Contents

Section 1: Meeting VET sector requirements

Training organisations have a range of requirements that they must meet in developing and implementing quality training and assessment strategies and practices for course programs. As a trainer, you also have a range of requirements that must be considered when implementing programs for your specific group of learners.

1.1 How Aspire's resources assist in meeting requirements

The following section outlines a range of VET sector requirements and how Aspire's resources may assist you and your training organisation in implementing a quality learning experience.

VET sector requirement	Aspire's approach
Australian Qualifications Framework The Australian Qualifications Framework is the national policy for regulated qualifications in the Australian education and training system. The AQF incorporates the quality assured qualifications from each education and training sector into a single comprehensive national qualifications framework. You and your training organisation must be aware of the requirements of the relevant AQF qualification or course requirements, from the endorsed training package, as you implement course delivery.	Aspire's learning resources, practice tasks and learning checkpoints have been pitched at a level suitable for the unit of competency and the qualifications for which it is relevant, based on the specifications in the Australian Qualifications Framework (AQF) (Second edition, January 2013). For more information regarding these specifications, and to download the Australian Qualifications Framework, visit the AQF website at: www.aqf.edu.au.
Volume of learning When developing training and assessment strategies for this unit and the qualification for which it is relevant, you and your training organisation must take into account the volume of learning requirements as defined by the Australian Qualifications Framework. An explanation of volume of learning can be accessed at: www.aqf.edu.au/wp-content/uploads/2013/06/Volume-of-Learning-Explanation.pdf	Aspire ensures that each unit of competency is covered completely and in depth in both the learning content and the assessment. This approach will help you meet volume of learning requirements as you develop your training and assessment strategies.

Section 2: Unit of competency information

2.1 Unit of competency

HLTAAP001 Recognise healthy body systems

Modification history

Release	Comments
Release 1	This version was released in *HLT Health Training Package release 2.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency.

Application

This unit describes the skills and knowledge required to work with basic information about the human body and to recognise and promote ways to maintain healthy functioning of the body.

This unit applies to any worker who needs to use and interpret information that includes references to client anatomy and physiology.

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

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

2.2 Unit of competency assessment requirements

Assessment Requirements for HLTAAP001 Recognise healthy body systems

Modification History

Release	Comments
Release 1	This version was released in *HLT Health Training Package release 2.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency.

Performance Evidence	The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has: • worked effectively with information about the human body and its healthy functioning in at least 3 different situations
Knowledge Evidence	The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of: • basic structure and functions of the body systems and associated components, including: − cells, tissues and organs − cardiovascular system − respiratory system − musculo-skeletal system − endocrine system − digestive system − urinary system − reproductive system − integumentary system − lymphatic system − nervous system, including sensory systems – eye and ear − the special senses – smell, taste, vision, equilibrium and hearing − immune system

3.2 Learning mapping

HLTAAP001 Recognise healthy body systems, Release 1

Unit of competency	Content	Practice tasks	Learning checkpoint
Element 1: Work with information about the human body	**Topic 1: Work with information about the human body**	n/a	n/a
1.1 Correctly use and interpret health terminology that describes the normal structure, function and location of the major body systems	1A Use and interpret health terminology that describes structure, function and location of major body systems	1	LC 1: Part A 1, 2 Part B 1
1.2 Correctly use and interpret information that relates to the interrelationships between major components of each body system and other structures	1B Use and interpret information relating to interrelationships between major components of each body system and other structures	2	LC 1: Part A 3, 4 Part B 2, 3 Part C
Element 2: Recognise and promote ways to support healthy functioning of the body	**Topic 2: Recognise and promote ways to support healthy functioning of the body**	n/a	n/a
2.1 Review factors that contribute to maintenance of a healthy body	2A Review factors that contribute to maintenance of a healthy body	3	LC 2: Part A 2, 3 Part B 1 Part C 1, 2
2.2 Evaluate how the relationships between different body systems affect and support healthy functioning	2B Evaluate how relationships between body systems affect and support healthy functioning	4	LC 2: Part A 1, 4 Part B 2 Part C 2
2.3 Enhance quality of work activities by using and sharing information about healthy functioning of the body	2C Enhance quality or work activities by using and sharing information about healthy functioning of the body	5	LC 2: Part B 3 Part C 3, 4

Final assessment tasks

The final assessment provided in Aspire's print learner guide or online resource includes an overview that is laid out as follows (or similar):

To demonstrate your competency using this final assessment you must successfully complete four assessment tasks.

Complete the following task	• Part A – Questioning
	You will demonstrate a sound knowledge of the unit requirements in your responses.
	• Part B – Case study questions
	You will demonstrate a sound knowledge of the unit requirements in your responses.
	• Part C – Observation
	You will demonstrate your skills and knowledge in a simulated workplace environment.
Refer to the Aspire *Practical placement logbook* for this unit	• Practical placement
	Your performance will be assessed in the workplace.

Please note that Part C is only included where the Assessment requirements for the unit of competency specify aspects of performance evidence that must be demonstrated in a simulated environment before practical placement. In all other cases, observation tasks have been incorporated into the practical placement assessment. Please refer to Aspire's *Practical placement logbook – User guide* for further information.

How to use the assessment plan

Once assessment tasks and options have been discussed with the candidate, required and preferred tasks should be selected and documented in the assessment plan. An example of the assessment plan is provided here.

Assessment plan	
Training organisation name:	
Candidate name:	
Phone number:	
Date:	
Email:	
Assessor name:	
Unit of competency:	*HLTAAP001 Recognise healthy body systems*, Release 1
Assessment tasks to be undertaken:	❑ Part A – Questions ❑ Part B – Case study questions ❑ Practical placement
Ready for assessment declaration:	I confirm that the purpose and procedures of this assessment have been clearly explained to me. I have been consulted about any special needs I might have in relation to the assessment process. The criteria to be used for this assessment have been discussed with me, as have the consequences and possible outcomes of the assessment. I have accessed and understand general assessment information as provided by my training organisation. I have been given fair notice of the date, time, venue and other arrangements for this assessment. I have completed a self-assessment of my performance of the skills and knowledge for this unit and confirm that I am ready for assessment.

4.3 Assessment mapping

*HLTAAP001 Recognise healthy body system*s, Release 1

Unit of competency	Part A – Questions	Part B – Case study questions	Practical placement
Element 1: Work with information about the human body			
1.1 Correctly use and interpret health terminology that describes the normal structure, function and location of the major body systems	Q1–Q15		O1
1.2 Correctly use and interpret information that relates to the interrelationships between major components of each body system and other structures	Q16		O2
Element 2: Recognise and promote ways to support healthy functioning of the body			
2.1 Review factors that contribute to maintenance of a healthy body		CS5	O4
2.2 Evaluate how the relationships between different body systems affect and support healthy functioning		CS8	O5
2.3 Enhance quality of work activities by using and sharing information about healthy functioning of the body	Q21		O6
Performance evidence			
The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:			
PE1 Worked effectively with information about the human body and its healthy functioning in at least three different situations			O3

4.5 Completing the record of outcome

Once all required assessment tasks and options have been completed satisfactorily by the candidate, the final assessment record of outcome form must be completed.

This must be submitted to your training organisation's records administration as soon as possible after the final assessment tasks are completed and marked. An example is provided here.

Record of outcome

Training organisation name:	
Candidate name:	
Unit code and title:	*HLTAAP001 Recognise healthy body systems*, Release 1
Assessor name:	
Assessor email:	
Assessor phone number:	

Assessment tasks:		**Satisfactorily completed**
	Part A – Questions	❏
	Part B – Case study questions	❏
	Practical placement	❏

Declaration:	In completing this assessment, I confirm that the candidate has demonstrated all unit outcomes through consistent and repeated application of skills and knowledge with competent performance demonstrated in multiple instances over a period of time.
	Evidence collected has been confirmed as: