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

HLTINF001 Comply with infection prevention and control policies and procedures

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 requirements. Significant change to knowledge evidence.

Application

This unit describes the skills and knowledge required to follow organisational infection prevention and control procedures, including implementing standard and transmission-based precautions and responding to infection risks.

This unit applies to individuals working in health and direct client care contexts.

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.

2.2 Unit of competency assessment requirements

Assessment Requirements for HLTINF001 Comply with infection prevention and control policies and procedures

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 requirements. Significant change to knowledge evidence.

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: • followed established organisation infection prevention and control procedures on at least 3 separate occasions • followed established organisation infection prevention and control procedures at least once for each of the following: – hand hygiene and care of hand – use of personal protective equipment – handling of waste – enforcing clean and contaminated zones – limitation of contamination – surface cleaning
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: • established guidelines for the prevention and control of infection, including those for: – personal and hand hygiene: ➢ how to hand wash ➢ how to hand rub ➢ pre-surgical hand preparation ➢ clinical moments when hand hygiene should be performed with soap and water rather than alcohol-based hand rub

3.2 Learning mapping

HLTINF001 Comply with infection prevention and control policies and procedures, Release 1

Unit of competency		Content		Practice tasks	Learning checkpoint
Element 1: Follow standard and additional precautions for infection prevention and control		**Topic 1: Follow standard and additional precautions for infection prevention and control**		n/a	n/a
1.1	Follow hand hygiene practices in accordance with organisations policies and procedures	1A	Follow hand hygiene practices to prevent the spread of infection	1	LC1: Part A 5 Part B 1
1.2	Implement hand care procedures and cover cuts and abrasions	1B	Implement effective hand care procedures	2	LC1: Part A 6, 9 Part B 3
1.3	Follow organisation procedures for choice and use of personal protection equipment	1C	Use PPE and ensure it is effective to prevent the spread of infection	3	LC1: Part A 4 Part B 3
1.4	Follow procedures for respiratory hygiene and cough etiquette	1D	Follow the procedures for respiratory hygiene and cough etiquette	4	LC1: Part A 4
1.5	Follow procedures for environmental cleaning	1E	Follow procedures for environmental cleaning	5	LC1: Part A 4, 7 Part B 6
1.6	Follow procedures for handling, transporting and processing of linen in a manner that controls the spread of infection	1F	Follow procedures to safely handle, transport and process linen to prevent the spread of infection	6	LC1: Part A 2, 3, 12 Part B 5

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:	*HLTINF001 Comply with infection prevention and control policies and procedures*, 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

HLTINF001 Comply with infection prevention and control policies and procedures, Release 1

Unit of competency	Part A – Questions	Part B – Case study questions	Practical placement
Element 1: Follow standard and additional precautions for infection prevention and control			
1.1 Follow hand hygiene practices in accordance with organisation's policies and procedures		CS1	O1
1.2 Implement hand care procedures and cover cuts and abrasions		CS2	O4
1.3 Follow organisation procedures for choice and use of personal protection equipment		CS3	O6
1.4 Follow procedures for respiratory hygiene and cough etiquette		CS4	O9
1.5 Follow procedures for environmental cleaning		CS5	O11
1.6 Follow procedures for handling, transporting and processing of linen in a manner that controls the spread of infection	Q15	CS6	O14
1.7 Follow procedures for disposal of contaminated waste		CS7	O17
1.8 Follow procedures for handling and cleaning client equipment that prevents skin and mucous membrane exposures, contamination of clothing, and transfer of pathogens	Q21	CS8	O20
1.9 Identify and respond to situations where additional precautions may be required to prevent transmission of infection	Q26	CS9	O23

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:	*HLTINF001 Comply with infection prevention and control policies and procedures*, 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: