

Before You Enrol Accredited Training Course Guide

Pre-enrolment information for Medecs Learning nationally recognised training

Medecs Australia Pty Ltd trading as Medecs Learning | RTO 45695 | ABN 73 843 032 984

About this guide

This guide consolidates approved course information from Medecs Learning Training and Assessment Strategies, the Learner Handbook, controlled fee and refund documents, and national training product information.

Courses in this guide

- HLTHPS006 Assist clients with medication
- HLTAID009 Provide cardiopulmonary resuscitation
- HLTAID011 Provide First Aid with HLTAID009 Provide cardiopulmonary resuscitation
- HLTAAP001 Recognise healthy body systems

How to use this guide

Read the course-specific information together with the Learner Handbook, current Training Fees and Charges Guide and Refund, Cancellation and Transfer Policy before enrolling or paying fees. Contact Medecs if you need help deciding whether a course is suitable.

Common information for all accredited courses

Course suitability and support

Before enrolling, review the course requirements and consider whether you have the language, literacy, numeracy, digital, workplace and physical capabilities needed to participate. Contact Medecs if you are uncertain about a requirement or may need support or reasonable adjustment. Learners should disclose support needs early so reasonable adjustment can be considered without compromising the competency standard.

General enrolment requirements

- A valid Unique Student Identifier (USI), unless an exemption applies.
- Identity and enrolment information required by Medecs and government reporting rules.
- Access to an email address, internet connection and a suitable device for MySupport online learning.
- Completion of required online activities before attending the practical workshop.
- For learners under 18, parent or guardian consent and approval by the Managing Director following review of delivery and assessment requirements.

Training locations

Devonport Training Centre	10–12 Wenvoe Street, Devonport
Launceston Training Centre	62 Invermay Road, Invermay
Hobart Training Centre	Main Building, Technopark, Innovation Drive, Dowsing Point

Fees, charges and refunds

Course fees are not reproduced in this guide. Review the current Training Fees and Charges Guide before enrolling or paying. Employer, group, workplace and customised delivery may be subject to a separate quotation. Cancellation, transfer and refund arrangements are explained in the Refund, Cancellation and Transfer Policy.

<u>Training Fees and Charges Guide</u>	Available from the Medecs Learning website document downloads.
<u>Refund, Cancellation and Transfer Policy</u>	Available from the Medecs Learning website document downloads.
<u>Learner Handbook</u>	Available from the Medecs Learning website document downloads.
<u>Complaints, Feedback and Appeals Policy</u>	Available from the Medecs Learning website document downloads.

Certification and results

A Statement of Attainment is issued after the learner has been assessed as competent, supplied a valid USI or exemption, met identity and administrative requirements and paid applicable fees. Where a learner does not complete the whole program, Medecs will issue any certification to which they are entitled for successfully completed units, subject to applicable requirements.

Assist clients with medication

HLTHPS006 Assist clients with medication

Course overview

This unit develops the skills and knowledge required to prepare for and provide medication assistance, complete medication documentation and support clients to self-administer medication within the worker's role, authority and applicable requirements.

Suitable for	Disability, aged care, community services and health workers who are authorised or expected to assist clients with medication.
Delivery	Blended: MySupport online theory and assessment, face-to-face practical training and either supervised workplace practice or an approved simulated workplace Fast Track pathway.
Practical workshop	5.5 hours, comprising 3.5 hours of training, demonstration, practice and foundation-skills assessment followed by two hours of supervised medication-administration activities.
Workplace pathway	Approximately 45 hours over three weeks, including 7–14 hours online learning, the 5.5-hour practical workshop and approximately four hours of supervised workplace development over a maximum of two weeks.
Fast Track pathway	Approximately 45 hours over one week, including 7–14 hours online learning, the 5.5-hour practical workshop and intensive practical training and assessment in an approved simulated work setting.
Locations	Medecs training centres; employer workplace delivery may be available by arrangement.
Certification	Statement of Attainment: HLTHPS006 Assist clients with medication.
Current course page	https://medecslearning.com/course/assist-clients-with-medication/

What you will learn

- prepare to assist with medication;
- prepare the client for medication assistance;
- support medication administration and self-administration within role boundaries;
- respond to medication contingencies; and
- complete medication distribution records and documentation.

Assessment

Assessment includes online knowledge activities, practical demonstration, observation, documentation and evidence of assisting with medication for at least five different clients, five different medication types and three modes of administration, while consistently following care plans, workplace

procedures and regulatory requirements. Required aspects are practised and assessed in simulation before workplace or approved practical evidence.

Entry and participation requirements

- No formal unit prerequisite is specified.
- Functional English language, learning, reading, writing, numeracy and digital-literacy skills are required.
- Learners should ordinarily have workplace or sector induction covering policies, PPE, emergency response, role boundaries and risk management.
- The workplace option requires employer agreement, an appropriate workplace, client plans, resources and an eligible supervisor.

Provide cardiopulmonary resuscitation

HLTAID009 Provide cardiopulmonary resuscitation

Course overview

This unit develops the skills and knowledge required to respond to an emergency and perform cardiopulmonary resuscitation in line with Australian Resuscitation Council guidelines.

Suitable for	Primarily refresher learners or people with existing CPR knowledge and skills, including workers, supervisors, managers, volunteers and health professionals. Other applicants receive a suitability review before enrolment.
Delivery	Blended: MySupport online theory and assessment followed by a trainer-led face-to-face practical workshop in a simulated environment.
Total expected duration	Approximately three hours, comprising self-paced online learning and a 1.5-hour face-to-face practical workshop. Individual completion time may vary.
Locations	Devonport, Launceston and Hobart training centres.
Certification	Statement of Attainment: HLTAID009 Provide cardiopulmonary resuscitation.
Current course page	https://medecsllearning.com/course/provide-cardiopulmonary-resuscitation/

Assessment and physical requirements

- complete the required online knowledge assessment;
- recognise and respond to an emergency;
- perform at least two minutes of uninterrupted CPR on an adult manikin placed on the floor;
- perform CPR on an infant manikin;
- operate an automated external defibrillator; and
- communicate, report and review an incident.

Learners must be physically able to kneel on the floor and perform sustained CPR for assessment. Discuss health, disability or access needs with Medecs before enrolment so suitability and possible reasonable adjustment can be considered.

Currency

The Statement of Attainment does not expire. Industry, workplace or licensing arrangements may require refresher training. Australian Resuscitation Council guidance recommends refreshing CPR skills at least annually.

Provide First Aid and CPR

HLTAID011 Provide First Aid + HLTAID009 Provide cardiopulmonary resuscitation

Course overview

This combined program develops the skills and knowledge required to provide first aid and CPR in community and workplace settings in line with Australian Resuscitation Council and other relevant national guidance.

Suitable for	New or refresher learners who may be required to provide first aid and CPR in workplaces or the community.
Delivery	Blended: MySupport online theory and assessment followed by trainer-led practical development and assessment using simulation equipment.
Total expected duration	Approximately 14 hours including self-paced online learning. The standard face-to-face workshop is approximately 5.5 hours; an approximately four-hour workshop may apply to suitable refresher learners with relevant existing knowledge and skills.
Locations	Devonport, Launceston and Hobart training centres.
Certification	Statements of Attainment for HLTAID011 Provide First Aid and HLTAID009 Provide cardiopulmonary resuscitation.
Current course page	https://medecsllearning.com/course/provide-first-aid-and-cpr/

Course content

- emergency assessment, safety and seeking assistance;
- CPR for adults and infants and use of an AED;
- anaphylaxis, asthma, bleeding, choking, shock and common injuries and illnesses;
- infection control, consent, privacy, duty of care and role limitations;
- first aid equipment, monitoring and casualty comfort; and
- incident communication, documentation, review and responder wellbeing.

Assessment and physical requirements

Assessment includes online knowledge evidence and practical demonstrations in simulated emergency scenarios. Learners must demonstrate floor-based adult CPR for at least two uninterrupted minutes,

infant CPR, AED use and first aid responses to required conditions. Learners must be physically able to complete the practical tasks or discuss needs with Medecs before enrolment.

Currency

Statements of Attainment do not expire. Workplace or regulatory requirements may require renewal. Current industry guidance generally recommends CPR refreshers annually and first aid renewal every three years.

Recognise healthy body systems

HLTAAP001 Recognise healthy body systems

Course overview

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

Suitable for	Care workers, support workers, health workers and personal carers who need to interpret information about anatomy, physiology and healthy body functioning.
Delivery	Self-paced online theory and assessment through MySupport, with trainer support as required and a final individual assessor session where scheduled by Medecs.
Total expected duration	Approximately 20 hours: about 15 hours of online theory and five hours of assessment activities. Learners are typically allowed up to four weeks to complete and submit the course.
Evidence	Online knowledge activities and three case studies demonstrating application of information about the human body and healthy functioning in different situations.
Scope status	Medecs Learning has confirmed that HLTAAP001 remains on its current registered scope.
Certification	Statement of Attainment: HLTAAP001 Recognise healthy body systems.
Current course page	https://medecslearning.com/course/recognise-healthy-body-systems/

Course content

- cells, tissues and organs;
- cardiovascular, respiratory, musculoskeletal, endocrine, digestive and urinary systems;
- reproductive, integumentary, lymphatic, nervous and sensory systems;
- immune function and protection from infection;
- temperature, fluid and electrolyte balance, elimination and blood pressure; and
- factors and activities that support healthy functioning.

Entry requirements

No formal unit prerequisite is specified. Learners require functional English language, learning, reading, writing, numeracy and digital-literacy skills appropriate to interpreting health information and completing online assessment. Learner support and reasonable adjustment are available where appropriate.

Enrolment and contact

Individuals may enrol through the Medecs Learning individual-enrolment pathway. Employers and training managers may enrol staff through the organisational-enrolment pathway available on the Medecs Learning website.

Telephone	(03) 6272 1843
Email	admin@medecslearning.com
Learner portal	MySupport, developed and managed by Vasto Software
RTO	Medecs Learning — RTO 45695

Complaints and appeals

Raise a concern with your Trainer/Assessor where appropriate. If you are dissatisfied with the outcome, contact the Training Operations Manager at admin@medecslearning.com. The Complaints, Feedback and Appeals Management Policy explains internal and independent review options.

Sources and review notes

- COM-DOC-004 Training and Assessment Strategy — HLTAID011 and HLTAID009, Revision 4, July 2025.
- COM-DOC-005 Training and Assessment Strategy — HLTAID009 blended, Revision 4.
- COM-DOC-006 Training and Assessment Strategy — HLTAAP001, Revision 1, July 2025.
- COM-DOC-007 Training and Assessment Strategy — HLTHPS006 Fast Track, Revision 0, July 2025.
- COM-DOC-008 Training and Assessment Strategy — HLTHPS006 workplace pathway, Revision 0, July 2025.
- **Medecs Learning Training Fees and Charges Guide, Revision 21.**
- Medecs Learning Learner Handbook, Version 2.0.
- Training.gov.au unit and assessment requirements for HLTHPS006, HLTAID009, HLTAID011 and HLTAAP001.
- ASQA Information Practice Guide for Standards 2.1 and 2.2 of the 2025 Outcome Standards. **Version**

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Version	1.1	Status	Approved
1.1	15 September 2026	Approved	Initial approved public guide.