

# HLT104 Allied Health Assistance B

**School:** School of Health - Occupational Therapy

2025 | Semester 2

UniSC Sunshine Coast  
UniSC Caboolture  
UniSC Fraser Coast

**BLENDED  
LEARNING**

You can do this course without coming onto campus, unless your program has specified a mandatory onsite requirement.

*Please go to [usc.edu.au](http://usc.edu.au) for up to date information on the teaching sessions and campuses where this course is usually offered.*

## 1. What is this course about?

### 1.1. Description

In this course you will further develop your skills to work as an Allied Health Assistant. You will undertake 60 hours of placement where you will be introduced to working with a broader range of health professionals, learn how to implement group programs, practice professional communication skills and teamwork. Prior to your placement you will learn about safe practice in manual handling and the use of more complex assistive equipment.

### 1.2. How will this course be delivered?

ACTIVITY	HOURS	BEGINNING WEEK	FREQUENCY
<b>BLENDED LEARNING</b>			
<b>Learning materials</b> – Learning materials to prepare for workshops 1	1hr	Orientation week	6 times
<b>Placement</b> – Community Based Learning (CBL) learning experiences based in community organisation. Not timetabled, each student to schedule to fit their timetable.	60hrs	Week 1	Once Only
<b>Tutorial/Workshop 1</b> – Daily Intensive 6-hour workshops during Orientation week. Some of these are online delivery only, some face-to-face learning is required to prepare for practical assessment Task 1 at the end of O-Week.	30hrs	Orientation week	Once Only
<b>Tutorial/Workshop 2</b> – Daily Intensive 4 hour workshops during mid-Semester break in Semester 2. Some of these will be online delivery, some days face to face attendance will be required.	20hrs	Break week	Once Only

### 1.3. Course Topics

- Who's in your team
- Practice context and populations
- Reflective Practice – Reflecting *in action and on action*
- Communicating with your clients
- Manual Handling principles
- Introduction to advanced equipment
- Set up and maintenance of equipment
- Working nutritionists
- Working with exercise physiologists
- Group dynamics and managing a group
- Deliver and monitor group session

## 2. What level is this course?

100 Level (Introductory)

Engaging with discipline knowledge and skills at foundational level, broad application of knowledge and skills in familiar contexts and with support. Limited or no prerequisites. Normally, associated with the first full-time study year of an undergraduate program.

## 3. What is the unit value of this course?

12 units

## 4. How does this course contribute to my learning?

COURSE LEARNING OUTCOMES	GRADUATE QUALITIES
On successful completion of this course, you should be able to...	Completing these tasks successfully will contribute to you becoming...
1 Communicate using written and verbal skills to effectively collaborate with clients and health professionals.	Engaged
2 Demonstrate knowledge of the allied health professions, practice contexts and population demographics which allied health assistants may work with.	Knowledgeable
3 Apply safe manual handling principles and techniques when working with clients.	Empowered
4 Demonstrate group processes and reflective practice in facilitating a therapy group.	Engaged

## 5. Am I eligible to enrol in this course?

Refer to the [UniSC Glossary of terms](#) for definitions of “pre-requisites, co-requisites and anti-requisites”.

### 5.1. Pre-requisites

HLT111

### 5.2. Co-requisites

Not applicable

### 5.3. Anti-requisites

Not applicable

### 5.4. Specific assumed prior knowledge and skills (where applicable)

Not applicable

## 6. How am I going to be assessed?

### 6.1. Grading Scale

Limited Grading (PNP)

Pass (PU), Fail (UF). All assessment tasks are required to be passed for successful completion of the course.

### 6.2. Details of early feedback on progress

In the intensive during O week you will receive feedback on key threshold concepts.

### 6.3. Assessment tasks

DELIVERY MODE	TASK NO.	ASSESSMENT PRODUCT	INDIVIDUAL OR GROUP	WHAT IS THE DURATION / LENGTH?	WHEN SHOULD I SUBMIT?	WHERE SHOULD I SUBMIT IT?
All	1	Activity Participation	Individual	30 minutes	Refer to Format	In Class
All	2	Activity Participation	Individual	45 minutes	Refer to Format	Online Test (Quiz)
All	3	Oral	Individual	30 minutes	Exam Period	In Class

#### All - Assessment Task 1: Manual Handling

GOAL:	To demonstrate infection control practices and safe manual handling techniques and principles, including set up and use of equipment.		
PRODUCT:	Activity Participation		
FORMAT:	Face to face demonstration of competency during an intensive learning week which is held in O-Week of Semester 2.		
CRITERIA:	No.		Learning Outcome assessed
	1	Application of safe manual handling principles and techniques when working with clients.	3
GENERIC SKILLS:	Communication, Applying technologies		

#### All - Assessment Task 2: Quiz

GOAL:	To demonstrate your understanding of the foundational concepts and knowledge as presented in the intensive workshops and learning materials related to allied health professions. This will help to prepare you for your placement component.				
PRODUCT:	Activity Participation				
FORMAT:	Online Blackboard Quiz in a second intensive learning week in the middle of Semester 2 during the semester break.				
CRITERIA:	No.				Learning Outcome assessed
	1	You will be assessed on your knowledge of the foundational concepts taught in this course.			1 2
GENERIC SKILLS:	Communication				

### All - Assessment Task 3: Group Processes

<b>GOAL:</b>	Demonstrate the ability to facilitate a group using effective group processes		
<b>PRODUCT:</b>	Oral		
<b>FORMAT:</b>	In class presentation		
<b>CRITERIA:</b>	<b>No.</b>		<b>Learning Outcome assessed</b>
	1	You will demonstrate the ability to facilitate a group using effective group processes and complete a written reflection based upon practice education experience.	1 4
<b>GENERIC SKILLS:</b>	Communication, Problem solving, Organisation		

## 7. Directed study hours

A 12-unit course will have total of 150 learning hours which will include directed study hours (including online if required), self-directed learning and completion of assessable tasks. Student workload is calculated at 12.5 learning hours per one unit.

## 8. What resources do I need to undertake this course?

Please note: Course information, including specific information of recommended readings, learning activities, resources, weekly readings, etc. are available on the course Canvas site– Please log in as soon as possible.

### 8.1. Prescribed text(s) or course reader

Please note that you need to have regular access to the resource(s) listed below. Resources may be required or recommended.

REQUIRED?	AUTHOR	YEAR	TITLE	EDITION	PUBLISHER
Required	Karen Sladyk	2014	Ryan's Occupational Therapy Assistant	5th	Slack

### 8.2. Specific requirements

Disability worker screening (<https://workerscreening.communities.qld.gov.au/workers>)

## 9. How are risks managed in this course?

Risk assessments have been performed for all field activities and a low level of health and safety risk exists. Some risks concerns may include working in an unknown environment as well as slip and trip hazards. It is your responsibility to review course material, search online, discuss with lecturers and peers and understand the health and safety risks associated with your specific course of study and to familiarise yourself with the University's general health and safety principles by reviewing the [online induction training for students](#), and following the instructions of the University staff.

## 10. What administrative information is relevant to this course?

### 10.1. Assessment: Academic Integrity

Academic integrity is the ethical standard of university participation. It ensures that students graduate as a result of proving they are competent in their discipline. This is integral in maintaining the value of academic qualifications. Each industry has expectations and standards of the skills and knowledge within that discipline and these are reflected in assessment.

Academic integrity means that you do not engage in any activity that is considered to be academic fraud; including plagiarism, collusion or outsourcing any part of any assessment item to any other person. You are expected to be honest and ethical by completing all work yourself and indicating in your work which ideas and information were developed by you and which were taken from others. You cannot provide your assessment work to others. You are also expected to provide evidence of wide and critical reading, usually by using appropriate academic references.

In order to minimise incidents of academic fraud, this course may require that some of its assessment tasks, when submitted to Canvas, are electronically checked through Turnitin. This software allows for text comparisons to be made between your submitted assessment item and all other work to which Turnitin has access.

## 10.2. Assessment: Additional Requirements

### Eligibility for Supplementary Assessment

This course will be graded as Pass in a Limited Grade Course (PU) or Fail in a Limited Grade Course (UF) as per clause 4.1.3 and 4.1.4 of the Grades and Grade Point Average (GPA) - Institutional Operating Policy of UniSC.

In a course eligible to use Limited Grades, all assessment items in that course are marked on a Pass/Fail basis and all assessment tasks are required to be passed for a student to successfully complete the course. Supplementary assessment is not available in courses using Limited Grades.

## 10.3. Assessment: Submission penalties

You must contact your Course Coordinator and provide the required documentation if you require an extension or alternate assessment.

## 10.4. SafeUniSC

UniSC is committed to a culture of respect and providing a safe and supportive environment for all members of our community. For immediate assistance on campus contact SafeUniSC by phone: [07 5430 1168](tel:0754301168) or using the [SafeZone](#) app. For general enquires contact the SafeUniSC team by phone [07 5456 3864](tel:0754563864) or email [safe@usc.edu.au](mailto:safe@usc.edu.au).

The SafeUniSC Specialist Service is a Student Wellbeing service that provides free and confidential support to students who may have experienced or observed behaviour that could cause fear, offence or trauma. To contact the service call [07 5430 1226](tel:0754301226) or email [studentwellbeing@usc.edu.au](mailto:studentwellbeing@usc.edu.au).

## 10.5. Study help

For help with course-specific advice, for example what information to include in your assessment, you should first contact your tutor, then your course coordinator, if needed.

If you require additional assistance, the Learning Advisers are trained professionals who are ready to help you develop a wide range of academic skills. Visit the [Learning Advisers](#) web page for more information, or contact Student Central for further assistance: +61 7 5430 2890 or [studentcentral@usc.edu.au](mailto:studentcentral@usc.edu.au).

## 10.6. Wellbeing Services

Student Wellbeing provide free and confidential counselling on a wide range of personal, academic, social and psychological matters, to foster positive mental health and wellbeing for your academic success.

To book a confidential appointment go to [Student Hub](#), email [studentwellbeing@usc.edu.au](mailto:studentwellbeing@usc.edu.au) or call 07 5430 1226.

## 10.7. AccessAbility Services

Ability Advisers ensure equal access to all aspects of university life. If your studies are affected by a disability, learning disorder mental health issue, injury or illness, or you are a primary carer for someone with a disability or who is considered frail and aged, [AccessAbility Services](#) can provide access to appropriate reasonable adjustments and practical advice about the support and facilities available to you throughout the University.

To book a confidential appointment go to [Student Hub](#), email [AccessAbility@usc.edu.au](mailto:AccessAbility@usc.edu.au) or call 07 5430 2890.

## 10.8. Links to relevant University policy and procedures

For more information on Academic Learning & Teaching categories including:

- Assessment: Courses and Coursework Programs
- Review of Assessment and Final Grades
- Supplementary Assessment
- Central Examinations
- Deferred Examinations
- Student Conduct
- Students with a Disability

For more information, visit <https://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching>

## 10.9. Student Charter

UniSC is committed to excellence in teaching, research and engagement in an environment that is inclusive, inspiring, safe and respectful. The [Student Charter](#) sets out what students can expect from the University, and what in turn is expected of students, to achieve these outcomes.

## 10.10.General Enquiries

### In person:

- **UniSC Sunshine Coast** - Student Central, Ground Floor, Building C, 90 Sippy Downs Drive, Sippy Downs
- **UniSC Moreton Bay** - Service Centre, Ground Floor, Foundation Building, Gympie Road, Petrie
- **UniSC SouthBank** - Student Central, Building A4 (SW1), 52 Merivale Street, South Brisbane
- **UniSC Gympie** - Student Central, 71 Cartwright Road, Gympie
- **UniSC Fraser Coast** - Student Central, Student Central, Building A, 161 Old Maryborough Rd, Hervey Bay
- **UniSC Caboolture** - Student Central, Level 1 Building J, Cnr Manley and Tallon Street, Caboolture

**Tel:** +61 7 5430 2890

**Email:** [studentcentral@usc.edu.au](mailto:studentcentral@usc.edu.au)