be conducted in an aged care context. The theory and simulated lab classes will be delivered as follows:

Unit code	Title	Session 1-6	Session 7-12	Session 1-12
CHCPRP003	Reflect on and improve own professional practice			X
HLTAAP002	Confirm physical health status			X
HLTAAP003	Analyse and respond to client health information			X
HLTAID011	Provide First Aid			
HLTENN037	Perform clinical assessment and contribute to planning nursing care			X
HLTENN038	Implement, monitor, and evaluate nursing care plans			X
HLTENN041	Apply legal and ethical parameters to nursing practice	X		
HLTENN045	Implement and monitor care of the older person			X
HLTINF001	Comply with infection prevention and control policies and procedures	X		
HLTWHS002	Follow safe work practices for direct client care		X	

Stage 2

This is a generalisation and may be subject to change.

- Sessions 1-12 are theory and simulated classes.
- Sessions 12-14 are allocated for FOSA.
- Session 15 is allocated for FOSA resits.
- Session 16-20 have been allocated for work placement; however, this is dependent on facility availability and may be adjusted. Students will not be eligible to attend placement until they have completed all Theory Assessments their FOSA satisfactorily.

It is expected that Stage 2 work placements will be conducted in the following context;

- Hospitals (primary)
- GP clinics (secondary)

Stage 2

Unit code	Title	Session 1-6	Session 7-12	Session 1-12
CHCDIV001	Work with diverse people	X		
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	X		
HLTENN035	Practice Nursing within the Australian Healthcare System			X
HLTENN036	Apply communication skills in nursing practice	X		
HLTENN039	Apply principles of wound management in the clinical environment			X
HLTENN040	Administer and monitor medicines and intravenous therapy - part 1			X
HLTENN043	Implement and monitor care for a person with acute health problems			X
HLTENN044	Implement and monitor care for a person with chronic health problems			X
HLTENN057	Contribute to nursing care of a person with diabetes			X

Stage 3

This is a generalisation and may be subject to change.

- Sessions 1-12 are theory and simulated classes.
- Sessions 12-13 are allocated for FOSA.
- Session 14 is allocated for FOSA Resits
- Session 15-20 have been allocated for work placement; however, this is dependent on facility availability and may be adjusted. Students will not be eligible to attend placement until they have completed all Theory Assessments their FOSA satisfactorily.

It is expected that Stage 3 work placements will be conducted in the following context;

- Hospitals (Acute Surgical)
- GP clinics (secondary)
- Option for Mental Health

Unit code	Title	Session 1-6	Session 7-12	Session 1-12
CHCPOL003	Research and apply evidence to practice		X	
HLTENN040	Administer and monitor medicines and intravenous therapy - part 2			X
HLTENN042	Implement and monitor care for a person with mental health conditions	X		
HLTENN047	Apply nursing practice in the primary health care setting		X	
HLTENN068	Provide end of life care and a palliative approach in nursing practice		X	
HLTWHS006	Manage personal stressors in the work environment	X		
CHCAOD001	Work in an alcohol and other drugs context	X		

Recognition of Prior Learning (RPL)

Where students believe they have previous knowledge, skills, and work experience relevant to the Diploma of Nursing program, a recognition of prior learning strategy may be utilized.

Evidence provided by students in support of an RPL application process must be aligned to the performance criteria, knowledge evidence and performance evidence of each applicable unit.

All RPL assessments are conducted by the Head of Discipline, who will validate the claim through a variety of processes, including professional interview, workplace assessment, clinical skill assessment and third-party verification.

RPL applications attract a fee of \$500 per unit, which must be paid at the time of evidence submission. The RPL application fee is not refundable, regardless of the application outcome.

The enrolment team and/or Nursing Student Support Officer can provide students with the AMA College RPL Application Kit on request.

Credit Transfer

AMA College recognizes and accepts the Australian Qualification Framework (AQF) certification documentation (qualifications and statement of attainments) issued by any other RTO or AQF authorized organization.

Learners holding a qualification or statement of attainment that includes any of the exact units or equivalent units listed in the Course Handbook will be awarded credit for those units in accordance with the Standards for Registered Training Organizations (RTOs) 2015.

You will need to complete the Diploma of Nursing Credit Transfer Application Form and provide either a copy of your Qualification Certificate and/or Statement of Attainment issued by a Registered Training Organization (RTO) or grant AMA College access to your USI transcripts.

To give AMA College permission to access your USI:

1. Log in to the USI portal using your credentials <https://portal.usi.gov.au/student>

2. Select the button 'Provide your USI'



Australian Government

USI Unique
Student
Identifier

Welcome Heather Gilbert | USI: AG2PVZ37P7

Last Logged In: Friday, 24 July 2020 01:48 PM

You are here: Home

USI STUDENT PORTAL

**Update Personal
Details**

Please select to update your
personal details.

Update Contact Details

Please select to update your
contact details.

Change Password

Please select to change your
password.

**Change Check
Questions**

Please select to change your
check questions.

Provide your USI

Please select to print or email
your USI verification details or
to manage access permissions
for your account.

View VET Transcript

Please select to access your
VET transcript.

VET Transcript History

Please select to view
downloaded VET transcript
history.

? HELP

You can manage your account by performing
any of the following functions:

1. Update your Personal Details
2. Update your Contact Details
3. Change your Password
4. Change your Check Questions
5. Provide your USI to a training organisation
6. View your VET Transcript
7. View your VET Transcript History

3. Scroll down to the end of the page and select 'Add Organization' under 'Set up access to your USI account/permissions'.

SET UP ACCESS TO YOUR USI ACCOUNT / PERMISSIONS

You can set up access for organisations to view and/or update your USI account. You can also set up access for organisations to view your transcript. Providing access to your USI account and your transcript may assist your training organisation to process your enrolment.

If you have already set access permissions for an organisation to view and/or update your USI account they will be listed below.

Select **Edit** to update the current permissions, **Remove** to remove the current permissions or **Add Organisation** to search and set permissions for a particular organisation.

Organisation Name	Organisation Code	Expiry Date	View Details	Update Details	View Transcripts
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Add Organisation

- Navigate to 'Organization Code', enter '2010' then select 'Search'

MANAGE PERMISSIONS - ADD ORGANISATION



Enter the Organisation's details and select **Search** to find an Organisation.

SEARCH DETAILS

Organisation Code

2010



Organisation Name

Search

[Back](#)

5. AMA's RTO details will show in the search results then select 'Add.'

MANAGE PERMISSIONS - ADD ORGANISATION

i Enter the Organisation's details and select **Search** to find an Organisation.

SEARCH DETAILS

Organisation Code

Organisation Name

Search

SEARCH RESULTS

Organisation Name	Organisation Code	ABN	
AMA MEDICAL PRODUCTS,AMA MEDICAL,AMA SERVICES (WA) PTY LTD,AMA MEDI-STAFF,WA DOC	2010	47008671458	Add

6. Tick 'View Transcript' and 'View Details' then select an expiry date (3 months is sufficient). Then select 'Save'.

PERMISSIONS

View Transcript ☒

View Details ☒

Update Details ☐

Expiry Date **Select**

Cancel **Save**

7. Access for AMA College to view your USI transcript will now be granted

PLEASE NOTE:

Credit Transfer applications for HLTENN units are only granted for students who have achieved competency from providers who are accredited by the Australian Nursing and Midwifery Accreditation Council (ANMAC) and approved as “an approved program of study” by the Nursing and Midwifery Board of Australia (NMBA) in accordance with the Enrolled Nurse Accreditation Standards.

To ensure consistent and quality training outcomes and industry readiness, PEP duration will NOT be shortened regardless of the outcome of CT & RPL applications; all candidates undertaking the Diploma of Nursing program with AMA College must fulfill the 400-hour placement requirements. In the unlikely event that a student is eligible for CT for a complete semester, adjustment to the placement arrangement will be made on a case-by-case basis, with consultation with the Head of Discipline and Quality and Compliance Manager.

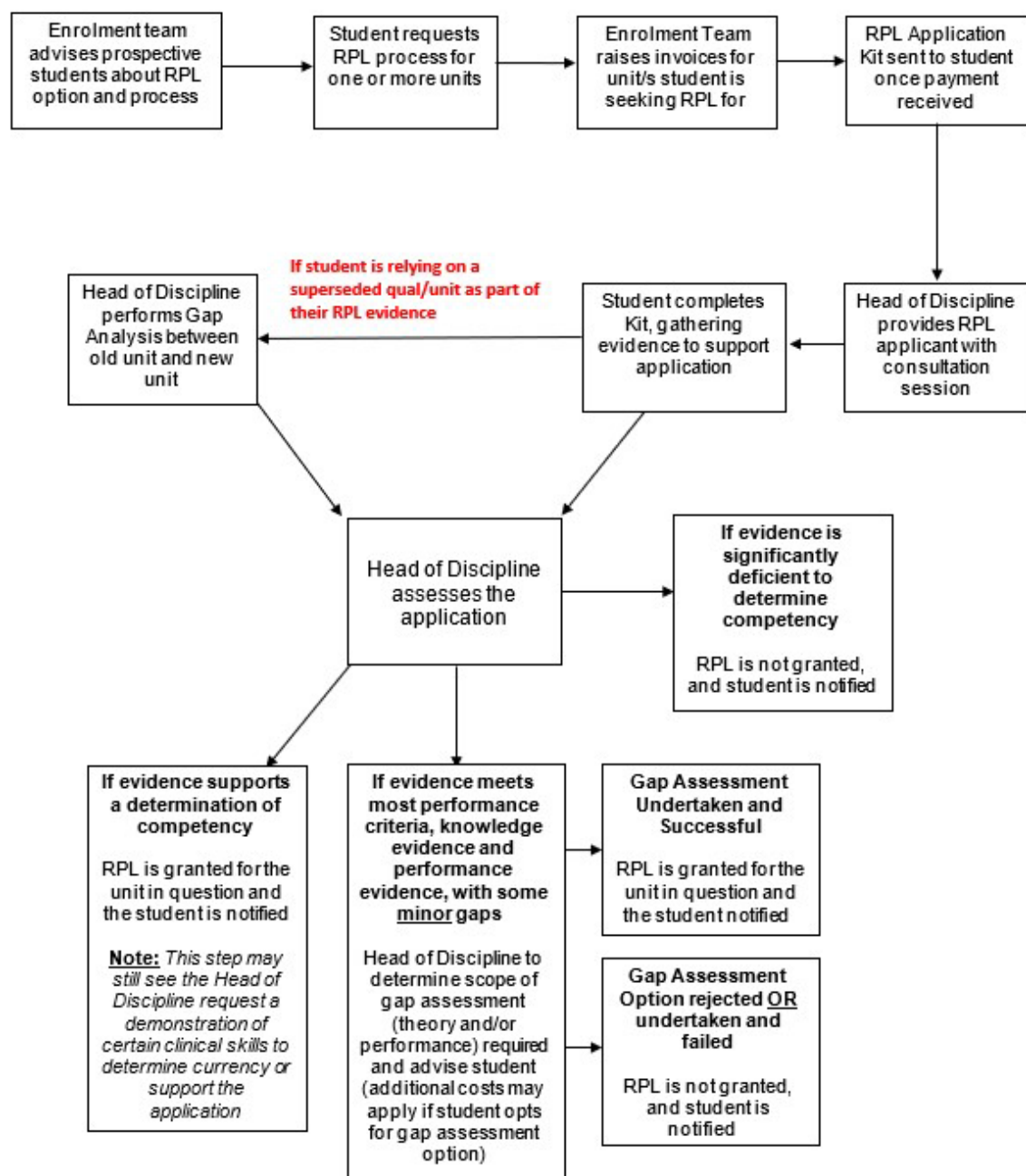
Recognition of Prior Learning (RPL)

Recognition of Prior Learning refers to an assessment process that assesses the competency of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

- a) Formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree).
- b) non-formal learning refers to learning that takes place through a structured program of instruction but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business).
- c) and informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

The Enrolment Team will advise all prospective applicants of AMA College’s RPL option and process prior to enrolment, with the overall process shown in the workflow below.

RECOGNITION OF PRIOR LEARNING (NURSING) FLOW CHART



Training Delivery Methods

This qualification is delivered face-to-face in classroom settings with access to a fully simulated ward environment, which focusses on ensuring that students are engaged in active, practical, and collaborative learning, in readiness for real workplace experiences, underpinned by theoretical knowledge.

You will be required to undertake self-directed learning in advance of classroom sessions via prerecorded video presentations and reading materials.

Class time and simulated ward activities are spent guiding knowledge, providing feedback, and facilitating active learning through lectures, discussion, role play, scenarios, collaborative activities, practice and ongoing formative and summative assessment.

A simulated ward has been set up and resourced, to focus learning on real practice, provide and as a basis for scaffolding learning and to prepare for workplace learning activity.

Professional experience placement (PEP) is used to provide real world learning. Methods applied include mentoring, role modelling, projects, reflective journal, guidance by the PEP Record books.

We will offer you access to our aXcelerate Learning Management System which contains the learning materials for the course. In addition to this we will supply you with access to the following textbooks and online databases:

- Tabbner's Nursing Care Theory and Practice (8th Ed). Koutoukidis, G. & Stainton, K.
- Essential Clinical Skills (5th Ed). Tollefson, J., Watson, G., Jelly, E. & Tambree, K.
- Fundamentals of Anatomy and Physiology (4th Ed). Donald C Rizzo
- Pharmacology for health professionals (6th Ed.). Knights, K., Rowland, S., Bushell, M.

Clinical Skills Ward

We use the Clinical Skills Ward as a simulated workplace to focus your learning on acquiring and using practical skills underpinned by knowledge. Skills will be practiced in the environment, and knowledge reinforced by observations, discussions, role plays and case studies.

The Clinical Skills Ward is a simulated work environment, enabling you link theory to practice in a safe environment. In the simulation work, as in a workplace:

- Be prepared; complete all required pre-reading.
- Always conduct yourself in a professional manner.
- No food or drink
- Keep the area tidy and free of hazards, including your bags.
- No mobile phones
- Wear the required clothing and PPE.
- Wash hands at the start and end of each session.
- Report any equipment that is not functioning correctly.
- Do not sit on the beds.
- On leaving, appropriately dispose of, or correctly store, all equipment as directed.
- Leave all "patients" in a manner that reflects a real workplace: positioned comfortably, beds made, side tables placed within reach and neat and tidy, bed at an appropriate height, place patient call bell within reach, etc.

Professional Experience Placement

Where and When

Work placement (referred to as Professional Experience Placement or PEP) is used to provide real world learning. Methods of learning applied include mentoring, role modelling, projects, reflective journals, and assessment of skills and knowledge in a real workplace.

Work placement is scheduled in three instances toward the end of each semester, and only after the student is deemed to have gained the requisite knowledge and skills, as assessed in the simulated work environment.

- PEP 1 – at least 80 hours in an aged care setting (Monday – Friday)
- PEP 2 – at least 160 hours in a sub-acute care setting (Various Shifts)
- PEP 3 – at least 160 hours in an acute care setting (Various Shifts)

Placement duration times may vary, a full 8 hour working day is required and will include shift work. Shift times are generally as follows but may vary slightly depending on the facility you are attending.

- AM Shift 0700 – 1530
- PM Shift 1300 – 2130
- Night shift 2100 – 0730

Please note that we will make every effort to place you in a work location that is readily accessible to where you live. Work placements are in high demand, so some flexibility may be needed.

In some circumstances, due to demand, students may be required to travel outside their area to their nominated PEP. This will incur additional costs to the student, such as accommodation and travel expenses. We will discuss this in advance with students so that they can make suitable arrangements that can be made by each student.

Pre-requisite Checks

You are only eligible to attend your PEP once you have:

- Successfully completed all theory assessments and the FOSA, please refer to the progression rule.
- Provided a current Police Clearance and Working with Children Check
- Provided Department of Health Criminal Record Screening – free to apply when holding a current Police Clearance.
- All mandatory vaccinations required at the time of PEP, which may include.
 - Current COVID-19 Vaccination
 - Annual Influenza Vaccination
 - Hepatitis B x 3 doses followed by serological confirmation of immunity.
 - dTpa (diphtheria-tetanus-acellular pertussis) within last 10 years
 - MMR (Measles, mumps, rubella) x 2 doses
 - Varicella x 2 doses
 - FIT testing may be required

- Successfully completed HLTAID011 – Provide First Aid either with AMA College or any other Provider within 3 years of currency, *HLTAID003 – Provide First Aid is not equivalent or accepted.

Expectations

You must

- Attend all allocated shifts of work.
- Always be punctual.
- Always behave in a respectful, ethical, and professional manner, demonstrating attitudes and behaviours consistent with the Standards of Practice for Enrolled Nurses
- Attend all safety briefings and follow all safety procedures including use of PPE
- Wear all required identification and uniforms on shift.

If your placement is cancelled, or not started, due to your own actions, such as:

- Unprofessional behaviour before or during placement
- Required documents not provided.

You will be required to meet with the Head of Discipline to determine actions.

These will depend on severity and may involve:

- Financial costs to cover new placements.
- Student support contract
- Termination/cancellation of your enrolment.

To complete this qualification, you are expected to attend 100% of your placement hours.

It is critical that you are punctual and available according to your allocated shift hours.

In the rare event that you are unable to attend placement, due to exceptional circumstances you must immediately

- Advise the workplace.
- Advise the Head of Discipline via our office and explain.
- Provide us with documented evidence of the reasons (e.g. medical certificate, Police report).

We will make every effort to allow you to catch up on hours during the Proposed Study Breaks – which normally aligns with WA School Holiday terms.

Note that due to facility work scheduling, make up hours may require you to work an additional block rather than one day.

Workplace Tasks

These are guided by PEP Records. You must complete all tasks outlined in the books, as they form part of your assessment. These tasks include:

- Maintaining a reflective journal
- Attendance record (PEP workplace logbook)
- Student placement orientation checklist
- Student placement objectives
- Personal learning objectives
- Communication skills
- Assessment tool
- Clinical skills.

Successful Completion Criteria

Students are assessed against both Unit Requirements and the Standards for Practice Enrolled Nurse during PEP.

Embedding AMA College's philosophy of student-centered and competency-based learning, students are required to satisfactorily complete all tasks required and achieve at least **Demonstrated or Not Yet Demonstrated**.

If at the completion of the formative assessment, during the PEP placement, students are identified at risk of not achieving a **Demonstrated** result an intervention meeting will be arranged between the Student and the Clinical Lead to put in place a range of supports for a successful PEP completion.

The agreed actions will be noted in the Student Progression Contract and stored in their profile on aXcelerate. The student's Clinical Facilitator will monitor the support and progression of the student for the remainder of the PEP placement.

At the completion of each placement period (Monday – post the PEP period), AMA Head of Discipline, Clinical Facilitators and Lecturers will meet to discuss any Not Yet Demonstrated results recorded by any student. Each student will be discussed individually to determine if additional PEP or additional simulation hours would assist the student in achieving a Demonstrated result. Students will be phoned by their Clinical Facilitator who will discuss the outcome of the meeting as well as receiving a written report outlining the agreed requirements. These Post PEP Review meeting dates have also been labelled in the Academic Calendar.

In the unlikely event that the student is still unable to meet all requirements by the start of the following semester, they will not be able to proceed with their studies unless special consideration is given by the Head of Discipline. Students who fail to achieve a Demonstrated outcome against a Unit of Competency may be asked to re-enrol in the required unit(s) and additional fees may apply.

Assessments

Assessment Requirements

All programs leading to Registration as an Enrolled Nurse in Australia are based on students being assessed against

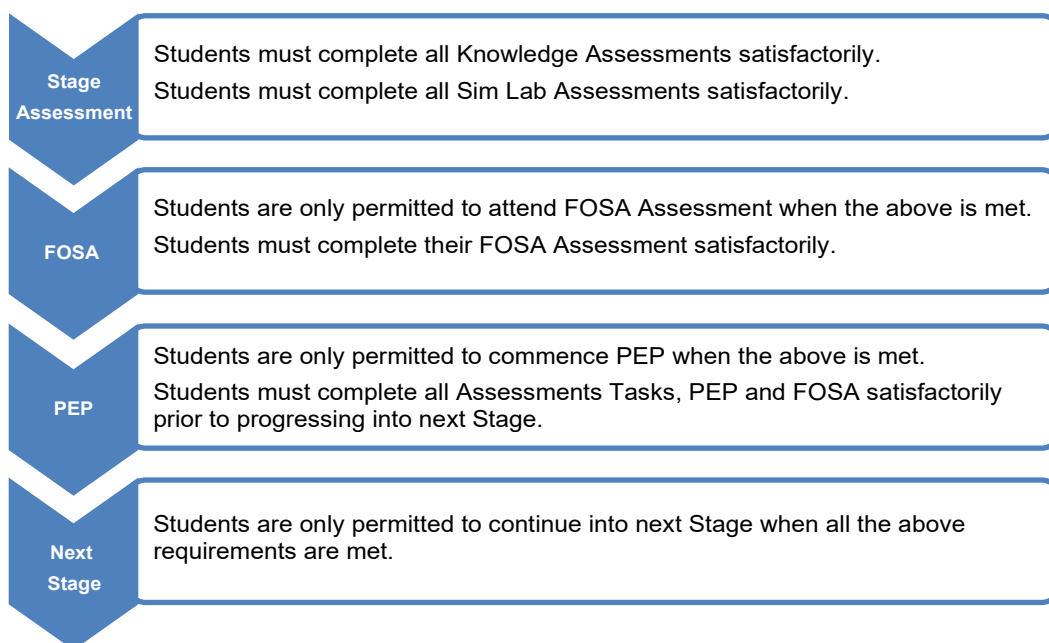
- The requirements specified for individual units of competency within the [HLT54121 Diploma of Nursing](#)
- The Nursing and Midwifery Board of Australia (NMBA) [Enrolled nurse standards for practice](#) which clarify supervision, responsibility and accountability.

Assessment Guidelines

We will give you a schedule of assessment tasks and expectations at the beginning of each term. Your trainer/assessor will explain the specific assessment criteria and deadlines at the start of each unit.

All assessment criteria and tasks outlined for a unit must be completed and your performance deemed satisfactory before you can be found competent in that unit. This is because competency is a combination of skills, knowledge, and behaviours that individual assessment tasks seek to measure.

There are several assessment tasks which must be completed throughout the program to ensure you are able to progress through the course, as per the flow chart below.



You will be given plenty of opportunities to practice skills and tasks before you have your skills formally assessed. You will be given feedback on your assessments and where you are found not satisfactory, you will be given feedback and support prior to being reassessed.

All theoretical assessments are to be submitted via the Learning Management System. Practical demonstration and observation checklists are currently completed on paper and to be uploaded back to our Learning Management System. Your original assessments will be stored electronically or in hard copy documents in storage for the period of 2 years after completion of your course as

required by regulation. Access to your records and information about your course progress is available to you upon request.

Assessment Grading

Assessment tasks will be graded Satisfactory or Not Yet Satisfactory.

When all assessment tasks for a unit are graded Satisfactory you will be deemed Competent in that Unit of Competency.

Competence determinations will mostly be made after each semester, as

- many units need to have a range of assessments, including assessment in the workplace.

If you do not successfully complete all unit assessment tasks by the end of the course, you may enrol (once only) in the specific units/clinical placement(s) when they are next offered. Reenrolments need to occur within one year of the scheduled completion of your initial course. You will need to pay the fees associated with re-enrolment.

Appeals

Assessment judgements may be appealed. See our published complaints and assessment policies or the Student Complaint Form and Process for details of procedures for lodging an appeal.

Expectations

You will be expected to achieve.

- Attendance - a minimum of 80% face-to-face attendance per unit is required.
- Attendance 100% for all simulated lab classes
- PEP - 100% attendance is expected.
- A pass of 100% for the Medication Calculations Exams (In Stages 2 & 3)
- Deemed satisfactory in:
 - All observed practical skills assessments.
 - All theoretical assessments
- Required classroom presentations.

Summative Workplace Assessment

A summative (final) assessment of your knowledge and skills will be undertaken against Standard for Practice Enrolled Nurse at the end of every block of placement. You must at least achieve Demonstrated – Further Development in each criterion to be deemed satisfactory for the respective PEP.

Not yet demonstrated or Competent

Students have two (2) attempts for all assessments. All resits are to be suited within seven (7) days of receiving feedback. If you are found not yet satisfactory in your second attempt at an assessment task, you can only be given a third attempt if you:

- Attend a meeting with the Head of Discipline and agree to the terms of an agreed Student Progression Contract
- Comply with the strategies and terms of the Student Progression Contract.

If you are still found not yet satisfactory in an assessment task, you will be found not competent in the related Unit of Competency. To continue in the qualification, you will need to repeat the Unit and re-enrol. Depending on the unit, this may also require you to repeat a placement. Additional tuition charges will apply.

Assessment Submissions

All written assessments must be submitted on or before the due date. In the case of special circumstances, an extension may be granted. Assessment submissions are to be uploaded to the student LMS portal. You should keep a copy of any assessment work submitted.

Academic Writing and Referencing

Referencing is a process of documenting and acknowledging the research, opinions, theories, and arguments of others.

Nursing Standards of Practice require ongoing commitment to evidence-based practice. Therefore, it is important that all research is documented and acknowledged. In this way you can demonstrate your work is defensible and based on high quality, documented, current and researched evidence.

Your trainer/assessor will provide you with details of the referencing standards that will be expected, and details will be found in your assessment instructions. For reference, AMA College expects APA 7th to be utilised for all references.

Skills Assessments

Your skills and knowledge will be assessed by a series of observations by a RN in the simulation Lab and in the workplace whilst on Practical Experience Placement. You are expected to apply your theoretical knowledge, demonstrating your ability to perform holistic nursing interventions that are appropriate to your stage of learning and prioritized to individual patient circumstances.

You must be deemed satisfactory in every practical assessment for each unit before being permitted to undertake the PEP which corresponds to those units.

During assessment observations you will be demonstrating how you understand and apply:

- Working within your scope of practice
- Safe and effective nursing care
- Appropriate medical terminology
- Communication skills
- Work health and safety principles.
- Underpinning knowledge
- Appropriate technology and equipment
- Ethical practice, confidentiality, privacy, respectful behaviour
- Critical thinking and reflective practice.

Medication Calculation Exams

There are two Medication Calculation Exams, scheduled within Stage 2 & Stage 3.

Students will undertake this task under examination conditions and must complete the task 100% satisfactorily within 1 hour.

Trainer and administration staff will act as the invigilators during these exams.

Assessments will be marked as soon as they are submitted.

The student will have one further attempt.

If a student is found not yet satisfactory in the second attempt at an assessment task, they can only be given a third attempt if they:

- Attend a meeting with the Head of Discipline and agree to the terms of an agreed Student Progression Contract
- Comply with the strategies and terms of the Student Progression Contract.

If the student is still found not yet satisfactory in the assessment task, they will not be found competent in the related unit of competency. To continue in the qualification, they will need to repeat the unit. This may result in having to repeat a placement.

Code of Conduct

Confidentiality

You are required to maintain confidentiality of information given by or about patients, residents, clients, family members, friends, carers, our staff, PEP staff and other students.

Behaviour

As a Diploma of Nursing student, you are expected to always behave and present in a professional manner, whether you are on campus, in the Clinical Skills ward or on Professional Experience Placement.

This means:

- Respecting others
- Demonstrating privacy and confidentiality
- providing opportunities for others to speak
- always listening and communicating politely
- Punctuality
- Turning Mobile phones off or to “silent” and not answering or accessing them during class time.
- always remaining attentive and alert
- Wearing appropriate and clean clothing
- Attending to personal hygiene daily
- Taking responsibility for your own learning
- Reading and studying ahead of lessons
- Completing assigned work on time
- Participating in all classroom and ward activities
- Seeking clarification if you do not understand something.
- Demonstrating ethical behaviour, including honesty.

Attendance

We expect students to attend all classes. If you are unable to attend class, you must notify your class lecturer or our office and provide a medical certificate.

You will be required to make up time missed.

The attendance register must be completed for each session. It is your responsibility to ensure you are signed for each session.

Where we have concerns about your progress, we will arrange a meeting for you with the Head of Discipline. A plan of action will be developed to assist you in continuing with your studies.

Plagiarism, cheating

Plagiarism means passing someone else's work or ideas as your own. This practice is not acceptable and considered a serious offence.

Plagiarism includes:

- Copying another person's work
- Have another person write your work or research your work.
- Putting forward quotes or ideas of another person as your own without acknowledging the source.
- The use of AI or any other auto generated apps.

Plagiarism, resubmission of previously marked work from another student, copying and theft of other student's work and cheating at tests are all serious breaches. These behaviours may result in exclusion from your course.

Personal Accident Insurance

Our RTO will obtain Personal Accident Insurance for all students. This will cover expenses resulting from accidents and incidents during the Diploma of Nursing attended by students, in class, skills laboratory and placement.

Police Checks

All organisations which take nursing students will require all students attending PEP to have an up-to-date National Police Check, also known as a National Police Certificate. This must be less than 12 months old from the current year of study.

You must obtain your National Police Check prior to Student Placement. The health care agency will not allow you to attend Student Placement without it.

Application forms can be completed online at the AFP Police website

If your Police check shows you have any criminal record, you should discuss it with the Head of Discipline.

Be aware that the organisation has the right to refuse your request to attend student placement.

You must advise the Head of Discipline and the health service provider as soon as possible of any changes made to your criminal record during your training.

You may have the opportunity to work with patients under the age of 18. However, before you can be allowed contact with minors you need to obtain a Working with Vulnerable

People (WWVP) Check. If you don't want to miss out on these opportunities, be sure to obtain this Card early in your course.

Working with Children Check

You must obtain a Working with Children Check before being accepted to PEP, as you may have the opportunity to work with patients under the age of 18 years. The card is valid for 3 years. You can find out more about the card and form from the Student Support Officer or apply on the Working with Children Check WA website

Immunisations

We strongly recommend you have all your immunizations up to date and have documented evidence of your immunisation status ready to start your course. Enrolled Nurses are categorised as Category A Health Care Worker; meaning they are defined as being at risk of exposure to contaminated blood and body fluids.

AMA College will give you a list of all required vaccinations. These are likely to be immunisation against measles, mumps, rubella, varicella and pertussis, hepatitis, and COVID-19. As an example of evidence requirements, you may be asked for a serology report from your GP and/or a list of current vaccinations.

Assisting Our Quality Improvement

Evaluation

We regularly seek feedback on the quality of our services throughout this course. Your comments and input are welcome at any time.

We will formally ask for your feedback during surveys conducted at the end of each semester or term.

Feedback will also be sought each semester or term from the staff involved in training and assessment and in contributing to your Professional Experience Placement.

Complaints and Appeals

You have the right to complain and make an appeal against any of our decisions. We welcome complaints and appeals as part of our continuous improvement procedures. Please refer to your Student Complaint Form and Process and our published policies and procedures for lodging a complaint or appeal. These will outline:

- How to lodge a complaint or appeal
- The process that will be followed
- Your rights to support through the process.
- Further (external) avenues for complaint or appeal if you remain dissatisfied after our determination has been made.
- If relevant, appeals and Student Visa requirements.

Student Representation

The delivery of this qualified course is overseen by a Course Delivery Advisory Committee (CDAC) that includes health industry representation and involvement of Registered Nurses. The CDAC meets each semester to guide course improvement and quality.

It is our policy that a student representative should sit on this committee. Following the second Professional Experience Placement an Expression of Interest will be circulated to all students enrolled in the Diploma of Nursing seeking applicants to participate in the CDAC. Support will be available to student representatives, including additional tuition and financial compensation.

Your Continuing Professional Development

The NMBA includes in its standards that Enrolled Nurses must be able to evidence continuing professional development to maintain their ongoing registration. This is to ensure Enrolled Nurses maintain, improve and broaden their knowledge, expertise and competence, and develop the personal and professional qualities required throughout their professional lives.

AMA College students with valid AMA College student cards can go to the ECU Library to be registered and given an ECU library card for the same duration as their AMA College student card.

With the ECU library card, students can access the ECU library 24/7 and have full access to its lending collection. Students will also have access to the following database which will support their research and development throughout their training with AMA College.

- Cambridge University Press
- Oxford University Press
- Elsevier Science Direct
- Wiley
- Taylor & Francis
- JSTOR
- SAGE
- Springer Nature
- Informit EduTV & Informit TV News
- ProQuest

Please note, access is limited to site access only. AMA College students are NOT able to access the ECU Online Library.

Date of Issue and Revision	Description of Amendment	Reviewed (Coordinator/Manager)	Authorised (General Manager)
09.12.22	Initial publication V1.0	Jia Shi	Jan Norberger
12.12.22	Added a section for finance information V1.1	Jia Shi	Jan Norberger