

CONTACT US

THE FACULTY OF HEALTH, ENGINEERING AND SCIENCE

SCHOOL OF BIOMEDICAL AND HEALTH SCIENCES

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OR

visit vu.edu.au/tafe

vu.edu.au

CRICOS Provider No. 00124K

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VICTORIA UNIVERSITY
MELBOURNE AUSTRALIA



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AMBULANCE



vu.edu.au

CRICOS Provider No. 00124K

This brochure provides details for the following course:

Diploma of Paramedical Science (Ambulance) HLT50407

DATES FOR 2013 INTAKE

DIRECT APPLICATION CLOSING DATE 12 DECEMBER 2012

Course commences February 2013.

VU PROVIDES VET FEE-HELP

VET FEE-HELP is an Australian Government loan scheme for the vocational education and training (VET) sector, similar to HECS, as part of the Higher Education Loan Program (HELP).

If you are studying at the Diploma or above level, you may be eligible for financial assistance to defer the cost of your studies. You start repaying your VET FEE-HELP debt once you earn income above a certain level.

You can apply through Victoria University for VET FEE-HELP. Refer to vu.edu.au/gotovu

If you require further information, phone 03 9919 6100.

DIPLOMA OF PARAMEDICAL SCIENCE (AMBULANCE)

COURSE CODE: HLT50407

This course is offered by the vocational education Faculty of Workforce Development for 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 if you want to work in the non-emergency ambulance transport sector providing 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 paramedic positions with Ambulance Victoria (AV).

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

HOW DO I GET IN?

You must demonstrate to the satisfaction of the Head of School and the selection panel, that you are capable of successfully completing the course.

You must:

- Be an Australian citizen
- 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 you through previous study, informal or formal learning, or from work and/or life experience)
- Demonstrate sufficient language and literacy 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)
- Demonstrate any past or current health and/or community experience.
- Ensure that you are able to fulfil the clinical placement requirement of the course.

Clinical Placement Requirements

Before commencing placement, you must meet mandatory industry requirements including:

- An annual Victoria Police Check. If you do not provide a satisfactory Victoria Police Check, you 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 this industry
- Completing a Medical Check and a Physical Capacity Test. This is an industry requirement for students attending clinical placements with AV. You 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 austroads.com.au

Your checks and tests must remain current until all clinical placement units have been satisfactorily completed. If you think you may have difficulties meeting or maintaining the requirements, please contact the Course Coordinator prior to admission.

For further information regarding clinical placement requirements, refer to the Paramedic Clinical Placement brochure available at 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, some applicants may be required to attend an interview and preference may be given to applicants who are sponsored by private or NEPT providers.

WHERE IS IT?

St Albans Campus.

HOW DO I GET THERE?

To get there: take a train to St Albans station or take a local bus. It's 20–25 minutes by car from the city centre. The Melways street directory map reference is Map 25 K3.

vu.edu.au/campuses

HOW LONG IS IT?

Approximately 11 months (part-time only).

For further information regarding the timetable please email nept@vu.edu.au

WHEN IS THE NEXT COURSE?

Course commences February 2013.

FEES AND CHARGES

Some students will be eligible for government assistance for this course. Students who are not eligible for government subsidies may gain a place in the course as a full fee paying student.

Students may also be eligible for VET FEE-HELP.

No concessions are available for full fee paying students (this includes health care cards or concession cards).

ALL students are required to pay a Materials Fee for this course at the time of enrolment. This fee cannot be deferred. You will also be charged a Materials Fee for this course if you are a full fee paying student.

HOW DO I APPLY?

Apply direct to Victoria University by completing a TAFE Direct Admission/Supplementary Information Form available at vu.edu.au/future-students

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 units of study, including seven compulsory units and seven elective units. There are also nine pre-requisite units for entry to this qualification. These units will be delivered 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.

BSBFLM303C	Contribute to effective workplace relationships
HLTOHS300B	Contribute to OHS processes
HLTIN301C	Comply with infection control policies and procedures in health work
HLTAP401B	Confirm physical health status
HLTAMBAE403C	Follow procedures for routine safe removal of client
HLTAMBSC401C	Manage routine scene and promote public safety
HLTAMBFC301C	Communicate with clients and colleagues to support health care
HLTAMBCR401B	Deliver basic clinical care
HLTAMBT301B	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.

HLTAMBAS501B	Conduct clinical assessment
HLTAMBAS501B	Deliver standard clinical care
HLTAMBFC402C	Communicate in complex or difficult situations
HLTAMBPD401B	Manage personal stressors in the work environment
HLTAMBAE501C	Implement safe access and egress in an emergency
HLTHIR402C	Contribute to organisational effectiveness in the health industry
HLTOHS456B	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 level (or higher).

Electives that will be offered within this course are:

HLTAMBT402C	Transport emergency clients
PUAEME001B	Provide emergency care
HLTAMBSC503B	Contribute to managing the scene of an emergency
HLTAMBAE504C	Follow procedures for safe extrication of clients in life threatening situations
PUASAR001B	Participate in a rescue operation
HLTHIR403C	Work effectively with culturally diverse clients and co-workers
CHCCS400B	Work within a legal and ethical framework

CLINICAL PLACEMENT

Up to 300 hours of this course will consist of practical work in the form of scenarios and industry placements. You will be required to attend shifts with NEPT companies and emergency ambulance as part of the course. Alternative placements may 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 Qualification Framework's Health Training Package and industry needs.

MAJOR CHANGES AFFECTING THE VICTORIAN TAFE SYSTEM FROM 1 JULY 2009

The Victorian Government's Skills Reform aims to give Victoria a better vocational education and training system by encouraging more people to become qualified at a higher level, especially in skills areas where jobs can't be filled. Skills Reform takes effect from 1 July 2009 with changes to course fees and eligibility criteria.

skills.vic.gov.au/tafe_students

SMS 'skills' to 134688

Hotline 131823

These changes will affect you if you commence a new TA FE course at Victoria University from 1 July 2009 onwards.

ELIGIBILITY CRITERIA

skills.vic.gov.au/tafe_students/fees/new-fees-from-1-july

TUITION FEES

The Victorian Government sets the minimum and maximum TA FE tuition fee you pay each year. The tuition fee is worked out for each individual student based on the course category, the number of hours you are enrolling in, and any other study you have already done that year.

COURSE CATEGORY	
Foundation	Foundation Skills - basic general education, English language and preparatory courses, VCAL (Foundation)
Skills Creation	Certificates I and II VCE, VCAL (Intermediate and Senior)
Apprenticeships and Traineeships	Any course taken as part of a training contract, at any level
Skills Building	Certificates III and IV
Skills Deepening	Diploma, Advanced Diploma, Graduate Certificate, Graduate Diploma

VU TAFE COURSE FEES

Materials and Other Fees

Some VU TAFE Schools may charge a Materials Fee for providing goods and materials and services that are kept or used by you. Information about these fees is available before applying from the respective VU School.

You may also be subject to other fees such as student services and amenities fees. You will be informed about all fees applicable prior to enrolment.

TAFE Tuition Fees, Concessions, Refunds and Other Fees

vu.edu.au/courses/fees-and-scholarships

Phone 03 9919 6100

Visit Student Service Centre at your nearest campus.

VET FEE-HELP

VET FEE-HELP is an Australian Government loan scheme for the vocational education and training (VET) sector, as part of the Higher Education Loan Program (HELP).

If you are studying at the Diploma and above level, you may be eligible to apply through VU for VET FEE-HELP assistance to defer the cost of your studies.

Ask Victoria University about VET FEE-HELP

vu.edu.au/courses/fees-and-scholarships

Phone 03 9919 6100

deewr.gov.au/VETFEHELP or Phone 13 38 73.

HOW TO APPLY

The VU TA FE Course Index provides details on the method of application required for TA FE courses at Victoria University and the relevant closing dates:

vu.edu.au/courses/applying/how-apply

VTAC (Victorian Tertiary Admissions Centre) Applications

Applications for full-time study for most Certificate IV, Diploma and Advanced Diploma courses commencing at the start of each year are made on-line through VTAC .

Refer to the VTAC Guide or Phone 1300 364 133 for more information.

Apply on-line at vtac.edu.au

Direct Applications

Direct applications for courses are made to Victoria University:

- if VTAC applications have closed (check the VTAC website above for dates)
- for part-time Certificate IV level and above courses
- for all other TAFE courses.

For course information:

vu.edu.au/courses

Contact VU TA FE School offering the course

Phone 03 9919 6100

Direct Application Forms are available from vu.edu.au/courses/applying/how-apply Direct applications for some courses can be submitted online at myvuportal.vu.edu.au Applications for VET in Schools courses are submitted on your behalf by your secondary college.

Closing Dates

Closing dates for applications for TA FE courses at Victoria University vary and are available from:

vu.edu.au/courses/applying/how-apply

Phone 03 9919 6100

Visit Student Service Centre at your nearest campus.

APPRENTICESHIPS AND TRAINEESHIPS

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.

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:

jobsplusbiz.com.au

Phone 03 9919 8533

Offices Footscray Nicholson or City Flinders Campuses.

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

You undertake VETiS programs while completing VCE or VCAL. The programs are offered through Victoria University College and are undertaken either at your secondary college or VU.

vu.edu.au/vetis

Phone 03 9919 7760

Email vetis@vu.edu.au

PORTFOLIO PARTNERSHIP PROGRAM

Victoria University's Portfolio Partnership Program (PPP) is an alternative entry scheme available for 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: vu.edu.au/ppp

FAQs vu.edu.au/gotovu

Phone 03 9919 6100

INTERNATIONAL STUDENTS

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

vu.edu.au/international
Phone +61 3 9919 1164
Email international@vu.edu.au

PATHWAYS

Victoria University can help you determine the most suitable level of study – Vocational Education, Further Education or Higher Education – course and/or campus. For more information about study pathways and alternative entry programs:

vu.edu.au/pathways

RECOGNITION OF QUALIFICATIONS FROM 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

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.

vu.edu.au/gotovu
Email recognition@vu.edu.au

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 further information and how to apply, visit vu.edu.au/scholarships

Phone 03 9919 5568

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).

vu.edu.au/current-students/student-essentials/enrolment
Phone 03 9919 6100
vu.edu.au/current-students

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.

VTAC Special Entry and Access Scheme

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.

Disability Services

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

vu.edu.au/Current_Students/Support_Services

Email disability@vu.edu.au

Indigenous Support

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 and Further Education (TA FE) 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.

You will be advised by your teachers of the assessment requirements of the course.

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.

LEARNING SUPPORT

Services and courses are available through Victoria University College to help you with your learning and work goals. Assistance is available with English expression, planning and writing assignments, oral presentations, maths and computers.

vu.edu.au/vucollege

Email studentlearning@vu.edu.au

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 Student Advisory Services:

vu.edu.au/current-students

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.

In line with VU's Student Feedback and Complaints Policy, you can complete an online Complaint Form at vu.edu.au/feedback For assistance with this process:

vu.edu.au/current-students

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

- academic support and study skills
- libraries and facilities
- flexible learning and assessment services
- career development services
- personal, money, accommodation, disability, health and welfare advice and support
- sport and fitness activities and facilities
- campus and cross campus social events and activities

vu.edu.au/future-students

FAQsvu.edu.au/gotovu

Phone 03 9919 6100

Visit Student Service Centre at your nearest campus.

DISCLAIMER

The information contained in Victoria University's Mechanical Engineering June 2012. Adjustments to the vocational education and training funding system mean that changes to courses occur far more frequently than in the past. For current information on Victoria University's courses, readers are advised to access the University's online courses database at www.vu.edu.au/courses. If you have difficulty in accessing this material electronically, please phone (03) 9919 6100 for assistance.

OTHER INFORMATION

Information about course fees, articulation and credit transfer, recognition of prior learning, admission and enrolment procedures, examinations, and services available to students can be accessed on the University's website or by contacting the University directly on 03 9919 6100.

