MFH02 Student Handbook – HLT37525

Certificate III in Pathology (Pathology Assistance)

Menzies College of Nursing & Health
Level 4, 355 Spencer Street, West Melbourne, VIC 3003
Phone: 1300 244 002

MFH02

Certificate III in Pathology (Pathology Assistance)

- 24 weeks full-time course
- No mandatory work placement for this specialisation
- Nationally recognised qualification: HLT37525 Certificate III in Pathology (Pathology Assistance), preparing students for entry-level roles in pathology and laboratory support

RTO Code: 21834 | CRICOS Code: 02815M

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1. WELCOME TO CERTIFICATE III IN PATHOLOGY (PATHOLOGY ASSISTANCE)

1.1 Welcome Message from Head of School Health

Dear Pathology Assistance Students,

Welcome to Menzies College of Nursing & Health.

You are beginning your journey toward becoming a qualified pathology assistant, equipped with the practical skills and foundational knowledge required to work safely and accurately in pathology and laboratory support environments. This qualification reflects the role of pathology collectors and assistants who receive, prepare and dispatch specimens and perform routine pathology procedures, taking responsibility for their own work under general supervision.

As a Pathology Assistance student, you will build hands-on specimen handling skills, effective communication techniques, and a strong understanding of infection prevention, workplace safety, and laboratory quality practices. You will learn how to combine communication, customer service and technical skills, and use discretion and judgment to adapt and transfer your skills to different pathology and laboratory support situations.

The pathology and diagnostic services sector is dynamic and growing, driven by increasing diagnostic testing, an ageing population and expanding community-based health services. This course prepares you to enter the workforce with confidence by combining classroom learning, practical simulation, and self-directed study, ensuring you are job-ready and aligned with current industry standards.

Our experienced training team is committed to supporting your success throughout the course. You will learn in industry-realistic simulated laboratory environments, develop practical confidence, and gain the professional behaviours expected of pathology assistants.

Welcome to your pathway into the pathology and laboratory support workforce, where accuracy, safety and professionalism make a real difference to patient care.

Sherwin Ycaza
Head of School - Health
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2. QUALIFICATION OVERVIEW AND STRUCTURE

2.1 Qualification Details

- Training Package: HLT Health Training Package, Release 10.0
- Qualification: HLT37525 - Certificate III in Pathology (Pathology Assistance)
- AQF Level: Level 3 | CRICOS Code: 120147E
- Version: 1.0 (Released 22/12/2025)

2.2 Qualification Description

This qualification reflects the role of pathology collectors and assistants who receive, collect, dispatch specimens and perform routine pathology procedures, taking responsibility for their own work under general supervision. Graduates combine communication, customer service and technical skills, and use discretion and judgment to adapt and transfer their skills to different situations.

This course delivers the Pathology Assistance specialisation of HLT37525 Certificate III in Pathology. No qualification-level work placement requirement applies to this specialisation; competency is developed and demonstrated through classroom-based learning, practical laboratory activities and simulated workplace environments.

2.3 Qualification Structure

Total Units Required: 14 units consisting of:

- 8 Core Units (mandatory)
- 6 Elective Units
  - 3 units from Group B (Pathology Assistance specialisation)
  - 3 further units from any of the elective groups (see https://training.gov.au/training/details/HLT37525/qualdetails)

2.4 Units of Competency Overview

Core Units (8 units)

Unit Code	Unit Title	Type
BSBMED301	Interpret and apply medical terminology appropriately	C
BSBTEC201	Use business software applications	C
CHCCOM005	Communicate and work in health or community services	C
CHCDIV001	Work with diverse people	C
HLTAID011	Provide First Aid	C
HLTINF006	Apply basic principles and practices of infection prevention and control	C
HLTPAT011	Receive, prepare and dispatch pathology specimens	C
HLTWHS001	Participate in workplace health and safety	C

Elective Units (6 units)

Unit Code	Unit Title	Type
MSL933005	Maintain the laboratory/field workplace fit for purpose	E
MSL973026	Prepare working solutions	E
MSL973027	Perform techniques that prevent cross-contamination	E
HLTPAT008	Identify and respond to clinical risks in pathology collection	E
HLTAAP001	Recognise healthy body systems	E
HLTWHS006	Manage personal stressors in the work environment	E

Legend: C = Core Unit, E = Elective Unit

Note: The packaging rules applied to this qualification have resulted in no requirements for prerequisite or corequisite units.

2.5 Unit Delivery Strategy

Sequential Delivery Approach:

- Progressive skill development from foundation workplace knowledge and health science through to pathology-specific and laboratory support skills
- Integrated theory and practical learning, with classroom instruction supported by hands-on simulation activities
- Simulation-first approach, ensuring specimen handling, infection control and laboratory procedures are practised in a controlled environment
- No mandatory work placement for this specialisation; competency is assessed through classroom, laboratory and simulation-based activities

Delivery Features:

- Each unit is delivered and assessed individually, in accordance with the Training Package and TAS
- No clustering or integrated assessment is applied; all units maintain separate learning and assessment outcomes
- Learning includes a blended approach, combining face-to-face classroom delivery, practical simulation training and self-directed learning activities
- Unit sequencing ensures learners are prepared with demonstrated competence in essential pathology assistance skills and professional behaviours prior to course completion

2.6 Career Pathways and Outcomes

Employment Opportunities:

Graduates of the Certificate III in Pathology (Pathology Assistance) may gain employment in roles including:

- Pathology Assistant
- Laboratory Assistant
- Specimen Reception Officer

- Pathology Support Officer
- Laboratory Support Worker
- Medical Laboratory Support Assistant

Note: Completion provides industry-recognised competencies but does not guarantee employment.

Further Study Options:

This qualification provides a foundation for further training and career progression, including:

- Certificate IV in Laboratory Techniques (MSL40122)
- Diploma of Laboratory Technology (MSL50122)
- Nursing and allied health pathways

This qualification is ideal for individuals seeking to begin a meaningful career supporting pathology and diagnostic services, with a focus on accuracy, safety and quality in specimen handling and laboratory support.

3. ADMISSION REQUIREMENTS AND ENTRY PATHWAYS

3.1 General Requirements (All Students)

Academic Prerequisites:

- Minimum Age: 18 years
- Education: Satisfactory completion of Australian Year 11 or equivalent
- Physical Capability: Physical capability suitable to safely perform pathology assistance and laboratory support procedures
- Study Commitment: Availability for approximately 20 scheduled contact hours per week across 2.5 days on campus, plus additional self-directed learning

Pre-Enrolment Assessments:

- Pre-Training Review (PTR): Identifying training needs, course relevance, and career suitability
- Language, Literacy, Numeracy and Digital Literacy (LLND) Assessment: Ensuring adequate foundation skills for AQF Level 3

Assessment Exemptions:

Students who have completed the Pre-Training Review and LLND assessment at Menzies College of Nursing & Health for a previous qualification in the same stream are exempt from repeating these assessments.

3.2 Domestic Students

Academic Requirements:

- Satisfactory completion of Australian Year 11 or equivalent
- Demonstrated literacy and numeracy skills appropriate for AQF Level 3
- Physical capability suitable for the pathology assistance role

Work Placement Requirements:

- There is no mandatory work placement requirement for this qualification specialisation.
- Additional compliance requirements may apply where learners undertake optional workplace-based learning activities.

3.3 International Students

Academic Requirements:

- Age 18 years or above
- Satisfactory completion of the equivalent of Australian Year 11 or higher
- Physical capability suitable for the pathology assistance role

English Language Proficiency (one of):

Test	Requirement
IELTS (General or Academic)	6.0 overall score

Test	Requirement
PTE Academic	50 overall score
TOEFL	64 overall score
Cambridge C1 Advanced	169 overall score
OET	B each component
ELICOS (General English or equivalent)	Upper Intermediate level completion

Alternative English Requirements:

- Five years English-medium education in approved countries OR
- Successful completion of an Australian foundation course, senior secondary certificate, or Certificate IV within two years OR
- Evidence of studying in English for at least five years in approved English-speaking countries

Additional Requirements:

- Compliance with student visa requirements

3.4 Primary Entry Pathways

Primary Entry Pathway:

- Individuals with little or no prior pathology or healthcare experience
- Career changers entering the health sector
- School leavers interested in laboratory or clinical support roles

Alternative Entry Pathways:

- Healthcare workers seeking pathology specialisation
- International students meeting English and entry requirements
- Workers in related health or community service roles

3.5 Recognition of Prior Learning (RPL) and Credit Transfer

RPL Eligibility:

- Paid or unpaid pathology assistant work experience
- Previous relevant formal qualifications and training
- On-the-job skills development and competency
- Relevant personal and community life experience

Credit Transfer:

- Equivalent units from HLT37525 completed at other RTOs
- Previous qualifications with equivalent outcomes, generally completed within 5 years
- International qualifications assessed as equivalent

Evidence Requirements:

- Official transcripts, statements of attainment and qualification certificates
- Work samples, job descriptions and workplace documentation
- References and third-party validation from employers or supervisors
- Practical demonstration or professional interview where required

4. COURSE DELIVERY AND STRUCTURE

4.1 Comprehensive Delivery Overview

Duration: 24 weeks full-time program

- Supervised Classroom, Laboratory and Simulation Sessions: 720 hours across 24 weeks (approximately 20 scheduled contact hours per week, across 2.5 days)
- No mandatory work placement for this specialisation
- Public holidays managed with same-week rescheduling to maintain consistent supervised hours

Study Mode: Full-time (24 weeks total)

- Supervised Learning: 720 hours (classroom, practical laboratory activities, simulation and supervised assessment)
- Unsupervised Learning: 489 hours (144 hours structured self-directed learning + 345 hours independent learning and assignments)

4.2 Volume of Learning

Total Hours: 1,209 hours (complies with AQF Level 3 requirements of 1,200–2,400 hours)

Volume Components:

Component	Hours	Description
Supervised Classroom, Laboratory & Simulation Learning	480	Trainer-led instruction, practical laboratory activities, demonstrations, simulations, guided practice and supervised assessment activities, including specimen receiving, preparation and dispatch, infection prevention, contamination prevention and workplace health and safety.
Structured Self-Directed Learning	250	Planned and guided independent study aligned to unit delivery, including review of learning materials, workbook activities and reinforcement of key concepts (e.g. anatomy and physiology, infection control, medical terminology, laboratory operations).
Independent Learning / Assignments	473	Independent activities outside the classroom, including completion of theory assessments, online modules, revision, research and portfolio development.
Total Unsupervised Learning	723	Combined structured self-directed and independent learning hours.
Total Volume of Learning	1,203	Combined supervised and unsupervised learning hours, appropriate for AQF Level 3.

4.3 Delivery Locations

Melbourne campus:

- Address: Level 4, 355 Spencer Street, West Melbourne VIC 3003

- Purpose: Theory classes, assessments, student services

Perth, Western Australia location

- **Address:** Level 7 251 Adelaide Tce Perth, WA 6000
- **Purpose:** Theory classes, simulation activities, assessments, student services

4.4 Training Delivery Methods

Face-to-Face Learning:

- Interactive classroom sessions covering pathology and laboratory support knowledge, with trainer-led demonstrations
- Hands-on simulation training in the Pathology Simulation Laboratory, covering specimen receiving, preparation and dispatch, infection control and contamination prevention
- Problem-solving activities and case studies based on real pathology and laboratory scenarios
- Real-world scenario practice to build communication, teamwork and professional behaviour

Blended Learning Components:

- CANVAS LMS platform access for digital resources
- Interactive online modules for theory content
- Self-paced learning activities and assessments
- Digital resources and video/case study materials

Assessment Integration:

- Theory assessments (off-campus / LMS completion)
- Practical demonstrations (on-campus simulation)
- Progressive skill building through sequential units

4.5 Unit Sequencing and Clusters

Units are sequenced across five learning clusters, moving from foundation workplace knowledge to pathology-specific, infection control, specimen processing and laboratory support skills.

Cluster 1: Healthcare Workplace Foundations (Weeks 1–4)

CHCCOM005, CHCDIV001, HLTWHS001, HLTWHS006 – communication, working with diverse people, workplace health and safety, and personal wellbeing.

Cluster 2: Health Science Foundations (Weeks 5–7)

HLTAAP001, BSBMED301 – anatomy and physiology, and medical terminology underpinning pathology practice.

Cluster 3: Infection Prevention and Clinical Risk (Weeks 8–13)

HLTINF006, HLTPAT008, HLTAID011 – infection prevention and control, clinical risk management, and first aid.

Cluster 4: Laboratory Administration and Specimen Processing (Weeks 14–17)

BSBTEC201, HLTPAT011 – business software applications, and specimen receiving, preparation and dispatch.

Cluster 5: Laboratory Practice (Weeks 18–24)

MSL933005, MSL973026, MSL973027 – laboratory housekeeping, preparation of working solutions, and contamination prevention techniques.

Full Unit Schedule:

Unit Code	Unit Title	C/E	Classroom + Sim (hrs)	Total Volume (hrs)
CHCCOM005	Communicate and work in health or community services	C	20	55
CHCDIV001	Work with diverse people	C	20	58
HLTWHS001	Participate in workplace health and safety	C	20	58
HLTWHS006	Manage personal stressors in the work environment	E	20	44
HLTAAP001	Recognise healthy body systems	E	40	100
BSBMED301	Interpret and apply medical terminology appropriately	C	20	58
HLTINF006	Apply basic principles and practices of infection prevention and control	C	40	102
HLTPAT008	Identify and respond to clinical risks in pathology collection	E	60	138
HLTAID011	Provide First Aid	C	20	53
BSBTEC201	Use business software applications	C	20	55
HLTPAT011	Receive, prepare and dispatch pathology specimens	C	60	138
MSL933005	Maintain the laboratory/field workplace fit for purpose	E	40	107
MSL973026	Prepare working solutions	E	60	137
MSL973027	Perform techniques that prevent cross-contamination	E	40	100

4.6 Academic Calendar Management

Progressive Delivery Structure:

- Sequential unit delivery with strategic break periods
- Public holidays managed with same-week rescheduling
- Consistent supervised hour delivery maintained
- Advance notice provided for schedule changes

Completion Requirements:

- Completion of all 14 units of competency
- Satisfactory assessment outcomes across all units
- Completion of all required practical laboratory activities, simulations and assessment tasks
- Attendance compliance as per MITP02 Course Progress Policy
- Academic integrity maintenance as per MITP23

Note: The Pathology Assistance specialisation does not include a mandatory work placement requirement. Competency is achieved through classroom-based learning, practical laboratory activities, simulated workplace environments, and assessment activities aligned to the unit requirements.

5. ASSESSMENT FRAMEWORK

5.1 Assessment Philosophy

Principles Applied:

- Validity: Assessments measure required pathology assistance competencies accurately
- Reliability: Consistent assessment standards across all tasks
- Flexibility: Reasonable adjustments available for diverse learners
- Fairness: Equitable assessment opportunities for all students
- Industry Relevance: Real-world application focus for pathology and laboratory support practice

Assessment Integration:

- Aligned with training delivery, ensuring assessments reflect the knowledge and practical skills taught in each unit
- Progressive skill development, moving from foundation knowledge to applied pathology assistance and laboratory skills
- Real-world application focus, using practical tasks, simulations and workplace-realistic evidence
- Industry-relevant assessment, meeting current pathology and laboratory support standards

5.2 Assessment Methods Matrix

Assessment Method	Description	Application
Written / Knowledge Questions	Knowledge testing and theoretical understanding	All 14 units (100%)
Case Studies	Real-world scenario analysis and application	All 14 units (100%)
Simulation & Practical Demonstration	Direct observation of skills in the Pathology Simulation Laboratory	All 14 units (100%)
Role Play	Interpersonal and communication skills demonstration	Relevant units, e.g. CHCCOM005, CHCDIV001
Portfolio / Workplace Documentation	Evidence of documentation accuracy and record management	Relevant units, e.g. HLTPAT011, BSBTEC201

5.3 Assessment Delivery Arrangements

Theory Assessments:

- Location: Off-campus and/or online through the Learning Management System (LMS)
- Format: Written responses, short-answer questions, case studies, research activities and knowledge-based assessments
- Submission: LMS

- Timeline: Assessment outcomes and feedback provided within two weeks of submission

Practical Assessments:

- Location: On-campus Pathology Simulation Laboratory (Nursing Simulation Laboratory 1)
- Format: Demonstrations, practical skills assessments, laboratory activities, simulations and workplace scenario-based tasks
- Observation: Direct assessor supervision and observation
- Recording: Assessment checklists, observation records and student portfolios where appropriate

5.4 Reassessment and Re-enrolment

Reassessment Opportunities:

- Two attempts per assessment task without additional cost
- Specialised coaching required if competency is not achieved after the second attempt
- Additional fees apply for further reassessment attempts

Re-enrolment Process:

- Available for units not successfully completed
- Must occur within one year of initial completion
- Fees apply as per the current fee schedule
- Complete unit re-delivery including all assessments

6. PATHOLOGY ASSISTANCE SIMULATION GUIDELINES

6.1 Simulation Overview

The Pathology Simulation Laboratory provides students with industry-realistic learning experiences that replicate pathology and laboratory support environments. This simulation space is designed to prepare students for safe, accurate specimen handling, allowing learners to practise essential skills in a controlled, supervised setting.

Simulation training supports the development of practical competence, professional behaviour, and confidence in performing pathology assistance tasks in accordance with workplace policies, procedures and duty-of-care requirements.

Learning Outcomes:

Through simulation activities, students will be able to:

- Apply safe, accurate specimen receiving, preparation and dispatch procedures
- Demonstrate infection prevention and control practices, including standard precautions and correct PPE use
- Apply workplace health and safety and hazard identification in laboratory settings
- Communicate effectively with clients, patients and healthcare or laboratory teams
- Prepare working solutions and apply techniques to prevent cross-contamination
- Maintain the laboratory workplace fit for purpose and reflect on practice to improve performance

6.2 Simulation Facilities

Location: Level 4, 355 Spencer Street, West Melbourne VIC 3003 and Level 7 251 Adelaide Tce Perth, WA 6000

Pathology Simulation Laboratory

- Area: Multi-purpose healthcare and laboratory simulation environment
- Capacity: 25 students
- Equipment: Laboratory work benches, specimen handling and storage equipment, specimen collection and transport containers, PPE, biohazard and waste disposal equipment, laboratory glassware and measuring equipment, solution preparation equipment, labelling and packaging materials, infection control stations, hand hygiene facilities, cleaning and decontamination resources, workplace documentation and forms, computers and simulation equipment
- Purpose: Specimen receiving, preparation and dispatch procedures, laboratory housekeeping, infection prevention and control activities, preparation of working solutions, contamination prevention techniques and simulated laboratory scenarios

6.3 Simulation Guidelines

Professional Conduct:

- Professional attire, including required PPE, for all simulation sessions
- Respectful, confidential treatment of all simulation scenarios
- Appropriate professional boundaries maintained

- Mobile phones off/silent during simulation activities

Simulation Scenarios:

Simulation activities may include:

- Specimen receiving, labelling, preparation and dispatch scenarios
- Infection prevention and control scenarios, including PPE use and hand hygiene
- Laboratory housekeeping and equipment handling activities
- Preparation and measurement of working solutions
- Contamination prevention techniques and quality procedures
- Communication and workplace documentation scenarios
- Responding to clinical risks and hazards in pathology settings

Simulation scenarios are completed under trainer supervision, ensuring students can safely and confidently apply pathology assistance skills in accordance with unit requirements.

6.4 Simulation Session Procedures

Attendance Requirements:

- 100% attendance required for all simulation sessions
- Professional conduct expected at all times
- Active participation in all simulation activities
- Constructive feedback provision to peers

Confidentiality Requirements:

- All simulation information treated as confidential
- Professional treatment of all simulation participants required
- No performance information shared with other students
- Respectful approach to sensitive healthcare and laboratory scenarios

7. STUDENT SUPPORT SERVICES

7.1 Comprehensive Student Support Framework

Academic Support Services:

- Study skills support tailored to Certificate III learning, including time management, assessment understanding and study strategies
- Assessment preparation assistance, supporting students to complete knowledge tasks, case studies and practical assessments
- Individual learning support, provided where required to assist with skill development and competency achievement
- Digital literacy support, including guidance in using learning platforms, online resources and the CANVAS LMS

Personal Support Services:

- Comprehensive personal and welfare support
- Mental health counselling and referral services
- Financial support and payment plan assistance
- Career guidance and professional development planning

7.2 Language, Literacy, Numeracy and Digital Literacy Support

LLND Assessment and Support:

- Pre-enrolment assessment for AQF Level 3 requirements
- Ongoing support throughout program delivery
- Specialised assistance for pathology and laboratory technical content
- Digital literacy training for pathology and laboratory support technology

Support Services Available:

- Individual consultation and learning plans
- Group study sessions and learning workshops
- Online resources and specialised learning materials
- Referral to external professional support services

7.3 Reasonable Adjustments

Identification and Assessment:

- Pre-enrolment LLND assessment and disclosure
- Ongoing needs evaluation throughout the program
- Student-initiated requests for adjustments
- Trainer identification of support needs

Types of Adjustments Available:

- Extended time for complex assessments
- Alternative assessment formats for diverse learning styles
- Assistive technology provision
- Modified learning environments
- Flexible scheduling arrangements
- Additional tutoring and specialised support

Reasonable adjustments are provided in accordance with the Disability Discrimination Act 1992, ensuring learners with disability are supported while competency requirements are maintained.

7.4 Cultural Safety and Diversity Support

Menzies College of Nursing & Health is committed to equal opportunity, anti-discrimination and inclusive education, in accordance with the Disability Discrimination Act 1992, Racial Discrimination Act 1975, Sex Discrimination Act 1984 and Age Discrimination Act 2004.

- Culturally responsive teaching approaches
- Language support and LLND assistance
- Religious observance accommodation
- Cultural competency development for staff and students

7.5 Professional Development Support

Career Development Services:

- Career pathway planning and guidance
- Industry networking opportunities
- Interview and employment preparation support

Continuing Education Support:

- Information about further study options, including Certificate IV in Laboratory Techniques and Diploma of Laboratory Technology
- Professional development opportunity guidance
- Career advancement planning assistance

8. FEES AND FINANCIAL INFORMATION

8.1 Course Investment Structure

Course fees reflect the practical, industry-focused nature of the Certificate III in Pathology (Pathology Assistance) and include:

- 24-week full-time delivery program, aligned with training package and AQF Level 3 requirements
- Comprehensive curriculum covering 14 nationally recognised units of competency
- Training delivered by qualified and industry-experienced trainers and assessors
- Access to the specialised Pathology Simulation Laboratory for hands-on specimen handling and laboratory support training

Course fees support the delivery of quality training, practical skill development, industry-realistic learning environments, and assessment services required to prepare students for employment in pathology assistance roles.

Fee Components:

- Tuition Fees: As detailed in the Letter of Offer
- Resources Included: Prescribed learning materials, professional resources, student support materials
- Additional Costs: Personal stationery, computer access, reassessments, professional development activities

8.2 Payment Options and Financial Support

Flexible Payment Arrangements:

- Payment plans available for domestic and international students
- Financial counselling and planning assistance
- Payment modifications for unexpected circumstances

Financial Support Services:

- Information about government funding options
- Payment plan adjustments for hardship circumstances
- External funding source referrals and support

8.3 Additional Fees

Reassessment Fees:

- Individual assessment task re-attempts: As per fee schedule
- Unit re-enrolment: Based on unit complexity and duration
- Late enrolment or administrative changes: Standard administrative fees

9. COMPLAINTS AND APPEALS

9.1 Informal Resolution Process

First Step Resolution:

- Direct discussion with trainer or assessor
- Contact Student Administration Manager for program-specific issues
- Consultation with Head of School Health for academic matters

Support Available:

- Student advocacy and representation
- Interpreter services and cultural support where required
- Independent mediation services

9.2 Formal Complaint Process

Formal Complaint Procedure:

- 1. Written Complaint: Complete MFS04 Complaint/Appeal Form
- 2. Investigation: Management review and evidence gathering
- 3. Response: Written outcome within specified timeframes
- 4. Resolution: Implementation of agreed solutions
- 5. Follow-up: Monitoring and review of outcomes

Complaint Categories:

- Academic complaints (assessment, teaching, course content)
- Administrative complaints (enrolment, fees, services)
- Facility complaints (infrastructure, equipment, safety)

9.3 Assessment Appeals Process

Assessment Appeal Rights:

- Two attempts provided without additional cost
- Formal written appeal submission
- Independent review by a qualified external assessor
- Fair and transparent appeal process

Appeal Grounds:

- Procedural issues in assessment conduct
- Bias concerns or unfair treatment
- Evidence disputes regarding adequacy or authenticity
- Reasonable adjustment inadequacies

9.4 External Review Options

Regulatory Bodies:

- ASQA: Australian Skills Quality Authority for RTO-related complaints
- Commonwealth Ombudsman: Government-related issues

Policy Reference: MITP07 Complaints and Appeals Policy and Procedure

10. COURSE PROGRESS MONITORING

10.1 Comprehensive Progress Monitoring Framework

Monitoring Objectives:

- Early identification of students at risk of unsatisfactory progress
- Timely support service delivery
- Enhanced completion rates and student success
- Consistent educational standards maintenance

Student Feedback Mechanisms:

- Unit Completion Surveys: Individual unit evaluation using standardised tools
- Course Experience Surveys: Overall program assessment via MS21 Course Experience Feedback Form
- Graduate Surveys: Employment outcome tracking
- Regular trainer-student check-ins and an open-door policy for accessible feedback

10.2 Progress Tracking Systems

Academic Performance Monitoring:

- Unit completion tracking with competency focus
- Assessment submission and outcome monitoring
- Performance trend analysis across cohorts
- Competency progression through simulation and assessment

Student Engagement Tracking:

- Daily attendance monitoring for theory and practical sessions, as per MITP02
- Participation quality assessment in learning activities
- Engagement with the CANVAS LMS and online learning platforms
- Interaction with student support services and resources

10.3 Key Performance Indicators

Academic Performance	Target	Operational Performance	Target
Completion Rate	85% minimum	Resource Utilisation	Optimal capacity
Unit Pass Rate	90% minimum	Trainer Performance	100% compliance
Student Satisfaction	4.0/5.0 minimum	Assessment Quality	Standards met
Employer Satisfaction	4.0/5.0 minimum	Compliance Adherence	100% regulatory
Employment Outcomes	80% within 6 months	Risk Management	Effective mitigation

10.4 Intervention Strategies

- Early Warning Systems: Automated alerts for performance thresholds and proactive contact
- Academic Support: Tutoring and study skills development as per MITP28
- Personal Support: Counselling and welfare services
- Flexible Arrangements: Reasonable adjustments as per MITP83

Policy Reference: MITP02 Vocational Course Progress Recording, Monitoring and Reporting Policy

11. CERTIFICATION AND COMPLETION

11.1 Qualification Completion Requirements

Completion Criteria:

- Unit Completion: All 14 units assessed as competent
- Academic Integrity: Satisfactory conduct maintenance as per MITP23
- Attendance Compliance: Minimum participation requirements as per MITP02
- Fee Compliance: Full payment of required fees

Certification Timeline:

- Processing Time: 30 calendar days from completion
- Verification Process: Comprehensive record checking
- Quality Assurance: Multi-level approval process as per MITP58
- Issuance: Formal certificate and transcript delivery

11.2 Certificate and Transcript Details

Certificate Contents (as per MITP58):

- Qualification Title: HLT37525 Certificate III in Pathology (Pathology Assistance)
- Student Details: Name, date of birth, unique identifier
- Completion Date: Assessment completion date
- RTO Details: Legal name, TOID, authorised signatures
- Authentication: Security features and verification codes

Transcript Contents:

- Unit Listing: All completed units with codes and titles
- Assessment Outcomes: Competent/Not Yet Competent status
- Completion Dates: Individual unit completion dates
- Authentication: Security and verification features

11.3 Statement of Attainment

Issued for partial completion, including:

- Withdrawn students: units completed before withdrawal
- Incomplete programs: recognition of competent units
- Credit transfer: units for future qualification completion
- Employment evidence: skill demonstration for employers

11.4 Certification Integrity

- Security Features: Tamper-evident certificates
- Verification Systems: Online verification capability

- Record Keeping: Comprehensive certification records as per MITP31
- Replacement Procedures: Available for lost or damaged certificates, and following name changes

12. IMPORTANT POLICIES AND PROCEDURES

12.1 Key MITP Policies Relevant to Pathology Assistance Studies

Essential Academic Policies:

- MITP11: Admissions Policy and Procedure
- MITP13: Assessment, Reassessment and Re-enrolment
- MITP15: Recognition of Prior Learning and Credit Transfer Policy
- MITP07: Complaints and Appeals Policy and Procedure
- MITP28: Student Support Services and Welfare

Pathology Services-Specific Policies:

- MITP32: Training and Assessment Strategy Development and Review Policy
- MITP02: Course Progress Recording, Monitoring and Reporting Policy
- MITP30: Validation and Moderation Policy and Procedure
- MITP58: Certification Policy

Professional Conduct Policies:

- MITP04: Student Code of Conduct
- MITP23: Plagiarism, Collusion and Cheating Policy
- MITP83: Reasonable Adjustment Policy
- MITP53: Fair Treatment and Equal Benefits Policy

12.2 Pathology Assistance Professional Standards

Students undertaking the Certificate III in Pathology (Pathology Assistance) are expected to develop and demonstrate the following professional standards:

- Accurate, safe specimen handling practice, respecting infection control and quality requirements
- Cultural awareness and inclusive practice with patients, clients and colleagues
- Safe and responsive practice, recognising and reporting risks, hazards and clinical concerns in line with workplace procedures
- Ethical and professional behaviour, including maintaining confidentiality and duty of care while working under general supervision

These standards reflect the expectations of pathology assistants and laboratory support personnel operating in pathology and diagnostic services environments.

12.3 Online Policy Access

Policy Repository: https://menzies.vic.edu.au/students/policies-and-forms/

13. APPENDIX: SAMPLE TIMETABLE

HLT37525 – Certificate III in Pathology (Pathology Assistance)

Delivery: Classroom and Simulation Based, face-to-face, approximately 20 hours per week across 2.5 days | Total Duration: 24 weeks | No mandatory work placement

Cluster	Units / Focus	Start Week	End Week
1	Healthcare Workplace Foundations – CHCCOM005, CHCDIV001, HLTWHS001, HLTWHS006	1	5
2	Health Science Foundations – HLTAAP001, BSBMED301	6	9
3	Infection Prevention and Clinical Risk – HLTINF006, HLTPAT008, HLTAID011	10	14
4	Laboratory Administration and Specimen Processing – BSBTEC201, HLTPAT011	15	18
5	Laboratory Practice – MSL933005, MSL973026, MSL973027	19	24

Note: Exact start and end dates are confirmed in each intake's published timetable and are subject to change with reasonable notice, including adjustments for public holidays in accordance with MITP02 Course Progress Policy.