There is currently no direct ‘equivalency’ than can be applied by universities to partly completed paramedic or nursing under-graduate courses for use in the NEPT sector. Therefore, if an applicant has only completed part of their paramedic or nursing under-graduate degree, this cannot be accepted by NPT as equivalent to the minimum qualifications.

Therefore, any applicant who does not possess one of the minimum qualifications listed, they are required to provide the following information to enable NPT to undertake an equivalency assessment (a letter from the applicant’s institution is not acceptable):

* Certified copies of the official transcript of results printed by the institution
* Completed course mapping document
* Students applying for an assessment of equivalency for a Certificate III in Non-Emergency Patient Transport must also provide evidence that they have completed the HLTAMB014 Transport Non-Emergency Patients Under Operational conditions unit. Note that this unit relates to the equivalency process and does not relate to the requirement for individuals to complete the Driving Under Emergency Conditions training program as per the AV Contractual requirements within Victoria.
* Students applying for an assessment of equivalency for a Diploma of Paramedical Science must provide a letter from the employer / institute confirming that the student has:
	+ Completed at least 400 hours of supervised on road clinical practice within the last two years, OR
	+ On employment will be supervised on road by a person who has already completed the 400 hours.

Upon receipt of the application, HR will forward their information to NPT’s Training Manager who is authorised to complete the equivalency assessment. Applicants will not be able to proceed in their employment applicant until NPT’s Training Manager has assessed that their qualifications are equivalent to the required qualifications.

## background

This template has been constructed to assist applicants to map their completed units of study to the minimum qualifications for employment in the Non-Emergency Patient Transport (NEPT) sector. Taking the time to complete this template will assist NPT to assess equivalency for employment purposes.

Please complete the table below, providing the necessary detail to support your application. You must provide supporting evidence of your completed subjects by attaching certified copies of the official transcript of results printed by the institution. A sample of how to complete the template has been provided for your reference.

## How to complete the template

1. Select the appropriate template for the NEPT role for which you are seeking an assessment of equivalency – either Patient Transport Officer (PTO) or Ambulance Transport Attendant (ATA).
2. Insert the subjects from your course that you have completed (subject code, name and year) on the right-hand side of the table and provide a basic description of what that subject involves. Be sure to list all of your completed subjects.
3. The left-hand column of the template lists the core and elective units for the relevant NEPT qualification. Each of these units has an associated list of Assessment Requirements and Units of Competency which can be found by clicking on the training unit code (e.g. HLT31115 for Patient Transport Officer or HLT51015 for a Diploma of Paramedical Science) and then following the links to each of the core and elective units. Alternatively, go to www.training.gov.au and enter the NEPT course code or the NEPT unit code and follow the links.
4. Once you have read the assessment requirements and the units of competency for the NEPT core subjects and relevant electives, you need to provide further information on the right-hand side of the table, highlighting how your studies in that subject match and meet the requirements of any of the NEPT units. One university subject may cover more than one of the NEPT units, and you should note this in your response.
5. Once you have completed the table for each of your completed subjects, sign and date the template, attach a certified copy of your official university transcript of results, the letter from your NEPT employer confirming your 400 hours (if applying for Diploma of Paramedicine equivalency) and attach to your employment application under Qualifications.

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| **Certificate III in Non-Emergency Patient Transport** | **Course of Study** |  |
| HLT31115 13 units of competency are required for this qualification including 8 core units and 5 elective units detailed below: | **University** |  |
| **Student Name** |  |
| **Core Units** CHCCOM005 Communicate and work in health or community services CHCDIV001 Work with diverse people HLTAAP001 Recognise healthy body systems HLTAID003 Provide first aid HLTAMB001 Follow procedures for routine safe removal of patient HLTAMB014 Transport non-emergency patients under operational conditions HLTINF001 Comply with infection prevention and control policies and procedures HLTWHS002 Follow safe work practices for direct client care **Elective Units** CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety CHCLEG001 Work legally and ethically HLTAAP002 Confirm physical health status HLTAID005 Provide first aid in remote situations HLTAID006 Provide advanced first aid HLTAID007 Provide advanced resuscitation HLTAMB007 Assess and deliver basic clinical care HLTAMB011 Manage a routine non-emergency scene HLTWHS006 Manage personal stressors in the work environment BSBMED301 Interpret and apply medical terminology appropriately | **Completed Subjects that cover NEPT units** | **Outline below how this subject meets equivalency**List each subject that you have completed and provide details of how the subject meets the competency units for any of the relevant NEPT units. Add further sheets if required.  |
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| **Student Statement** |
| I have completed the NEPT unit **HLTAMB014 ‘Transport non-emergency patients under operational conditions’** and have attached a certified copy of my results.Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Diploma of Paramedical Science** | **Course of Study** |  |
| HLT51015 17 units of competency are required for this qualification including 9 core units and 8 elective units detailed below: | **University** |  |
| **Student Name** |  |
| **Core Units** CHCDIV001 Work with diverse people CHCLEG001 Work legally and ethically HLTAAP002 Confirm physical health status HLTAMB001 Follow procedures for routine safe removal of patient HLTAMB008 Assess and deliver standard clinical care HLTAMB012 Communicate in complex situations to support health HLTINF001 Comply with infection prevention and control policies & proceduresHLTWHS002 Follow safe work practices for direct client care HLTWHS006 Manage personal stressors in the work environment**Elective Units** CHCCCS020 Respond effectively to behaviours of concern CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety CHCPRP003 Reflect on and improve own professional practice HLTAMB002 Implement safe access and egress in an emergency HLTAMB003 Transport emergency patients HLTAMB010 Manage and coordinate resources for emergency operations HLTAMB011 Manage a routine non-emergency scene HLTAMB013 Contribute to managing the scene of an emergency HLTAMB014 Transport non-emergency patients under operational conditions HLTHPS008 Provide clinical mentoring in the work environment BSBCOM406 Conduct work within a compliance framework BSBFLM303 Contribute to effective workplace relationships BSBMED301 Interpret and apply medical terminology appropriately BSBWOR203 Work effectively with others TAEASS401B Plan assessment activities and processes TAEASS402B Assess competence TAEASS403B Participate in assessment validation TAEDEL301A Provide work skill instruction TAEDEL402A Plan, organise and facilitate learning in the workplace | **Completed Subjects that cover NEPT units** | **Outline below how this subject meets equivalency**List each subject that you have completed and provide details of how the subject meets the competency units for any of the relevant NEPT units. Add further sheets if required.  |
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| **Student Statement** |
| I have completed at least 400 hours of supervised on road clinical practice experience within the last two years and I have attached evidence of this (a letter from a University stating the number of hours completed is not acceptable and evidence must outline dates, hours and location of clinical practice experience. Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**EXAMPLE**

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| **Certificate III in Non-Emergency Patient Transport** | **Course of Study** | *Bachelor of Health Science (Paramedic)* |
| HLT31115 13 units of competency are required for this qualification including 8 core units and 5 elective units detailed below: | **University** | *Victoria University* |
| **Student Name** | *Jane Smith* |
| **Core Units** CHCCOM005 Communicate and work in health or community services CHCDIV001 Work with diverse people HLTAAP001 Recognise healthy body systems HLTAID003 Provide first aid HLTAMB001 Follow procedures for routine safe removal of patient HLTAMB014 Transport non-emergency patients under operational conditions HLTINF001 Comply with infection prevention and control policies and procedures HLTWHS002 Follow safe work practices for direct client care **Elective Units** CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety CHCLEG001 Work legally and ethically HLTAAP002 Confirm physical health status HLTAID005 Provide first aid in remote situations HLTAID006 Provide advanced first aid HLTAID007 Provide advanced resuscitation HLTAMB007 Assess and deliver basic clinical care HLTAMB011 Manage a routine non-emergency scene HLTWHS006 Manage personal stressors in the work environment BSBMED301 Interpret and apply medical terminology appropriately | **Completed Subjects that cover NEPT units** | **Outline below how this subject meets equivalency**List each subject that you have completed and provide details of how the subject meets the competency units for any of the relevant NEPT units. Add further sheets if required.  |
| *HFB1111 – Professional practice 1* | *This unit covers pre-hospital, health service and professionalism, medical terminology, verbal and non-verbal communication and effective interpersonal communication, the nature of emotional work and death and dying. The content of this unit corresponds largely with the requirements and learnings of CHCCOM005, as well as elements of CHCLEG001.* |
| *HFB1112 – Paramedic Clinical Practice* | *This unit introduces students to the basic underpinning knowledge, techniques, skills and equipment related to clinical practice of paramedicine. It covers OH&S and manual handling of patients, infection control, anatomical planes and positions, concepts of basic life support, the arrest patient, wound management, vitals signs and hospital transfer. The content of this unit corresponds with HLTAID003, and HLTINF001.* |
|  | *Continue for each completed subject.* |
| **Student Statement** |
| I have completed the NEPT unit **HLTAMB014 ‘Transport non-emergency patients under operational conditions’** and have attached a certified copy of my results.Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |