



## HLTHPS006 Assist clients with medication

This course covers the skills and knowledge required to prepare for and provide medication assistance to a variety of clients and to support a client to self-administer their medication using the relevant mode of administration. It also involves reading, understanding and accurately completing medication documentation such as care plans and medication management systems after administration of medication.

### Application

This unit applies to community services and health workers with authority in their state or territory to assist with the administration of medication.

The skills in this unit are applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

### Certification

At the end of this program student will be awarded a Statement of Attainment for the nationally recognised unit of Competency.

HLTHPS006 Assist clients with medication

### Pathway

After completing this course students are able to assist medication in the following settings:

- Healthcare services
- Disability services
- NDIS services
- Community services
- Enrolled or registered nurse
- Personal caregiver

## Entry requirement

It is recommended that the student is currently employed entering a role requiring them to assist with the administration of medication.

The student will also be required to meet the foundation skills when enrolling into this unit of competency.

Foundation skills that apply to this unit of competency include but are not limited to:

Numeracy –to calculate and check correct dosage of medication, expiry dates and client information. This includes basic calculations of ratios and volume.

Reading – to correctly check and interpret client information and dosage instructions

The target group for this program is typically existing workers within the health care industry who will be expected to administer medication or assist clients with the administration of medication.

Existing workers include:

- Disability Support Worker
- Aged Care Worker
- Community Care Worker
- Personal Care Worker
- Respite Care Worker

## Course Overview

During this course you will gain the skills and knowledge to:

1. Prepare to assist with medication
2. Prepare the client for assistance with administration of medication
3. Support clients with administration of medication
4. Handle medication contingencies
5. Complete medication distribution and documentation

## Language, Literacy, Numeracy and Digital Assessment (LLND) and Student Support

Applicants' LLND needs are informally assessed during the enrolment process by MediLearn. It is a requirement that you can understand spoken and written English and perform basic mathematics.

You are required to be:

- currently employed or entering into a role requiring you to administer medications
- to calculate and check correct dosage of medication, expiry dates and client information. This includes basic calculations of ratios and volume.
- to correctly check and interpret client information and dosage instructions

LLND Assessment is conducted at the pre-enrolment stage of the student's enrolment.

Where a student has completed other VET or Higher Education course or equivalent to year 10 or 12 at school, they will not be required to complete this assessment.

Should you require support, MediLearn can assist in identifying the appropriate support service as well as organising access to such services. Services referred to may include but are not limited to language, literacy and numeracy or counselling. It should be noted that such services may attract an additional fee to be paid to the service provider. Such fees are the responsibility of the student. For further information refer to MediLearn’s Support Policy and Procedures which can be found on the MediLearn website, <https://medilearn.com.au/>

Should you or your trainer/assessor identify that you require any additional support, to be provided by MediLearn we will work with the student in providing the required academic and well being support.

## Course structure:

This course is delivered as a standalone unit of competency.

Sample Timetable:

Unit/s of competency	Hours	Delivery mode
<b>THEORY DAY</b> HLTHPS006 Assist clients with Medication Day 1 of 2	7.5	1 x full day workshop (Face to Face)
<b>Skill Test - ASSESSMENT DAY</b> HLTHPS006 Assist clients with Medication Day 2 of 2	7.5	1 x full day workshop (Face to Face)

## Class Start and Finish Time:

Each day commences at 8:30am and concludes at 4:30pm.

## Minimum Class Numbers:

A minimum of 10 and a maximum of 20 students per course.

## Delivery:

MediLearn offers the following delivery options:

1. **Face to Face delivery** - 15 hours face to face training delivered over two (2) days.

## What to bring:

- Acceptable proof of identification – example: current passport, current drivers licence, truck or motor bike licence, Proof of Age Card or military identification. MUST contain a photo.
- You are required to wear comfortable clothing
- You are required to bring your own lunch

## Payment:

### Group bookings

A Booking form will be sent to the organisation for all group bookings. Once the booking form is received the organisation will be prompted to inform the staff of the course and its expectation with this brochure and have the students complete an enrolment form. The enrolment form will be paper form or electronic form.

### Individual bookings

Students wishing to enrol into the course may send an enquire to [enquire@medilearn.com.au](mailto:enquire@medilearn.com.au).

RTO will maintain enough in the protection account so that it is able to repay all tuition fees already paid for group bookings.

For further information relating to Fees and Refund Policy and Procedure refer to MediLearn website: <https://medilearn.com.au/>

## Our commitment

To ensure that we provide training and assessment services that meet the needs of clients and industry, we employ sufficient suitably qualified and experienced Trainers, secure suitable facilities, ensure sufficient opportunities for learning in appropriate environments, with suitable resource and assessment that is fair and flexible.

Prior to commencement, should MediLearn cancel the training before it commences, you will be offered alternate dates (if the training is being rescheduled). If the training is not rescheduled or the dates offered do not suit you, all fees paid will be refunded in full within 10 days of the training being cancelled.

MediLearn are responsible for:

- Providing quality training and assessment
- Complying with The Standards for Registered Training Organisations (RTOs) 2025
- Issuance of AQF certification

## Student Support and Reasonable adjustment

MediLearn is committed to providing each individual student with a positive and enjoyable learning experience that will serve to enhance their existing skill set. Our caring one-on-one approach offers students the following support services:

- Discussion between student and their trainer/assessor about the student's needs
- Arrangements for additional one-to-one advice where possible between student and trainer/assessor
- On-going monitoring of the student's progress by trainer/assessor, to ensure successful learning outcomes through student feedback as outlined below

For further information relating to how MediLearn provides support to students refer to the Student Handbook found on the MediLearn's website: <https://medilearn.com.au/>

<p><b>Support Session</b></p> <p>HLTHPS006 Assist clients with Medication</p>	<p>A Microsoft TEAMS session will be scheduled with you or your employer.</p> <p>It is important when attending the session that you are prepared with question relating to your assessment. Your trainer and assessor will be able to support you and provide you with feedback.</p> <p>You will be advised when this will occur by email.</p>
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Students may contact Medilearn by phone during business hours 8:00am - 4:00pm or by sending an email to [enquire@medilearn.com.au](mailto:enquire@medilearn.com.au) . All emails will be responded to within the working day of receiving the email no later than one (1) business day.

## Third party delivery

MediLearn does not engage with any third parties for the delivery and assessment of this course.

Should MediLearn decide to engage with a third-party student, they will be advised of this via the MediLearn website and course brochure.

## MediLearn does not guarantee

MediLearn does not guarantee that a student will successfully complete this course or particular employment outcomes.

MediLearn does support the student with the required skills and knowledge, but outcomes of success are based on the student's own merit.

## Unique student identifier (USI)

A USI is required at the time of enrolment. We are unable to accept enrolments without this number or notification of an exemption.

The purpose of the USI is to enable the collection and storage of your records of participation in vocational education and training on a central database. Allowing you easy access to your records.

If you are unable or unwilling to obtain a USI, please visit the following website for further information on what to do to be able to participate in training.

For more information and to apply for you USI or an exemption go to:

<http://usi.gov.au/Training-Organisations/Pages/how-students-create-usis.aspx>

## Access and Equity

MediLearn upholds the principle that all applicants seeking to enrol are treated fairly and equitably and ensure that throughout the process of selection and admission, applicants are treated courteously and expeditiously.

MediLearn reserves the right to suspend from their training courses students who are:

- Unable to actively participate in the course activities as a result of injury.
- Disruptive
- Affected by drugs or alcohol

Should this situation arise, immediate and discreet contact will be made with the client to discuss future training options for the individual(s) concerned.

## Students Code of Conduct

All MediLearn students are required to be responsible for their own behaviour and actions towards others.

Please refer to MediLearn's Student Handbook for further information relating to your responsibilities as a student and plagiarism. The student handbook was provided to you as a link prior to enrolment or may be found on the MediLearn website: <https://medilearn.com.au/>

## Use of Artificial Intelligence (AI)

Prior to students commencing all assessments and enrolling into study with MediLearn.

Students agree to:

1. A student declaration that is signed before submitting their assessment which requests them to agree that the work they are submitting is their work and they understand the consequences.
2. Student handbook that outlines code of conduct and plagiarism

MediLearn is aware of the use of AI Technology within the education space and supports its use where the use of AI has been constructive to support students in their education to strengthen their skills and knowledge.

MediLearn will NOT support the use of AI Technology where it is used to cheat or plagiarise content to complete coursework. Where a student has used AI technology the student will be notified by their Assessor and will be advised to attempt the response to a question in their own words. Continued use of AI may result in the Assessor not continuing to assess the student assessments. Students may access the Appeals process at any time.

## Competency Based Training and Assessment

Competency based assessment is the process of gathering evidence to confirm that Students can perform the required skills and knowledge. You will be given feedback on all Assessment Activities. The result of your activities will be either Satisfactory or Not Satisfactory. It is only after you have reached a Satisfactory outcome against all activities that you are deemed Competent against the Unit of competency you have enrolled into: HLTHPS006 Assist clients with medication.

Competency based assessment does not use a marking scale rather you are deemed "competent" or "not yet competent".

## Assessment Activities

The table below demonstrates the number of activities you are required to complete with a Satisfactory outcome for this course after you have attended the 2 days of training:

	Assessment Activity
<b>Assessment Task 1</b>	Six (6) Topics Knowledge Questions (a combination of multiple choice, completing tables and short answer questions)
<b>Assessment Task 2</b>	Two (2) Part Activity <ol style="list-style-type: none"> <li>1. Observation Skill Test in Class (Day 2)</li> <li>2. Self-Reflection – short answer questions against in class activities of 5 clients</li> </ol>
<b>Assessment Task 3</b>	*Workplace Logbook Against two (2) clients in your workplace, observed by your supervisor (RN)

## How long do I have to complete assessment activities?

You will have 28 days after the last day of your face-to-face session to complete all your assessments activities.

## Estimated time to complete Assessment Activities

The table below demonstrates the estimated time required to complete with a Satisfactory outcome for this course after you have attended the 2 days of training:

	Assessment Activity	Est. Time to complete
<b>Assessment Task 1</b>	Six (6) Topics (Topics 1 – 6) Knowledge Questions (a combination of multiple choice, completing tables and short answer questions)	3 - 4 Hours
<b>Assessment Task 2</b>	Two (2) Part Activity <ol style="list-style-type: none"> <li>3. Observation Skill Test in Class (Day 2)</li> <li>1. Self-Reflection – short answer questions against in class activities of 5 clients</li> </ol>	1.5 - 2 Hours
<b>Assessment Task 3</b>	*Workplace Logbook Against two (2) clients in your workplace, observed by your supervisor (RN)	1 - 1.5 Hours

## Assessment Attempts and Progression

Students will have three (3) attempts per question per activity.

Where required the MediLearn Assessor will contact the student and apply reasonable adjustment.

Where reasonable adjustment (to assist the student in re attempting the question) or progression is unsuccessful the student will be deemed Not Yet Satisfactory which will lead to the outcome of Not Yet Competent outcome for this unit of competency.

Where a student has been found Not Yet Competent you or your employer will be advised by weather you will need to re-enrol into the course.

## \*Workplace Logbook

The primary goal of a student workplace logbook is to serve as tangible evidence of industry-best practice. It allows students to track and reflect on their skills development, as well as their competency against course outcomes. Students will be required to document the tasks and activities they perform, identify areas that may require improvement, and demonstrate their ability to apply classroom knowledge in a practical setting.

Students are required to complete the workplace log under the supervision of a delegated staff member within the workplace.

Guidance on completion of the logbook is available in the student portal.

## Extensions

Extension will apply to students who have lapsed or cannot complete assessment activities within 28 days post the completion of their second face to face session.

Students' total length of time to complete is 90 days in which after the student will be deemed Not Yet Competent or Withdrawn. This must be supported by continuous progression.

Note: Further extensions will only take effect when an Employer Education Coordinator has approved the extension, and this approval has been received by MediLearn. Students must maintain consistent progression throughout their enrolment.

Where an individual has enrolled into the course the student will be required to apply for an extension by sending an email to [enquire@medilearn.com.au](mailto:enquire@medilearn.com.au) (Fees and charges may apply)

Refer to MediLearn Extension Policy and Procedure which maybe found on the MediLearn website: <https://medilearn.com.au/>

## Student Portal

To access the Student Portal the student can use a computer laptop or iPad.

Instruction on navigating the student portal is sent to the student as part of the Welcome emails sent by the MediLearn student Support Team.

## Complaints and Appeals

MediLearn provides a high standard of service. Should you have a complaint or wish to appeal a decision made by Medilearn, you are encouraged to do so.

For further information on complaints and appeals please visit the MediLearn website: <https://medilearn.com.au/> and follow the links to the Complaints and Appeals Policy and Procedure.

## Privacy and confidentiality

MediLearn is bound by privacy legislation and are to adhere to all relevant legislation. All information related to Candidates is to be always kept confidential and kept in a secure manner.

MediLearn will collect information, manage, use it and disclose it in a way that complies with the [Privacy Act 1988](#) (Commonwealth), as amended in the Privacy Amendment (Private Sector 2000)

MediLearn will:

- Where information is provided by another person, ensure that collection has been authorised by the individual concerned, or by someone who is legally authorised to act on their behalf.
- Only collect information by lawful and fair means and not in an unreasonably intrusive way
- Protect archived personal information from loss or unauthorised access, use, disclosure, or misuse and from inappropriate modification

## Continuous Improvement

Your feedback is particularly important to our commitment to ongoing improvement.

Throughout your training you will be asked to provide your thoughts and comments on the training received. MediLearn encourages all Students to make contact should they wish to provide feedback or comments on any aspect of the service received.

At the end of your course, you will be asked to complete a short survey. Although this is not compulsory your feedback is appreciated. You will not be required to disclose you name or any personal details when completing this survey.

## First Nations and Emerging Communities

Fostering inclusion

MediLearn offers education services to all people regardless of cultural background, religious denomination and gender, including Culturally and Linguistically Diverse (CALD) individuals, Aboriginal and Torres Strait Islander (ATSI) people, people with disabilities and members of the Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI) community.

## Vilification and Antisemitism

MediLearn is committed to providing a learning environment where every student and staff member is treated with dignity and respect. Vilification including any conduct that incites hatred, serious contempt, or severe ridicule of a person or group based on their race, religion, ethnicity, or background has no place in our organisation. This includes antisemitism in all its forms, whether expressed verbally, in writing, through images, or online.

Any student or staff member who engages in vilifying conduct will be subject to MediLearn's disciplinary process, which may result in suspension or cancellation of enrolment. If you experience or witness vilification of any kind, you are encouraged to report it promptly to your trainer or the RTO Manager. All reports will be handled confidentially, fairly, and without fear of reprisal.

MediLearn takes these obligations seriously not only because they are required by law under the Racial Discrimination Act 1975 (Cth) and the Anti-Discrimination Act 1977 (NSW), but because they reflect who we are as an organisation and the values we bring to aged care education.