SKILLSIQ

CAPABLE PEOPLE MAKE CLEVER BUSINESS

Enrolled Nursing

Training Package Products

Consultation Guide

February 2020

Enrolled Nursing IRC

Contents

Introduction

SkillsIQ is a not-for-profit Skills Service Organisation (SSO) supporting industry in developing standards to equip the 'people-facing' workforce with the right skills for jobs now and into the future. SkillsIQ is funded by the Department of Education Skills and Employment to support the Industry Reference Committees (IRCs) responsible for the development and maintenance of Training Packages in the following sectors:

- Community Services
- Health
- Local Government
- Public Sector
- Floristry
- Hairdressing and Beauty Services
- Funeral Services
- Retail Services
- Sport, Fitness and Recreation
- Tourism, Travel and Hospitality.

IRCs drive the process of Training Package development and are made up of people with experience, skills and knowledge of their particular industry sector. IRCs are responsible for the provision of strategic input and advice that represents the needs of their workforce, and for ensuring Training Package Products reflect those needs.

Enrolled Nursing Industry Reference Committee

The Enrolled Nursing IRC has guided the development of this update and is made up of stakeholders and subject matter experts from across Australia who provide:

- guidance at the national level to ensure Training Package Products are flexible and responsive to changing needs and practices
- specialist advice and strategic direction in relation to stakeholder feedback and issues relevant to their sector
- views and feedback on behalf of the sector/organisation they represent; and
- support and facilitation of communication and consultation with others, including other members of their organisations, association members and other networks.

The members of this Committee are:

- Karina Kiely - Australian Private Hospitals Association
- Julie Watts - Australian Nursing and Midwifery Accreditation Council (ANMAC)
- Dr Drew Dwyer - Australian College of Nursing
- Myra Book - WA Department of Health, Chief Nursing and Midwifery Office
- Denielle Beardmore - Ballarat Health Services
- Amanda Culver - NSW Department of Health
- Wendy Zernike - The Wesley Hospital and UnitingCare Health
- Mark Staaf - Australian Nursing & Midwifery Federation (ANMF)
- Jo Fox - Fox Education and Consultancy

- Alexis Watt - Independent Tertiary Education Council Australia (ITECA)
- Lee Veitch - Aged and Community Services (ACSA)
- Melanie Robinson - Congress of Aboriginal and Torres Strait Islander Nurses and Midwives (CATSINaM).

Project Background

This project will update the Enrolled Nursing Training Package Products under the remit of the Enrolled Nursing IRC in response to the *Key Drivers for Change* findings in the 2019 Industry Skills Forecast.

This review relates to the qualifications, skill set and Units of Competency contained in the HLT Training Package under the remit of the Enrolled Nursing IRC.

Update of the Enrolled Nursing Training Package Products under the Remit of the Enrolled Nursing IRC

An update of the *Diploma of Nursing* and the *Advanced Diploma of Nursing* within the Health Training Package is necessary to ensure these qualifications are fit for purpose within contemporary Australian health care delivery models. The most recent review and update of the qualifications resulted in many significant changes and, in some cases, radically changed the scope of practice for Enrolled Nursing graduates.

Industry has indicated that there are key skills shortfalls in relation to some specialist areas of enrolled nursing practice relating to paediatric nursing, gerontology nursing and palliative/end of life care, as well as gaps in the elements of knowledge and skill relating to the administration of medication. These skills gaps, identified in the most recent review of the Training Package Products, have come about in part as a result of changes in health care delivery models and societal factors, such as the ageing population.

Current trends will see an increased emphasis on areas of practice relating to gerontology and end-of-life nursing. Skills are therefore urgently required to support the health care needs of a growing ageing population in response to an increase in the numbers of people who have dementia and those with an increased need for palliation. Enrolled Nurses will need to understand the pathophysiology of ageing and will need the ability to work well in aged care facilities and settings. Demand will not just be seen in hospital environments, but across a range of health services, including aged and residential care.

There are also some identified implementation concerns regarding some individual Units of Competency within the *Diploma of Nursing* qualification that need to be addressed to ensure inconsistencies are revised and (where appropriate) amended or deleted. There have already been some issues raised with the Department of Education Skills and Employment that have resulted in minor updates being undertaken. The Enrolled Nursing IRC considers that a comprehensive review and/or a complete qualification update will provide an opportunity to ensure that any further identified issues can be addressed.

The first independent review of Australian nursing preparation since 2002, *Educating the Nurse of the Future*, as well as other recent developments such as the Royal Commission into Aged Care Quality and Safety and the update of professional standards as published by the Nursing and Midwifery Board of Australia (NMBA), has meant that an update of the current Training Package is now urgently required.

The HLT Health Training Package must be reflective of the contemporary requirements of industry. Specifically, in current circumstances, the actual way in which Enrolled Nurses prepare to enter the workforce and acquire the necessary skills needs to be aligned to actual work roles, to ensure that Enrolled Nurses can practise and contribute to reducing or eliminating workforce shortages, particularly in regional and rural areas.

More background information and data regarding the project can be found here **Industry Skills Forecast 2019**

Proposed Changes

To address workforce skills issues, it is proposed that the two Enrolled Nursing qualifications, including 35 existing Units of Competency, three **new** Units of Competency and one skill set within the HLT Health Training Package, be updated in order to align with contemporary industry requirements. A qualification update is required to reflect the changing scope and responsibilities relevant to the job roles of Enrolled Nurses and to address any of the issues raised in this document.

We encourage you to provide feedback on the qualifications, skill set and units contained in this first draft and welcome your input to this important project. All feedback will be considered by the IRC in moving forward with future iterations.

There are several areas which were proposed in the Case for Change where further consultation and feedback are required. Please refer to the **Questions for Consideration**.

Unit of Competency and qualification codes have been updated to reflect the expected year of endorsement.

Consultation Activities and Timelines

National consultation on Draft 1 is open from Monday, **10 February 2020 to 27 March 2020**. During this period, input will be sought on the following Training Package Products under the remit of the Enrolled Nursing IRC:

- Two qualifications
- One skill set
- 35 Units of Competency and their associated Assessment Requirements.
- Three **new** Units of Competency and their associated Assessment Requirements.

SkillsIQ will be undertaking a number of key activities to engage community stakeholders and VET professionals. Further details are posted on the SkillsIQ website, accessed at: https://www.skillsiq.com.au/CurrentProjectsandCaseStudies/EnrolledNursingTPD

Feedback can also be provided **online** via the SkillsIQ Feedback Forum, accessed at: https://www.skillsiq.com.au/FeedbackForum/TrainingPackages1/HLTHealth/EnrolledNursing Draft1

When accessing the Feedback Forum, please first refer to the 'How To' guide located on the page. It will provide directions for leaving and submitting comments.

Following the close of the consultation period, feedback received will be collated and evaluated. This feedback will inform the development of the validation draft.

To remain up to date with project developments, subscribe to SkillsIQ at: https://www.skillsiq.com.au/Subscribetoournewsletter.aspx

About this Consultation Guide

This guide, which should be read in conjunction with the applicable Draft Training Package Products, provides:

- A list of Draft 1 Training Package Products
- Mapping of the qualifications
- Mapping of the skill set
- Mapping of the Units
- Key consultation questions on which SkillsIQ seeks feedback to provide information to the IRC.

Contact Details
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Proposed Training Package Products

Enrolled Nursing Qualifications

Qualification Code	Qualification Title
HLT64120	Advanced Diploma of Nursing
HLT54120	Diploma of Nursing

Enrolled Nursing Skill Set

Qualification Code	Qualification Title
HLTSS00064	Enrolled Nurse - Renal Health Care Skill Set

List of Enrolled Nursing Units

Unit Code	Unit Title	Prerequisite
HLTENN035	Practise nursing within the Australian health care system	Nil
HLTENN036	Apply communication skills in nursing practice	Nil
HLTENN037	Perform clinical assessment and contribute to planning nursing care	Nil
HLTENN038	Implement monitor and evaluate nursing care plans	Nil
HLTENN039	Contribute to nursing care of a person with complex needs	Nil
HLTENN040	Apply principles of wound management in the clinical environment	Nil
HLTENN041	Administer and monitor medicines and intravenous therapy	Nil
HLTENN042	Apply legal and ethical parameters to nursing practice	Nil
HLTENN043	Administer and monitor medicines and intravenous therapy	Nil
HLTENN045	Implement and monitor care for a person with acute health problems	Nil
HLTENN046	Implement and monitor care for a person with chronic health problems	Nil
HLTENN047	Implement and monitor care of the older person	Nil
HLTENN048	Contribute to maternal and infant health care	Nil
HLTENN049	Apply nursing practice in the primary health care setting	Nil
HLTENN050	Apply nursing practice in the emergency care setting	Nil

Unit Code	Unit Title	Prerequisite
HLTENN051	Apply nursing practice in the orthopaedic care setting	Nil
HLTENN052	Apply nursing practice in the rehabilitation care setting	Nil
HLTENN053	Apply nursing practice in sexual and reproductive health care	Nil
HLTENN054	Conduct clinical assessments	Nil
HLTENN055	Apply nursing practice in the critical care setting	Nil
HLTENN056	Contribute to the registration eligibility and assessment of donors	Nil
HLTENN057	Apply nursing practice in the respiratory care setting	Nil
HLTENN058	Apply nursing practice in the cardiovascular care setting	Nil
HLTENN059	Implement and monitor care for a person with diabetes	Nil
HLTENN060	Apply nursing practice in the perioperative setting	Nil
HLTENN061	Apply nursing practice in the hyperbaric environment	Nil
HLTENN062	Apply nursing practice in the paediatric care setting	Nil
HLTENN063	Apply nursing practice in the contemporary aged care setting	Nil
HLTENN064	Implement and monitor care for a person with a stoma	Nil
HLTENN065	Apply nursing practice in the contemporary mental health care setting	Nil
HLTENN066	Apply nursing practice in the rural and remote setting	Nil
HLTENN067	Research and report on nursing trends and practice	Nil
HLTENN068	Contribute to the improvement of clinical practice	Nil
HLTRNL003	Support a person with chronic kidney disease	Nil
HLTRNL004	Provide care and support to a person undergoing renal replacement therapy	Nil

List of New Enrolled Nursing Units

Unit Code	Unit Title	Prerequisite
HLTENN044	Apply a palliative approach in nursing practice	Nil
HLTENN069	Apply, implement, and monitor nursing care in a paediatric setting	Nil
HLTENN070	Provide end of life care and a palliative approach in nursing practice	Nil

Mapping Guide

Qualification Mapping

Existing Qualification Code and Title	Draft 1 Qualification Code and Title	Comment in Relation to Previous Version E = Equivalent N = Not Equivalent
HLT64115 Advanced Diploma of Nursing	HLT64120 Advanced Diploma of Nursing	**E** Description: Additional information regarding ANMAC-accredited providers Units: Codes updated
HLT54115 Diploma of Nursing	HLT54120 Diploma of Nursing	**E** Description: Additional information regarding ANMAC-accredited providers Units: Codes updated

Skill Set Mapping

Existing Qualification Code and Title	Draft 1 Qualification Code and Title	Comment in Relation to Previous Version E = Equivalent N = Not Equivalent
HLTSS00062 Enrolled Nurse Renal Health Care Skill Set	HLTSS00064 Enrolled Nurse Renal Health Care Skill Set	**E** Units: Codes updated

Unit of Competency Mapping

Previous Unit Code and Title	New Unit Code and Title	Comment in Relation to Unit E = Equivalent, N = Not Equivalent, A = Application, EI = Elements, PE = Performance Evidence, KE = Knowledge Evidence, AC = Assessment Conditions PC = Performance Criteria
HLTENN001 Practise nursing within the Australian health care system	HLTENN035 Practise nursing within the Australian health care system	**E** PC: Minor grammatical changes to ensure clarity PE: Changes to volume of assessment KE: Minor grammatical changes to ensure clarity AC: Additional information regarding ANMAC-accredited providers
HLTENN002 Apply communication skills in nursing practice	HLTENN036 Apply communication skills in nursing practice	**E** PC: Minor grammatical changes to ensure clarity PE: Changes to volume of assessment KE: Minor grammatical changes to ensure clarity AC: Additional information regarding ANMAC-accredited providers
HLTENN003 Perform clinical assessment and contribute to planning nursing care	HLTENN037 Perform clinical assessment and contribute to planning nursing care	**E** AC: Additional information regarding ANMAC-accredited providers
HLTENN004 Implement, monitor and evaluate nursing care plans	HLTENN038 Implement, monitor and evaluate nursing care plans	**E** PE: Minor grammatical changes to ensure clarity KE: Minor grammatical changes to ensure clarity AC: Additional information regarding ANMAC-accredited providers

Previous Unit Code and Title	New Unit Code and Title	Comment in Relation to Unit E = Equivalent, N = Not Equivalent, A = Application, El = Elements, PE = Performance Evidence, KE = Knowledge Evidence, AC = Assessment Conditions PC = Performance Criteria
HLTENN005 Contribute to nursing care of a person with complex needs	HLTENN039 Contribute to nursing care of a person with complex needs	**E** Minor grammatical changes to ensure clarity AC: Additional information regarding ANMAC-accredited providers
HLTENN006 Apply principles of wound management in the clinical environment	HLTENN040 Apply principles of wound management in the clinical environment	**N** Minor grammatical changes to ensure clarity PC: Additional criterion 1.4 PE: Additional evidence to address new PC AC: Additional information regarding ANMAC-accredited providers
HLTENN007 Administer and monitor medicines and intravenous therapy	HLTENN041 Administer and monitor medicines and intravenous therapy	**N** Minor grammatical changes to ensure clarity PC: Changes to sequence and additional criterion 1.5 PE: Additional evidence to address new PC AC: Additional information regarding ANMAC-accredited providers
HLTENN008 Apply legal and ethical parameters to nursing practice	HLTENN042 Apply legal and ethical parameters to nursing practice	**E** Minor grammatical changes to ensure clarity KE: References to dated legislation removed PC: Minor grammatical changes to ensure clarity AC: additional information regarding ANMAC-accredited providers

Previous Unit Code and Title	New Unit Code and Title	Comment in Relation to Unit E = Equivalent, N = Not Equivalent, A = Application, EI = Elements, PE = Performance Evidence, KE = Knowledge Evidence, AC = Assessment Conditions PC = Performance Criteria
HLTENN009 Implement and monitor care for a person with mental health conditions	HLTENN043 Implement and monitor care for a person with mental health conditions	**N** Minor grammatical changes to ensure clarity PC: Removed criterion 3.5 AC: Additional information regarding ANMAC-accredited providers
HLTENN010 Apply a palliative approach in nursing practice		**NOT CARRIED FORWARD**
	HLTENN044 Apply a palliative approach in nursing practice	**NEW – REPLACES HLTENN010**
HLTENN011 Implement and monitor care for a person with acute health problems	HLTENN045 Implement and monitor care for a person with acute health problems	**N** Minor grammatical changes to ensure clarity PC: Additional criterion 4.4 AC: Additional information regarding ANMAC-accredited providers
HLTENN012 Implement and monitor care for a person with chronic health problems	HLTENN046 Implement and monitor care for a person with chronic health problems	**E** Minor grammatical changes to ensure clarity AC: Additional information regarding ANMAC-accredited providers
HLTENN013 Implement and monitor care of the older person	HLTENN047 Implement and monitor care of the older person	**E** Minor grammatical changes to ensure clarity KE: References to dated legislation removed AC: Additional information regarding ANMAC-accredited providers

Previous Unit Code and Title	New Unit Code and Title	Comment in Relation to Unit E = Equivalent, N = Not Equivalent, A = Application, EI = Elements, PE = Performance Evidence, KE = Knowledge Evidence, AC = Assessment Conditions PC = Performance Criteria
HLTENN014 Contribute to maternal and infant health care	HLTENN048 Contribute to maternal and infant health care	**E** Minor grammatical changes to ensure clarity AC: Additional information regarding ANMAC-accredited providers
HLTENN015 Apply nursing practice in the primary health care setting	HLTENN049 Apply nursing practice in the primary health care setting	**E** Minor grammatical changes to ensure clarity AC: Additional information regarding ANMAC-accredited providers
HLTENN016 Apply nursing practice in the emergency care setting	HLTENN050 Apply nursing practice in the emergency care setting	**E** Minor grammatical changes to ensure clarity AC: Additional information regarding ANMAC-accredited providers
HLTENN017 Apply nursing practice in the orthopaedic care setting	HLTENN051 Apply nursing practice in the orthopaedic care setting	**E** Minor grammatical changes to ensure clarity AC: Additional information regarding ANMAC-accredited providers
HLTENN018 Apply nursing practice in the rehabilitation care setting	HLTENN052 Apply nursing practice in the rehabilitation care setting	**E** Minor grammatical changes to ensure clarity AC: Additional information regarding ANMAC-accredited providers
HLTENN019 Apply nursing practice in sexual and reproductive health care	HLTENN053 Apply nursing practice in sexual and reproductive health care	**N** Minor grammatical changes to ensure clarity PC: Removed criterion 4.1 AC: Additional information regarding ANMAC-accredited providers

Previous Unit Code and Title	New Unit Code and Title	Comment in Relation to Unit **E = Equivalent, N = Not Equivalent,** **A = Application, EI = Elements, PE = Performance Evidence, KE = Knowledge Evidence, AC = Assessment Conditions PC = Performance Criteria**
HLTENN020 Conduct clinical assessments	HLTENN054 Conduct clinical assessments	**E** Minor grammatical changes to ensure clarity AC: Additional information regarding ANMAC-accredited providers
HLTENN021 Apply nursing practice in the critical care setting	HLTENN055 Apply nursing practice in the critical care setting	**E** Minor grammatical changes to ensure clarity AC: Additional information regarding ANMAC-accredited providers
HLTENN022 Contribute to the registration, eligibility and assessment of donors	HLTENN056 Contribute to the registration eligibility and assessment of donors	**E** Minor grammatical changes to ensure clarity AC: Additional information regarding ANMAC-accredited providers
HLTENN023 Apply nursing practice in the respiratory care setting	HLTENN057 Apply nursing practice in the respiratory care setting	**E** Minor grammatical changes to ensure clarity AC: Additional information regarding ANMAC-accredited providers
HLTENN024 Apply nursing practice in the cardiovascular care setting	HLTENN058 Apply nursing practice in the cardiovascular care setting	**E** Minor grammatical changes to ensure clarity AC: Additional information regarding ANMAC-accredited providers
HLTENN025 Implement and monitor care for a person with diabetes	HLTENN059 Implement and monitor care for a person with diabetes	**E** Minor grammatical changes to ensure clarity AC: Additional information regarding ANMAC-accredited providers

Previous Unit Code and Title	New Unit Code and Title	Comment in Relation to Unit E = Equivalent, N = Not Equivalent, A = Application, EI = Elements, PE = Performance Evidence, KE = Knowledge Evidence, AC = Assessment Conditions PC = Performance Criteria
HLTENN026 Apply nursing practice in the perioperative setting	HLTENN060 Apply nursing practice in the perioperative setting	**N** Minor grammatical changes to ensure clarity PC: Additional criterion 2.3 AC: Additional information regarding ANMAC-accredited providers
HLTENN027 Apply nursing practice in the hyperbaric environment	HLTENN061 Apply nursing practice in the hyperbaric environment	**E** Minor grammatical changes to ensure clarity AC: Additional information regarding ANMAC-accredited providers
HLTENN028 Apply nursing practice in the paediatric care setting	HLTENN062 Apply nursing practice in the paediatric care setting	**E** Minor grammatical changes to ensure clarity AC: Additional information regarding ANMAC-accredited providers
HLTENN029 Apply nursing practice in the contemporary aged care setting	HLTENN063 Apply nursing practice in the contemporary aged care setting	**N** Minor grammatical changes to ensure clarity PC: Addition of criteria 1.6 and 3.1, removed criterion 4.3 PE: Minor changes to address additional criteria KE: Minor changes to address additional criteria AC: Additional information regarding ANMAC-accredited providers
HLTENN030 Implement and monitor care for a person with a stoma	HLTENN064 Implement and monitor care for a person with a stoma	**E** Minor grammatical changes to ensure clarity AC: Additional information regarding ANMAC-accredited providers

Previous Unit Code and Title	New Unit Code and Title	Comment in Relation to Unit E = Equivalent, N = Not Equivalent, A = Application, EI = Elements, PE = Performance Evidence, KE = Knowledge Evidence, AC = Assessment Conditions PC = Performance Criteria
HLTENN031 Apply nursing practice in the contemporary mental health care setting	HLTENN065 Apply nursing practice in the contemporary mental health care setting	**E** Minor grammatical changes to ensure clarity AC: Additional information regarding ANMAC-accredited providers
HLTENN032 Apply nursing practice in the rural and remote setting	HLTENN066 Apply nursing practice in the rural and remote setting	**N** Minor grammatical changes to ensure clarity PC: Removed criterion 3.8 AC: Additional information regarding ANMAC-accredited providers
HLTENN033 Research and report on nursing trends and practice	HLTENN067 Research and report on nursing trends and practice	**E** Minor grammatical changes to ensure clarity AC: Additional information regarding ANMAC-accredited providers
HLTENN034 Contribute to the improvement of clinical practice	HLTENN068 Contribute to the improvement of clinical practice	**E** Minor grammatical changes to ensure clarity AC: Additional information regarding ANMAC-accredited providers
	HLTENN069 Apply, implement, and monitor nursing care in a contemporary paediatric setting	**NEW**
	HLTENN070 Provide end of life care and a palliative approach in nursing practice	**NEW**

Previous Unit Code and Title	New Unit Code and Title	Comment in Relation to Unit E = Equivalent, N = Not Equivalent, A = Application, EI = Elements, PE = Performance Evidence, KE = Knowledge Evidence, AC = Assessment Conditions PC = Performance Criteria
HLTRNL001 Support a person with chronic kidney disease	HLTRNL003 Support a person with chronic kidney disease	**E** Minor grammatical changes to ensure clarity AC: Additional information regarding ANMAC-accredited providers
HLTRNL002 Provide care and support to a person undergoing renal replacement therapy	HLTRNL004 Provide care and support to a person undergoing renal replacement therapy	**E** Minor grammatical changes to ensure clarity PC: Numbering corrected in elements 3 and 6 AC: Additional information regarding ANMAC-accredited providers

Questions for Consideration

The following specific questions have been developed to clarify detailed information within Draft 1 of the Enrolled Nursing Training Package Products.

HLTENN037 Perform clinical assessment and contribute to planning nursing care

- In the Performance Evidence, does there need to be any reference to Body Mass Index (BMI) or waist to hip ratio?

HLTENN040 Apply principles of wound management in the clinical environment

- In the Performance Criteria, criterion 5.4 states:
  'Remove sutures, clips and drains from a person and replace wound drainage bag as directed by a Registered Nurse.'
  Should replacing the wound drainage bag be part of the Performance Criteria and, if so, should it be separated from removing the sutures, clips and drains?

HLTENN041 Administer and monitor medicines and intravenous therapy

- In the application, is the word 'interpreting' ambiguous? Should any nurses 'interpret' medication orders? Or should they instead 'read and correctly apply'?

HLTENN045 Implement and monitor care for a person with acute health problems

- In the Performance Evidence, when performing nursing interventions is it critical to specify 'donning anti-embolic stockings' or just say 'prescribed intervention'?

HLTENN046 Implement and monitor care for a person with chronic health problems

- In the Knowledge Evidence, is it necessary to list chronic health conditions, e.g. obesity, mental health issues or any others that may need to be added? If so, what? Or would this be better explained in the Companion Volume?

HLTENN047 Implement and monitor care of the older person

- In the Performance Criteria, should the word 'dementia' be replaced by 'cognitive changes/decline'?
- Should the National Framework for Action on Dementia be mentioned in the Knowledge Evidence of the Unit? Would this be better placed in the Companion Volume?

HLTENN052 Apply nursing practice in the rehabilitation care setting

- In the Performance Evidence, it states:
  '… providing nursing interventions for each of the following conditions:
  - person who has suffered a cerebral injury
  - person with a spinal cord injury
  - person suffering from a progressive or degenerative condition
  - person with dementia showing signs of confusion and acute aggression'.
  Is it practical to expect a learner to be exposed to all these conditions in a single workplace in order to be assessed?

HLTENN058 Apply nursing practice in the cardiovascular care setting

- In the Performance Criteria, does interaction with family and carers comprise part of the skill required to competently carry out nursing interventions? Should it be part of the assessment?

HLTENN059 Implement and monitor care for a person with diabetes

- In the Knowledge Evidence, reference is made to 'weight loss/gain (Body Mass Index or waist to hip ratio)'. Does this reference need to be removed?

The following series of general questions has been developed to guide feedback for Draft 1 of the Enrolled Nursing Training Package Products.

Qualifications
- Do the qualifications provide a clear and accurate description of the skills outcomes for the qualification?
- Are the qualifications structured properly so that learners can progress from the Diploma to the Advanced Diploma and so on, if required?
- Are the core Units and the number of electives appropriate? As we've merged Units, should the number of electives be reduced by one in the relevant qualifications' packaging rules, as the content would be absorbed into the single Unit which sits in the core?
- Are there any imported Units which should be listed? (**Note:** The content of any imported Units is outside the scope of this review.)
- Should the qualification names be updated to better reflect job outcomes?

Suite of Units of Competency
- Are all the draft Units required? Should any be deleted?
- Are there any additional Units of Competency required?

Titles and Application Statements - Units of Competency
- Do the titles reflect the skills being described? Could any titles be changed to better indicate what the Units cover?
- Do the Application Statements provide a clear and accurate description of the skills being described?

Elements and Performance Criteria
- Do the Elements and Performance Criteria accurately describe what people do in these roles? If not, what could be added?
- Do the Performance Criteria adequately describe the level of proficiency?

Performance Evidence
- Would the types of evidence prove that a person is competent in all the Unit outcomes, including Performance Criteria, Foundation Skills and knowledge?
- Is the suggested volume (sufficiency) of evidence appropriate? Too little, too much?
- Are the statements clear? Would assessors understand exactly what they must do?

Knowledge Evidence
- What is the essential knowledge required of an individual in order to perform the tasks described in the Performance Criteria? Is the Knowledge Evidence requirement specific enough?
- Is there anything which should be added or deleted?
- What is the breadth and depth of knowledge required? Is this described well enough to assist assessors in understanding the scope?

Assessment Conditions
- Are the nominated environments appropriate?
- Are the statements clear? Would assessors understand what they must provide for the purposes of assessment?

Terminology
- Are there any words or terms used in any of the Units that aren't reflective of current industry terminology?

Appendix A: Training Package Unit of Competency Terminology Guide

Units of Competency specify the skills and knowledge a learner needs in order to complete a work task. Each Unit of Competency has associated Assessment Requirements, which detail what a learner must demonstrate and know in order to be deemed competent, along with any special conditions which apply to the assessment of competency.

UNIT CODE	Unique code which identifies the Unit of Competency
UNIT TITLE	The Unit title is a brief statement of the outcome of the Unit of Competency, i.e. what the task is that learners will be able to complete once they are deemed competent.
APPLICATION	The application summarises: • the content of the Unit of Competency and the skill area it addresses • any relationship with other Units of Competency • any licensing requirements or relevant legislation • any elaboration of the Unit of Competency's scope, purpose and operation in different contexts; for example, by showing how it applies in the workplace.
PREREQUISITE UNIT	Prerequisites are other Units of Competency or, in some cases, licences, etc. that a learner must complete before undertaking this Unit of Competency. This may be in order to provide underpinning skills or knowledge that is essential prior to a learner undertaking this Unit.
ELEMENTS	The elements are the basic themes of the Unit of Competency. They describe the significant functions that form part of the work task that the Unit of Competency covers.
PERFORMANCE CRITERIA	The performance criteria specify the required steps that enable the learner to undertake the work task.
Assessment Requirements	
PERFORMANCE EVIDENCE	Identifies what a learner must demonstrate in order to be deemed competent at the work task.
KNOWLEDGE EVIDENCE	Identifies what a learner needs to know to perform the work task effectively.

ASSESSMENT CONDITIONS	Assessment Conditions provide the context for the Unit of Competency, describing essential operating conditions that must be present for assessment, depending on the work situation, needs of the candidate, accessibility of the item/s, and local industry and regional contexts.
	They may specify any of the following:
	• conditions under which competency must be assessed, including variables such as the assessment environment or necessary equipment or tools
	• whether or not the Unit must be assessed in the workplace or may also be assessed via simulation
	• resource implications; for example, access to particular equipment, infrastructure or situations
	• any required characteristics of the assessor; for example, whether or not the assessor must hold a higher qualification in that field, etc.