

STUDENT GUIDE

HLTPAT005

Collect specimens for drugs of abuse testing

Table of Contents

Background.....	3
Recognition Of Qualifications & Statements Of Attainment Issued By Other RTOs	3
Course Pre-Requisites & Client Selection	3
What Study Is Involved?	4
How Are The Competencies Assessed?	4
Recognition Of Prior Learning.....	4
Credit Transfer	4
What Qualification Is Issued At The Successful Completion Of The Course?.....	5
Refunds	5
Appeals.....	5
Confidentiality Statement.....	5
Complaints & Appeals Policy	6
Student Obligations	6
Discipline.....	7
AWDTS Pty Ltd Obligations.....	7
Guidance And Counselling Support	8
Language Literacy & Numeracy	9
Access And Equity Policy.....	9
Course Outline And Costs	10
Student Induction Checklist.....	12

Course HLTPAT005 Collect specimens for drugs of abuse testing

This Course is nationally accredited by ASQA

COURSE QUALIFICATION STATEMENT OF ATTAINMENT

Guide and information for prospective clients

BACKGROUND

HLTPAT005 Collect specimens for drugs of abuse testing is a units of competency in a competency-based training course which provides students with a formal qualification to enable them to conduct on site collection and testing for alcohol and drugs of abuse in the human body in compliance with legislative and Standards requirements.

The competencies cover the knowledge and skills required to assess alcohol levels in the human body using appropriate electronic breath testing equipment and the knowledge and skills required to detect the presence of drugs of abuse in the human body using a variety of testing media including urine, saliva, hair and fingernails. A strong emphasis is placed on legal defensibility in complying with legislative and Standards requirements and appropriate workplace health and safety measures. The course is also designed to be indigenous friendly, allowing for a good deal of hands-on learning throughout.

RECOGNITION OF QUALIFICATIONS & STATEMENTS OF ATTAINMENT ISSUED BY OTHER RTOs

Australian Workplace Drug Testing Services Pty Ltd, herein referred to as *AWDTS* recognizes the ASQA Qualifications and Statements of Attainment issued by other RTOs.

COURSE PRE-REQUISITES & CLIENT SELECTION

Prospective students must be prepared as part of their training to undertake an on-site alcohol and/or drug test(s). Students must have appropriate language and literacy skills to undertake this training.

Prospective applicants should contact *AWDTS* for an enrolment form.

STUDY REQUIREMENTS

Students shall be required to attend all classroom sessions in their own time unless prior approval is obtained or an emergency situation occurs. Students shall be required to carry out knowledge and skills based assessments for each unit of competency they are undertaking.

These assessments are to be completed within the designated timeframes. All study material shall be provided by AWDTS at the commencement of the course.

ASSESSMENT OF COMPETENCIES

Assessments include face to face scenario task type on the job situations, practical knowledge of equipment being used and written testing. Assessments are to be completed prior to the final date of the course. In special or emergent situations, alternative assessment times may be negotiated between students, trainer and/or assessors. Students shall be advised of the assessment times/venues at the commencement of the course.

Students shall be provided feedback on their assessment and given the opportunity to comment on this.

RECOGNITION OF PRIOR LEARNING

Recognition of prior learning (RPL) is a form of assessment which may give students recognition for what they have previously learned if such learning is applicable to the current learning requirements. A student shall need to provide appropriate supporting evidence to justify a claim for RPL. The supporting evidence shall prove precise competency in the skill listed in the unit profile.

Costs involved for RPL shall be negotiated by the training manager. However, such costs shall not exceed 50 per cent of the unit of competency or of the entire course costs.

CREDIT TRANSFER

AWDTS policy acknowledges that students who have successfully completed training through another registered training organisation may be eligible for a direct credit transfer of the unit/s of competency already obtained with the proviso that these unit/s must be able to be mapped directly to the course the student is undertaking.

In the event that a student is considering RPL or credit transfer; these issues shall be discussed and resolved with the training manager prior to enrolment and the commencement of any training. An administration charge of 50% of the course fee applies to direct credit transfer.

COURSE QUALIFICATIONS

Students are issued with a Statement of Attainment upon the successful completion of the unit/s of competency of the course. The qualification displays the logo of Nationally Recognised Training, a credential which is recognised throughout Australia.

COURSE COST

Refer to attached *Course Outline*.

Course costs are to be paid in advance prior to the commencement of training.

REFUNDS

AWDTS operates a refund policy which was established to provide a fair and equitable process for students.

Where a student withdraws from a course, *AWDTS* is to be notified immediately by electronic communication and then formally in writing as to the reasons for the withdrawal of the student.

AWDTS shall instigate appropriate record keeping, issuance of any appropriate qualification/s and advise the student in relation to *AWDTS* refund policy.

Where *AWDTS* provides training for an organisation under contract, there are no charges/fees to the individual student and therefore no refund policy is necessary for these students. The organisation shall be invoiced accordingly and therefore there will be no up-front fees/charges for the student.

Individual student: Where course fees have been paid in advance by an individual student, and the student subsequently withdraws from the course, the fees/charges shall be refunded less an administrative charge of 15% of the course costs provided the student withdraws fourteen (14) days prior to the commencement date of the course. Where a student withdraws 13 or less days prior to course commencement or after the commencement date of the course there shall be no refund, as course costs will have been expended in implementing the training.

Student fees shall be safeguarded in a separate account until the commencement of the training course.

AWDTS safeguards student fees and has a fair and equitable refund policy as follows:

Should *AWDTS* Pty Ltd cancel a training course, students are entitled to a full refund or the transfer of funds to a future course.

APPEALS

If a student considers that they have reasonable grounds to disagree with their assessment, or they consider the assessment process was inappropriate or unfair, the appeals process may be implemented. *AWDTS* ensures that a reassessment procedure is available to all students upon appeal. Details of the appeal process is available upon request or may be found in the student handbook.

CONFIDENTIALITY STATEMENT

All information relating to students either directly or indirectly is treated by *AWDTS* as strictly confidential and may not be disclosed to any person unless authorised, justified or excused by law.

Any student requesting to have their information which is held by *AWDTS* released to an external person or organisation shall complete a Disclosure of Information form which shall be made available to the student upon request.

COMPLAINTS AND APPEALS POLICY

Students are able to express a complaint regarding *AWDTS* without concern of retribution and have the matter/s addressed in a manner which is both amicable and non-threatening.

Any person who makes a complaint or has a grievance shall not be subject to any reprisal as a result of them registering such a complaint or grievance. This includes any subtle or implied reprisal.

Students have the right to have a complaint or grievance addressed at any level within *AWDTS*. The complaint/appeal and the outcomes of the complaint/appeal shall be recorded in writing as well as the reason for the decision.

Each appeal shall be heard by an independent person or panel. Each appellant has the opportunity to formally present his/her case. The RTO shall formally act on the subject of any complaint found to be substantiated.

All discussions shall be documented on the *AWDTS* Complaints Form. This shall be a written summary of the dispute. If the matter is resolved at this stage, the complainant shall receive written notification of the outcome within 5 days of the resolution and the reasons for the decision.

Students have the right to have a support person present at any time during any complaint or grievance process.

AVAILABILITY OF AWDTS COMPLAINT AND GRIEVANCE POLICY AND PROCEDURES

All complaints and complaints shall be treated in both a confidential and caring manner.

STUDENT OBLIGATIONS

Students are required to attend at all class sessions, study periods, vocational placements (if required) complete required assignments or follow up assigned tasks within the required allocated time frames.

The training program shall be completed at the cessation of the last programmed workshop session. In instances where post study/assignments are required the program shall finish within 3 months of the cessation of the last workshop attended.

Students who feel they are unable to meet these criteria shall be required to negotiate their situation with the respective trainer, **prior** to the commencement of the final unit of competency.

Should a student be unable to attend a training session due to illness, family or other emergent situation, a medical certificate or other appropriate written authorisation from the student's supervisor or employer will be required as to justify the absence.

Should there be no valid reason for the student's absence, a mentoring time fee will be charged to complete the unit of competency. (Currently \$165.00 per hour).

DISCIPLINE

Instructors are empowered to take reasonable disciplinary actions against a Student if any serious incident occurs. For serious offences, enrolment may be cancelled.

TERMINATION OF ENROLMENT

Under its Quality Assurance procedures *AWDTS* reserves the right to terminate a student's enrolment should the student:

- Endanger the health and safety of another student or a teacher/trainer;
- Engage in the falsification of documents and /or assessments and training outcomes;
- Divulge personal or confidential information relating to another student's documents, assessment and training outcomes;
- Prevent other student/s from completing their course of study in reasonable peace and privacy;
- Refuse to act in accordance with any rules and regulations prescribed by the RTO that are designed to protect the well-being of others, e.g. smoking policies;
- Furthermore, any teacher/trainer employed by *AWDTS* who violates student's rights or engages in any activity that causes stress or disadvantage to any student/client shall be subject to disciplinary procedures that may involve termination of services.

AWDTS OBLIGATIONS

Provide training as indicated in the course outline;

Provide on the job support for the vocational placement units if required;

Provide tutorial assistance to complete assessment tasks if required;

Assist students in accessing learner support;

Provide post training advice where required.

ENROLMENT PROCEDURE

Completion of enrolment/registration forms;

Return of enrolment/registration forms and payment of the course fees/charges to *AWDTS* prior to the commencement of training.

Note: Prior to, during and post-training, students shall be provided with a student manual(s) and any required learning materials. Students shall provide their own stationary and writing materials.

GUIDANCE AND COUNSELLING SUPPORT

AWDTS may provide counselling support to students who are undergoing difficulty during their training/study due to work or life commitments. *AWDTS* can also provide referral assistance for students who are experiencing life or other emotional traumas.

LANGUAGE, LITERACY AND NUMERACY

AWDTS shall ensure **all students including those experiencing language and Literacy difficulties** are given appropriate assistance with and to succeed in their studies

ACCESS AND EQUITY POLICY

AWDTS endorses the principle of access and equity within VET by adopting the following guidelines:

- equity for all people through the fair and appropriate allocation of resources and involvement in vocational education and training
- equality of outcome within vocational education and training for all people without discrimination
- access for all people to appropriate, quality vocational education and training programs and services
- increased opportunity for people to participate in vocational education and training and in relevant decision making processes within the vocational education and training system.

LANGUAGE AND LITERACY SKILLS

Staff members and Instructors are required to observe, identify and immediately act when a student is observed to have problems with language, literacy, or numeracy.

Staff or Instructors shall not make discriminatory or judgmental statements about any student or other staff member based on the level of language, literacy, or numeracy skills or any other issues.

Students with language, literacy, or numeracy problems shall be counselled on their skill deficiency and the possible impact on the proposed *AWDTS* training program.

Recommendations for assistance will be presented to the student to overcome the skill shortfall. However, no student shall be rejected because they decline this advice.

Specialised training such as that offered by TAFE Queensland Certificate in Vocational Access Literacy and Numeracy may be recommended and the cost given to the student.

MANAGERS SHALL EVALUATE PROGRAMS UNDER THE FOLLOWING HEADINGS:

- Is it likely that the material, venue or delivery of the course would discriminate against any group or individual?
- May amending or restructuring the course alleviate any such problems?
- Do all students have an equal opportunity to complete the training?
- Are all students assessed fairly and without bias, favouritism or discrimination?
- When assessing students, are only those aspects that are relevant to assessment considered?
- Have any students given feedback on a training incident, which highlighted any Access and Equity Policy problems?

TRAINING OF STAFF IN THE PRINCIPLES OF ACCESS AND EQUITY

All Instructors have access to the organisation's Access and Equity Policy.

All staff and Instructors shall attend the staff induction, which covers amongst other topics, the implementation of the Access and Equity Policy.

Any staff member or Instructor who breaches the Access and Equity Policy shall be counselled on the breach and, if required, the staff member or Instructor will undertake further training.

FORMULATING POLICY AND PLANS

The Manager will make all staff and Instructors aware of any changes in the organisation's aims and objectives in regard to Access and Equity Policy.

Validation _____

COURSE OUTLINE AND COSTS

NATIONALLY-ACCREDITED TRAINING IN COLLECTION AND TESTING FOR ALCOHOL AND OTHER DRUGS OF ABUSE TO AUSTRALIAN STANDARDS

Includes one nationally recognised unit of competency:

HLTPAT005 Collect specimens for drugs of abuse testing

The Course is accredited by ASQA

The course is offered as a complete course comprising both on site testing for alcohol and drugs of abuse. HLTPAT005 may be completed as a stand-alone Unit of Competency. The course includes one (1) nationally recognised unit of competency.

This course offers training in oral fluids collection and/or urine collection and qualifies the successful student to become a Collector iaw the requirements of AS4760:2006 Procedures for specimen collection and the detection and quantitation of drugs in oral fluid S1.3.13 and/or AS/NZS4308:2008 Procedures for specimen collection and the detection and quantitation of drugs in urine S1.3.14. A Statement of Attainment will be issued to successful students.

Outline of Training and Topics for Discussion

Session 1 (May be completed externally)

1. Health and Safety for Collectors and Donors
 - a. People Skills
 - b. The Testing Area
 - c. First Aid and Medical Considerations
 - d. Personal Protection Equipment
2. Legal Defensibility
 - a. Legislation
 - b. Australian Standards
 - c. Policy and Procedures
 - d. Case Studies
3. Observed Indicia
 - a. An overview
 - b. Use in the Testing Situation
 - c. Recognition of Symptoms of Use: Common Drug Classes

Session 2

1. Breath Testing Equipment
2. Legislation and AS3547:1997 Compliance
3. Set-up
4. Testing Sequence
5. Testing Practice
6. Trouble-shooting

Session 3

1. Drug Testing Equipment
 - a. Urine
 - b. Oral Fluids
 - c. Hair
2. Legislation, AS4760:2006 and AS/NZS4308:2008 Compliance
3. Set-up
4. Testing Sequence
 - a. Collection
 - b. Testing
 - c. Preparing for the Laboratory
 - d. Chain of Custody
 - e. Laboratory Liaison
5. Testing Practice
6. Trouble-shooting

Course Duration

- **HLTPAT005 Collect specimens for drugs of abuse testing**
(Approximately 8 hours (plus mandatory pre-course preparation approx 8 hours)

Accommodation, travelling expenses and training venue are exclusive of quoted course costs.

Course Costs

Price on application

Student Induction Checklist

Induction is to be conducted by the Manager/Manager of Training at orientation

Completed Activity

- ❑ Welcome and explain Course, Introduce staff
- ❑ Explain access& equity
- ❑ Explain the requirements for relevant student group including relevant legislation
- ❑ Explain the Building Evacuation procedures, position of amenities, access restrictions after hours and weekends where applicable;
- ❑ Explain the organization’s aims;
- ❑ Hand out Client Folder – timetable, handbook, etc
- ❑ Obtain a signed enrolment form, run through each topic and address any concerns;
- ❑ Explain conditions, etc.;
- ❑ Explain the relevant legislation e.g. WH & S and the Vocational Education Training & Employment Act 2000 requirement for compliance. Requirements of legislation handout to be given to students.
- ❑ Provide the student member with a copy of the Students Handbook and identify the common elements contained within the Code of Practice and the Students Handbook Identify, and make reference to:
 - Student selection, enrolment and induction/orientation procedures;
 - Course Outline;
 - Core & elective Unit of competencies and method of delivery & assessment if relevant;
 - Learning & Assessment Strategies and procedures – individual learning needs – also explain how assessments are mapped to individual competencies in the training package;
 - Access and equity;
 - Course information, including content and vocational outcomes (reference training manual);

- Explain the importance of the Recognition Policy as it applies to RTO’s. i.e. as an RTO, AWDTS recognises the AQTF Qualifications and Statements of Attainment issued by other RTO’s;
 - Explain the meaning of Competency Based Training as it applies to the training packages and assessment methods used by the RTO’s in delivering courses under its scope of registration;
 - Fees and charges, including refund policy and application for refund process
 - Language, literacy and numeracy assessment refer student handbook;
 - Student/client support including external agencies/programs that RTO can identify that provide assistance if necessary;
 - Flexible learning and assessment procedures that can be provided;
 - Appeals, complaints and Complaint procedures;
 - Recognition of Prior Learning (RPL) and Recognition of Current Competencies (RCC) arrangements.
 - Explain office procedures, and distribute a copy to ALL new staff.
- Explain the dress code;
 - Explain the training courses;
 - Explain support systems for students;
 - Explain Privacy Policy;
 - AWDTS Pty Ltd Manager to contact any student missing from orientation

Student’s signature to verify, “I have read and understand the contents of the documentation and the verbal presentation received today”.

Signature Student-----**Date**---/-----/-----

Signature Manager.....**Date**..../...../.....